

## St James Cooperative Preschool

### OVERVIEW of COVID PROTOCOLS AND PROCEDURES version 4

The pandemic situation with COVID 19 in our community has created a new normal for all of us. St James Coop Preschool has responded by introducing protocols and procedures that will help keep our community of families safe while utilizing the services of the preschool. These health protocols have been developed under the guidance of Hamilton Public Health and the Ministry of Education to incorporate our unique physical preschool environment at St James Anglican Church.

Please note, Hamilton Public Health reviewed our premises and COVID policies and disinfectant practices prior to our reopening in September.

The Minister of Education inspector completed a review of procedures in place in light of COVID in November to ensure compliance.

### As of February 2021, Changes in Health and Safety Protocols include

 Everyone in your household must stay home if anyone has COVID-19 symptoms or is waiting for test results after experiencing symptoms.

Stay home until the person with symptoms gets a negative COVID-19 test result, or is cleared by public health, or is diagnosed with another illness.

\*With only one positive response to the COVID symptom questions, child/staff cannot attend the preschool until they are feeling better and have a negative COVID test or an alternative diagnosis from a health care professional or have isolate for 10 days.

\*asymptomatic people of a symptomatic household member cannot attend the preschool and must isolate for 14 days

\*Mandatory quarterly training of staff to new procedures and retaining to the use of PPE

\*wearing of masks by parents at drop offs and pickups and by children in our kindergarten programs

\*Enhanced cleaning procedures as indicated by Public Health to the disinfecting of premises, toys and equipment.

\*Mandatory screening of all entering the preschool, including temperature checks.

\*Limitations on visitors to the preschool, including parents

\*Continuous updating of our COVID 19 pandemic plan of action as directed by Public Health and the Ministry of Education.

\*limiting the non-mixing of cohorts as possible. This said, please note that many of our families have children in different programs at the preschool and staff provide coverage in other classes when needed. The preschool feels this in-house coverage is a better arrangement than introducing an outside third party that may bring unknown variants in the preschool. Therefore, in the case of a declared outbreak in one class, all classes will follow Public Health orders.

**Roles that help ensure new Health and Safety protocols are followed:**

PRESCHOOL EXECUTIVE	Provide overview and means to ensuring pandemic measures are available and followed *ongoing communication with parents, staff and community partners to provide updates and guidance
SUPERVISOR	*Continuing updating of all health and safety protocols as advised by the Ministry of Education and Hamilton Public Health *Ensuring procedures are followed by all participants involved with the preschool
STAFF	* Mandatory training of the use of PPE via demonstrations and videos, and review of COVID policies and procedures quarterly. Take initiative to ensure health and safety of preschool participants

PARENTS	Cooperation to following health and safety procedures at the preschool, especially being honest when answering screening questions. *In lieu of volunteers in the classroom, being part of a cleaning team to provide enhanced cleaning of the preschool after hours.
COMMUNITY PARTNERS	Cooperation to help ensure compliance with health and safety measures
CHILDREN	Adaptation to our present new normal

## USE OF MASKS AND PPE

PPE is readily available in an accessible central location to staff and students to ensure their health safety

Toddlers (Superstars)	Children between the ages of 2 and 3.8 years are encouraged by Hamilton Public Health to wear a mask. However, this remains at the parent's discretion. If a child will be wearing a mask at the school, a spare mask must be sent in as well. Masks should be labeled. If a child becomes sick at school, if tolerable, the child may don a towel cape and a mask while awaiting pick up.
Preschoolers (Kids Club)	Children between the ages of 2 and 3.8 years are encouraged by Hamilton Public Health to wear a mask. However, this remains at the parent's discretion. If a child is wearing a mask at school, it is important to send in a spare mask as well. Masks should be labeled. If child becomes sick at school, if tolerable, the child may don a towel cape and a mask while awaiting pick up.
Kindergarten/Grade 1 (Word Detectives) (Print Works)	Hamilton Public Health has stated that all school-age children (Kindergarten and above) are required to wear a mask or face covering inside the preschool. A

	<p>spare mask must be sent in as well. Masks should be labeled. There is to be an increased focus for the children on masking while outdoors when physical distancing cannot be maintained.</p>
Parents/Caregivers	<p>Parents/Caregivers must wear a mask when dropping off or picking up their children. Parents are asked to maintain a 2-meter distance between waiting parties.</p>
Staff	<p>Staff must wear an appropriate mask and shield or goggles during class time and in the company of others. Masks and shields/goggles will be worn inside the preschool and masks when venturing outside</p> <p>When providing care for a sick child, staff will don medical gown in addition to mask and goggles. Gloves are optional. When cleaning bodily fluids, a medical-grade mask, goggles/shield, a gown and gloves must be worn.</p>
Greeter/Cleaner	<p>The greeter must don a gown, goggles/shield and a mask when asking Health entry questions of families at the front entrance. When cleaning and no contact with staff or children are involved, the cleaner need only wear a mask and shield/goggles.</p>
Essential Visitors-Trade's people, government inspectors, resource personnel etc.	<p>Those attending matters at the preschool must wear an appropriate mask when in the preschool. As well as, goggles/shield if in the classrooms. The distance of 6ft between others should be maintained when possible.</p>
Visitors	<p>Visitors are still not permitted at this time. This includes parents. Should it be necessary for a parent to enter during school hours, they must pass the screening procedures and wear a mask.</p>

\*During school hours, exceptions are allowed to not wear a mask indoors as long as 2m distancing can be maintained: while on nutrition break/lunch or a mask break in individual closed areas. For Medical reason, (speech, allergy, etc) alternative masks can be utilized with professional references.

\*Masks should be replaced when damp or soiled

\*Masks are not required outdoors if 2m physical distancing can be maintained

The use of additional PPE should be considered based on risk assessment of the task

\*The preschool will maintain a 7-day supply of PPE

\* Inventory of PPE storage is in the supply closet in the superstar gym.

\*At preschool, the central location of readily available PPE is the colorful storage unit in lower foyer

\*Staff will disinfect and maintain their own personal masks, shields, goggles or glasses.

## STAFF MANDATORY TRAINING

Hamilton Public Health has developed a series of posters and videos to help assist staff and families in stopping the spread of COVID 19. These posters, videos and preschool COVID policies and procedures will provide staff with a good foundation to understanding their role in the pandemic. All materials will be made available to staff initially and then reviewed on a quarterly basis or when changes occur, whichever comes first.



The supervisor is responsible for maintaining staff training records and ensuring compliance with these policies and procedures using training materials. Records will be kept in the office black book.

Staff will receive training on

- \*enhanced Health Policies and Procedures
- \*Instruction on enhanced cleaning and disinfecting protocol.
- \*How to conduct daily screening entry questions and daily attendance records.
- \*How to don and take off PPE utilizing recommended videos.
- \*Proper hand washing hygiene.
- \*Protocols to follow when someone is sick.

## REQUIRED VIDEOS

Hamilton Public Health requires all staff to review the following videos of PPE concerns quarterly.

Completed 7 Steps of Hand Hygiene

<https://www.publichealthontario.ca/en/videos/7-steps-handhygiene>

Putting on Gloves <https://www.publichealthontario.ca/en/videos/ipac-gloves-on>

Putting on Mask and Eye Protection

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>

Taking off Mask and Eye Protection

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

Taking off a Gown and Gloves

<https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

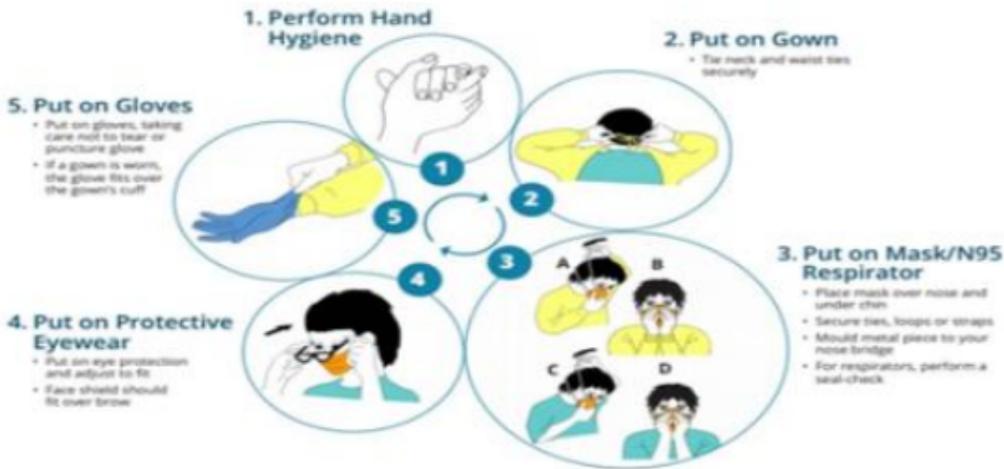
Taking off Full Personal Protective Equipment

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

Putting on Full Personal Protective Equipment

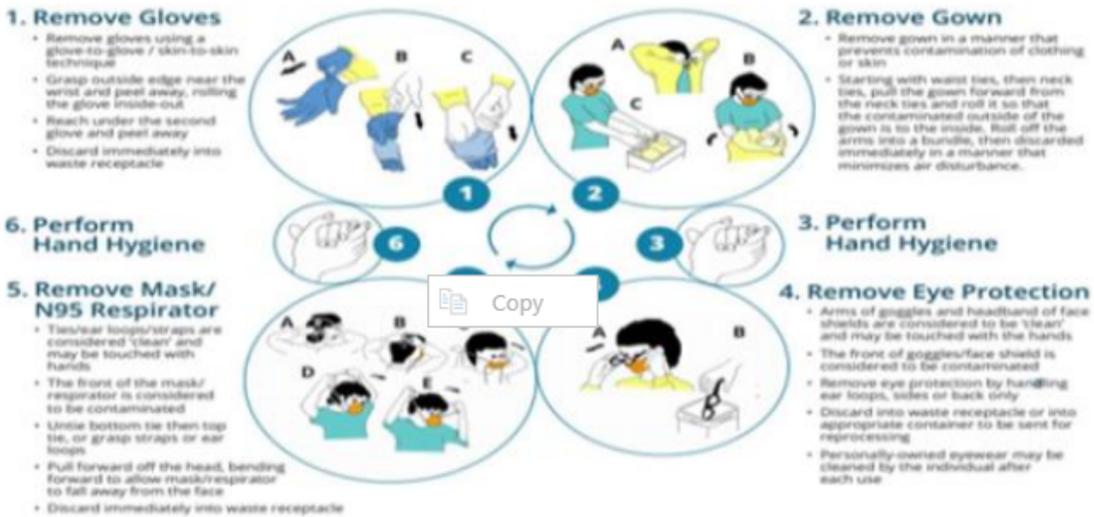
<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

**Recommended Steps:  
Putting On Personal Protective Equipment (PPE)**



For more information, please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@ohpp.ca](mailto:ipac@ohpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca).

**Recommended Steps:  
Taking Off Personal Protective Equipment (PPE)**



This is an excerpt from Routine Practices and Additional Precautions in All Health Care Settings (Appendix L) and was reformatted for ease of use.

**ARRIVAL AND DISMISSAL TIMES**

Arrivals and dismissals will take place outdoors at the front entrance of the preschool. The only exception is the dismissal for superstars which will take place at the side entrance of the church.

A staggered arrival and dismissal times are in place to help maintain social distancing between cohorts.

Masks are to be worn by parents who are also requested to socially distance themselves from other families as they wait their turn to approach the greeter at the preschool entrance door or when picking up their child at dismissal time.

**A health checklist and active screening including a temperature check will be completed daily by entering staff, children and essential visitors. Answers and outcomes will be recorded.**

Parents may fill out the online form of COVID questions prior to coming to preschool. If the form has been filled out online, the greeter to ask parents/caregiver if there are any changes to the child's health before admittance is allowed.

For those families not utilizing the online survey, the COVID entry questions will be asked and the answers recorded.

All entering children will have their temperature taken and recorded once inside the preschool.

Hand sanitizer will be offered to each entrant before entry.

A staff member acting as a runner will escort the children to their cubby and classroom. In the meantime, the greeter will now accept the next family waiting for entrance.

At dismissal time, teachers will bring the children to the appropriate exit doors and hand off the children, one at a time, directly to the parent or caregiver.

If the child's arrival time is going to be irregular, parents are to make contact with the preschool by phone upon family's arrival and they will be met at the door by the greeter and the COVID entry protocol will be followed. The school telephone is posted outside the front door.

In the event of incumbent weather, screening can take place in the upper front foyer, one family at a time with all parties maintaining appropriate social distancing.

**St. James Preschool COVID-19 ENTRY QUESTIONS**

available thru Google documents

[https://docs.google.com/forms/d/e/1FAIpQLSfUaMewatz5nO8da1WRNNsaRzawBXih0oyTyweYzPQvzL\\_pLg/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfUaMewatz5nO8da1WRNNsaRzawBXih0oyTyweYzPQvzL_pLg/viewform?usp=pp_url)



## Screening Questions

- 1. In the last 14 days, has the student/child travelled outside of Canada?**  Yes  No  
*If exempt from quarantine requirements (for example, an essential worker who crosses the Canada-US border regularly for work), select "No."*
- 2. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)?**  Yes  No  
*This can be because of an outbreak or contact tracing.*
- 3. In the last 14 days, has the student/child been identified as a "close contact" of someone who currently has COVID-19?**  Yes  No
- 4. In the last 14 days, has the student/child received a COVID Alert exposure notification on their cell phone?**  Yes  No  
*If they already went for a test and got a negative result, select "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**  Yes  No  
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
- 
- Cough or barking cough (croup)**  Yes  No  
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)
- 
- Shortness of breath**  Yes  No  
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)
- 
- Decrease or loss of taste or smell**  Yes  No  
Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have
- 
- Sore throat or difficulty swallowing**  Yes  No  
Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)
- 
- Runny or stuffy/congested nose**  Yes  No  
Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have
- 
- Headache**  Yes  No  
Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)
- 
- Nausea, vomiting and/or diarrhea**  Yes  No  
Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have

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**Extreme tiredness or muscle aches** Yes  No

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)

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**6. Is someone that the student/child lives 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.**

- The student/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 student/child can return to school/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 student/child can return to school/child care after 14 days, even if they get a negative test result.
  - If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors.
  - If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information.
- If they develop symptoms or test positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.

**If you answered "YES" to question 2 do not go to school or child care.**

- The student/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 school/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 live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors.
- If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information.
- Contact your school/child care provider to let them know about this result.



**If you answered "YES" to question 4 do not go to school or child care.**

- The student/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 school/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.
- Contact your school/child care provider to let them know about this result



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

- The student/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 student/child can return to school or 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 student/child showing symptoms or individual tests negative, or is cleared by your public health unit, or is diagnosed with another illness.
- Contact your school/child care provider to let them know about this result.



**If you answered "NO" to all questions, your child may go to school/child care because they seem to be healthy and have not been exposed to COVID-19. Follow your school/child care provider's established process for letting staff know about this result (if applicable).**

The COVID 19 continues to be a fluid situation. Public Health is continuously realigning regulations to match the intensity within the community. At this time, due to this growing number of COVID variants in the community, Public Health is now requiring all asymptomatic household contacts of symptomatic individuals to quarantine until the symptomatic individual receives a negative COVID-19 test result or an alternative diagnosis by a health care professional. If the symptomatic individual does not seek COVID-19 testing, all household contacts must quarantine for 14 days from their last contact with that symptomatic individual. They may venture out into the community for essential or medical reasons or COVID testing.

## Is it a 10 or 14 day Isolation Period?

Public Health is requiring a

\*10 isolation period for those individuals with symptoms

\*14 isolation period for those individuals not showing any symptoms when in contact with an individual with symptoms.

**A health checklist and active screening including a temperature check will be completed daily by entering staff, children, and essential visitors. Answers and outcomes will be recorded.**

Parents may fill out the online form of COVID questions prior to coming to preschool. If the form has been filled out online, the greeter to ask parents/caregiver if there are any changes to the child's health before admittance is allowed.

For those families not utilizing the online survey, the COVID entry questions will be asked and answers recorded.

All entering children will have their temperature taken and recorded once inside the preschool.

Hand sanitizer will be offered to each entrant before entry.

Staff acting as a runner will escort the children to their cubby and classroom. In the meantime, the greeter will now accept the next family waiting for entrance.

At the dismissal time, teachers will bring the children to the appropriate exit doors and hand off the children, one at a time, directly to the parent or caregiver.

If your child's arrival time is going to be irregular, please contact the preschool by phone upon your arrival and you will be met at the door by the greeter and the COVID entry protocol will be followed.

In the event of inclement weather, screening can take place in the upper front foyer, one family at a time with all parties maintaining appropriate social distancing.

**St. James Preschool COVID-19 ENTRY QUESTIONS** available thru Google documents [https://docs.google.com/forms/d/e/1FAIpQLSfUaMewatz5nO8da1WRNNsaRzawBXih0oyTyweYzPQvzL\\_pLg/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfUaMewatz5nO8da1WRNNsaRzawBXih0oyTyweYzPQvzL_pLg/viewform?usp=pp_url)

## Case Examples

### 1. Does a symptomatic child or staff need to isolate for 10 days even if they receive a negative COVID-19 test result?

A symptomatic child or staff that has no known contact with a positive case can return to child care if ALL of the following apply:

- The child/staff tests negative for COVID-19
  - They do not have a fever (without using medication)
2. It has been at least 24 hours since the symptoms started improving

### When can a child or staff that tests positive for COVID-19 return to child care?

A child or staff that tests positive **MUST** complete the **10-day** isolation period. They can return to child care after the 10 day isolation period if ALL of the following apply:

- They do not have a fever (without using medication)
3. It has been at least 24 hours since the symptoms started improving

### When can a symptomatic child or the staff that is NOT tested return to child care?

A child or staff that does not receive a COVID-19 test must isolate for **10 days**. They can return earlier if ALL of the following apply:

- A doctor has diagnosed the child or staff with another illness
  - They do not have a fever (without using medication)
4. It has been at least 24 hours since the symptoms started improving

### When can an asymptomatic child or staff that has been a close contact of a positive case return to child care?

An asymptomatic child or staff that has close contact of a COVID-19 positive case **must** self-isolate for **14 days**, even if they receive a negative COVID-19 test result. It is important to remember that a test result might be a false negative since it may have been collected too early during the incubation period

In the event, children or staff ill with an underlying condition for a runny nose due to a known allergy or other medical condition, present with only a runny nose, they should not be excluded from the preschool. Parents are requested to provide documentation for the child's school file.

Children who have an infectious illness that may be communicable must not enter a childcare facility while infectious. (See sick child policy)

St James preschool has a duty to notify Hamilton Public Health Services to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

**Hamilton Public Health COVID-19 related health info: COVID hotline at 905-974-9848**

## STAFF INTERACTION WITH CHILDREN

Change can provide the opportunity to grow stronger, become more resilient.

Our COVID policies were developed with the mindset of ensuring room for children to grow rather than procedures that are punitive and undermined their ability to adapt and thrive.

Our learning philosophy "Learning thru Play" giving children the opportunity to explore, discover and make new connections, remains the same. The preschool is trying to retain as much of its programming as possible under new regulations while providing opportunities to explore avenues in new ways. This provides children with the opportunity to interact with peers, staff, and the environment in a meaningful way that is conducive to stimulating exploration even in these pandemic times.

These COVID procedures will

- \* realign playrooms to provide more social distancing and install play stations for smaller group play or individual exploration.

- \*create class sizes that are smaller by not maximizing class ratios.

- \*acknowledge books, a vital part of our programming, are available and changed out daily. Daily books are bagged and set aside for a one-week period before being rotated into circulation again.

- \*have teachers wearing masks and shields and a photo button that bears their picture of them not wearing their PPE to soften the alienation of face coverings.

- \*instill proper hygiene and frequent hand washing for all participants with soap and water over alcohol-based sanitizers.

- \*have teachers utilize their "Tools for Life "training to provide support to children for their emotional well-being in these trying times.

- \*encourage acceptable distancing between teachers and children that children are comfortable with and still help to inhabit droplet spread.

- \*Though there are no special events or family gatherings onsite at the preschool permitted at this time, we do continue to acknowledge classroom birthdays.

\*Ensure mouthed toys are placed in the designated classroom bin for mouthed toys immediately after a child is finished with them. These items are to be cleaned and disinfected at the earliest opportunity.

\*increase the use of programming outdoors in a safe manner when possible

### **Additional Food Safety Practices during COVID-19**

To ensure safe food practices during this time of COVID 19, in addition to our Food Policy and Procedures, St James Cooperative Preschool will modify its meal practices where needed to ensure that there is **no self-serving or sharing of food at snack and meal times**. Meals must be served in individual portions to the children

- Proper hand hygiene before and after snack/lunch for all participants
- Utensils must be used to serve food and there is no sharing of general utensils or items (e.g., serving spoons, condiments).
- Maintain adequate distancing at lunch tables without causing emotional turmoil for participants.
- Children will not prepare nor provide food that will be shared with others.
- There will be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food are put into place, for example, allergen-free meal/snack food). These will be clearly labeled and stored appropriately.
  - Lunches and snacks can be provided by families for children as long as it is part of the regular meal provision for the program (e.g., bagged lunches for school-aged programs)
- All containers sent with these packed lunches are sent home for washing.
- Food containers for these packed lunches will be arranged in a way that the children are self-sufficient and require minimal handling by staff if assistance needed.
  - Proper hand hygiene will be practiced when staff are preparing food, and for all individuals before and after eating.
- Table surfaces and chair backs will be washed and disinfected prior to and at the conclusion of snack/lunch.

- Dishes will be washed in the dishwasher on sanitizing setting or utilizing the 2-step method for a double sink for oversize items or non-dishwasher items.

- All cutting of food must be done on a plastic cutting board. The cutting boards must be routinely cleaned in hot water, sanitized and rinsed after each use. Care must be taken not to cause cross-contamination. Knives used to cut or slice food items should not be used for other foods or other items, until the knife has been adequately cleaned with hot water, sanitized and rinsed.

### Enhanced Environmental Cleaning and Disinfecting

St James Cooperative Preschool is committed to providing a safe and healthy environment for children, families, and staff by adhering to a healthy cleaning and sanitizing schedule of the preschool and its materials.

- \*Staff will utilize designated checklists for cleaning each preschool room following written cleaning protocols and disinfecting procedures. Non-expired cleaning solutions and designated disinfectants will be utilized according to product directions.

- \*Cleaning solutions and disinfectant have been approved by Hamilton Public Health.

- \*As well as utilizing a wipe cleaning method of spraying soap and water solution to clean a surface then a disinfectant spray as needed throughout the day. A power disinfectant sprayer may be utilized at the conclusion of the day for overall disinfecting of a classroom.

- \*This enhanced cleaning program is in addition of the weekly after-hours clean by parent cleaning crews.

- \*Any outside hard surfaces such as water bottles and items that will be utilized in the preschool will be wiped clean once removed from child's backpack

- \*Each room has a designated laundry bin where one use items blankets, towels, and dress-up clothes can be safely deposited. Dress-up clothes are for one child usage before being taken out of circulation and placed in the laundry hamper for cleaning.

- \*PPE is readily available in an accessible central location to staff to ensure their health safety while daily cleaning the preschool and when containing



spills, bodily fluids and blood. There is sufficient PPE if the same is needed to be utilized by parents cleaning after preschool hours.

\*All daily products including cleaning agents and disinfectants must be kept in a location that is out of reach of children. Bulk supplies must be kept in a secured location. All cleaning agents and disinfectants must be labeled. Datasheets if applicable will be stored in the center's main binder, located in the office.

\* Whenever possible, the preschool equipment and toys will be made of materials that can be cleaned and disinfected.

\* Toys that have been mouthed will be immediately removed from the classroom environment and placed in a bin out of reach where they will be collected, cleaned, and disinfected daily. A 2-step sink method or a sanitizing cycle through the dishwasher can be used.

\*Larger toys and equipment maybe cleaned and sprayed with approved disinfectant and let air-dry.

Sensitive materials (i.e. books) maybe use by a child wiped clean and removed from circulation for 72 hours at day's end.

\* Each individual room will have its own cleaning chart. Classroom teachers will ensure rooms are clean before each morning start. Classroom teachers will ensure their classrooms follow clean schedules. High-touch surfaces will be cleaned at least twice daily.

### Washroom Protocol

Washroom Usage is limited to one class group at a time. (i.e. When toddlers are using the Superstar Gym, Preschoolers will use the washroom in the Jefferson Room).

Washrooms are to be cleaned between classes.

Washrooms are to be cleaned and disinfected at least once daily.

### How to Disinfect Using a Power Sprayer

A Disinfectant Power Sprayer can be utilized at the conclusion of a class in a room that will not be used again that day or generally at the conclusion of the day.

Staff in PPE will prep the room before spraying (removal of printed or sensitive matter, played with toys may be laid out on towels)

Once the sprayer has been filled according to directions and with a suitable Public Health recognized disinfectant, staff will stand in a central location in each room. Holding sprayer level, the trigger will be engaged and in a circular steady movement staff will perform a sweeping movement with the

sprayer. Please note that the sprayer will continue to spray for 5 seconds once trigger disengaged.

The sweeper should continue to sweep and keep unit level until spraying ceases.

**ONLY THE SPRAYER IS TO BE IN ROOM BEING SPRAYED.**

PPE masks worn by staff can be exchanged for a new unit before moving onto another room if sprayer feels mask is wet or soiled

**Frequency of Cleaning:**

Cleaning and disinfecting routines will be increased as the risk of environmental contamination becomes higher:

<b>Tables and countertops</b>	used for food preparation and food service must be cleaned and disinfected before and after each use
<b>Spills</b>	must be cleaned and disinfected immediately
<b>High Touch surface</b>	These are surfaces that have frequently in contact with hands, food, and other objects. These surfaces must be cleaned at least twice per day and as often as necessary (i.e., when visibly contaminated). Examples include: countertops, trolleys, gates, sinks, handrails, door handles, light switches



**Outbreak Management**

An outbreak will be declared by public health, when contacted by the preschool of any clusters of suspected cases (two or more children or staff with COVID 19 symptoms with a 48-hour period) or when cases of COVID-19 staff or child attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among staff or child who has been exposed to a person

with a confirmed COVID 19, or, traveled to an affected area in the last 14 days prior to the onset of the symptoms).

In the event of an outbreak declared by public health, public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Control measures could include closing particular classrooms, or cohorts, or the entire preschool.

If a part or full closure is required, the existing serious occurrence report for a confirmed COVID 19 case is to be updated to include information about the closure.

Families, staff, essential visitors, and the church will be notified of a preschool's outbreak status via email.

Enhance cleaning and disinfecting procedures will be put into place at the preschool.

Enhanced screening procedures (temperature taking, more health checks).

More frequent hand hygiene with children and staff.

Renewal of staff training on proper PPE

### Cleaning and Disinfecting Following a Probable or Confirmed Case of COVID19

Once contaminated areas have been established, individuals will be removed from these areas.

The ill person will be isolated. In the case of a child, with supervision.

PPE will be donned and, if tolerable in the case of a child as well.

Identified areas will be cleaned, then disinfected.

Designated staff wearing complete PPE (gown, mask, shield, gloves) will carry out cleaning and disinfecting as soon as circumstances allow.

Disposable cleaning equipment will be utilized (wipes) where possible.

Items that cannot be cleaned (paper, books) will be bagged and removed and stored for a minimum of 72 hours

Waste products from the clean will be handled and disposed of with caution in a closed container to avoid future exposure to individuals.

## Declaring an Outbreak Over

In consultation with Public Health, an outbreak can be declared over if no new cases have occurred in 10 days from the last day of attendance of the most recent COVID-19 positive child/staff.

## Sick Children

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chickenpox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the preschool. It is a risk to other children and staff members.

Please notify the preschool if children will not be attending the preschool on their regular day.

Children or staff who appear to be sick, shows signs of COVID, or have any of the above stated conditions while at school, will be isolated.

In the case of a child, with supervision. The parent or caregiver will be notified immediately and required to make arrangements to pick the child up immediately.

Hand Hygiene will be instituted by all parties in isolation.

PPE will be donned by an ill person, staff providing supervision and, if tolerable in the case of a child as well. In the supervision of a child, designated staff will be responsible for monitoring and related documentation.

Hand hygiene is required after any contact with an ill party.

If a designated isolation area must be in the same classroom the child attends, the ill child must be kept a minimum of 2 meters from others. This designated Isolation area must be marked with a physical barrier or markers/chalk on the carpet to enforce social distancing.

An ill child will be supplied with needed tissues. Hand hygiene and proper use and disposal of tissues will be reinforced.

If a child is showing COVID-19 symptoms at home, parents are requested to view the attached **Symptomatic Child at Home Decision guide** to help guide the decision to send the child to preschool and the protocol to follow.

All parents and staff will let the preschool know of any COVID exposure immediately so additional protocols can be put into play at the preschool.

If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, the preschool will inform

The Ministry of Education as a Serious Occurrence under unplanned disruption of services	A confirmed case of COVID 19 in a child, staff, visitor, or student A confirmed outbreak or school/room closure
Hamilton Public Health	Clusters of suspected cases) two or more children, staff with COVID symptoms in a 48- hour period. Positive cases of COVID 19 of staff or children That is laboratory-confirmed or a probable case of staff or child who has been exposed to a person with a confirmed case of COVID 19 or a travel-related case 14 days prior to the onset of symptoms.
Parents	Serious Notification forms and their updates, if needed, will be shared by email and by posting notices on the front entrance window.

**Related to COVID 19, when should exclusion of an individual be instituted?**

A yes answer, to symptoms on the daily COVID screening tool, requires exclusion from the preschool for 10 days.

Those awaiting test results should self-isolate at home until test results are known.

Children/Staff who test positive for COVID 19 must be excluded from the preschool for 10 days from the onset of symptoms and clearance has been given by Public Health

Untested children/staff must be excluded for 14 days from onset of symptoms, unless an alternative diagnosis is provided by a health care provider.

All members of a cohort excluded for a class COVID case must be excluded for at least 10-14 days and return in consultation with Public Health.

Children and Staff who test negative for COVID 19 can return to school 24 hours after COVID 19 symptoms are absent.

## COMMUNICATION WITH FAMILIES

### GENERAL INQUIRIES

Families may contact the preschool with questions, concerns, and health updates by phone, 905 627 8773, and class dojo for Kids Club and by email at info@stjamescoop.com. The latter email sends an email directly to the preschool supervisor and the president.

### VISIBLE SIGNAGE

At the front entrance window, signage is posted to illustrate health measures in place as well as any ongoing serious occurrences or outbreak updates.

### DIRECT

To ensure physical distancing is maintained, the option for communicating with families includes email, zoom, and by telephone.

**The Health and Safety is all participants at St James Cooperative Preschool is our utmost concern.**

### Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at St James Cooperative Preschool and at any time where a change is made.