

Treasure Keepers Children's Centre Inc. Pandemic Plan for Covid-19

This is a difficult time to navigate the child care system. Therefore, for the protection of the children, staff, and parents, the expectations of all involved must change.

All pre-existing parent and staff policies will remain in effect unless otherwise stated below.

For the purpose of this document, "symptoms" refer to the following:

- Coughing
- Fever
- Sneezing
- Shortness of breath/difficulty breathing
- Headache
- Nausea/vomiting/significant stomach pain
- Extreme fatigue
- Flu-like muscle aches/pains

Parent/Guardian Expectations

Due to the fact that social distancing within a daycare setting with pre-school to school age children is difficult, the following policies need to be in place during this pandemic. The onus is on the parent/guardian to accurately report symptoms and contact history if applicable so please be honest.

- A) If the child, parent, or other individuals living within the child's home are experiencing symptoms of Covid-19, the expectation is that the child stays home until the symptoms have cleared for 24 hours.
- B) If the child, parent, or other individuals living within the child's home has been tested positive (presumed or confirmed), the expectation is that the child stays home for a minimum of 14 days AND is symptom free for 24 hrs thereafter.
- C) If the child, parent, or other individuals living within the child's home has come in contact with someone who has tested positive (presumed or confirmed) for Covid-19, the expectation is that the child remains at home for 14 days and has remained symptom free before return to daycare will be permitted.
- D) If the child, parent, or other individuals living within the child's home have traveled outside of the province (with the exception of border communities accessed for essential work), the expectation is that child stays home and may return after 14 days so long as the parties involved remain symptom free 48 hours prior to return to daycare.

E) If the child presents to the centre with a fever (equal to or greater to 38 degrees Celsius) or is visibly ill with cold/flu like symptoms, entrance to the centre will not be permitted. The child will need to return home with the parent/guardian and remain in home until symptom free for 24 hours. The parent/guardian will also be encouraged to contact Health Links or their family physician for next steps regarding need/appropriateness for testing.

- a. Staff will meet parents/guardians at the entrance and will assess the child's temperature and ask appropriate screening questions prior to allowing the child to enter the day care. Should the parent or guardian be directed to take the child home, please proceed with respect and understanding. To not allow a child into the centre is a difficult decision that we do not make lightly.

F) All children and parents will be expected to wash their hands upon entering the facility

All parents/guardians are advised to have a backup child care plan to cover 14 days or more in the event the facility has to close.

Parents will ensure the centre can contact them or an alternate contact at all times during their child's attendance at the centre.

A daily health screening upon arrival will be conducted

Staff Expectations:

- A) Staff who are experiencing cold/flu-like symptoms are expected to stay home from work. Subsequently, the staff member is expected to contact Health Links to determine if testing for Covid is warranted.
 - a. Staff who develop symptoms the morning of a scheduled shift are to inform the Director no later than 1 hour prior to the start of the shift.
 - i. Return to work for staff told that they must be screened for Covid-19:
 1. Staff must inform the Director that they have been recommended to be tested for Covid and which site they intend to be tested at.
 2. Staff are to inform the Director when the test has been completed
 3. Staff is to inform the Director when the results are in for both positive and negative results.
 4. Staff is expected to be symptom free x24 hrs as well as have a negative test result prior to returning to work. The decision to return to work needs to be made WITH the Director
 - ii. Return to work for staff that are not required to be tested for Covid-19 (based on discussion with Health Links or Health Care Provider)

1. The decision to return to work will be made in consultation with the Director
 2. The staff member must be symptom free for 24 hours prior to return to work being considered
- B) Staff who live with individuals who are experiencing symptoms of Covid-19, the expectation is that the staff stays home until their contact's symptoms have cleared for 24 hours.
- C) Staff who live with individuals who have been tested positive (presumed or confirmed), the expectation is that the staff stays home for a minimum of 14 days AND is symptom free for 24 hrs thereafter.
- D) Staff who live with individuals who have come in contact with someone who has tested positive (presumed or confirmed) for Covid-19, the expectation is that the staff remains at home for 14 days and has remained symptom free before return to daycare will be permitted.
- E) Staff who live with individuals who have traveled outside of the province (with the exception of border communities accessed for essential work), the expectation is that staff stays home and may return after 14 days so long as the parties involved remain symptom free 24 hours prior to return to work.

Expectations of Staff while at work:

- A) Upon entering the facility, the staff is expected to wash their hands.
- B) Staff is expected to take their own temperature and document on the screening form to be found in the staff room.
- a. If staff discovers they have a temperature of greater than 38 degrees Celsius, they are to inform the Director immediately and are asked to leave the facility once safe to do so. Staff is to practice social distancing as much as possible.
 - b. The Director will then follow up with other members of the team to see if someone is available to cover the shift. If no shift coverage is found, the daycare centre will remain closed and a notice will be issued to parents via Fastoche as soon as possible.
 - c. The Director and/or staff will perform thorough cleaning/wipe down of all services that the ill worker has come in contact with that day. A deep clean will be performed by staff prior to closure if there has been a confirmed case in the centre.
 - d. If the staff member has been in contact with children prior to the discovery of fever or other cold/flu-like symptoms, the parents will be notified. The staff members' name will not be shared.

Reporting:

- A. Parents and guardians will be notified of the presence of Covid-19 within the centre in the timeliest manner and through our Fastoche program.
- B. The child care centre will provide the following information to the Child Care Coordinator if reporting all pandemic cases that are suspected(symptoms may be present), diagnosed(at a physician's office or by Health links or other reliable sources of health care such as online appointment with a physician) or confirmed(lab test results have confirmed the symptoms as pandemic Covid-19)
 - Name of Facility and location
 - Age of child
 - Staff Member Name
 - Has child/staff been absent from the facility and for how long or is this person back at the facility?
 - Date suspected, diagnosed or confirmed
 - Has the individual been hospitalized?
 - Number of other staff or children that have been sick with flu-like symptoms and may be away from the facility
 - If Public Health has been contacted
 - If families have been notified

Fees/Parent/Staff Policies

- A) Due to the potential for a shortage of staff the centre will not be supporting children with additional needs that take a different ratio or approach. Eg) infants and inclusion
- B) All fees will now be billed AFTER usage and only for what you have requested needing. If the centre is unable to care for your child(ren) due to our current Pandemic Policies you will not be billed for those days.

Environmental Cleaning:

- tissues will be provided in every room
- masks and gloves will be provided for staff members
- if you have a mask for your child or we have donations we will encourage the children to wear them and they will be laundered every day unless they are disposable.

- there will be liquid soap and single use disposable towels by every sink
- hand sanitizer will be provided for adult use, as a supplement for hand washing facilities, and placed in locations where cross contamination may exist. For example, the sign in area. Children are not to use alcohol based sanitizers.
- The child care program will develop a cleaning and sanitizing schedule for high touch surfaces such as:
 - toys both plastic and woodComputer key boards , mouse, telephones, shelves, lockers, doorbells, door handles, light switches, faucets
- other common surfaces such as the playground gate, countertops, soap/sanitizer containers, garbage can and diaper pail lids, tables, chairs, cupboard handles, microwave, fridge, medicine boxes, handles such as strollers and wagons ect.
- sinks, faucets, toilets, water fountains, washrooms
- adaptive equipment such as children's wheelchairs, walkers ect.
- stuffed animals, dress up clothes and children's books are not easily cleaned and will not be accessible
- all sensory items such as play dough, sand and water play, goop, baking ect. will be suspended unless only for a one-time use with each child having their own individual item and then discard after use.

Closure:

The Board of Directors and Executive Director will make every effort to keep the child care program open without compromising the health, safety and well-being of the children and adults.

However, the child care program will close if:

- The Executive Director in consultation with the Chairperson of the Board of Directors and the Child Care Coordinator from the licensing authority decide that the program cannot operate in compliance with the license issued by the Manitoba Child Care Program:

OR if the Executive Director in consultation with the Chairperson of the Board of Directors decides they are not confident the organization can ensure the health, safety and wellbeing of the children and adults.

OR if management staff are unavailable to perform critical services and functions and no qualified alternate can be appointed

OR if ordered to do so by local authorities

OR the child care program located in a school will close if the school is closed

-The Executive Director will request a 24 telephone number for the Child Care Coordinator or designated alternate representative from the licensing authority to contact if the facility must close. If the situation is urgent and the representative from the licensing authority cannot be contacted within 15 minutes, the Executive Director and Chairperson of the Board will make the decision and notify the Child Care Coordinator from the licensing authority in writing of the steps taken, including the time of the first telephone call.

-The Executive Director will ask the Child Care Coordinator from the licensing authority to follow up verbal instructions/decisions/directions regarding closure with an email to the program reiterating the instructions/decisions/directions

Parents will be informed that once closed the program may remain closed until the majority of employees are able to resume duties. The program may re-open on a staggered basis as staff recover.

The Executive Director will continue the essential tasks required to maintain the organization, to monitor the situation, and implement plans to transition to resume regular business operations as soon as possible.

Yes I have read the Treasure Keepers Children's Centre Inc. Pandemic Policy.

Parent Signature _____

Parent Name(please print) _____

Date _____