



REKSAP Centres For Early Learning PANDEMIC PLAN

Revision: March 24, 2021

REFERENCES:

Ottawa Public Health: [Ottawa Public Health](#)

The Ministry of Education - *Operational Guidance During COVID-19 Child Care re-opening* guidelines
<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

[City of Ottawa Resources](#)

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Responsibilities of Executive Director

- Liaise with OPH and City of Ottawa officials
- Adhere to guidelines from:
 - to the Ministry of Education - *Operational Guidance During COVID-19 Child Care guidelines* and implement any updates in a timely manner.
<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>
 - OPH COVID-19 Guidance
- Distribute resources to share with staff and families regarding pandemics, etc. (ex. [City of Ottawa Resources](#), [Ottawa Public Health](#), etc.)
- Provide Pandemic plan and all pertinent information to staff before reopening and any updates
- Work with the Ministry of Education in receiving the appropriate license amendments required
- Post all licensing amendments
- Ensure that all staff have proper training on the guidelines

Always maintain ratios/capacities:

Executive Director/ Supervisor ensure:

- Toddler maximum capacity = 15 toddlers per room
- Preschool maximum capacity = 16 preschoolers per room
- Kinder maximum capacity = 26 children per room
- School age maximum capacity = 30 children per room





- Toddler:
 - Three Educators
 - EA to cover of breaks and support extra cleaning
- Preschool
 - Three Educators (this will allow for lunch/breaks and extra cleaning)
- Kindergarten and School age:
 - Two Educators (this will allow for lunch/breaks and extra cleaning)
 -

***SPECIAL NOTE: As a last resort, if REKSAP is short of Educators, (illness, testing or self-isolation) a room may need to close for a short time frame.**

How to report an illness - follow REKSAP's policy for management of child and staff with symptoms:

- Educators/parents notify the Supervisor/Executive Director immediately if they or their child (who attends the centre) has signs of illness
- Supervisor/Executive Director report to OPH (guidelines) and Regina/Severn Principal
- **Effective November 9, 2020**, and in accordance with the November 2020 [Operational Guidance](#) document (Version 4) child care licensees will be required to submit serious occurrences for a confirmed case of COVID-19 of a child, staff, student, home child care provider, home child care visitor or a person who is ordinarily a resident/regularly present at a home child care premises (i.e., a positive COVID-19 test result), licensees must:
 - Report this as a serious occurrence to the ministry
 - Report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the [Municipal Freedom of Information and Protection of Privacy Act](#).

Outbreak management:

- An outbreak may be declared by the local public health unit when:
- Within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (i.e., cases in the same room, cases that are part of the same before/after school care cohort) where at least once case could have reasonably acquired their infection in the child care setting.
- The local public health will determine what happens next and guide the licensee. The licensee will revise the serious occurrence accordingly.





▪ **Additional Information/Tips:**

- Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual report a confirmed case, licensees must update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.
- Please note: should the entire child care, part of the child care (i.e. a program room) or a home child care provider's home close due to a "confirmed case", a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.
- **In the event of a confirmed case of COVID-19**, staff or child, the Centre will cooperate fully with OPH to facilitate contact tracing in a prompt and efficient manner, and follow OPH directives given. Families will be made aware of the confirmed case via Digibot.
- **In the event of a room/Centre closure**, affected families and staff will be notified as soon as possible, via phone and/or Digibot. Centre will follow OPH directives given.

▪ **Symptoms of COVID-19**

- The Ministry recommends licensees refer to the [Ministry of Health COVID-19 Reference Document for Symptoms](#) which outlines the symptoms which have been most commonly associated with COVID-19.
- Inform all staff, families, and Regina/Severn Principal with information from OPH re: guidance for staff/child self-isolation.
- Work in partnership with OPH, to ensure they have all the necessary information (i.e.: contact information for families, staff, any potential close contacts)

*****Child Care Centres have a duty to report to Ottawa Public Health all suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*.**



Adhere to OPH recommendations for management of child and staff with symptoms





Child and/or staff with symptoms:

- Child must be picked up within 30 minutes of reaching parent
- Symptomatic child(ren) and staff must be immediately separated from others in supervised area until they are able to leave the childcare Centre.

Ministry of Health's 'COVID-19 Reference Document for Symptoms':

<https://secureforms.ottawapublichealth.ca/School-Health-Sante-scolaire/COVID-19-Screening-Tool-for-Students>

****Digibot screening tool must be completed for children and staff, before entering REKSAP Centres.**

Attestation for Return to School/Child Care Following Illness – **form must be filled out before returning.**

<https://www.ottawapublichealth.ca/en/resources/Attestation-Letter-Return-to-School-Childcare-Sept.29.pdf>

Effective February 22, 2021, new provincial direction and guidance was released as part of continued measures to keep schools and child care open and safe, and to prioritize the safety and well-being of all staff, providers, children and families.

The guidance builds upon a number of public health and safety measures as outlined below, specifically:

1. The provincial school and child care screening tool
2. Isolation requirements for household members
3. Masking and other PPE requirements

1. Provincial school and child care screening tool

All children, Registered Early Childhood Educators, Educational Assistants and visitors are required to screen for symptoms of illness every day before coming to child care. As part of our efforts to strengthen public health and safety measures and update guidance to reflect provincial trends and transmission risks, the government has made changes to the COVID-19 school and child care screening criteria.

This includes new provincial direction that children, Registered Early Childhood Educators, Educational Assistants with any new or worsening symptom of COVID-19, as indicated in the school and child care screening tool, even those with **only one symptom** (i.e., fever/chills, cough, shortness of breath, a decrease or loss of smell or taste, sore throat (painful swallowing or difficulty swallowing), nausea, vomiting, diarrhea, headache that is new and persistent, stuffy/runny nose, or nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.)), fatigue, lethargy, muscle aches or malaise) **must** stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional, or 2
- It has been 10 days since their symptom onset and they are feeling better.





The Chief Medical Officer of Health has now directed that the single-symptom screening criteria be applied province wide.

The provincial screening tool has been updated to reflect this direction. (Digibot has been updated)

2. Isolation requirement for household contacts of symptomatic individuals

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional

If the symptomatic individual **tests positive**, or is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual. **** If there is no break in contact with the symptomatic child, household members must start their 14-day isolation at the end of the symptomatic child's isolation period. This results in an isolation period of at least 24 days (10 +14 days).**

These updates are included in the provincial school and child care screening tool.

3. Masking/PPE requirements

As you are aware, masks are also now mandatory for all children in grades 1 – 12 and encouraged for younger children (aged 2 to SK), subject to reasonable exceptions. The ministry recognizes that some children will be unable to wear masks for medical reasons and it is expected that these will be relatively rare cases.

The following protocols continue to remain in place:

- Staff, where possible, should maintain a distance of at least 2 metres while supervising the ill child. Appropriate PPE should be worn by the staff member supervising the child. Staff should follow procedures in place on what PPE is required as it is dependent on type of symptoms the child is experiencing. Ensure staff discard PPE and perform hand hygiene after the child has left the facility
- Staff who develop symptoms, during a shift, should separate, should wash hands and put on PPE until they can leave the childcare facility
- If a staff reports feeling unwell, call Program Supervisor/Executive Director for next steps.
- Environmental cleaning and disinfecting of the space in which the child was separated should be conducted immediately after child has been picked up





- Contact the Outbreak (OB) Reporting Line at 613-580-2424 ext. 26325, 7 days a week between 8:30 a.m. to 4:30 p.m., or 311 outside business hours and ask to speak with on-call public health inspector for further guidance.

1. Child and/or staff with symptoms and referred for COVID-19 testing:

- Child and/or staff should stay home and self-isolate while waiting for results of COVID-19 test. Please refer to the Self-isolation Instructions on the OPH website.
- If not tested, the child and/or staff member should stay home and self-isolate:
 - For 10 days from the first day of symptoms
 - OR
 - Until 24 hours AFTER symptoms have FULLY resolved, whichever is longer
- Determining when the child and/or staff member can return to the Centre will be done in consultation with the OB Reporting Line.
- Close contacts should be monitored for symptoms while results are pending.
- Determining closure and re-opening of the classroom and/or facility will be done in consultation with the OB Reporting Line.

2. Child and/or staff who are symptomatic and have a negative COVID-19 result:

- Return to the Centre may be based on usual policy and procedure (e.g. 24 hours symptom-free without fever-reducing medication, or 48 hours after resolution of vomiting and/or diarrhea). Consult with OB Reporting Line as needed.

3. Child and/or staff who have a positive COVID-19 test result:

- The child and/or staff with a positive COVID-19 test should self-isolate and not attend the Centre. Please refer to the Self-isolation Instructions on the OPH website
- Determining when the child and/or staff member can return to the Centre will be done in consultation with the OB Reporting Line.
- Determining closure of the classroom and/or facility will be done in consultation with the OB Reporting Line.
- Determining re-opening of a classroom and/or facility will be done in consultation with the OB Reporting Line.

4. Child and/or staff who has been identified as a close contact of a confirmed or probable COVID-19 case:

- A child and/or staff who has been identified as a close contact of a confirmed or probable COVID-19 case should self-isolate and not attend the Centre.
- Discontinuing self-isolation depends on whether or not they are still in contact with a case of COVID-19 and will be determined in consultation with the OB Reporting Line

In the event of suspected or confirmed COVID-19 case:

- Complete a thorough environmental cleaning (OCDSB staff) of the entire Centre once all children and Educators have vacated the building using appropriate PPE (Face mask, face shield, and vinyl gloves) and cleaning and disinfecting products recommended for outbreaks. Ensure all garbage has been emptied and waste receptacles cleaned and disinfected.





Drop off and Pick up/ Parent communication

- All drop offs and pickups to be outside at Regina – Preschool entrance and Severn Parking lot door entrance
- All families to self-screen, including temperature check, at home via Digibot before child enters the building
- Call/email if your child is away/ill before 8:00 a.m.
- Staff will wear masks and face shields.
- Failure to pass any of the screening measures will result in child not being accepted into care
- Children should leave all personal items at home (exceptions: lunch bag and change of clothes)
- Hand sanitizer will be placed at entrance for all children to sanitize hands before entering the building
- Sunscreen must be applied before arriving at REKSAP. Parents must supply sunscreen (labeled with name) for each of their children. Educators will not apply sunscreen to children in the morning
- Child to be taken to the classroom or playground by an Educator, parents do not enter the building or playgrounds except in emergency circumstances that must be approved by Executive Director or Program Supervisors
- At pickup time: parents arrive at the scheduled pick up time or call for a change in the scheduled pick up time, child will be brought out to the door by designated Educators
- 6' distance to be kept between all families waiting for drop off or pick up
- Drop off and pick up times are staggered (six feet lines have been placed on sidewalk/driveway to maintain a safe distance.)
- Drop off 7:30am – 9:00am **only**
- Drop off and pick time need to be scheduled
- Communication with parents: phone calls, zoom meetings, Digibot (emails, daily communication for toddlers and preschool children, Digibot moments/stories)
- All special events are cancelled.

OCDSB staff have their own screening and contact tracking forms. OCDSB are not to enter Child Care rooms between 7:00 am – 6:00pm.

Visitors/repair people: must fill out REKSAP screening and contact tracking form.





Educators responsibilities:

- Work at one location only
- Keep the windows open as much as possible, for air flow where it is safe to do so.
 - At a minimum, open the windows for approximately 30 minutes mid-morning and again mid-afternoon
- Stay up to date on REKSAP directives, including review of all Ministry and public health directives and guidance.
- Complete self-screening via Digibot before entering the premises
- Staff: staggered start times and lunch times for staff
- Two staff are allowed in the staff room at a time at Severn; 3 at a time at Regina (social distancing). Staff may remove their masks and shields/goggles to eat their lunch. Masks and goggles/shield must be worn at all other times. When finished eating, the work room (Regina) and the school age room (Regina and Severn) are available for the remainder of their break. Staff will continue to disinfect commonly touched surfaces including tables, chairs, fridge handle, microwave (including door handle and keypad), light switch, phones, computer keyboards, ipads/tablets/shared devices, etc.
- Staff are encouraged to take their breaks outdoors while maintaining safety practices such as wearing a mask and shield/goggles and physical distancing (2 metres).
- Staff are encouraged to refrain from carpooling. However, if not feasible, reduce the number of passengers in your vehicle to 1 passenger maximum at any time. If possible, keep the windows open during your commute. Use PPE (face mask, face shield/goggle) whenever possible, for both the driver and passenger.
- All adults in a child care setting (i.e., child care staff, child care providers, essential visitors, and students) are required to wear medical masks and eye protection (i.e., approved face shields, goggles) while on the child care premises, **including** outdoor play areas.
- Educators/children frequent handwashing/hand sanitizing:
 - when leaving or entering a room
 - when entering the building and returning from outside
 - before serving food
 - after using the washroom
 - before and after assisting children with toileting, after changing diapers
 - always before touching one's face or the face of a child
 - when adjusting/changing mask and shield/goggles
- Do visual check for each child entering the room/throughout day – notify Supervisor/Executive Director.
- Clean and disinfect high touch surfaces twice daily (OPH recommended disinfectant)
- Clean and disinfect all indoor and outdoor toys (toys that are mouthed will be removed for cleaning), equipment, materials and furnishing as per cleaning schedule. Play structures are closed.
- Clean and disinfect ill children's cots when excluded from the center and launder sheets and blankets.
- Spread children out into different areas.
- All Educators and children to remain in their own room. No visiting between rooms.
- Eliminate toys that cannot be easily cleaned.





- No water play in classrooms
- No toys that are put to mouth by nature, i.e. food, cups, and cutlery in the kitchen area
- Set up areas as to accommodate a low number of children
- Put out enough toys and activities for the number of children in the room but not an excess which will be more work for cleaning
- Create distance where possible, i.e., if reading a book to a group of children have them sit apart from each other or, at the art table place only enough chairs so that if they are all being used, the children are not sitting tight together or immediately across from each other
- All children in grades 1 and above are required to wear a non-medical or cloth mask while on the child care premises, including in hallways and outdoors. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).
- All children in kindergarten are encouraged but not required to wear a mask while on the child care premises, including in hallways and outdoors (see information about the use of masks on the provincial COVID-19 website or the Public Health Ontario factsheet on non-medical masks.
- When wearing a medical mask and eye protection (i.e., approved face shields, goggles), you should wash your hands before putting them on, before adjusting them, and before and after removing them. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.
- Reasonable exceptions to the indoor mandatory mask requirement are expected to be put in place by licensees. Exceptions to wearing masks indoors/outdoors may include /situations where a child cannot tolerate wearing a mask safely, reasonable exemptions for medical conditions, etc.
- Masks are not recommended for children under the age of two. At rest time place cots as far apart as possible and have children sleep head to foot
- Lots of outdoor activities (no play structures)

Cook

- Social distancing of 2 metres
- Required to wear medical masks and eye protection (i.e., approved face shields, goggles) while on the child care premises, including in hallways and outdoors.
- Restrict all non-essential visitors in the kitchen
- No outside food to enter the program (exception: Kindergarten and School Age lunches)
- Food/utensils should not be shared—individual serving by Educator/Cook only
- Ensure to maintain adequate stock of fresh produce while not over purchasing (this will eliminate food waste should site need to shut down).
- Ensure to be cautious while receiving food and maintain physical distancing while verifying and signing for the order, paying attention not to touch your face and to wash your hands immediately following receiving the order.
- Ensure all non-essential visitors remain outside; therefore, all receiving orders should be received outside.
- Food trolleys/bins should be delivered just outside the door to each room, to avoid staff entering multiple rooms.
- Ensure trolleys/bins are cleaned and sanitized after returning from the classroom





REKSAP
Centres
For Early Learning

In the event of suspected or confirmed COVID-19 case:

- Ensure the kitchen is properly shut down and sanitized.
- Ensure all fresh produce is properly disposed of or freezing when applicable.
- Maintain regular communications and take directions from the Supervisor/Executive Director



www.reksap.ca



REGINA: 2599 Regina Street | Ottawa | Ontario | K2B 8B6 | 613.828.8743

SEVERN: 2553 Severn Avenue | Ottawa | Ontario | K2B 7V8 | 613.828.3039

