

Parent's Guide to Alder Ridge Academy Procedures for COVID-19

Alder Ridge Academy is committed to providing our families childcare with the utmost respect to health and safety.

Please adhere to our policies and procedures as set out below. These policies and procedures are in addition to Alder Ridge Academy's Parent Handbook guidelines.

Priority of Care

- Children of parents that are frontline workers.
- Children of parents that must leave their home for employment.
- Families that have children with special needs
- Families that receive subsidy
- Families with special circumstances (e.g. working from home with younger aged children)
- We encourage parents who have flexibility to work from home, to keep their child(ren) home.
- Please note we will not be providing any drop-in services. If you bring your child, you are committing to a schedule full-time or part-time.

Centre Hours

The Academy will operate from 7:00am to 6:00pm.

If your child will be absent, the Academy must be informed by 9:00am.

Fees & Refunds

Parents/Guardians who have not already done so must set up pre-authorized debits. The Centre will not handle cash payments. Please contact management for further details.

Refunds: The Centre will not be issuing any refunds, please refer to the Parent Handbook for further information.

Drop-off and Pick-up

Parents/Guardians will not be permitted in the Academy at any time, as well as not be permitted past the screening area.

Children must be dropped off between 7:00am and 8:30am at the front entrance. Children will not be permitted entry after 9:00am, unless we are notified. Children must be picked up at the front entrance between 3:30pm and 6:00pm. If you will be picking up your child before 3:30pm, you must inform management the morning of or call us ahead of time. A late fee will apply when your child is not picked up by 6:00pm. You will be charged \$1.00 a minute late fee beyond 6:00pm. Please refer to Parent Handbook for more details.

Program Modifications

- As per Ministry guidelines, starting September 1, 2020 group sizes will return as set out under the CCEYA (i.e. licensed age groups prior to the COVID-19 outbreak). Toddler children can have a maximum of 15 children per cohort and Casa children can have a maximum of 16 children per cohort (staff and placement students not included). Children and staff will remain within their cohort throughout the day as much as possible.
- Staff will continue to meet programming requirements and focus on children's development. The staff will avoid any group activities and focus on individualized activities. Activities such as sensory play, water play, and playdough will not be permitted. Where possible, children will be provided with individualized supplies (i.e., scissors, pencils, paint brush etc.) to ensure no item is shared.
- As of September 1, 2020, students completing post-secondary educational placements will be permitted to enter childcare settings. Each student will be assigned to one cohort and must remain with that cohort throughout the duration of their placement. Students are required to read, sign off and adhere to our Academy's policies and procedures, as well as COVID-19 policy before starting placement at our Academy.

Communication

- Staff will communicate with parents through the Parent Portal. Parents may call to speak directly with their child's teacher via phone.
- Parents can communicate with management via parent portal, email, or phone. In person interactions will be limited.

Outdoor Play

- Weather permitting, children will be given the opportunity to use the playground. Only one cohort will be scheduled to use the playground at a time.
- Parents are required to provide sunscreen and complete a sunscreen form for staff to administer sunscreen. Parents are required to apply sunscreen to their child before drop-off, staff will apply sunscreen before afternoon play. Staff will wash their hands before and after assisting each child.

Nap Time

- Each child will be assigned their own cot. Cots will be placed to support physical distancing practices (2 metres/6 feet, if feasible). If space is tight, children will be placed head-to-toe or toe-to-toe.
- Families will be permitted to bring their own blankets and pillows for children. Parents/Guardians are to launder all items prior to bringing them to the Centre, label blanket with child's full name and store them separately in a clean bag.
- Children will be encouraged to fall asleep on their own. Staff will assist a child to be rocked/rubbed when necessary.

Nutrition and Meals

- Each child will have their own individual meal or snack. Multi-use utensils will be sanitized.
- Children will be served individually by a designated staff.
- Children will be provided with their own utensils.
- At no time will sharing of food or utensils be permitted. Staff will be required to practice proper hand washing and wear gloves when serving meals.
- No outside food will be permitted at any time, except where required due to a medical condition or dietary need.

Children and Staff Belongings

- Children will not be permitted to bring any toys, books or other non-essential belongings from home.
- Each child must bring their own water bottle with removable lid and clearly labelled with their full name. Water bottle must be empty when brought to the Academy. Upon arrival, the water bottle will be disinfected.
- Each child must bring a proper bag (no shopping bags) with extra clothes. Please ensure all items and the bag is clearly labelled with their full name.
- Parents will be required to take their child's personal belongings home daily, disinfect them and return the next day. There will be no exceptions to this measure.
- Children's blankets, pillows and water bottles will be sent home at the end of each week to be disinfected. This also includes children's winter outerwear. The items are to return to the Academy the following week. If your child will attend for the first half of the week and will be away the rest of the week, please inform us so we can send your child(ren)'s belongings home for the week.
- Parents will be informed immediately if their child does not have/runs out of extra clothes and footwear. The Academy will not provide any extra items, please ensure your child is well equipped. Please note items will not be shared among siblings.
- Bottles and pacifiers must be individually labelled and stored in a separate container which will be kept at the Academy and will not be shared among children. Upon arrival to the Academy, plastic handle of pacifier will be cleaned with soap and water, container will be disinfected.
- For creams and lotions during diapering, staff must never put hands directly into lotion or cream containers. They must use a tissue or single-use gloves. Upon arrival cream/lotion container will be disinfected.

Prevention Strategies

Screening Protocols

COVID-19 Symptoms

- Fever and/or chills (temperature ≥ 37.8 degrees C)
- Cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of sense of taste or smell
- Sore throat or difficulty swallowing
- Runny or stuffy/congested nose
- Headaches that is unusual or long lasting
- Nausea, vomiting and/or diarrhea
- Unusual or extreme tiredness or muscle aches

Drop-off

A screening area will be set up at the front entrance. Parents will adhere to social distancing measures and must wear a mask or face covering. Each household will be required to self-screen and self-report their child(ren)'s temperature using our online COVID-19 Active Screening Form for Children in School and Child Care before arriving to the Academy. When all requirements are met, your child(ren) will be permitted into the Academy. A staff member will escort your child(ren) to the nearest hand wash station to wash their hands, staff member will then sanitize sink and faucet used and take them to their respective classroom. It is at the discretion of the Staff to not permit your child(ren) if they feel your child(ren) is showing any symptoms listed on the screening form. These forms will be kept in file for contact tracing purposes as required by the Ministry of Education and Peel Public Health.

Pick-Up

A screening area will be set up at the front entrance. Parents will adhere to social distancing measures and must wear a mask or face covering. Upon parent arrival, a staff member will escort the child(ren) from their respective classroom to the front entrance.

Please note all Alder Ridge Academy staff, management and essential visitors will go through the same screening measures daily.

Temperature of children and staff will be checked daily at 12:00pm and temperature of children will be checked in front of the parent/guardian before they leave the Academy.

Children and staff who go out for a community walk/excursion do not need to be re-screened. Staff will self-monitor for symptoms and continue to monitor children for symptoms throughout the day.

Please refer to Protocols of when a child/staff demonstrates symptoms.

Screening for Children

- Upon arrival at the Academy, proceed to front entrance for screening review. Parents are to self-screen and self-report their child(ren)'s temperature using our online COVID-19 Active Screening Form for Children in School and Child Care before arriving to the Centre. If the child(ren)'s temperature is not taken and recorded prior to arrival, parent/guardian is responsible for checking and recording the child(ren)'s temperature at the screening area before being permitted into the Academy. Parent/Guardian must use the alcohol wipe provided to clean the touchless thermometer and use hand sanitizer before and after handling the thermometer. Families are to adhere to social distancing measures and should allow extra time upon arrival for screening to be reviewed.
- If the child(ren) answers YES to ANY of the active screening questions and/or show any symptoms relating to COVID (unless there is a known cause), the child(ren) will not be permitted to enter the Academy.
- Staff that are screening and escorting children to their respective classroom will maintain a minimum 2 metres (6 feet) distance from those who approach for temperature checks or be separated by a physical barrier (such as a plexiglass barrier), and wear personal protective equipment (PPE) (i.e., medical mask and eye protection [goggles or face shield]).
- Once screening form is reviewed and the child(ren) answer NO to ALL active screening questions, the child(ren) will be escorted into the childcare program and complete hand-washing process.

Personal Protective Equipment (PPE)

- All staff and students completing post-secondary placements in a childcare setting are required to wear a medical mask and eye protection (face shield or goggles) while inside the childcare premises, including hallways.
- The use of masks is not required outdoors for adults and children if physical distancing of at least 2 metres can be maintained between individuals.
- Reasonable exceptions for not wearing a mask are permitted including those who have trouble breathing, unable to wear a mask for medical reasons or unable to remove a mask without assistance. A doctor's note or documentation is not required.
- All staff will be provided with medical masks, eye protection and disposable gloves.
- Designated staff caring for a sick child will be required to wear PPE (i.e., medical mask, gown [optional], gloves, eye protection [goggles or face shield]).
- Staff must follow proper etiquette when putting on and removing a mask.
- Medical mask and eye protection (face shield or goggles) must be used when a staff member or child exhibits symptoms of COVID-19.
- Gloves must be worn as per routine practice and follow proper etiquette.
- Surgical/medical mask should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.
- Staff will be trained on the proper use of wear and removing PPE equipment.

- As of February 16, 2021, Peel Public Health has made the recommendation for children in Kindergarten to wear non-medical masks. Alder Ridge Academy will not be enforcing this recommendation for the children in our Casa program (Ages 4 to 6). However, if you wish for your child to wear a non-medical mask, please ensure to provide enough for the day and please ensure non-medical masks are washed on a regular basis.

Social Distancing Measures

- As per Ministry guidelines, no more than 15 children in a toddler room and no more than 16 children in a casa room (staff and students on placement not included).
- Where possible, social distancing measures will be implemented (i.e. hallways, washrooms).
- Designated room staff are assigned to a cohort and must stay with that cohort and not interact with staff or children from any other cohort as much as possible.
- Any person (supervisor, float staff, etc.) who will enter the space of more than 1 cohort and are in the presence of other staff/children must wash their hands (or use alcohol-based hand rub) when entering or exiting each room.
- Children will be distanced from each other during mealtime, table work, and nap time, as much as possible.
- Number of children who are in the communal areas at the same time will be limited
- Where possible, staff should verbally comfort children. Staff should limit holding and carrying a child and only do so when needed.

Sanitizing/Disinfecting Procedures

The Academy will use bleach and water solution for all sanitizing/disinfecting procedures. Staff are responsible for making bleach and water solution daily.

Hand Washing

Children will be encouraged to wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- Before being escorted to their respective classroom
- Before and after handling food and water bottles
- After a diaper change and using the toilet
- After outdoor play
- Before and after handling shared toys/items
- After coughing/sneezing/or touching their face
- Anytime the staff feels it's necessary

Please note that staff will also be required to frequently practice hand washing.

Hand sanitizer is not recommended for children to use unless handwashing is not available. Hand sanitizer will be available, but the Academy recommends hand washing where possible and as often as possible.

Children's Washrooms

Each cohort will use the washrooms at designated times (i.e. before and after outdoor play, before and after lunch). Only one cohort is permitted to use the washroom at a time. If a child needs to go to the washroom during a non-designated time, a staff member must accompany the child to use the washroom and sanitize the washroom after it is being used. Children will not be permitted to touch soap bottles and paper towel dispensers; staff will be dispensing soap into each child's hands and provide them with a paper towel to dry their hands. Staff will be required to use a bleach and water solution to sanitize the soap bottles, toilets, faucets, sinks, counters, paper towel dispensers, toilet paper dispensers and garbage cans after each use, wash their hands and record each time the washroom is sanitized.

Toys/Materials

Items in the classroom will be limited to avoid contamination and sharing. After children are finished with an activity, the items will be disinfected before another child is permitted to use it. Any items a child puts in their mouth will be disinfected immediately.

Cots/Bedding

Each child will be assigned their own cot. Cots will be disinfected twice daily; before and after nap, and sheets washed daily. Blankets will be stored in individual bags and sent home weekly for laundering.

Surfaces

All high touch areas (i.e. doorknobs, garbage cans) will be disinfected at least twice daily and as needed based on daily use. Tables and chairs will be disinfected daily and as often as needed.

Playground/Outdoor Equipment

Outdoor toys and equipment that are shared will be cleaned and disinfected before and after each use by a cohort. Staff will record after each cleaning. During wintertime, outdoor toys and equipment will be limited. Proper hand hygiene will continue to be enforced.

Protocols When a Child or Staff Demonstrate Symptoms of Illness or Become Sick

Child

A child experiencing ANY one or more COVID-19 symptom, must immediately be excluded from the childcare centre and be sent home. They must self-isolate and be tested for COVID-19.

Parents/Guardians should contact their health care provider if they are unsure of testing or another treatment is needed.

Siblings of ill children should be excluded when the symptoms are those where COVID-19 testing is recommended. All household members must also self-isolate at home. In Peel, the direction to exclude the siblings and other household members of children with any symptoms of illness where testing COVID-19 is recommended remains. If a child is being tested for COVID-19, all household members must also self-isolate while awaiting test results, or until an alternative diagnosis is provided by a health care provider.

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a designated isolation room (e.g. staff room or office).
- Move the cohort of children who were in the program room with the symptomatic child to a vacant program room or playground and immediately clean and disinfect the impacted room.
- Increase ventilation in the isolation room if possible (e.g., open windows/doors).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all materials after the child leaves the Academy.
- While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2 metres if possible.
- Ensure the child wears a surgical/medical face mask (if tolerated) to cover the child's nose and mouth. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.
- The designated staff caring for the child must wear a medical mask and eye protection (face shield or goggles). Hands must be washed before and after taking off a mask and eye protection.
- Respiratory etiquette should also be practiced while the child is waiting to be picked up. Tissues should be provided to the child and disposed of properly after use in a lined, covered garbage container.
- Supervisor/Designate will notify the parent/guardian to arrange for immediate pick-up of the child. Parent/guardian are to make sure they have a designated back-up person in case they are not able to pick up their child immediately.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
- Once the child has been picked up, the Supervisor/Designate will ensure that the isolation room (i.e. room where child was separated to) and any other surfaces that the child had contact with are thoroughly cleaned and disinfected.

- The child should be excluded from childcare and self-isolate for 10 days (unless tested negative) from the start of symptoms before returning to childcare. The Supervisor/Designate will provide the parent/guardian with contact information for Peel Public Health.
 - If tested negative or isolated for 10 days, the child must pass re-entry screening (refer to Re-Entry Screening for Early Years and Child Care Settings) to return to childcare. In addition, all of the following should apply: they do not have a fever (without using medication), it has been at least 48 hours since their symptoms started improving, and they were not in close contact with someone who currently has COVID-19
 - If tested positive, Peel Public Health will provide direction on when the child can return to childcare.
- Illness tracking form is to be reviewed daily and Supervisor/Designate will check to make sure it is completed correctly.
- The need to isolate close contacts while test results are pending will be assessed on a case-by-case basis.
- COVID-19 testing will be required for any staff/parent/child/household member experiencing new or worsening symptoms before returning to the Centre. Children with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash, allergies) should have this documented in their file. Only medical notes from physicians or nurse practitioners that indicate that the individual is free from communicable disease are acceptable.
- For any child or staff member returning to the Academy after being ill or because they are a sibling of an ill child, they are to complete the Re-Entry Screening for Early Years and Child Care Settings upon return.
- If a parent consults with their doctor and the doctor recommends for testing, but parents refuse to have their child tested for COVID-19, they must stay home for 10 days from start of symptoms.
- If a parent chooses not to get their child tested and the doctor does not recommend testing due to an alternate diagnosis, the child is required to stay home for at least 48 hours and may only return when well enough to do so. A doctor's note clearing the child will be required upon return to the Academy.

Staff

If ANY of the symptoms related to COVID-19 are present in a staff member, they will be sent home immediately. Staff will not return unless they have a negative test result or alternative diagnosis, and are well enough to implement the program. In the event that a staff person becomes ill while at the academy:

- Staff should isolate themselves as quickly as possible until they are able to leave the Academy and wear a medical mask covering their nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Supervisor will provide the staff member with contact information for Peel Public Health
- If the staff member tests negative, the staff member must pass re-entry screening (refer to Re-Entry Screening for Early Years and Child Care Settings) to return to childcare. In addition, all of the following should apply: they do not have a fever (without using medication), it has been at

least 24 hours since their symptoms started improving, and they were not in close contact with someone who currently has COVID-19

- If staff member tests positive, Peel Public Health will provide direction on when she can return to work.
- Staff with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash, allergies) should have this documented in their file. Only medical notes from physicians or nurse practitioners that indicate that the individual is free from communicable disease are acceptable.

Positive Case, Close Contact with a Positive Case and Closure of Classroom

Definition of Close Contact: A close contact is someone who was exposed to a person with COVID-19 while that person was infectious. This means being exposed to the infectious person 2 days before their symptoms started, or 2 days before the person got tested if they had no symptoms. It also includes either of the following:

- Having 15 minutes of total unprotected exposure (without a medical mask and eye protection) within 2 metres of the person with COVID-19
- Being directly coughed or sneezed on by the person with COVID-19
- This could include someone you live, work, or go to school or childcare with

You're also a close contact if you're caring for someone with COVID-19 without using proper personal protective equipment (PPE).

- If you, your child, or anyone in the household received a positive test result, the individual who tested positive is to self-isolate for 10 days, while the rest of the household must quarantine and start their 14-day self-isolation **the day after** the individual who tested positive finished their 10-day self-isolation
- If the individual who tested positive is able to completely self-isolate and not be in any contact with any member of the household at anytime during their isolation period (different location, basement, bedroom), the other household members must self-isolate for 14 days from the last time they were in contact with the individual who tested positive
- If you, your child, or anyone in the household came into contact with a positive case, Peel Public Health recommends getting tested at least 5 days **after** the individual(s) were in last contact with the individual who tested positive. Any individual who has come into contact with a positive case must self-isolate for 14 days, this includes individuals who have gotten tested with a negative result
- We require a copy of the child's negative test result before your child returns to the Centre after self-isolating. It is recommended by Peel Public Health to get tested at least a week before returning to the Centre

As of October 5, 2020, the following revisions have been made by the Medical Officer of Health for Region of Peel:

Immediate closure of grouping/classroom if there's a positive COVID-19 case.

- If there is a confirmed positive COVID-19 case in a group/classroom, the children and the educators in the classroom must go home immediately. Please have a plan for your child to be picked up in these situations

Children and educators in the classroom and home childcare providers (providers) must self-isolate at home while Peel Public Health investigates the case. Other children (including siblings of the isolated group/classroom) and educators may continue to attend other classrooms that remain open if they do not have symptoms.

- If the investigation reveals that testing is needed, Peel Public Health will provide parents/guardians with further information on testing and when they can safely return to childcare. If children or educators/providers develop any symptoms, testing is strongly recommended.
- If the investigation reveals low risk of spread, parents/guardians will be informed when the group/classroom may return to childcare

If the person had symptoms of COVID-19 – The period of infectiousness starts 2 days before the person started having symptoms OR 2 days before the person was tested for COVID-19, whichever is earlier, and ends 10 days after onset of symptoms. If the individual is immunocompromised or hospitalized, this period may be extended to 20 days.

If the person did not have COVID-19 symptoms – The period of infectiousness begins 2 days before the date they were tested for COVID-19 and ends 10 days after the date of their COVID-19 test. If the individual is immunocompromised or hospitalized, this period may be extended to 20 days.

Difference Between a 10-day and a 14-day Isolation Period

- **The 10-day isolation period is for a symptomatic individual.** If someone with mild to moderate COVID-19 symptoms chooses not to get tested for COVID-19, they must **self-isolate for 10 days from the start of their symptoms**
- **The 14-day isolation period is for any individual who has had close contact with a symptomatic individual.** When close contact has occurred, it can take up to 14 days for symptoms to appear. Any individuals, including household contacts, must **self-isolate for 14 days** from the last time they had close contact with the symptomatic individual

Reporting of Suspected or Confirmed Case of COVID-19

When a child or staff member becomes ill, the Supervisor/Designate will report the illness to:

Peel Public Health

- The Supervisor/Designate will contact Peel Public Health to notify them of a potential COVID-19 case and for information on symptoms, getting tested and self-isolation.
- Other children and staff in the Academy who had close contact with a child or staff person who became ill should be grouped together. Peel Public Health will provide any further direction on testing and isolation of close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.

Ministry of Education

- Notify the Child Care Quality Assurance and Licensing Branch Regional Manager.
- Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in CCLS and posting the SO notification form).

Other children and staff in the Academy who had close contact with a child or staff person who became ill should be grouped together. Peel Public Health will provide any further direction on testing and isolation of close contacts.

Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.

Children who are symptomatic and choose not to get tested are to self-isolate for 14 days from start of symptoms

Closure of Centre

The decision to close the childcare centre will depend on several factors and will be determined on a case-by-case basis in consultation with Peel Public Health. In the event of a Forced Closure, please refer to the Forced Closure section of this policy and Parent Handbook.