

## COVID-19 – **CENTRE** – BREAKING DOWN THE DAY – Revised July 2023

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 Ministry of Health Management of Cases and of COVID-19 in Ontario.
- Workers will conduct visual health check on all the children during drop off and documented that they did so in the attendance binder before children start interacting with each other.

#### Parents/Guardians & Children

Parents/guardians are to screen their children for symptoms of illness every day before attending the 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.
- Parents are permitted to enter the building at drop off and pick up time.
- 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.

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

#### Cook's Workers

- Workers will have the option of wearing a mask indoors.
- 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.

### Playroom – Notes for Cook's Workers

- Toys and equipment that are set out for the children must be easy to clean.

- Regular hand hygiene and respiratory etiquette will be the focus with shared spaces, toys, and equipment.
- Toys are disinfected 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.
- 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 Worker

- Water bottles – will be labelled.

#### Lunch and Snack time – notes for workers

- Multi-use utensils must be cleaned and sanitized between use.
- 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, if not labelled – front and back.
- 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)

- 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 drop off and pick up time.

**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.