



Fairy Glen Day Care

COVID-19 Parent Manual

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Introduction and Purpose

Dear Fairy Glen Families:

On June 9, 2020, the Government announced that it would reopen child care within the Province of Ontario. Since this date there have been several updates and this manual has been amended to reflect changes by Ministry of Education, Durham Region Health Department, and other governing bodies.

Fairy Glen's Program Statement remains the foundation for learning as the agency reopened after the closure in March 2020. We continue to offer fully integrated facilities that support an anti-bias curriculum, both indoors and outdoors, by exposing competent and capable children to positive learning experiences within their developmental levels. Our teams endeavour to provide a comfortable, nurturing, and safe environment that supports belonging, well being, engagement and expression.

Fairy Glen has put together the following guide to assist and familiarize you with the policies, changes, and guidelines that you and your child(ren) will experience upon entering to Fairy Glen. We ask that you please read through this guide thoroughly and:

- Review and sign COVID-19 Parent Manual sign off
- Review in full the Parent Handbook (located on [Fairy Glen's FAQ](#))
- Review and sign Durham Region Health Department Declaration (Prior to beginning at a Fairy Glen location).

As stated above, Health and Ministry guidelines are changing regularly, and we will update you by email as required.

Hours of operations at all locations will be 7:00am – 6:00pm. This may be altered in the event of an educator shortage. In the event of a change of operations, we will communicate with all families via email.

As always, we thank you for your continuous support and patience as we, as a community, work through these processes. You play an important role in the health and well-being of those entering our centres.

Should you have any questions please feel free to connect with us.

Sincerely,
The Management Team at Fairy Glen Day Care

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Requirements When Packing for Child Care

- There will be **no outside food or drink permitted** in the building, except noted below. All meals for infant, toddlers, and preschoolers will be catered by Wholesome Kids Catering, supported by our dietary personnel. For before and after school programs, please see the menu posted on the website. If your child has any allergies or dietary restrictions, please ensure that your site supervisor is aware. Fairy Glen Day Care will provide a water cup for infants, toddlers, and preschoolers. This cup will stay on site and will be sanitized each day. Breast milk/premixed formula bottles are permitted as per our policy (ex. specialty milk, in its original container, such as goat milk, oat milk, etc.).
- Kindergarten and School Age are to bring a labelled water bottle, that will be sent home daily for cleaning. On non-instructional days a packed lunch is permitted.
- All children in Kindergarten and above are required to use a non-medical or cloth mask indoors, including hallways and common areas. Masks are not required outdoors; however physical distancing is strongly encouraged between groups while outdoors.
- Children aged 2 to 3.8 years are encouraged, but not required, to wear a non-medical mask or face covering while inside a child care centre, including the hallways and common areas.
- Diapers and pullups are to be brought in their plastic sleeve, wipes should be brought in their plastic container, and refills in their original packaging. All items are to be labelled prior to bringing to the centre.
- All medication must be brought in the original bottle with label and in a clear Ziplock bag with your child's name clearly written on the bag.
- All personal items (change of clothes) must be labelled and brought in a Ziplock bag or backpack.
- Please ensure that a labelled pair of indoor shoes/slippers with soles remains at the site.
- If your child(ren) exhibits any symptoms of COVID-19, please stay home. Bringing a child with ill symptoms will impact everyone at the centre.
- We encourage you to have the same adult to drop-off and pick-up each day to reduce the number of adults who come into contact with the staff.

Requirements Before Returning Checklist

- Review this document in full
- Review in full the Parent Handbook (located on [Fairy Glen's FAQ](#))
- Review and sign COVID-19 Policies and Procedures
- Review and sign Durham Region Health Department Declaration

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Staff Scheduling and Cohorts	Section 39

Policy

Fairy Glen Day Care Centre will maintain staffing schedules and child/teacher's ratio following the direction of Ministry of Education and updated COVID-19 licensing requirements to ensure the health and safety of educators and children.

The Ministry of Education has established that children will be placed in **cohorts**. A cohort is defined as a group of children who stay together throughout the duration of the program for minimum of 5 days.

Procedures

- Staff will be scheduled to work in one room and stay together in their cohort, as much as possible. Staff movement between classes will return to pre-COVID guidelines as necessary. Therefore, staff are permitted to move between classes within their centre and between Fairy Glen locations, as required, unless otherwise stated by Durham Region Health Department.
- Staff will be scheduled to maintain ratios set out under the CCEYA and will not exceed the maximum of individuals in a room.
- Cohorts may mix, due to educators' absence or low numbers of children in the early morning and late afternoon, as outlined in the CCEYA. Children's movement and educators' movement will be tracked daily when this occurs.

Policy

In addition to routine practices for dealing with blood/bodily fluids and blood/bodily fluids by-products, all staff must strictly adhere to sanitary precautions in relation to Infectious Diseases in all aspects of the program.

Terminology

- **Cleaning** – Removes all visible dirt from the surface of an object. Use soap and water. Rinse off soap residue with water before disinfecting.
- **Disinfecting** – Reduces germs on a surface. Disinfecting is to be completed after cleaning. Before using, ensure that the disinfectant is not expired and that the disinfectant remains on surfaces for the correct contact time. The approved disinfectants are ES65, ES364, Food Service 2000, Clean&Green, and Oxivir. Ensure to read the label of the approved disinfectant or look up the manufacturer's instructions in the Health and Safety Binder to determine which Personal Protective Equipment is required to be worn while mixing.
- **Personal Protective Equipment** – To be worn when required within the program and when cleaning up bodily fluids/bi-products (stool, vomit, mucus, blood). PPE includes gloves, medical masks, eye-protection, gowns, etc... Hands must be washed prior to donning and doffing PPE.

Procedures

COVID-19 spreads from an infected person to others through respiratory droplets and aerosols created when an infected person coughs, sneezes, sings, shouts, or talks. Refer to Health Department Wee Care Manual and Health and Safety Guidance During COVID-19 for Employers of Child Care Centres.

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies against illness and COVID-19. Hand hygiene should be conducted by anyone entering the child care setting and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended.

Routine Practices for Cleaning and Disinfecting

- Staff members will ensure to check expiration dates on cleaning products prior to use and always follow manufacturer directions.
- Supervisors will ensure:
 - Access to soap and water and/or alcohol-based hand sanitizer is available with the appropriate step-by-step signage posted.
 - Washroom facilities are cleaned after each use. This includes the sink faucet, toilet flush handle, soap dispensers, and change tables.
 - Frequently touched surfaces (cubbies, handrails, light switches, door knobs, etc...) or areas are cleaned and disinfected twice daily at a minimum or more frequently if required.
 - If sharing of equipment is necessary, cleaning and sanitizing of shared equipment will be required.
 - Employees are to avoid the sharing of items such as pens, walkie talkies, phones, etc. If sharing is necessary, sanitization of shared equipment will be required.
- All cleaning and sanitizing documentation for each classroom is recorded daily and filed on site.
- All toys and equipment (including shelving and mouthing toys) must be cleaned and disinfected weekly using a commercial sanitizer or the four-step procedure.
 - When using a commercial sanitizer, follow the manufacturer's instructions and ensure that the sanitizer is adhering to Health Department sanitizing temperatures.
 - When using the four-step procedure, refer to the following steps:
 1. In a sink or bin, wash with soap and warm water to clean visible dirt.
 2. Rinse off soap with clean water.
 3. Soak in disinfectant for the appropriate contact time to disinfect.
 4. Rinse using clean water.
 5. Leave equipment to air dry.

Toys and equipment will be cleaned and disinfected prior to sharing between cohorts.

- Cleaning and disinfecting includes:
 - Contact items such as that have been exposed to bodily fluids will be removed immediately from rotation to be cleaned and disinfected.

- Tables and chairs will be cleaned and disinfected before and after each meal.
- Floors will be cleaned and disinfected as required daily (ex. After lunch and end of day).
- Carpets will be vacuumed daily if in use.
- Outdoor equipment will be cleaned and disinfected weekly at minimum. If outdoor equipment is shared, it will be cleaned and disinfected between each cohort.
- Cots must be cleaned and disinfected weekly, between each user, or if exposed to bodily fluids.
- Crib bedding will be laundered weekly or more frequently as needed.
- Group sensory activities require hand hygiene before and after sensory use.
- Program areas and materials will be modified to ensure that proper cleaning and disinfecting is possible. For instance, accessible equipment will be made of non-absorbent materials.
- Singing is permitted indoors. All regular masking and eye protection requirements remain in place.

Note: Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Physical Distancing with the Centre

- Physical distancing may be challenging to maintain in a child care setting; however, steps should be taken to limit the number of people in close contact (i.e. within minimum 2-metres or 6ft of each other). If feasible, consider the following physical distancing measures:
 - Reduce the amount of people within a program room, if possible.
 - Encourage families to maintain a consistent drop-off and pick-up time to limit crowding at the entrance.
 - Avoid getting close to children's faces when possible.
 - Sit preschool children on the floor beside you and comfort them with your arm around them and encourage "leg hugs" or "elbow taps".
 - For older children teach a new greeting technique. Instead of a hug, or handshake, use a toe tap, or funny face gesture. Be creative!
 - Eliminate large group activities and utilize small groupings especially while transitioning and limit the number of children in communal areas such as cubbies, vestibules, and washrooms as much as possible.
 - Keep the same cohort of children together throughout the day with the same staff, as much as possible.
 - Make sure that the children are distanced from each other during mealtime, table activities, and nap time, as much as possible. Stagger these times if possible.

- Avoid activities involving direct contact between the children as much as possible (i.e. holding hands or cuddling each other).
 - Increased outdoor play will be offered daily and windows will be opened to increase ventilation within the classroom, weather permitting.
 - Families are screened outdoors and are not permitted into the child care center for drop off or pick up. Weather permitting, have children outdoors for pick up.
 - There will be no non-mandatory visitors allowed within the building.
 - When setting up activities, spread out across the classroom.
 - Reinforce no sharing of food and items such as soothers, bottles, sippy cups, face cloths, or other close contact items.
- Due to the needs of younger children (infant, toddler, preschool) and children with exceptionalities, physical distancing may be more difficult. Ensure to wash hands between holding or assisting children.
- In shared outdoor space, mixing between groups and any other individuals outside of the group is permitted, though physical distancing should be encouraged between groups as much as possible.
 - When setting up the environment, physical distancing of at least 2-metres or 6 feet is encouraged. This includes:
 - Spreading children out into different areas, particularly at meals and dress time
 - Incorporating more individual activities or activities that encourage space between children.
 - Using visual cues to promote physical distancing.
 - Increase the distance between cots/cribs and place children head-to-toe or toe-to-toe if the space is limited.
 - Label items with the child's name to discourage accidental sharing.
- Increased handwashing for both children and educators will be reinforced. Please note that alcohol-based hand rub will be limited to adults only if possible. Children under 3 will not be using hand sanitizer. For school-aged children, written parent consent must be submitted.
- Staff will model and demonstrate how to cough and sneeze safely into the arm or the shoulder. As well, staff will remind children to avoid touching their face, eyes, nose, and mouth.
- Refer to Section 22 (a) (b)– Sanitary and Health for:
- Routine practices when cleaning and disinfecting bodily fluids/bi-products
 - Hand hygiene and sanitizing steps
 - Regular toy cleaning and disinfecting procedures

Personal Protective Equipment

Requirements for Children

- All children in Kindergarten and up are required to wear a properly fitted, non-medical mask while **indoors**, including hallways and during program time. Children aged 2 to 3.8 years are encouraged, but not required, to wear a non-medical mask or face covering while inside the child care, including hallways and common areas.
 - Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded they will require a way to store their masks when not in use (i.e. Ziploc bag).
 - Parents should send enough masks everyday so they can be replaced when they become damp or visibly soiled.
 - If a child is not able to wear a mask due to a medical condition (i.e. respiratory illness), the parent/guardian should inform the supervisor who will need to approve the accommodation and a note will be kept in the child's file.

- Children are **not** required to wear masks outdoors. Physical distancing should be encouraged between groups of children when possible

Requirements for Adults

To mitigate the risk of exposure and transmission in the child care setting, and protect child care professionals, the following is required:

- All educators and mandatory visitors are required to wear a medical mask and approved protective eyewear (i.e. face shield, goggles) while **indoors**, including hallways and staff rooms (unless eating – but time with masks off should be limited and physical distancing of 2 meters (6 feet) should be maintained).

- In cases where educators/childcare professionals are alone in a classroom, office, or kitchen, medical mask and eye protection can be removed. It is still recommended that you continue to always wear PPE, even during times you are alone.

- Educators/child care professionals are not required to wear masks and eye protection **outdoors**. Physical distancing is strongly recommended between groups. Educators/child care professionals must have a medical mask and eye protection readily available to ensure they can appropriately meet the needs of children when physical distancing is not possible (i.e. injury, bleeding, illness,

behavioural support, program engagement). Under these circumstances a medical mask and eye protection should be worn.

- It is strongly recommended that educators/childcare professionals consider/evaluate their own personal risk when deciding whether to wear a medical mask and/or eye protection while **outdoors/indoors alone**. Considerations could include their own health status, their vaccination status, their comfort level, and the needs of the children in their group.
- Any educator/childcare professional who is not able to wear a mask due to medical conditions (i.e. underlying health condition, respiratory illness) will need to get an accommodation approved by their Program Manager and a note will be kept in their personnel file.
- Screeners and transporters are required to wear medical masks and eye protection as physical distancing cannot always be maintained.

PPE Exceptions or Exemptions

- If there is a situation where an adult or child cannot tolerate wearing the required PPE, there are reasonable exceptions and exemptions for medical conditions.
 1. Children under the age of 2 are not required to wear a face covering indoors or outdoors.
 2. Staff, students, and children can remove masks and eye protection (if applicable) for eating and drinking, if 2-meters or 6 feet of physical distancing can be maintained.
 3. Individuals who are unable to put on or remove a mask without assistance are not required to wear a mask or eye protections indoors or outdoors.
 4. Individuals who require accommodation in accordance with the *Ontario Human Rights Code* are not required to wear a mask indoors or outdoors.
 5. Individuals with a medical condition that makes it difficult to wear a mask are not required to wear a mask or eye protection indoors or outdoors. This can include but is not limited to:
 - Medical condition, mental health condition, cognitive condition, or disability that prevents wearing a mask or face covering.
 - Medical condition that makes it difficult to breathe or someone who is unconscious or incapacitated.
 - Individuals who are hearing impaired or are communicating with a person who is hearing impaired, and where the ability to see the mouth is essential for communication.

Communicable Diseases

- If COVID-19 or any other infectious disease is suspected, the parent will be contacted immediately. The child must be isolated from the other children and supervised by one staff until the parent arrives. Staff will ensure that the child is as comfortable as possible. Public Health will be consulted regarding any COVID-19 suspected cases and recommended protocols will be implemented.

- Refer to COVID-19 Symptoms During Care policy.

Please be aware that the direction of the Durham Regional Health Department will supersede this document.

FAIRY GLEN DAY CARE CENTRE: COVID-19 Parent Manual	
COVID-19 Symptoms During Care	Section 26(c)

Policy

Fairy Glen Day Care will monitor the health and well-being of children and staff within the site locations. Children and staff who become ill while attending the program will be immediately isolated and required to leave the program. Staff will consistently monitor the health of children in care.

Procedures

- The Supervisor or designate must ensure that all children and staff in care are monitored for illness, with a temperature taken as appropriate, including for the following symptoms of COVID-19:
 - Fever (temperature over 37.8°C or 100°F) and/or chills
 - Cough or barking cough (croup) (more than usual if chronic)
 - Shortness of breath
 - Decrease or loss of smell or taste
 - Sore throat or difficulty swallowing
 - Runny or stuffy/congested nose
 - Headache
 - Extreme tiredness
 - Muscle aches or joint pain
 - Vomiting/nausea/diarrhea

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

- Staff must ensure that hand hygiene is performed before and after each health check with each child. If thermometers with disposable, single-use tips are used, the tips must be discarded after each use. Thermometers must be cleaned with alcohol wipes with a one-minute contact time between use.
- After the initial screening process, staff are only required to document health checks or take temperatures if symptoms are noted.
- Staff must document any symptoms observed on the child's Illness Surveillance Tracking Form.

Child Illness

- Ensure a room is designated for isolation, if available, and is stocked with personal protective equipment (masks, gloves, etc.), hand sanitizer, a garbage bin with a lid and lined with a garbage bag, cot/mat, extra sheets, and a few toys that can be easily disinfected.
- If one (1) symptom of COVID-19 presents in a child, the child must be immediately excluded from the childcare centre and sent home.
- If the child has a sibling who attends the same child care centre, the sibling must also be sent home and follow Durham Region Health Department's direction accordingly.
- Staff are required to:
 - Immediately isolate the child with symptoms from other children or people into a designated exclusion room (e.g. sick room) where possible. If a designated room is not available, the sick person should be kept at a minimum of 2-metres or 6 feet from others.
 - While waiting for the child to be taken home, the child must be supervised by only one staff member until the child leaves while maintaining a physical distance of 2-meters or 6 feet if possible.
 - Move the cohort of children who were in the program room with the symptomatic child to a vacant programming space or outdoors. Immediately clean and disinfect the impacted room.
 - Increase ventilation in the exclusion room if possible (e.g., open windows).
 - Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the center.
 - Have the child wear a medical face mask to cover the child's nose and mouth if over 2 years of age and able. The staff caring for the child will also wear a medical mask, eye-protection, gown, and gloves.
 - Staff must practice hand hygiene when donning and doffing PPE.
 - The Supervisor or designate will notify the parent(s) to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
 - Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
 - Once the child has been picked up, the Supervisor will ensure that the exclusion room (i.e. room where child was separated to) is thoroughly cleaned and disinfected.

- All items used by the child with symptoms should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Once the child has been picked up, the supervisor will ensure that all worn PPE is disposed of.
- If a child needs immediate medical attention, call 911.
- An ill child who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours. Enteric symptoms (ex. Vomiting or Diarrhea) must be 48 hours.
- All household members of a child with a symptom of COVID-19 must stay home at the same time as the child who is sick, regardless of vaccination status.

Staff Illness

- Any staff member who suspects that they have an infectious disease should follow common sense precautions and should not attend the child care program if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the daily screening process to work at the site.
- If a staff member becomes ill while at the centre they will, if possible, isolate themselves immediately until they are able to leave.
- A staff member who presents with any one (1) symptom of COVID-19 must notify their supervisor. The staff member will follow the requirements of Durham Region Health Department guidelines and the Ministry of Health for further direction.
- An ill staff member or visitor who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours. Written proof (for example, doctors note) may be requested at the agency's discretion if COVID-19 like symptoms are present. If written proof is not granted by a medical practitioner, the current COVID-19 guidance from Durham Region Health Department will be followed.

Reporting Illness

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, any employee or child who has any one (1) symptom related to cold, flu, or COVID-19 should be sent home. In addition, supervisors are to inform their Program Manager immediately and advise the individual on the current Durham Region Health Department guidance. The individual may also contact:

- Telehealth Ontario: 1-866-797-0000
- Their primary care provider (for example, family physician)

If a supervisor is advised that an individual (staff member or child) has tested positive for COVID-19 on a lab-based PCR or Rapid Antigen test, the site supervisor will notify:

- The Program Manager and Executive Director, if they have not had a response in 30 minutes, they are to contact the Program Manager immediately by phone.
- All families within the centre

All information will be documented on the illness surveillance and all directions from Durham Region Health Department will be followed.

Returning from Exclusion due to Illness

- Staff or children must follow the most up to date guidelines from Durham Region Health Department to determine when to return to the facility.
- Staff or children can return to the program based on the most recent guidelines of the Durham Region Health Department. This may include being symptom-free for 24 hrs, a self-isolation period, or a negative COVID-19 test result.
 - Symptomatic individuals who test negative for COVID-19 on a single PCR test or two rapid antigen tests taken 24 hours apart, and symptoms have been improving for 24 hours may return to the centre.
 - Individuals who test positive for COVID-19 must be excluded from the program for the recommended time period after the onset of symptoms.

FAIRY GLEN DAY CARE CENTRE: COVID-19 Parent Manual	
Daily Active Screen – COVID-19	Section 11(b)

Policy

Every person entering a Fairy Glen Day Care facility must be actively screened and the information must be documented on the appropriate active screening form.

Procedures

- Screening for all children, staff, and mandatory visitors will be completed electronically using the online screening tool. A screening station will also be set up in the event an individual has not screened using the online screening tool.
- Only one entrance/exit is to be used for access to the center to ensure that each person is screened.
- Staff will be trained on conducting the screening and how to correctly verify the completion of the online screening.
- All signage provided by the Durham Region Health Department that identifies the screening process will be posted on the exterior door.
- Hand sanitizer containing 60% - 90% alcohol content will be placed at the screening table. The dispenser will not be accessible to young children.
- The Supervisor/designate will ensure that active screening is completed for all individuals entering the site each day.
- Staff conducting the screening will wear all applicable personal protective equipment.
- All families will be informed of the screening process prior to the start date and will be encouraged to practice physical distancing while waiting to enter the screening area.

Screening Process for Children

- Parents/guardians are responsible to screen their children prior to arrival using the online screening tool and present the results to the transporter at time of arrival at the centre. Any child who is not screened by their parent/guardian will not be admitted to the centre.

- In the event that screening has not been completed prior to arriving at the centre, a staff member will complete the screening with the individual:
 - Parents, upon arrival, will go to the screening station and a screener will ask the parent all screening questions.
 - If the child has passed the screening, the screener will admit the child to the program.
- The staff member will walk your child(ren) and their belongings to the appropriate classroom.
- For all children who attend the after-school program only, parents are required to screen their child using the online screening tool prior to 10:00am. In the event that a child's screening has not been submitted, the child will not be permitted into the program and will be brought to the school office. The supervisor will contact the parent/guardian for pick up.
- Upon arriving at the centre to pick up your child(ren), a staff member will be waiting at the entrance of the school. The staff member will bring your child(ren) and their belongings to you at the entrance. If you are picking up before 3:30pm, we ask that you call the centre and speak to a staff to ensure that all belongings are ready and packed up. This process may look different depending on the location.
- If a child has been absent from the program due to any of the indicated symptoms of COVID-19, the child must follow all direction from Durham Region Health Department, which may include remaining at home for 24 hours symptom-free, a self-isolation period, or a negative COVID-19 test result.

Screening Process for Staff and Mandatory Visitors

- All staff and mandatory visitors will complete the online screening tool prior to entering the child care.
 - If a staff member or mandatory visitor passes the online screening, they may be permitted to enter the building.
 - If a staff member or mandatory visitor does not pass the online screening, they are not permitted to enter the building. The Supervisor will inform the Program Manager who will ensure a backup staff is called into work if required.
- An ill staff member who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours. Written proof (for example, doctors note) may be requested at the agency's discretion if COVID-19 like symptoms are present. If written

proof is not granted by a medical practitioner, the current COVID-19 guidance from Durham Region Health Department will be followed.

If a supervisor is advised that an individual (staff member or child) has tested positive for COVID-19 on a lab-based PCR or Rapid Antigen test, the site supervisor will notify:

- The Program Manager and Executive Director via email, if they have not had a response in 30 minutes, they are to contact the Executive Director immediately by phone.
- All families within the centre

The individual must remain away from the child care centre until they have followed all direction from Durham Region Health Department. This may include returning only after being symptom-free for 24 hours, a self-isolation period, or a negative COVID-19 test result.

The Supervisor or designate will complete the illness surveillance tracking sheet.

Attendance Tracking Records

In addition to attendance records for all children, Fairy Glen will maintain daily records of all individuals entering the child care.

- This information must include all individuals who enter the premises regardless of who they are (Maintenance people, cleaner, delivery of food, resource staff, program managers, contractor, etc.).
- The information required of these individuals includes full name, contact number, arrival time and departure time.
- Records must be kept up to date and available to facilitate contact tracing in the event of a confirmed case of COVID-19 or outbreak.

Those being tested for COVID-19

- All individuals being tested for COVID-19 will be added to the centre's illness surveillance tracking form.
- In the event a parent or visitor to the centre is being tested for COVID-19, and you are aware, this is to be added to the illness surveillance tracking form.
- The child, staff, parent, visitor name is to be sent to the Program Manager.

- Once the result is confirmed, the information is to be updated on the illness surveillance tracking form. The site supervisor is to inform the Program Manager of the result. If a PCR COVID-19 test is returned positive, all Serious Occurrence requirements are to be followed.
- Fairy Glen may not always receive the results for visitors or parents. Therefore, an update is not required.

Declaring a COVID-19 Outbreak

Symptomatic individuals should follow the recommendations of Durham Region Health Department and/or their health care provider.

- Symptomatic individuals who test negative for COVID-19 on a single PCR test or two rapid antigen tests taken 24 hours apart, and symptoms have been improving for 24 hours may return to the centre.
- Individuals who test positive for COVID-19 on a PCR or rapid antigen test must be excluded from the program for the recommended time period after the onset of symptoms.

As of January 7, 2022, the Durham Region Health Department will no longer be declaring COVID-19 outbreaks in child care centres until further notice. Child care centres are no longer required to report COVID-19 cases to the Durham Region Health Department.

Communication of a Positive COVID-19 Case

If a staff member or child tests positive for COVID-19 on a lab-based PCR or rapid antigen test:

- The supervisor will send email communication to all families who are enrolled at the site to inform them of the positive case and location of the positive case.
- The supervisor will document the positive case on the illness surveillance.

As of January 7, 2022, the Durham Region Health Department will no longer be dismissing classes or cohorts. If a Fairy Glen centre is experiencing increased illness, the site supervisor will contact a Public Health Inspector for assistance.

Please be aware that the direction of the Durham Regional Health Department will supersede this document.

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Serious Occurrence – COVID-19 Reference
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Fairy Glen Day Care Centre will maintain a safe environment for all children and staff. In the event of a Serious Occurrence related to COVID-19, it will be reported to the supervisor or designate and follow reporting procedures for the Ministry of Education and the Region of Durham.

Procedures

- An unplanned disruption of normal operations:
 - Any disruption that poses a risk to the health, safety, or well-being of children at the childcare centre.
 - For public health ordered closures with no confirmed COVID-19 cases.
 - For voluntary closures of entire child care centre or home child care premises with no confirmed cases.

- A confirmed case of the COVID-19:
 - An individual (child or staff member) testing positive based on a PCR test.

For the Serious Occurrence policy in its entirety please contact the child care site supervisor.

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Potential Closing of a Classroom: Staffing

- As flu and cold season begins, and we are operating during a pandemic, we have much more stringent guidelines regarding the health of children, educators, and those entering the child care. Although we do have additional staff in place, Fairy Glen is concerned that there may be a time that we do not have adequate staffing to cover a classroom, or that we will need to close a classroom due to an outbreak. Fairy Glen is doing all that we can to avoid this situation.

- If a classroom is closed, Fairy Glen will communicate with you via email. We recommend that you check your email each morning to ensure that there are no closures. If you receive a closure email, please respond to that email to acknowledge receipt. If we have not had a response, we will connect with you via phone if possible.

FAIRY GLEN DAY CARE CENTRE: COVID-19 Parent Manual
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Wait List Procedures During COVID-19

During the COVID-19 pandemic, Fairy Glen Day Care will take the following priority placement of children into consideration:

1. Care for families where parents must return to work, and their work is outside of the home.
2. Families with special circumstances that would benefit from child care.
3. Enrolment dates to determine space eligibility.
4. Siblings of currently enrolled children will remain on the waitlist at this time, until space becomes available.
5. Effective September 1, 2020 we will return to pre-COVID-19 ratios as outlined in the Child Care Early Years Act, 2014.

For the Wait List policy in its entirety please contact the child care site supervisor.

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Pandemic Considerations – COVID-19 Reference

If our centres are open during a pandemic, the following exceptions may apply as per the direction and guidelines of governing bodies:

- Volunteers, students, and visitors:
 - Students and Essential visitors will be permitted.

- Meetings & Consultations:
 - Will be consulted over the phone or virtually and will not be permitted on site unless required for Special Needs Resourcing, Behaviour Management etc.
 - All group events and in-person meetings will be cancelled and conducted virtually or over the phone, as much as possible.

- Parent Involvement
 - Physical parent involvement will not be permitted at the centre.

- Admission and Withdrawals
 - Fairy Glen Day Care's withdrawal policy remain in effect. Four (4) weeks' notice must be given, or four (4) weeks fees in lieu of notice.
 - Withdrawal notice is paid unless we are closed.
 - If ratios are reduced, limited spaces will be available for care. Priority will be given to families with both parents/guardians working, or who fall under priority services laid out by governing bodies. If you do not fall into these categories, you will not be required to pay fees.

- Arrival and Departure
 - Specific times for drop off and pick up may be required in order to generate proper staffing.
 - Please note that you may be required to wait upon arrival/pick up to ensure physical distancing of 2 meters or 6 feet.
 - Children, and employees will screen prior to arriving at the centre, and health checked at the door. All screening reports are reviewed daily by the site supervisor and kept on site for contact tracing purposes.
 - Parents are not permitted into the centre. We will escort your child to and from their classroom.

- Health
 - Children and/or families with a compromised immune system are encouraged to arrange alternate care, if possible.

We encourage all families to visit <http://www.edu.gov.on.ca/childcare/> , [Durham.ca\covidinfohub](http://www.durham.ca/covidinfohub) , <http://www.ontario.ca/exposed>



FAIRY GLEN DAY CARE CENTRE
Sign Off and Declaration

Child(ren)'s Name(s): _____

COVID-19 Parent Manual Sign Off

I have read and understand the **COVID-19 Policies and Procedures** and agree to adhere to the above information.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Durham Region Health Department Declaration

I hereby declare that my child(ren) and I will adhere to all Durham Region Health Department ordinances and recommendations in relation to COVID-19 for the duration of the pandemic.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Please return this consent to Fairy Glen Day Care on, or prior to, your first day back in care. If the required sign off has not been received, Fairy Glen Day Care will be unable to provide care.