

COVID-19 – PREVENTION & RESPONSE

POLICY

Cook's School Day Care Inc is committed to the health and safety of the children and workers and compliance with the direction of the Ministry of Education and Ministry of Health.

PURPOSE

The aim is to clearly identify requirements and procedures necessary to control the spread of infection at the workplace while also maintaining business.

The policy is based on information available at the time of its development and is subject to change based on further information provided by government, health authorities, and the latest evidence.

PROCEDURES, GENERAL ROLES & RESPONSIBILITIES

EMPLOYER

Employers must take every reasonable precaution necessary to protect the health and safety of workers. Appropriate and reasonable measures include but are not limited to:

- Implementing a system for screening, monitoring and responding to reports of Covid-19 symptoms to the COVID-19 screen tool and the Ministry of Health's Interim guidance for Schools and Child Care Omicron Surge document.
- Providing education (policies) and training to all workers regarding specific safety protocols and measures.
- Providing the appropriate personal protective equipment (PPE) and training.
- Administering policies and responding to crisis in a non-discriminatory manner.
- Implementing controls to allow for appropriate physical distancing requirements.
- Encouraging good hygiene, like hand washing and enhancing environmental cleaning and disinfection.
- Ensuring (in coordination with kitchen staff and supervisor) an adequate supply of soap, disinfectant, facial tissues, paper towel, etc is available for use.

SUPERVISOR

Supervisors are responsible for the health and safety of workers under their supervision. Supervisors must ensure that all infection prevention and control protocols are being followed and workers are complying with and following established safe work procedures. Some responsibilities include:

- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use equipment and protective devices and clothing as required.
- Advise a worker of any existing or potential risks of exposure.

WORKER

Every worker will protect their own health and safety by working in compliance with the law and with safe work practices and procedures. Some responsibilities include:

- Familiarizing themselves with the symptoms of COVID-19 and self-monitoring.
- Informing their supervisor if they develop symptoms and do not go to work.
- Following safe working procedures and properly using appropriate PPE.
- Practicing good hygiene protocols including frequent hand washing, using appropriate respiratory etiquette, not touching the face with unwashed hands, and avoiding close contact with people who are sick.

- Participating in training and review policies and plans with respect to enhanced health and safety protocols; signing the record provided off to verify completion.

GENERAL

- Providing clear direction to families and the public with respect to enhanced health and safety protocols.

SERIOUS OCCURRENCE REPORTING

Effective February 14th, 2022, and in accordance with the Child Care and Early Years Act, 2014(CCEYA), child care licensees are no longer required to report confirmed cases of COVID-19 as a serious occurrence to the Ministry of Education.

A report will be made if absenteeism due to Covid-19 cases of both workers and/or children rise approximately to 30% above normal absenteeism resulting in the centre or home having to close. A report will then be sent to the Ministry of Education under category “Unplanned Disruption of Service” The HKPR Health Unit will also be notified of the closure.

Families will be notified of any closure via eblast from Cook’s School Day Care with information from the Local Medical Officer of Health, on public health measures for families, staff/providers to follow.

REPORTING RESPONSIBILITY

The Supervisor/designate is responsible for reporting and posting the appropriate information.

DOCUMENTS, TRAINING, RESOURCES & FORMS

MUST BE FAMILIAR WITH AND ADHERE TO THE FOLLOWING:

- **Daily Screening Checklist** – applicable for both Centre & Home
- **Breaking Down the Day** - separate Centre & Home versions
 - Centre – includes expectations for behaviour during drop off, playroom, playground, lunch and snack times, rest time, and pick up
 - Home Child Care – includes expectations for behaviour during drop off, playtime, outdoor time, snack and lunch times, rest time, and pick up.
- **Daily Educator Requirements** – separate Centre & Home versions
- **General Additional Cleaning Duties** - separate Centre & Home versions
- **Kitchen Additional Cleaning Duties** - Centre
- **Plan for Sick, Children, Staff/Providers, Parents** – applicable for both Centre & Home
- **Resources/Training (not limited to the following)**
 - How to Self-Monitor
 - How to Handrub
 - When and How to Wear a Mask
 - Non-Medical Masks and Face Coverings
 - Facemask Do's and Don'ts
 - How to Remove Gloves
 - Talking with Children about Coronavirus Disease 2019

INFECTION PREVENTION AND CONTROL PROCEDURES

Continuous monitoring of the effectiveness of the controls is necessary to ensure the ongoing protection of children's and workers' health and safety.

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration, and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.