

## COVID-19 – CENTRE – BREAKING DOWN THE DAY – Revised August 2022

Notes for Cook's Workers (includes Educators, Enhanced Staff, Kitchen Staff, Administrative Staff),  
Parents (includes Guardians) & Visitors (includes Resource Consultants, Building Services, Etc.)

### Arrival & Drop off - Open 6 am.

#### Cook's Workers

- Workers must complete and pass the Covid-19 screening tool **daily**.
- If a worker does not pass the screening, they must stay at home and follow the monitoring and isolation advice outlined in the screening tool and the Covid-19: Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge.
- Workers will enter through the west gate door and use the hand sanitizer provided.
- If screening, workers will hand wash or hand sanitize between families and visitors.
- Screeners will answer the doorbell, greet the parents at the entrance, ensure verbally that the screening tool was completed and then escort the children into the building. A visual health check will be done before children start interacting.

#### Parents/Guardians & Children

Parents/guardians are to screen their children for symptoms of illness every day before attending child care centre using the COVID-19 screening tool. <https://covid-19.ontario.ca/school-screening/>

- If the child does not pass the screening they must stay at home and parents must follow the monitoring and isolation advice outlined in the screening tool and the Covid-19: Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge.
- Parents must ring the doorbell in the AM when they arrive and wait to be attended by the screener.
- Parents are permitted to enter the building at pick up time only. Masks are optional.
- Children will wash their hands before they begin to play and should be encouraged to do so regularly throughout the day.
- Parents will be asked to ensure children have at least one full change of clothes.

### Visitors

- Visitors may enter the building. Masks are optional.

## During the Day – Notes for Cook's Workers

### Cook's Workers

- Workers will have the option of wearing a mask indoors.
- Where possible the same workers will remain with the same cohort for the day.
- Workers should have an extra shirt or top etc. should they be exposed to anything and need to change.

### Other

- Sleep toys and blankets from home will be put into a plastic bag, labelled, and kept in a tote in the room.
- Cloakroom – space between each child, where possible.
- On 1<sup>st</sup> floor - the junior preschoolers will only use the preschool washroom; toddlers will use the toddler washroom.
- On 2<sup>nd</sup> floor - the L-shaped washroom will be designated for workers only, the accessible and small washroom for senior preschool children during the day. School age children will use the small washroom after school.

## Playroom – Notes for Cook's Workers

- Toys and equipment that are set out for the children must be easy to clean. Hard cover books instead of paper and any fabric toys are washed daily.
- Regular hand hygiene and respiratory etiquette will be the focus with shared spaces, toys, and equipment.
- Toys are cleaned at the end of the day – see **Additional Cleaning Duties**.
- Workers will sign the **Additional Cleaning Duties** checklist to verify that the cleaning is done.
- Workers will incorporate more individual activities or activities that allow space between children. See the document - Building on how does learning happen?
- No area carpets for now in the play spaces.
- When sensory materials are offered, children will wash their hands before and after use.

### Playground – Notes for Cook's Workers

- Sunscreen – spray sunscreen is encouraged to avoid touching.
- Water bottles – will be labelled and stored to avoid touching.

### Lunch and Snack time – notes for workers

- Multi-use utensils must be cleaned and sanitized between use or only one worker serves.
- Never leave utensils in the food containers after serving and cover food when finished serving.

### Rest Time – Notes for Cook's Workers

- Children are placed head to toe on cots; cots are placed at least 2-metres apart where possible.
- After rest time, bedding will be kept in plastic bags with their sleep toys and kept in a tote in the room ready for the next day.
- Cots to be washed and sanitized daily – sprayed front and back and left to dry, stacked.
- Soothers sent up to kitchen to be washed/sanitized daily – labelled.
- Rest time will be used for the regular cleaning and additional cleaning of high touch surfaces in the rooms as well as railings, doorknobs, light switches etc. throughout the building – see **Additional Cleaning Duties**.
- Workers will sign the **Additional Cleaning Duties** checklist daily to verify the additional cleaning is done.

### Pick-Up – Notes for Parents (including Guardians)

- Pick-up is no later than 6 pm to allow time to sanitize toys and surfaces from 6 pm-6:30 pm for the next day.
- Ensure parents include drop off and pick-up times on their child's schedule so we are aware of the busy times of the day.
- Parents can enter the building at pick up time only.

### Important – Notes for Cook's Workers

- If a child or worker displays any signs or symptoms throughout the day, the **Plan for Sick Children & Adults with Possible COVID-19 or Exposure to COVID-19** will be implemented.
- When receiving a message (verbal, phone, email, text) about an absent child or worker, the reason for the absence must be obtained. If the individual is ill, ask if the symptoms Covid-19 related. Document the absence information in the communication book/daily record.