



Wasaga Beach Cooperative Nursery School



PANDEMIC POLICY AND PROTOCOLS

UPDATED FEBRUARY 17TH, 2022



INTRODUCTION

Note: The procedures in this policy update any procedures outlined in the Wasaga Beach Cooperative Nursery School (WBCNS) Handbook during the COVID-19 Pandemic and any other Pandemics. The procedures will be updated as new information becomes available and the revised policy will be reviewed with staff and shared with families. Documentation of policy review will be attached to the policy.

This procedure is established to provide clear guidance about the nursery school's response and preparation to provide safe care during the COVID-19 pandemic. This procedure adheres to:

- The Ontario Ministry of Education, Operational Guidance During COVID-19 Outbreak (Revised)
- Covid-19: SMDHU Guidance Document for Licensed Child Care Settings

All procedures outlined are to be strictly implemented and adhered to daily as long as the province is under a Pandemic. Any staff or other persons who are planning to enter the program will review the policy before starting work for the first time.

This policy applies to everyone entering WBCNS – including children, families and staff. Families and staff must be aware that their actions play a critical role in reducing the risk of infectious disease transmission. Adults in contact with children attending the nursery school must be hypervigilant about monitoring for symptoms: fever or signs of a fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain.

WBCNS will welcome visitors, student teachers or volunteers during the pandemic, on a very limited case by case basis - including limited interaction by board members.

In the event of a closure, WBCNS will only open again when the province approves the opening. Our community relies on all of our families and teachers to be careful to keep themselves at low risk by practising physical distancing and limiting social contact. All of us must accept that although WBCNS is a low risk environment, if there is an asymptomatic infection, it is likely to spread.



PROTOCOLS

1) STAYING HOME WHEN YOU ARE SICK OR AT RISK

All families, staff and children who have symptoms of COVID-19 or who have travelled outside Canada, or who have been identified by Public Health as a close contact of a confirmed case must be excluded from the nursery school and follow provincial isolation guidelines.

Staff and children must stay home when sick and are encouraged to use the Ministry of Health [online self-assessment tool](#) to determine if their (or their child's) symptoms may be related to COVID-19.

ANY of the following new or worsening symptoms: (PRIMARY SYMPTOMS)

Symptoms should not be chronic or related to other known causes or conditions.

- Fever and/or chills (temperature of 37.8°C/100.0°F or greater)
- Cough or barking cough (croup)
 - Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)
- Shortness of breath
 - Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- Decrease or loss of smell or taste
 - Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have

If ANY of these symptoms are present:

- Your child should stay home to isolate immediately for 5 days (10 days if aged 12 and over and not fully vaccinated or immunocompromised) from when symptoms started and stay in isolation until symptoms have been improving for 24 hours (48 hours after nausea, vomiting and/or diarrhea), whichever is longest.
- Siblings and all household members must stay home for the same amount of time regardless of vaccination status, unless they tested positive for COVID-19 in the last 90 days and have completed their isolation.

TWO OR MORE of the following new or worsening symptoms: (SECONDARY SYMPTOMS)



- Sore throat (painful swallowing or difficulty swallowing)
 - Not related to other known causes or conditions (e.g. post nasal drip, gastroesophageal reflux)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
 - Not related to other known causes or conditions (e.g. seasonal allergies, returning inside from the cold, chronic sinusitis unchanged from baseline, reactive airways)
- Headache that is new and persistent, unusual, unexplained, or long-lasting
 - Not related to other known causes or conditions (e.g. tension-type headaches, chronic migraines)
- Nausea, vomiting and/or diarrhea
 - Not related to other known causes or conditions (e.g. transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel disease, side effect of medication)
- Fatigue, lethargy, muscle aches or malaise (general feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants) that is unusual or unexplained
 - Not related to other known causes or conditions (e.g. depression, insomnia, thyroid dysfunction, anemia)

If TWO OR MORE of these symptoms are present:

- Your child should stay home to isolate for 5 days (10 days if aged 12 and over and not fully vaccinated or immunocompromised) from when symptoms started and stay in isolation until symptoms have been improving for 24 hours (48 hours after nausea, vomiting and/or diarrhea), whichever is longest.
- Siblings and all household members must stay home for the same amount of time regardless of vaccination status, unless they tested positive for COVID-19 in the last 90 days and have completed their isolation.

If ONLY ONE of these symptoms are present

- If a student, employee or visitor who had only one secondary symptom or any other symptom not listed on the COVID-19 School and Child Care Screening Tool, they can return to school when symptoms have been improving for 24 hours (48 hours for nausea, vomiting, diarrhea).
- Siblings and other household members are not required to stay home.

If in the last 5 days the student, employee, or visitor tested positive for COVID-19 (Rapid Antigen or PCR



- They must stay home and isolate for 5 days (10 days if aged 12 and over and not fully vaccinated or immunocompromised) and until symptoms have been improving for 24 hours (48 hours for nausea, vomiting and/or diarrhea).
- The isolation starts from the date symptoms began OR the date they tested positive (whichever is first).
- Siblings and all household members must isolate for the same amount of time, regardless of vaccination status, unless they tested positive for COVID-19 in the last 90 days and have completed their isolation.
- A negative test result is not required for return to school. They can return when their isolation period is complete.

Does the student, employee or visitor live with someone who is isolating because of COVID-19 symptoms, a positive COVID-19 test, or is waiting on COVID-19 test results?

If YES:

- The student, employee or visitor can return to school when their household member is cleared from their isolation.
- Siblings and all household members, regardless of vaccination status, must stay home until their household member is cleared from isolation.
- If additional household members develop symptoms, the initial household member(s) who have already had symptoms and/or positive test results do not have to extend their isolation period.
- Note: If a student, employee or visitor have tested positive for COVID-19 in the last 90 days their response to this question is NO.

Has the student, employee or visitor been identified as a close contact of someone who tested positive or has symptoms of COVID-19?

- For close contacts outside of school, the student, employee or visitor can return to school when they have completed their isolation.
- Siblings and household members can go to school, child care or work, but must not leave the home for other non-essential reasons.

Note: The student, employee or visitor may answer NO to this question if any of the following apply:

- They are fully vaccinated and not immunocompromised (and do not live with the person who has COVID-19).
- They have tested positive for COVID-19 in the last 90 days.
- The close contact occurred at school.

Do any of the following international travel scenarios apply to you?

In the last 14 days:

- you travelled outside of Canada and were told to quarantine

Pandemic Policy and Protocols



- you travelled outside of Canada and told to not attend school/child care someone you live with returned from outside Canada and is isolating while waiting for COVID-19 test results

If YES:

- If you were told to quarantine: you must isolate (stay home) for 14 days immediately after your return, following federal guidelines, except to get tested, to visit a clinical assessment center, or for a medical emergency
- If you were not told to quarantine: follow the federal guidelines and instructions of the border agent when entering Canada, including not going to school/child care for 14 days
- If someone you live with is isolating after returning from outside Canada and received a take-home PCR test at the airport, is symptomatic or is awaiting test results: you must stay home until the household member gets a negative PCR test result

If a child/student is not fully vaccinated but is exempt from federal quarantine because they travelled with a fully vaccinated companion, they must not go to school/child care for 14 days.

CHILDREN WITH ALLERGIES AND/OR ASTHMA MUST HAVE IDENTIFIED THIS AND DISCUSS IT WITH THEIR CHILD'S TEACHER AS WELL AS INCLUDED ON CHILD'S DOCUMENTATION SO THAT BOTH TEACHER AND FAMILY CAN IDENTIFY WHEN SYMPTOMS ARE A CAUSE FOR CONCERN.

2) SCREENING

All individuals who enter the nursery school classroom, including children who attend WBCNS, staff, parents and visitors must be screened daily *before entering*. Staff will complete screening as outlined below as soon as they awake so that they can contact the Board President if they are unable to work. Upon arrival at the nursery school each morning staff will ensure that other staff's assessments are documented (e.g. first two staff to arrive document each other). Daily records of screening must be maintained onsite. WBCNS has a duty to report any suspected cases of COVID-19 under the Health Promotion and Protection Act. Simcoe Muskoka District Health Unit will direct the nursery school on next steps regarding isolation/exclusion.

AT HOME BEFORE NURSERY SCHOOL

Parents should complete the SMDHU COVID 19 Student Screening Tool every morning before leaving the house for drop off at WBCNS.

The screening tool can be found at: <https://covid-19.ontario.ca/school-screening/>

Pandemic Policy and Protocols



If you answered "YES" to any of the questions in the screening tool, please follow the advice provided. To find out when your child can return to school, please refer to: <https://www.simcoemuskokahahealth.org/docs/default-source/COVID-/Return-to-school/20220110-return-to-school-flow-chart-for-administrators-final.pdf?sfvrsn=6> for guidance.

If you answered "NO" to all of the questions in the screening tool, your child may attend school.

WHEN YOU ARRIVE AT SCHOOL

For families, a screening checkpoint area will be set up at the front entrance of the nursery school outside our main classroom door. In-person screening will start at 9:30am each morning and no later. If you are already in line or the screener has sight of you in your car, we will still accept your entry. However, once the screening station has been cleaned up and doors closed you will be unable to enter the classroom for any reason. The screening procedure will be cumbersome and disruptive for the class and our screener will no longer be on-site. Doors will be locked at 9:45am.

- 1.) Only one family will be able to access the checkpoint area at a time. The remaining families must wait in a line along the school where designated social distancing stickers will be placed.
- 2.) The screener will wear appropriate PPE including but not limited to a face shield, medical mask and gloves while keeping physically distant from families during the entry screening. **Children and staff must stay home if there are any 'yes' answers on their screening and follow any other directions outlined in the screening assessment.**
- 3.) Families are the experts in observing their children and are therefore the best people to monitor children for atypical symptoms of COVID-19. WBCNS will post signage to remind families about the expectation for screening and share posters about other health and safety measures that can prevent the spread of COVID-19. Materials will be posted on the front doors of WBCNS, on the HiMama communication app and inside the main entry to the nursery school. If any symptoms appear while the child is at home, it is the parent/guardian's responsibility to monitor their child.
- 4.) Parent/Guardian will say goodbye to their child at the checkpoint where hand sanitizer (at least 70% alcohol) will then be used as the last step of the screening for children and staff once they have been approved at the entrance. The student will be transferred to the care of the teacher inside the classroom at the cubby area after they have been accepted by the screener. No parents/guardians may enter the classroom.



3) WHEN TO RETURN TO SCHOOL

It is the recommendation of our Public Health Unit that contact first be made with SMDHU for further instruction if symptoms are present.

- If your child has been identified as having ONLY ONE secondary symptom, your child should stay home for 24 hours to be monitored to see whether the symptom gets better or worse.
 - If within 24 hours your child starts to feel better and symptom improves, they can return to school without a COVID test when well enough to do so.
 - If the symptom gets worse, your child must not attend care and should isolate and visit a COVID 19 assessment center for testing and/or seek medical advice, if required.
- If your child; exhibited ANY primary symptom, 2 OR MORE secondary symptoms, traveled outside Canada in the last 14 days, has come in close contact with someone who has confirmed case of COVID 19, or has been directed by a health care provider or public health to self-isolate they must not attend care and should isolate and visit a COVID 19 assessment center for testing and/or seek medical advice, if required.
 - *Negative COVID-19 Test Result* - If your child was tested for COVID-19 they are required to self-isolate until test results are available. If the test results are negative, your child may return to school or child care if all three of the following criteria are true:
 - They do not have a fever (without taking medication)
 - AND it has been at least 24 hours since symptoms started improving
 - AND they have not been in close physical contact with a person who currently has COVID-19.
 - *Not Tested for COVID-19* - If your child received an alternate diagnosis from their primary health care provider (i.e. it is not believed to be COVID-19), your child may return to school or child care once it has been at least 24 hours since symptoms started improving. If your child has not been given an alternate diagnosis and was not tested for COVID-19, they must begin a self-isolation period for minimum of 10 days from the start of their symptoms. After self-isolating for 10 days, they may return to school or child care if they do not have a fever and if it has been at least 24 hours since their symptoms started improving.



- *Positive COVID-19 Test Result - If your child received a positive COVID-19 test result, they can return to school or child care when:*
 - *They have completed 10 days of isolation after the onset of symptoms*
 - *AND No longer have a fever*
 - *AND Symptoms have been improving for at least 24 hours.*

You do not need a note from your doctor or proof of a negative test before your child returns to school/ child care. However, you are required to complete an attestation form, indicating which option you have chosen for safe return to school. The form can be found at:

<https://www.simcoemuskokahealth.org/docs/default-source/COVID-/Return-to-school/return-to-school-attestation-form.pdf?sfvrsn=2>

Programming will resume as scheduled unless we are otherwise notified by the Public Health unit. There will be *no presumed outbreak or closures* without notification from our Public Health unit.

4) ATTENDANCE RECORDS

WBCNS will keep a record of anyone entering the nursery school and the approximate length of time they stayed (e.g. people providing support for children with special needs, health inspectors, and ministry staff) in addition to listing their screening results upon entry. Records will include name, contact information, time of arrival/departure and screening record. Records must be kept up-to-date and on-site to facilitate contact tracing in the event of a confirmed COVID-19 case or an outbreak.

5) HAND HYGIENE

Please refer to this [Ontario Public Health Fact Sheet](#) and the posters at WBCNS. Practising great hand hygiene is one of the best strategies we have for fighting all infectious illness. Families and teachers must teach, support and supervise relaxed, thorough handwashing. When soap and water are not available hand sanitizer (at least 70% alcohol) will be available.

Steps for great hand washing: water, soap, bubbles, rinse, dry, turn off tap with paper towel. At least 20 seconds: between fingers, backs of the hands, thumbs, fingertips. See resources in Infectious Control Policy.

Children should wash their hands:



- before and after eating and drinking
- after a diaper change or using the toilet
- after sneezing or coughing into their hands
- when their hands are dirty

Adults must wash their hands as above and before and after handling food, after contact with bodily fluid (runny noses, spit, blood), after cleaning, before and after wearing gloves, after handling garbage, when their hands are dirty.

6) STUDENT DROP OFF & PICK UP PROTOCOL

Drop Off (9:30am) and Pick Up (12:00pm): It will be important for families to be prompt and to be aware of physical distancing during drop off and pick up. Drop off and pick up will happen outside WBCNS main door. Children will be met outside the front door, unless the weather doesn't allow for that in which case drop-off will be at the front door. The screener will complete an entry screening. Hand sanitizer will be available at the pick-up and drop off location and children will be asked to use hand sanitizer when entering and exiting the building. At drop offs families are asked to line up or wait in their cars until the line is closer to the door for the screenings. At pick up please keep social distancing in mind until you see your child being brought out the front door. Drop offs will also happen outside of the classroom and entryway.

REMINDER: In-person screening will start at 9:30am each morning and no later. If you are already in line or the screener has sight of you in your car we will still accept your entry. However, once the screening station has been cleaned up and doors closed you will be unable to enter the classroom for any reason. The screening procedure will be cumbersome and disruptive for the class and our screener will no longer be on-site. Doors will be locked at 9:45am.

7 IF SYMPTOMS DEVELOP DURING THE DAY

If a child develops symptoms of COVID-19 (see list of symptoms above) during the program, that family will be called and asked to come and pick up their child immediately. Because we are a small centre with limited staffing, it will be important for families to arrive quickly. While we are waiting for families to arrive, children will be separated from other children in attendance, and where possible staff should maintain a 2-meter distance. The child (if possible) and staff should wear a mask. The child will be escorted behind the gate to the cubby areas and await their parent/guardian. Hand sanitizer must be available. Open outside doors and windows if that can be done safely.

Once the child has been picked up the isolation area must be fully cleaned and

Pandemic Policy and Protocols



disinfected. Environmental cleaning of the classroom will be done once the symptomatic child has left including all high-touch surfaces and toys. Items that cannot be laundered or cleaned and disinfected (books, puzzles, paper) should be removed and stored in a sealed container for a minimum of 7 days (or until negative results are returned). Where it is not possible to clean and continue programming with remaining children, our supply staff will be available to arrive promptly and relieve staff and help with the cleaning.

Parents should be encouraged to bring the child (and siblings if applicable) for testing at a local assessment centre. SMDHU will follow-up with the family and advise the centre on next steps. Staff must not work in other childcare settings and are advised to avoid being in contact with vulnerable people or settings where there are vulnerable people. **Staff and children who are exposed to a confirmed case of COVID-19 must be excluded from the childcare setting for 5-10 days and/or follow the guidelines set out by SMDHU.** All staff who have been exposed to a confirmed case of COVID-19 must get tested as soon as any symptoms develop.

If a staff member develops symptoms during the nursery program, staff will call supply, isolate themselves from the children, wear a mask and leave when the supply has arrived (and completed the screening procedure by the Program Supervisor). The instructions to contact supply staff will be posted and shared with executive committee members who should be available to help with administration. Environmental cleaning of the classroom will be done once the supply has arrived.

If a child or staff show symptoms when home and not in programming it is the parent/guardian's responsibility to follow the self-isolation protocols set out by the Government of Ontario.

IF A STAFF MEMBER OR CHILD HAS A CONFIRMED CASE OF COVID-19 THE PROGRAM WILL BE CLOSED FOR A MINIMUM OF 5 DAYS UNLESS OTHERWISE INSTRUCTED BY SMDHU. THE SYMPTOMATIC STAFF OR CHILD CANNOT RETURN TO THE NURSERY SCHOOL UNTIL ALL SELF ISOLATION PROTOCOLS HAVE BEEN FOLLOWED. ALL FAMILIES WILL BE CONTACTED BY THE PROGRAM SUPERVISOR ABOUT THE POSITIVE CASE. IT IS THE REMAINING FAMILIES' RESPONSIBILITY TO SELF-ISOLATE AND AWAIT A NEGATIVE COVID 19 TEST FOR THEIR CHILDREN.

8) MANAGEMENT OF CASES AND OUTBREAKS OF COVID-19

Staff or children with a diagnosis or suspected case of COVID -19 must stay home and contact Public Health to follow their directions. WBCNS will notify Simcoe Muskoka District Health Unit (SMDHU) at 705-721-7520, 1-877-721-7520 during work hours (Monday-Friday, 8:30am-6:00pm, Saturday 8:30am-4:30pm) of a potential case of COVID-19



among children or staff and seek input regarding information that should be shared with all families.

When a child or staff has a suspected or diagnosed case of COVID-19, WBCNS will also report this to the Ministry of Education as a serious occurrence.

Staff must remain off work until symptoms are fully resolved and all self-isolation protocols have been followed. WBCNS should consult with SMDHU to confirm when it is safe for staff to return to work.

9) OCCUPATIONAL HEALTH AND SAFETY

- Staff will be trained on awareness of COVID-19 signs and symptoms, safe use of PPE, and the requirements for staff in this policy.
- Staff should self- monitor throughout the day.
- Staff must avoid getting close to faces of children, where possible.

10) USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Gloves, face masks, eye protection are available for staff use. According to the revised Operational Guidelines staff must wear medical masks in addition to eye protection for the duration of programming. There is no requirement that children 4 and under need to wear masks during programming.

Staff must wear a mask and eye protection while diapering, toileting or changing the children's clothing. Gloves alone must be worn when cleaning and changing the garbage. Hand washing must always be done before and after glove use.

Staff will be trained on and sign off on the safe use, care and limitations of PPE, including putting on and taking off PPE as well as proper disposal. There will be a labeled location in the classroom specific for PPE as well as a separate bin for the screening materials and PPE near the front entry. A garbage receptacle will be placed by the screening area as well as a secondary location in the classroom.

Aprons will be made available for staff to wear over their clothes and will be laundered weekly.

Proper Disposal of 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

Pandemic Policy and Protocols



- 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.

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

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

6. Perform Hand Hygiene

11) PROGRAMMING UPDATES

The program will include opportunities to teach children about hand washing and physical distancing in a positive and supportive way. Teachers will maintain familiar routines but there won't be any group times such as cooking or sensory and no out of class field trips during the pandemic. There will be individual sensory materials for use of each student and only used by that 1 child for the day and then thrown away. Table activities will be encouraged and there will be space set up between children at tables. Physical distancing should be followed as possible during full group activities, including circle and snack. Teachers will plan activities that do not involve shared toys or objects. Activities such as singing, shouting or speaking loudly indoors will be avoided.

Physical & Social Distancing

Pandemic Policy and Protocols



While it's well recognized that it will not be possible to maintain 2 metre distance in a setting with young children, WBCNS will do what it can to support physical distancing. We do not expect that children and staff will be keeping 2 metres physical distance from each other during the WBCNS day. Staff should minimize the frequency of direct physical contact with children and encourage children to minimize direct physical contact with each other. Staff must also maintain physical distance from each other. The WBCNS room has been set up to create play spaces for children that are separated. This includes, but is not limited to, various play areas as well as individual tables spaced out for arts, crafts, puzzles etc. The following steps will be added to and amended as we learn new information about the virus.

Personal Items

Please do not bring toys from home. Children may bring personal comfort items (.e.g. stuffies) that are clean and can be washed at the end of each day but we recommend keeping such items at home.

At this time backpacks will not be allowed inside and no further items from home.

Schedule

9:30-9:45 Screening

9:45 Doors closed and locked; no outside entry allowed

9:45-10:00 Morning Circle

10:00-11:10 Free Play; Individual sensory and crafts available

11:10-11:20 Tidy up

11:20-11:30 Bathroom & Hand Washing

11:30-11:45 Snack

11:45-12:00 Closing Circle & children get ready for pick up

12:00pm Pick Up Outdoors

Food Safety

There will be no sharing of food. Parents are to provide all of the child's snacks in one plastic container that the teachers can clean before and after. No backpacks or material snack bags will be permitted. Children will only handle and consume what is labelled for them.

Requirement for the use of toys, equipment & other materials

Most toys and materials that cannot be easily cleaned and sanitized will be removed (e.g. plush toys, cushions, blankets, dress up clothes, carpets). Windows on both sides of the room will be opened where possible to facilitate air flow. Toys and materials will not

Pandemic Policy and Protocols



be shared between groups until they have been cleaned and sanitized. Toys and materials that cannot be easily sanitized (e.g. books, cardboard puzzles, board and card games) will be removed from the program and stored for at least one week before use by another group. WBCNS will be providing children with plastic pencil cases with a set of markers and a pair of scissors in order for there to be limited sharing of materials. The containers must be plastic so that teachers can sanitize them after each use.

Student Teachers, Music, Zumbini: WBCNS will not have volunteers, student teachers or outside teachers during the pandemic.

Supply Staff: In case of staff absence, WBCNS may need to hire supply staff. All agency supply staff are screened daily and we will make every effort for our supply staff to be physically distant from children and staff.

Additional Visitors: Throughout the year there may be visits made by health inspectors, resource consultants, ministry inspectors and county inspections. All persons entering the nursery school will be screened prior to entry into the program. When possible, some meetings may be held virtually.

Parent Co-op Duty: Parent Co-op Committee Duties will be modified until after the Pandemic. General Meetings are still a mandatory obligation for families attending WBCNS. During the Pandemic all meetings will be held virtually using Google Meet.

Board Duties: Elected board members will continue to do their roles with as much virtual interactions as possible. When needed, they may enter the program once the children have left for the day.

12.) ENHANCED CLEANING AND SANITIZING PROCEDURES

Existing infection prevention and control practices must be carefully followed and documented as usual. One staff from each cohort will be designated to conduct cleaning and disinfecting during the day.

It isn't known yet how long the virus can live on surfaces, but evidence suggests it can live on some surfaces for days. Regular cleaning and sanitizing of surfaces and objects is important to prevent the transmission of the virus from contaminated surfaces. We'll make sure WBCNS is well stocked with cleaning and sanitizing supplies and that they are readily available in the different program spaces.

Toys and materials that cannot be sanitized will be removed.

All garbage bins must be lined with a plastic bag. The garbage bin used for PPE at the screening area will have a closed-lid top.

Pandemic Policy and Protocols



Supply of soap, sanitizer, cleaning supplies and PPE must be reviewed regularly to ensure there is an adequate supply on hand. A cleaning and supply log will be posted where the cleaning supplies can be accessed.

Only disinfectants approved by Simcoe Muskoka District Health Unit, with a Drug Identification Number will be used.

Other Surfaces and Items: A checklist for documenting cleaning will be posted above the back counter.

- General cleaning and disinfecting of each play area will happen daily
- Frequently touched surfaces (toilet and faucet handles, handrails, doorknobs, electronic devices, light switches) will be cleaned daily
- Sinks will be sanitized after hand washing by one of the Program Staff
- One teacher will be designated to record attendance so there is no sharing of pens, attendance binders.
- Items staff share, such as the phone or tablets will be sanitized when a user has finished with them. Alcohol wipes will be available for use.
- All toys will be cleaned daily. Mouthed toys will be removed immediately from the playspace and cleaned and sanitized at the end of programming.

COMMUNICATING WITH FAMILIES, GUARDIANS/STAKEHOLDERS

To limit in-person interaction, teachers will use HiMama to communicate with families, and families are encouraged to use these strategies to share information with teachers.

The Board of Directors may use HiMama or email to communicate with families so please be checking both.

WBCNS will communicate with the RecPlex Office to update them on our policy and requirements that WBCNS has for anyone entering the nursery school space.

TUITION PAYMENTS & REFUNDS DURING CLOSURES

If there is a program closure due to a staff/child having a confirmed case of COVID-19, there will be no immediate refunds for the missed programming. At the end of the school year the board will take into consideration the total amount of missed programming and calculate a refund for each family where applicable.

If all childcare programs are closed by recommendation of the Province of Ontario or SMDHU for an extended period of time tuition checks for the current month of closure

Pandemic Policy and Protocols



will not be refunded. If the mandated closures exceed the current month than tuition cheques will not be deposited.

CONCERNS

Staff should express any concerns that the policy is not being adhered to directly to the staff responsible. If they cannot resolve the issue, the concern should be addressed to the Board and then to the HR committee. Parents who are concerned should talk to the teacher of their child's program or to the Program Supervisor. If parents do not feel the issue is resolved they should bring it to the HR committee on the board.

2020-2021 Board President: Tanya Lawrence

tanya@wbcns.org

2020-2021 Board Vice President & HR Committee Member: Jessika Wazonek

jessika@wbcns.org

REFERENCES

Ontario Ministry of Education, Operational Guidance During COVID-19 Outbreak, Version 3 August 2020(PDF)

COVID-19: SMDHU Guidance for Emergency Childcare Settings (PDF)