

As always, families play an important part at our cooperative preschool. Our families' and staff's health and safety is our outmost concern. The measures the preschool has taken and continues to take in these pandemic times, reflect our sincerity to ensure the safety for our families and staff at the preschool. Your compliance to following these safety guidelines and your support is greatly appreciated to helping maintain our high level of service to all families.

OVERVIEW of COVID PROTOCOLS AND PROCEDURES version 8

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.

As of Fall 2021, Changes in Health and Safety Protocols include

Masking

- To align with local school boards, all school-age children, Kindergarten (age 3.8) and above, are required to wear a non-medical mask or face covering while inside the child care premises.
- Adults should follow the masking/eye protection guidelines as set out in the ministry documents.
Parents are encouraged to wear masks at drop-off and pick-up times.

Daily Screening

- Mandatory screening of all entering the preschool using the COVID questionnaire. Records to be maintained for possible public health tracing. ("It is the responsibility of the licensee to ensure that all screening procedures (including on-site active screening, when needed) are completed and to ensure that no individual enters the premises unless they have completed the screening and the result of that screening has indicated that they are allowed to proceed. This

confirmation may be received in a format deemed appropriate and accessible by the operator").

Cohorts

- To reduce the risk of exposure, the recommendation is to limit the mixing of cohorts as much as possible. *In the case of St James Preschool, 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.*

Singing

- Singing indoors is only permitted within the cohort, masking is required by staff at all times and distancing is encouraged between individuals.

Use of indoor sensory bins

- The use of indoor sensory bins and activities such as water tables are permitted. If shared, sensory bins should be cleaned in between cohorts.
- The focus should be placed on proper hand hygiene before and after using any type of sensory activity.

Parents/Caregivers drop off/pick up

While the guidelines support this at this time and where it is operationally feasible, parents/caregivers continue to drop off and pick up outdoors.

Vaccine Disclosure

All participants at the preschool are required to disclose their vaccine status.

Enhanced Cleaning Procedures

*The continued enhanced cleaning procedures as indicated by Public Health to the disinfecting of premises, toys and equipment are still in place but in some cases have been altered.

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

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 *Continuous 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, *review of COVID policies and procedures quarterly. *Provide initiative to ensure health and safety of preschool participants
PARENTS	Cooperation to following health and safety procedures at the preschool, especially providing honestly 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 to 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 non-medical cloth mask or face covering inside the preschool. However, this remains at the parent's discretion. If your child will be wearing a mask at school, please send in a spare mask 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

	<p>years are encouraged by Hamilton Public Health to wear a non-medical cloth mask or a face covering inside the preschool. However, this remains at the parent's discretion. If your child will be wearing a mask at school, please send in a spare mask as well. Masks should be labeled. If the child becomes sick at school, if tolerable, the child may don a towel cape and mask while awaiting pick-up.</p>
Kindergarten/Grade 1 (Word Detectives) (Printworks)	<p>Hamilton Public Health has stated that all school-age children (Kindergarten and above) are required to wear a non-medical cloth mask or a face covering inside the preschool. Please send in a spare mask as well. Masks should be labeled. While outdoors, children may take a break from masking but are encouraged to don them if a two-metre distance cannot be maintained.</p>
Parents/Caregivers	<p>Parents/Caregivers are to wear a mask when dropping off or picking up their child.</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. When providing care for a sick child, staff will don a medical gown in addition to a mask and goggles. Gloves are optional. When cleaning bodily fluids, a medical-grade mask, goggles/shield, a gown and gloves will be donned.</p>
Greeter/Cleaner	<p>The Greeter must wear goggles/shield and mask when manning the front entrance. When cleaning and no contact with staff or children is involved, the cleaner need only wear mask.</p>
Essential Visitors-Trades people, government inspectors, resource personnel, etc	<p>Those attending matters at the preschool must wear an appropriate mask when in the preschool. The distance of 6ft between others should be maintained when possible.</p>
Visitors	<p>Visitors are limited 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>

*Various exceptions are allowed to not wear a mask

-Indoors as long as 2m distancing can be maintained, persons while on nutrition break/lunch or mask break in individual closed areas

*medical exceptions -

- anyone who has trouble breathing or is unable to remove the mask without assistance, in the manner required by the Ministry of Education or Public Health authorities.

-anyone who has -underlying medical, developmental, sensory or mental health reason which inhibits the child's ability to wear a nonmedical mask in the manner required by the Ministry of Education or Public Health authorities.

For these exceptions, an HWDSB affidavit must be for file stating the exception-Medical reason (speech, allergy, unable to tolerate masking, etc). Alternative masks can be utilized with professional references.

For those students who are having difficulty tolerating a mask for long periods, staff will problem-solve individual situations to allow a student a temporary break from wearing a mask.

In general

*Masks must cover the nose, mouth and chin without gaping. This increases the benefits of mask-wearing.

*Masks should be replaced when damp or soiled

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

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

*The preschool will maintain a 7 day supply of PPE

* Inventory control of PPE in storage will be monitored to ensure adequate supply

*At preschool, the central location of PPE is the colorful storage unit in the 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 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 handwashing hygiene.
- *Protocols to follow when someone is sick.

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

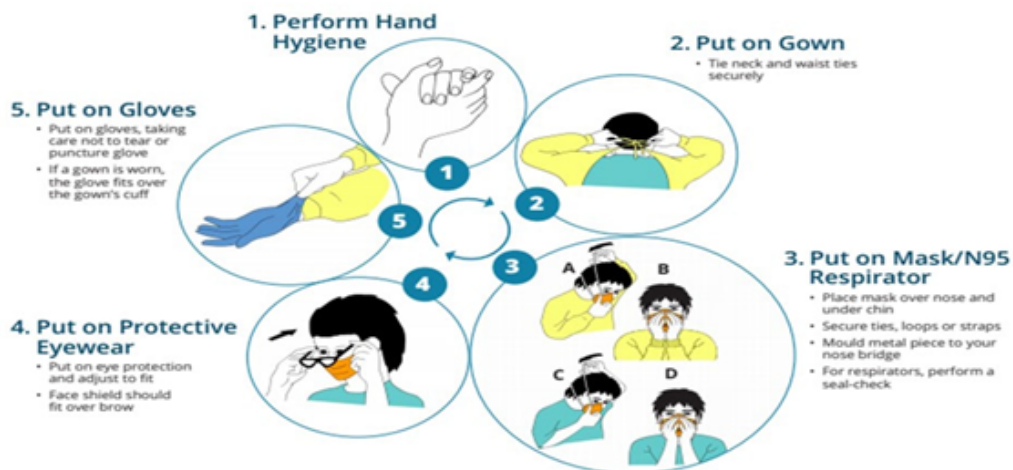
<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

❑ Back to School Video for Educators <https://youtu.be/z7EsVeDSdpA> discussing the delta variant has been added September 2021

Recommended Steps:

Putting On Personal Protective Equipment (PPE)

Public Health Ontario | Santé publique Ontario



For more information, please contact Public Health Ontario's Infection Prevention and Control Department at ipac@ohpp.ca or visit www.publichealthontario.ca.

Ontario

Recommended Steps: Taking Off Personal Protective Equipment (PPE)

1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.



6. Perform Hand Hygiene

5. Remove Mask/ N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



3. Perform Hand Hygiene

4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



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 or at our alternative entrance on the opposite side of the church for toddlers.

Staggered arrival and dismissal times are in place to maintain social distancing between cohorts.

Masks are to be worn by parents and who are requested to socially distance themselves from other families as they wait their turn to approach the greeter at the preschool entrance door.

A health checklist and active screening 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/caregivers 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.

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. The telephone number is on the side by the front door.

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/1FAIpQLScMPzi22xBL1tkMNxmCF5FdFXivcUuw2Jf06DvkZ_aeat-aUQ/viewform?usp=sf_link

PUBLIC HEALTH QUESTIONS FOR SCREENING

4. Do you, your child or any member of your household have any of the following symptoms (not related to existing allergies or pre-existing conditions): *

Fever and/or chills, a temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher

Cough or barking cough (croup): continuous, more than usual, making a whistling sound noise when breathing

Shortness of breath, out of breath, unable to breathe deeply

Decrease or loss of taste or smell

Nausea/vomiting/diarrhea

1. Did the student/child receive their final (or second in a two-dose series) COVID-19 vaccination dose more than 14 days ago, or have they tested positive for COVID-19 in the last 90 days and have since been cleared? 6. Been identified by Public Health as a close contact of COVID-19 in the last 14 days?

2. Is someone who the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms? (If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.”)

3. In the last 10 days, has the student/child been identified as a “close contact” of someone who currently has COVID-19? (If public health has advised you that you do not need to self-isolate, select “No.”)

4. In the last 10 days, has the student/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.”)

5. In the last 14 days, has the student/child traveled outside of Canada AND: been advised to quarantine as per the federal quarantine requirements AND/OR is the student/child under the age of 12 and not fully vaccinated?

6. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)? **This can be because of an outbreak or contact tracing.

7. In the last 10 days, has the student/child tested positive on a rapid antigen test or a home-based self-testing kit? (If the student/child has since tested negative on a lab-based PCR test, select “No.”)

Directions to following a yes response to COVID entry questions

At this time with a growing number of COVID 19 variants in our community, Public Health has revised the protocol for attending the preschool with

Results of screening questions



If you answered “YES” to any of the symptoms included under question 1, 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.
- Talk with a doctor/health care provider to get advice or an assessment, including if the student/child needs a COVID-19 test.
 - Siblings or other people in your household must stay at home until the student/child showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.



If you answered "YES" to question 3, 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.
- The student/child can return to school or child care after the individual with symptoms tests negative, is cleared by your local 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 "YES" to question 4, do not go to school or child care.

- The student/child must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.
- 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 only return to school/child care after 10 days, even if they get a negative test result, as long as they do not develop any symptoms.
 - 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. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- If the student/child develops symptoms or tests 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 5, 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.
- 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 need to continue isolating and 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. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.

If you answered "YES" to question 6, do not go to school or child care.

- The student/child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.
- If the student/child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the [Government of Canada's website](#).
- If the student/child develops symptoms and/or tests 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 7, 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.
- 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 the student/child develops symptoms, contact your local public health unit or doctor/health care provider for more advice.
 - Siblings or other people in your household must stay at home until the student/child tests negative, or is cleared by your public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.

In the event, children or staff are ill with an underlying condition for a runny nose due to a known allergy or other medical condition, 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 provides 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 avenues to explore 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 between cohorts.
- *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.
- * continue the celebration of special days/holidays within cohorts.
- *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.

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

- Hands by all are to be washed before and after snack/lunch
- Utensils must be used to serve food and there is no sharing of general utensils or items (e.g. serving spoons, condiments).
- There is adequate distancing while be implemented at lunch tables without causing emotional turmoil for participates.
- 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 contains 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 is 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 3 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 and used for 1 single task at a time. Cutting boards must be routinely cleaned in hot water, sanitized and rinsed after each use. Care must be taken not to transfer contamination of one food to another. Knives used to cut or slice food items should not be used for other foods or other items, unless 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 disinfectants 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 to preschool surfaces 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 to the weekly after-hours clean by our parent cleaning crews.

*Any outside hard surfaces such as water bottles, containers that will be utilized in the preschool will be wiped clean once removed from the 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 designated for each cohort.

*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 cleaning products used daily 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 centre's main binder, located in the office and on the inside of the cleaning room door in the superstar gym.

* 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 may be cleaned and sprayed with disinfectant and let air-dry.

Sensory material playdough will be placed in individual containers.

Sand is limited to the preschool cohort.

Water play is in individual bins in the water table which is disinfected daily

* 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 classroom follow the 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 room before spraying (removal of printed or sensitive matter, toys may be laid out on towels)

Once the sprayer has been filled according to directions and with a suitable 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 the trigger is disengaged.

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

ONLY THE SPRAYER IS TO BE IN ROOM BEING SPRAYED.

A PPE mask worn by staff can be exchanged for a new one before moving to another room if the sprayer feels the mask is wet or soiled

Frequencies:

Cleaning and disinfecting routines must be increased as the risk of environmental contamination are higher:

Tables and countertops	used for food preparation and food service must be cleaned and disinfected before and after each use
-------------------------------	--

Spills	must be cleaned and disinfected immediately
High Touch surfaces	these are surfaces that have frequent contact with hands, food, and other objects. These surfaces must be cleaned at least twice daily and as often as necessary (i.e., when visibly contaminated). Examples include: countertops, trolleys, gates, sinks, handrails, door handles, light switches

Clean frequently touched surfaces twice per day

- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



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 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 partial 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.

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, show 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 are required to make arrangements to pick the child up immediately. Hand hygiene will be instituted by all parties in isolation. PPE will be worn by 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 metres from others. This designated Isolation area must be marked with a physical barrier or markers/chalk on 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 your child is showing COVID-19 symptoms at home, please view the attached **Symptomatic Child at Home Decision guide** to help guide your decision to send your 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 of 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 Those that are laboratory-confirmed or probable cases 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 posting on the front entrance window.

In the case of when the exclusion of an individual should be instituted:

A yes answer to symptoms of the daily waiver, a positive COVID result, contact with a positive COVID person or unvaccinated travel 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 the 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 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, class dojo for Kids Club and an email to 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 being maintained, the option for communicating with families includes email, zoom, and telephone.

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

Policy and Procedure Review

This policy and procedures 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.

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