

Trillium Bilingual Montessori-COVID-19 Policies

(Last Update: May 25, 2021)

Cleaning and Disinfecting

- A cleaning log will be kept in each of the classrooms and must be filled out every day
- Every morning each classroom will be sprayed down using the fogger and vital oxide
- Tables will be disinfected between each use, and will always be disinfected before and after snack or meals
- Children will be encouraged to bring classroom materials to a table to be cleaned between use instead of bringing the materials back to the shelf
- Large classroom furniture such as shelves, tables and chairs will be cleaned once a day
- Toy bins will be sprayed with the fogger and vital oxide every day
- Outdoor toys will be assigned to groups and will not be shared between the groups unless they have been properly disinfected
- An approved disinfectant or a bleach and water solution will be used to disinfect. Both have a 10 minute kill time, meaning that it must sit on the surface for 10 minutes before being wiped dry
- There will be disinfectant in all the program rooms, kitchen, staff room and screening area
- Any shared spaces between groups will be thoroughly disinfected between uses, including staff shared spaces
- High touch surfaces such as handles, railings and light switches will be cleaned twice a day
- Any items that can not be disinfected between use will be single use and either disposed of after use or placed in a 7 day quarantine
- Mouthed items must be disinfected immediately
- When applying sunscreen to a child, staff must wash hands before and after application

How to Report Illnesses

- A suspected or confirmed case of COVID-19 must be reported to the medical officer of health under the Health Protection and Promotion Act
- If there is a confirmed case of COVID including staff and children the center must:
 - Report this as a serious occurrence to the Ministry of Education in CCLS within 24 hours of the licensee/supervisor or designate being made aware of the confirmed case. If CCLS is not available, a detailed email must be sent to the program advisor, Chantal Lebel at chantal.lebel@ontario.ca within the same timeframe.
 - Report to Public Health and provide all helpful information including attendance records and close contact logs
- Public Health will give guidance to the center on whether to remain open or not. If Public Health declares that the center should close, it will
- If a center/room must close because of a confirmed COVID case or directed closure by Public Health, this must be reported as a serious occurrence. If there is already a serious occurrence open for the confirmed case, it must be updated to include the closure
- A closure of a room because of COVID would also be considered a serious occurrence
- If there are more staff or children who become ill and have a confirmed COVID-19 case during an outbreak, the serious occurrence must be updated to reflect that. If the first case has already been closed, another serious occurrence must be opened

Physical Distancing/Grouping

- Physical distancing of 2 metres will be maintained between staff and parents at pick-up and drop-off.
- Groups will not exceed 24 in Preschool and 15 in toddler
- If a group splits off during the day (goes into 2 different rooms) but still play together outside, they are considered 1 group and must not exceed licenced capacity
- Groups are not to come in contact with each other. If groups come in contact, this must be recorded in the communication book including who and for how long they came in contact
- Staff will continue to keep a close contact log and log anytime a 6 meter distance is broken
- The classrooms will be set up to encourage individual play, including limiting seating at a table
- Children will never be punished for breaking physical distance with another
- A rotational schedule has been made for the playground to insure that groups do not come in contact with each other
- Siblings and staff who live together will be kept in the same groups as much as possible
- There will be extra staffing during before and aftercare to make sure that ratio is met and kept when the head teachers go home without having to mix the groups
- Groups must maintain a 2 meter distance

PPE

- Staff and students must wear medical grade masks and eye protection (i.e. face shield or goggles) provided to them by the center while inside the child care premises, including in hallways.
- Any essential visitors to the program must wear masks and will not come in contact with the children or will be wearing appropriate PPE
- Masks and eye protection must be worn in all common areas such as the hallways or staff room
- Mask can be removed to eat or drink, but 2 meter distance must be maintained
- Glove will be worn whenever staff must come in contact with any bodily fluids
- Gowns have been supplied incase staff must supervise an ill child
- PPE is counted every friday to insure that staff will have the necessary PPE
- Children are not required to wear masks. If parents want to send their child with a mask, we will support their decision.
- Staff and students with mask medical exemptions can get an exemption form through public health. We will follow what they advise under each situation
- Masks should be replaced when soiled or damp
- Goggles must be on outside and used if coming in contact with a child
- Student teachers must follow all the above guidelines
- All parents/guardians doing the drop off and pick-up should wear a mask.
- All adults in a child care setting are required to wear medical masks outdoors when a distance of 2 metres cannot be maintained.
- If a child has a special need, while keeping a distance, a staff may temporarily remove their mask if permitted with parent approval through an individualized plan required to meet a child's needs.

Please refer to Annex posters on how to wear a mask properly and the “do’s” and “don’ts” of wearing a face covering.

Staff Scheduling

- A screener will always be present to answer the door
- There will be enough staff scheduled to insure that ratios are met and kept at all times including before and after care without mixing the groups
- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
- Ratio of employees to children will be maintained, whether children are on the premises or during activities off the premises.
- Staff and student Interaction with multiple groups should be avoided as much as possible.
- Staff/Supply/replacement staff should be assigned to a specific group so as to limit staff interaction with multiple groups of children.
- Students on field placement will be assigned to a specific licensed age group
- Staff lunch schedule will be staggered to help with 2 metres physical distancing in the staff room when eating and drinking.
- Volunteers are not permitted in the child care during COVID-19 restrictions.

Attendance Records/Contact Tracing

- Staff will record all attendance in HiMama as well as health checks
- Attendance and health checks will be printed weekly and kept in the office records
- Staff will continue to log any close contact they have during the day (anytime 6 feet distance was broken)
- If a group is to ever come in contact with another, it will be logged in the daily communication book
- Screening records as well as a visitor log will be maintained. Visitor logs will include time in, time out, contact information, temperature check and screening question check
- Records will be kept up to date and available to facilitate contact tracing in the event of a covid 19 case or outbreak
- Attendance records for each licensed group will be kept separate with the date, names, time in/out of the individuals that are in that group to facilitate contact tracing. This will be kept in each room's daily communication book.

Outbreak Communication Plan

- Parents will be notified through HiMama if there is a suspected case within the center
- Once results come in, parents will be updated again through HiMama the results
- If the center is to close, parents will be notified through HiMama of the closure, the reason for closure and the length of the closure
- If there are any new cases during the closure, parents will be notified through HiMama, with information about which children came in contact with the positive case
- Refunds, if applicable, will be communicated to the parents through HiMama
- The center will give parents all the information that they have, including updates and guidance from Public Health and the Ministry of Education
- The centre will follow all directions provided by Public Health when notifying parents about confirmed COVID-19 cases and room/centre closures directed by Public Health.

Staff Meetings and In-Person Events

- Staff meetings will be held through Zoom
- Parent/ teacher interviews will be held through Zoom
- Other parent inquiries will be discussed by phone, including new parents

- There will be no staff outings during this time
- There will be no open houses or other center wide events
- Non-essential workers are not permitted in the center
- Parent visits are conducted as per directions of public health; after hours, only one parent per day. All covid protocols are in place; PPE for the staff, face covering mandatory for parent, physical distancing is maintained, screening is done before entering the center and logs are kept for every parent. Visits are kept to minimal length of time between 15-30 minutes maximum. Parent will not touch anything; no doors, materials, etc.
- All questions will be answered in a follow-up phone call.
- If a parent feels that it is essential to discuss and address their child's developmental needs in person (example: to develop an individualized plan), they must notify the supervisor. An onsite meeting can be scheduled by following Public Health direction

Parent Pick Up/Drop Off Procedures

- Drop off:
 - The front door will be unlocked, parents bring the child to the screening area
 - The screener will go through the screening procedure with the parents
 - The screener will take both the parent's and child's temperature and record it
 - The screener will take the child to their classroom
- Pick up:
 - Parent can use the 'ready for pick-up' feature on HiMama to alert the staff of their arrival
 - Parent can use the doorbell to alert the staff of their arrival.
 - The screener will use the camera feature to see/ask who is at the door
 - The screener will get the child from their classroom
 - The screener will get any soiled clothing or work that needs to go home
 - The screener will accompany the child downstairs to their parent
 - If it is someone else than the parent picking up, the screener will check their ID before allowing the child to leave the building

Screening For Symptoms

SCREENING QUESTIONS FOR CHILDREN

1. In the last 14 days, has the student/child or anyone they live with travelled outside of Canada?

If exempt from quarantine requirements (for example, an essential worker who crosses the Canada-US border regularly for work), select "No."

Yes/No

2. Has a doctor, health care provider, or public health unit told you that the child should currently be isolating (staying at home)?

This can be because of an outbreak or contact tracing.

Yes/No

3. In the last 14 days, has the child been identified as a "close contact" of someone who currently has COVID-19?

Yes/No

4. In the last 14 days, has the child received a COVID Alert exposure notification on their cell phone?

If they already went for a test and got a negative result, select "No."

Yes/No

5. Is the student/child currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

- Fever and/or chills

Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher

Yes/No

- Cough or barking cough (croup)

Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)

Yes/No

- Shortness of breath

Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)

Yes/No

- Decrease or loss of taste or smell

Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have

Yes/No

- Sore throat or difficulty swallowing

Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)

Yes/No

- Runny or stuffy/congested nose

Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have

Yes/No

- Headache

Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)

Yes/No

- Nausea, vomiting and/or diarrhea

Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have

Yes/No

- Extreme tiredness or muscle aches

Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have)

Yes/No

6. Is someone that the child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Yes/No

RESULT OF THE SCREENING QUESTIONS

If you answered "YES" to question 1 or 3 do not enter the child care center.

- The child must self-isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.

If you answered “YES” to question 1, follow the advice of public health.

- The child can return to child care after they are cleared by your local public health unit.
- Siblings or other people in your household must self-isolate (stay home) for 14 days.

If you answered “YES” to question 3, talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.

- The child can return to child care after 14 days, even if they get a negative test result.
- If they develop symptoms or test positive, contact your local public health unit or doctor/health care provider for more advice.

If you answered “YES” to question 2 do not enter the child care.

- The child must self-isolate (stay home) and not leave except for a medical emergency.
- Follow the advice of public health. The student/child can return to child care after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.

If you answered “YES” to question 4, the child cannot enter the childcare center.

- The child must self-isolate (stay home) and not leave except for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
 - If they test negative (they do not have the virus), they can return to child care.
 - If they test positive (they have the virus), they can return only after they are cleared by your local public health unit.
 - If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit.

If you answered “YES” to any of the symptoms included under question 5 or question 6 do not enter child care center.

- The child must isolate (stay home) and not leave except to get tested or for a medical emergency.

If you answered “YES” to question 5, talk with a doctor/health care provider to get advice or an assessment, including if the student/child need a COVID-19 test.

If you answered “YES” to question 6, the child can return to child care after the individual gets a negative COVID-19 test result, or is cleared by your local public health unit, or is diagnosed with another illness.

- Siblings or other people in your household must stay at home until the child showing symptoms or individual tests negative, or is cleared by your public health unit, or is diagnosed with another illness.

If you answered “NO” to all questions, your child may enter and attend childcare. They seem to be healthy and have not been exposed to COVID-19.

*Questions are based on and follow the Covid-19 Child Care Screening Tool <https://covid-19.ontario.ca/school-screening/>

Child care centre staff, providers, placement students, and children with any new or worsening symptom of COVID-19, as indicated in [COVID-19 School and Child Care Screening Tool](#), even those **with only one symptom, must stay home until:**

- They receive a negative COVID-19 test result

- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better.

In addition, if any household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child, child care centre staff, provider or placement student must not attend child care. (see *Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting* section below for isolation and quarantine requirements)

CHILDCARE CENTER STAFF, PLACEMENT STUDENTS AND VISITORS SCREENING

Licensees are to ensure that on-site confirmation of self- screening is conducted for all for child care centre staff, placement students, and visitors, as outlined below.

- Screening questions are asked verbally at the screening table by a staff member.
- Pass/Fail is recorded along with personal visitor contact information.
- Staff and students are expected to do self-screening at home using online tool or hard copy of questions provided.
- A verbal confirmation is done at the screening table with the screener.
- Staff/placement students are required to keep daily logs of their confirmation of passing the daily self-screening.
- Staff supervisor does a weekly check of all the staff daily logs. .
- Any of these individuals that do not pass the on-site screening procedures will be asked to return home and self-isolate.
- Any staff/placement student who do not pass the daily screening are expected to stay home and not come to the childcare center.
 - Staff/placement student can return if:
 - Received a negative Covid-19 test result
 - Have been diagnosed with another medical condition by a medical health professional and have been cleared to return to the childcare center.
 - Have been cleared by Public Health to return to the childcare center.

SCREENING QUESTIONS FOR STAFF, PLACEMENT STUDENTS AND VISITORS

1. In the last 14 days, have you or anyone you live with travelled outside of Canada?

If exempt from quarantine requirements (for example, an essential worker who crosses the Canada-US border regularly for work), select “No.”

Yes/No

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

This can be because of an outbreak or contact tracing.

Yes/No

3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

Yes/No

4. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

If you already went for a test and got a negative result, select "No.

Yes/No

5. Are you currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- *Fever and/or chills*

Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher

Yes/No

- *Cough or barking cough (croup)*

Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)

Yes/No

- *Shortness of breath*

Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)

Yes/No

- *Decrease or loss of taste or smell*

Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have

Yes/No

- *Sore throat*

Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have

Yes/No

- *Difficulty swallowing*

Painful swallowing (not related to other known causes or conditions you already have)

Yes/No

- *Runny or stuffy/congested nose*

Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have

Yes/No

- *Pink eye*

Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)

Yes/No

- *Headache*

Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)

Yes/No

- *Digestive issues like nausea/vomiting, diarrhea, stomach pain*

Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have

Yes/No

- *Muscle aches*

Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)

Yes/No

- *Extreme tiredness*

Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)

Yes/No

- ***Falling down often***

For older people

Yes/No

6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Yes/No

RESULTS OF SCREENING QUESTIONS

If you answered “YES” to question 1 or 3 do not go to school or child care.

- You must isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.

If you answered “YES” to question 1, follow the advice of public health.

- You can return to school/child care after you are cleared by your local public health unit.
- Other people in your household must isolate (stay home) for 14 days.

If you answered “YES” to question 3, talk with a doctor/health care provider to get advice or an assessment, including if you need a COVID-19 test.

- You can return to school/child care after 14 days, even if you get a negative test result.
- Other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons.
- If you develop symptoms, contact your local public health unit or doctor/health care provider for more advice.

If you answered “YES” to question 2 do not go to school or child care.

- You must self-isolate (stay home) and not leave except for a medical emergency.
- Follow the advice of public health. You can return to child care after you are cleared by your local public health unit.
- If you develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons.

If you answered “YES” to question 4 do not go to school or child care.

- You must self-isolate (stay home) and not leave except for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
- If you test negative (you do not have the virus), you can return to child care.
- If you test positive (you have the virus), you can return only after you are cleared by your local public health unit.
- If you develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until you test negative or are cleared by your local public health unit.

If you answered “YES” to any of the symptoms included under question 5 or question 6 do not go to child care.

- You and your entire household must self-isolate (stay home) and not leave except to get tested or for a medical emergency.

If you answered “YES” to question 5, talk with a doctor/health care provider to get advice or an assessment, including if you need a COVID-19 test.

If you answered “YES” to question 6, you can return to child care after the person gets a negative COVID-19 test result, or is cleared by your local public health unit, or is diagnosed with another illness.

- Other people in your household must stay at home until you or the individual gets a negative COVID-19 test result, or are cleared by your local public health unit, or are diagnosed with other illnesses.

If you answered “NO” to all questions, you can go to child care because you seem to be healthy and have not been exposed to COVID-19. Follow your child care provider’s established process for letting staff know about this result.

*Questions are based on and follow the Covid-19 Child Care Screening Tool <https://covid-19.ontario.ca/school-screening/>

At the advice of the local public health unit, licensees may choose to implement additional on-site screening measures based on local circumstances.

Annexes



Protect each other.

Wear a face covering.

Wearing a face covering in enclosed public places and on transit is required by by-law in Waterloo Region.

Face coverings are an additional tool to help slow the spread of COVID-19. Even if you have no symptoms a face covering can help contain your own respiratory droplets when you talk, cough or sneeze.



Choosing the right face covering

- Made of tightly woven cloth or fabric, with at least two layers
 - Do not use plastic or non-breathable materials
- Secured by elastics or ties
 - Do not use tape
- Fits snugly, with no gaps
- Covers your nose, mouth and chin
- Does not impair your vision

Face coverings are made and fit differently so it's important to learn how to wear yours. Do not share it with others.



Face covering exemptions

- Children under the age of five
- Anyone unable to wear a face covering as a result of a medical condition or disability
- A person engaged in a sport or other strenuous physical activity
- A person who is assisting or accommodating someone who has a hearing loss or a hearing disability
- A person who is consuming food/drink as part of a religious activity within a place of worship

**Wearing a face covering alone will not prevent COVID-19.
You must continue to practice physical distancing,
wash your hands often and stay home if you're sick.**



How to put on your face covering

- Ensure your face covering is clean and dry
- Clean your hands before touching your mask
- Ensure your hair is away from your face
- Place the face covering over your nose, mouth and chin and secure it to your head or ears with ties or elastics
- Adjust if needed to ensure your nose, mouth, and chin are fully covered
- Your face covering should fit snugly to the cheeks and there should not be any gaps
- Clean your hands again



While wearing your face covering

- Make sure the mask is securely fastened and avoid touching your face covering.
- Continue to practice physical distancing whenever possible.



How to remove your face covering

- Clean your hands
- Remove the face covering by un-tying it or removing the elastics from your ears
- Handle your face covering by the ties or elastics
- Avoid touching the front or “inside” of your face covering when removing it
- Store your face covering in a paper bag, envelope, or something that does not retain moisture if you will be wearing it again.
- Clean your hands again
- Wash your face covering if it becomes wet or soiled

