



# Health and Safety Protocols

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# Daily Health Check/ Screening for COVID-19 and other Illnesses

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Review Schedule:	Annually or when changes are made

## Intent:

Pine Ridge Nursery School is committed to protecting the health, safety and well-being of staff and families. Every employee, parent/caregiver, child, placement student, or essential visitor must self-screen for symptoms of ill health before entering the child care setting.

## Symptoms of ill health include but are not limited to:

- Fever (37.8 C or 100 F)
- new or worsening cough
- shortness of breath
- sore throat
- hoarseness/difficulty swallowing
- runny or stuffy/congested nose (not related to other known causes/conditions like seasonal allergies, returning inside from the cold, chronic sinusitis unchanged from baseline, reactive airways)
- runny nose with yellow/green discharge
- fatigue/lethargy/muscle aches/malaise (General feeling unwell, lack of energy, extreme tiredness. Not related to other known causes.)
- headache (new and persistent, unusual, unexplained, or long-lasting)
- red or discharging eyes
- nausea, vomiting, diarrhea
- abdominal pain or unexplained rash

## The Supervisor/Designate will ensure the following:

- The school entrance is staffed and ready to receive children at designated arrival times.  
Supplies on hand in foyer:
  - Hand sanitizer containing 60-90% alcohol content is visible and available for use. Dispenser must be kept out of reach of children.
  - PPE: masks, gloves

## **Screening for children, parents/caregivers, and essential visitors:**

Monitor yourself and your children daily for any signs of illness. The provincial screening tool continues to be available to help you with screening for symptoms of COVID-19 and other illnesses. See link below.

[School and child care screening \(ontario.ca\)](#)

If your child is sick, **DO NOT COME TO SCHOOL. CONTACT THE SCHOOL TO LET US KNOW THE SYMPTOMS/REASON THAT YOUR CHILD WILL BE ABSENT.** You may consult the screening tool and review instructions re: exclusion, return to care, assessment etc. Children must be 48 hours free of fever/gastro symptoms and any other symptoms of ill health significantly improving in order to attend class (The screening tool may recommend only 24 hours. School policy is 48 hours)

### **COVID-19 Guidance**

Staff/children who have tested positive for COVID-19 should not attend school for a minimum of 5 days, and until fever has resolved and other symptoms have been improving for at least 48 hours. If a sibling or household contact has tested positive for COVID, please keep your child home from school until 5 days after the last exposure. It is not likely that children 2-4 years of age can effectively wear a well-fitting mask for the full preschool session.

### **Entering the school:**

A person may enter the school if s/he has passed screening and is visibly in good health. Staff will perform a visual health check daily for each child. Any concerns will be communicated to parents.

Parents are encouraged to drop off and pick up their child from outside the front door. Parents may still enter the child care setting if necessary or if desired. If adults go beyond the foyer, they must:

- Confirm that s/he passes health screening, same as the child
- Remove outdoor shoes if wet/dirty and perform hand hygiene before going upstairs
- Parent should not enter the classroom. S/he must quickly say goodbye and leave the child in the care of a teacher.

### **Staff:**

- Staff members must self-screen daily for illness symptoms before coming to work
- Staff who are experiencing any symptoms of ill health are expected to stay home, report their absence to the supervisor/designate, and follow instructions on the screening tool regarding exclusion, return to work or medical assessment.
- Staff who begin to feel unwell after reporting to work are expected to go home



# Illness and Exclusion Policy/ Outbreak Control Measures

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## Intent:

To ensure the health and wellbeing of children within the early learning environment. Children who become ill while attending the program will be isolated and a parent called to pick up the child. Staff must continuously assess their own health and the health of children in care.

## The Supervisor/Designate will:

- Ensure that screening measures are in place
- Ensure that staff and families know they cannot attend the program while sick
- Call the parent for timely pick up if a child shows symptoms of ill health
- Follow current instruction from Public Health for reporting illness. The school follows the Guidelines for Infectious Diseases Reporting & Exclusion found at [Health and Wellness - Region of Durham](#)
- Complete required documentation (see details below)
- Inform parents via email if an Outbreak is declared by Public Health
- Evaluate situations where a person(s) attending the program reports symptoms of ill health that are pre-existing and not contagious. A doctor's note may be requested at the discretion of the director.

## Exclusion from group care:

When to exclude:

- If a child is symptomatic at the school, s/he is to be isolated immediately and sent home
- If the child is sick at home, then s/he should not come to school. Parent must report the reason for child's absence so that staff can record the information and follow up with Public Health if necessary.

How to exclude:

- One staff member will supervise the sick child in a space outside of the classroom, if possible
- Make every effort to keep the child comfortable and relaxed until a parent arrives for pick up
- Staff member will wear PPE as needed
- Have hand sanitizer, extra PPE/supplies available
- Open windows to increase ventilation, if possible
- Escort child to the main entrance of the school when family member arrives. Remind parent of next steps to take, if necessary.
- Clean/disinfect the designated area and any items used by the sick child. Change PPE and perform meticulous hand hygiene before returning to class
- Complete required documentation

### **Instructions following Exclusion from group care:**

- The screening tool may be consulted for instructions re: medical assessment, further exclusion or return to care. These instructions are subject to change as directed by provincial authorities or Durham Public Health. **Children must be 48 hours free of fever/gastro symptoms and any other symptoms of ill health significantly improving in order to attend class.** A reasonable exception may be made by the supervisor/designate if medical clearance is given or other relevant information is presented. The school will communicate with families individually to ensure compliance with exclusion requirements.

### **Documentation:**

- Any symptoms of ill health experienced by a child while at school or reported from home will be documented on the child's individual illness record and on the Illness Surveillance Form (if applicable)
- Follow current Public Health reporting requirements and carry out any instructions given

### **Staff Illness:**

Any staff member who experiences symptoms of ill health must report to the Supervisor/Designate. Staff must adhere to the Screening protocol and this Illness/Exclusion Policy.

### **Outbreak Management:**

Outbreaks or suspected outbreaks must be reported to the health department immediately. The school will follow guidance found on the following link:

[Child Care Setting Outbreak Reporting Form - Durham Region](#)

If an outbreak is declared, public health will devise a plan to manage the outbreak. This includes:

- Determining whether to close one classroom or full closure of the school.
- Determining if children and/or staff need to be sent home.
- Determining who to contact and inform of the outbreak.

All illness related information will be monitored by the Supervisor/Designate. Illness Surveillance forms will be reviewed daily. Durham Public Health will be contacted for guidance when necessary.



# Sanitary Practices

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## Intent:

To reduce risk of the spread of illness. Best practices for infection prevention and control recommended by the Regional Municipality of Durham's Health Department will be followed. All staff will be trained in and responsible for maintaining the following procedures:

## Cleaning steps:

- Use soap/detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature) to ensure soap/detergent is removed
- Let the surface dry

## Disinfecting:

- Use a disinfecting product approved by the Health Department (i.e., bleach solutions mixed fresh daily, chlorine test strips used to check proper strength. Refer to Health Dept guidelines for correct mixture)
- Follow contact time recommended by manufacturer if using product other than bleach.
- Product must have a DIN number.

## Documentation:

All cleaning and disinfecting routines will be documented on the appropriate log and posted in a visible location

## General best practices:

- Staff must ensure that all toys and equipment are in good repair, clean and sanitary. Absorbent material like plush toys and dress up clothes must be washed frequently (minimum once per week).
- Staff will wear PPE that is appropriate for the cleaners and disinfectants used
- Cleaning and disinfecting must be carried out using the 3-sink method or a dishwasher. Large items may be cleaned then sprayed with disinfectant and left for the appropriate contact time
- If sensory materials (i.e., playdough, sand, water, etc.) are offered, emphasis should be placed on hand hygiene before and after the use of material
- Area carpets will be vacuumed daily and steam cleaned twice annually, or more often if necessary

## Clean and disinfect frequencies:

- Tables and countertops used for food preparation /service must be cleaned and disinfected before and after each use.
- Spills must be cleaned and disinfected immediately
- Handwash sinks must be cleaned and disinfected at least 2 times per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids)
- Toilets: cleaned and disinfected at least 2 times per day and as often as necessary
- Floors: swept and mopped daily or as required (i.e., more often when spills occur)

- High-touch surfaces: cleaned and disinfected at least 2 times per day. High touch surfaces include door/faucet/toilet flush handles, handrails, etc.)
- Toys and equipment: cleaned and disinfected weekly or more often if necessary
- Mouthed toys: removed immediately after use and placed in a labelled bin to be cleaned and disinfected as soon as possible

### **Storage of Cleaning/Disinfecting Supplies**

- Cleaning supplies are to be stored in a locked cupboard, or out of reach of children
- Storage cupboard is kept tidy
- All bottles used for cleaning/disinfecting are appropriately labelled

### **Diaper Change Procedure**

The Health Department provides a step-by-step guideline for changing diapers. This guideline is posted near the diaper change table, and followed by staff.

### **Washroom Considerations**

- Paper towels are provided for one-time use
- Liquid handwashing soap provided and used with handwashing. Follow steps on hand washing poster
- Washroom must be cleaned and disinfected at least twice daily and whenever visibly dirty
- Wipe up all spills on floor, sweep and damp mop daily with disinfectant

### **Garbage**

- Containers emptied daily, cleaned, and disinfected weekly
- Garbage cans with lids should be used in classrooms and washroom

### **Hand Hygiene Best Practices:**

Hand hygiene is defined as hand washing or hand sanitizing. Use of either method will be carried out as per instructions from Public Health noted on posters provided at all sinks and hand sanitizing stations.

Staff must routinely perform hand hygiene upon arrival, then **before and after**:

- Preparing, handling, serving, or eating food
- Using the washroom, performing diaper check and change, helping children with toileting
- Contact with bodily fluids or touching an open cut/wound
- Using gloves
- Assisting a child showing symptoms of ill health

Staff must routinely perform hand hygiene **after**:

- Handling toxic materials or garbage
- Handling soiled laundry, dishes, toys, or other items
- Sneezing, coughing, or blowing their nose
- Any time hands are visibly dirty. Note: Hand washing must be performed as hand sanitizer will not clean sufficiently



Children must perform hand hygiene (hand washing preferred over hand sanitizing):

- Before and after eating
- Before and after wiping their own nose
- After toileting
- When hands are visibly dirty

### **Use of Personal Protective Equipment:**

All staff will be trained on the proper and safe use of PPE.

The school shall provide staff with all PPE required to safely carry out their duties.

Masks:

- Medical masks are no longer routinely required. Masks may be worn if recommended by the provincial screening tool or at the discretion of the staff member.
- The school ensures that there is an available supply of medical masks

Full PPE (smock or gown, mask, eye protection, gloves) will be worn, if necessary, when:

- Temporarily supervising a symptomatic child (staff to assess symptoms and wear what is needed)
- Cleaning bodily fluids if there is a risk of splashing

Gloves will be worn when:

- Performing first aid
- Changing diapers or assisting with toileting (follow directions on poster)
- Routine cleaning and disinfecting duties
- Cleaning/contacting bodily fluids
- Mixing disinfectants



# Supervision of Children

Date:	April 18, 2024
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**Intent:**

To ensure the safety of children in our program by managing appropriate group sizes, ratios, and staffing. Every child receiving child care will always be supervised by an adult.

While following the health and safety practices, staff members will maintain a welcoming and caring environment. Staff will consider the health of the whole child in care, including their physical, social, and emotional well-being.

**Group Sizes and Ratios:**

- The school will follow the maximum group size set out by the CCEYA.
- Licensees are required to maintain ratios set out under the CCEYA (1 employee: 8 children)
- Mixed age grouping is permitted, as licensed.

**Staffing:**

- Special Needs Resource staff on site (i.e., Enhanced staff) are not counted toward staff to child ratios
- Supply staff member will note their attendance in the classroom Daily Log.

**General Procedures:**

- Staff must always be aware of what is happening around them and position themselves to achieve visual supervision of the children.
- Staff must inform each other if they are leaving the classroom and when they return.
- When a staff team member leaves an area, the team partner is responsible for all children in the area.
- Staff must count the number of children in their care before and after moving a group within the school (i.e., washroom routine) or taking them outside (i.e., fire drill or transfer of care on the stairs).
- Children’s attendance must be recorded immediately upon arrival or departure from the program.
- Staff will ensure that children are safely received from and released to their parent or guardian.



# General Best Practices

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## Intent:

To maintain a safe and healthy environment, Pine Ridge Nursery School will implement general best practices in conjunction with already established policies and procedures.

- **Cleaning and sanitizing procedures** are in place and noted in the Sanitary Practices Policy
- Reducing the risk of spread of **illness** will be prioritized by encouraging parents to self-screen their children, report symptoms of illness, keep them home when they are sick, and following the Illness and Exclusion Policy
- Proper use of **Personal Protective Equipment** as outlined in the Sanitary Practices Policy
- **Essential visitors** may enter the school and must confirm that they have passed a self-screening for illness symptoms. Visitors may include public officials (i.e., fire marshal, public health inspector, Ministry of Education staff, Region of Durham Quality Inspector), or maintenance/repair workers. The Director has the right to use discretion to determine whether other visitors or volunteers may enter the school.
- **Meetings with parents** and other persons will be scheduled in one of the following ways:
  - Virtual, telephone or in-person meetings

## Parent Drop-Off and Pick-Up Considerations:

- As much as possible, parents should not go past the foyer. Children will be escorted downstairs by a staff member at pick up time.
- Staggered drop off and pick up times are in place for each class to accommodate the safe transfer of children on the stairs
- Arrival and dismissal routines are included in the 2.5-hour program time frame.
- To reduce wait times for children, parents may call or text the school from their car to notify staff that they have arrived for pick up. The school contact numbers are available on the school website, posted on the exterior door and noted in the Parent Handbook. **905-261-1877**

## Communication with Parents:

- Changes to any policies will be communicated to parents via email
- Paper copies of newsletters, calendars and other notifications will not be distributed unless requested by the parent. Information will primarily be shared using virtual tools (email, school website, Google Classroom)

## Snack Time Considerations:

- Dry snacks (i.e., crackers, cookies, cereal) will be served
- Napkins will be used for dry snacks. Re-usable cups will be washed using the 3-sink method. Disposable cups may be used when necessary.
- Hand hygiene will be practiced by all before and after eating or serving snack