



Policy to Support the Re-opening During COVID-19 Outbreak

To support preparations for re-opening, ACEC has prepared the following policy for enhanced health and safety measures in place to support the re-open. This policy will be in place until the outbreak is declared over by the Ministry of Education.

Operation Size

- Maximum size for each room will consist of no more than 10 individuals. This includes both staff and children.

Staffing

- All ACEC's staffs only work for one centre during their employment with ACEC
- Staffs are assigned to their room and movement between room will be monitored and minimized

Cleaning

- Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).
- Cleaning and disinfecting log to track and demonstrate cleaning schedules.

Use of Masks and Personal Protective Equipment(PPE)

- Masks are not recommended for children, particularly those under the age of two (see information about the use of face coverings on the [provincial COVID-19 website](#)).
- Follow local public health guidelines regarding the use of masks. Use of masks will be as follow:
 - in the screening area and when accompanying children into the program from the screening area.
 - when caring for a sick child or a child showing symptoms of illness. See the section in this guidance document on protocols when an individual is sick for more information.
- Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water.

Screening for Symptoms

- All individuals including children attending child care, staff and child care providers, and visitors must be screened each day before entering the child care centre, including daily temperature checks.



- Screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 meters (6 feet) from those being screened, and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield)).
- Alcohol-based hand sanitizer containing at least 60% alcohol content will be placed at all screening stations. Dispensers will not be in locations that can be accessed by young children.
- ACEC will maintain daily records of screening results.

Attendance Records

- ACEC will maintain daily records of anyone entering the facility/home and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food).

Protocols on Symptoms of Illness or Sickness

- Staffs, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.
 - Symptoms include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
 - Children in particular will be monitored for atypical symptoms and signs of COVID-19 as outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
- If a child or child care staff/provider becomes sick while in the program, they will be isolated and family members contacted for pick-up.
- All items used by the sick person will be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container for a minimum of 7 days.
- Public health will be notified, and their advice will be followed.
- Where a child, staff or home child care provider is suspected of having or has a confirmed case of COVID-19, ACEC will report this to the ministry as a serious occurrence.
- Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill will be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Serious Occurrence Reporting

- ACEC will report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. ACEC will contact their local public health unit to report a child



suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

- Where a child, parent, staff or home child care provider is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, ACEC will report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, ACEC will report report this to the ministry as a serious occurrence.

Drop-Off and Pick-up Procedures

- As much as possible, parents should not go past the screening area.
- All entrances should have hand sanitizer and if in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff/providers may want to use face coverings.
- Outdoor marker is in place, parents will line up outside of ACEC main door for orderly dropoff and pickup. Parents must follow physical distancing rule.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.

Visitors

- There should be no non-essential visitors at the program.

Space Set-Up and Physical Distancing

- Play space will be setup with physical distancing of at least 2 metres, where possible, between children within the same group:
 - spreading children out into different areas, particularly at meal and dressing time;
 - incorporating more individual activities or activities that encourage more space between children; and
 - using visual cues to promote physical distancing.
- Recognizing that physical distancing is difficult with small children and infants, additional consideration include:
 - planning activities that do not involve shared objects or toys;
 - when possible, moving activities outside to allow for more space; and
 - avoiding singing activities indoors.

Equipment and Toy Usage and Restrictions

- ACEC will provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).