

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: March 2020 Revision Date: July 2020 Revision Date: October 2020 Revision Date: November 2020 Revision Date: December 2020 Revision Date: February 2021 Revision Date: April 2021 Revision Date: June 2021 Revision Date: August 2021 Revision Date: September 2021 Revision Date: November 2021 Revision Date: January 2022 Revision Date: March 2022 Revision Date: October 2022	Policy: <b>PANDEMIC PLANNING CORONAVIRUS</b>
	Policy Number: 2.5.1

### **Purpose**

Child Care Algoma is committed to providing a safe and healthy workplace for all employees, children, families and visitors who enter our facilities. The purpose of this policy is to help prevent the spread of pandemic coronavirus (COVID-19) in the workplace, and within the population in general.

### **Policy**

- 1.0 Child Care Programs and Schools are known settings for amplification of illness transmission. These settings are very controlled environments and have the ability to identify potential pandemic activity. It shall be our policy to implement measures to limit transmission of the pandemic coronavirus in the workplace.
- 2.0 Whether a **staff or essential visitor** is able to attend work or enter a CCA building is determined by their responses to the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

### **Procedure**

#### **General Information:**

Infection with COVID-19 has resulted in experiencing mild to severe respiratory illness with symptoms listed on the screening questions from the Ministry of Health and Ministry of Education found on our website (subject to change).

COVID-19 is spread from person to person mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. Indirect transmission can also occur after contact with surfaces and objects contaminated with COVID-19 from infected persons.

#### **IN A PANDEMIC PERIOD...**

1. The Site Supervisor/Program Coordinator in conjunction with the Manager of Programs and Human Resources are responsible for managing the absences of employees who are ill or who have been in close contact with ill employees, and managing their return to work.
2. Each employee is responsible for notifying their Site Supervisor/Program Coordinator/HR Manager if they have been in **close contact** with an individual who is, or is suspected of, being ill with COVID-19.

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- A “*close contact*” is defined as an individual who has worked with, cared for or lived with a person known to have an infectious disease or who has a high likelihood of direct contact with respiratory secretions and/or body fluids of a patient known to have an infectious disease.
3. Each employee is responsible for immediately reporting fellow employees who they believe are exhibiting symptoms of COVID-19 to their Site Supervisor/Program Coordinator/ HR Manager.
  4. **If the Employee reports illness by telephone**
    - ◆ The Site Supervisor/Program Coordinator/HR Manager will ask if the employee is exhibiting any of the symptoms listed on the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca) (subject to change).
    - ◆ If the employee is exhibiting any symptoms of illness on the screening tool:
      - (i) Inform the employee that he or she must not come into work
      - (ii) Advise the employee to follow the guidance on the screening questions applicable to them in regards to self-isolation time period as well as their household members if applicable
      - (iii) Document in the Program’s COVID-19 Log, noting the employee’s symptoms
      - (iv) The Site Supervisor must call the Program Coordinator to make them aware as the Coordinator may need to report the illness to Algoma Public Health
      - (v) The Program Coordinator may contact APH for further direction
      - (vi) Arrange as may be applicable for the employee’s work station/area to be cleaned and disinfected
  5. **Employees who are exhibiting symptoms MUST call in and MUST NOT report for work. If the employee reports to work exhibiting symptoms of illness:**
    - ◆ The employee’s condition will be identified by their response to the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca) (subject to change).

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- ♦ The Site Supervisor/Program Coordinator will immediately make arrangements for the employee to leave work
- ♦ Advise the employee to follow the guidance on the screening questions applicable to them in regards to self-isolation time period as well as their household members if applicable
- ♦ Document in the Program's COVID-19 Log, noting the employee's symptoms
- ♦ The Site Supervisor must call the Program Coordinator to make them aware as the Coordinator may need to report the illness to Algoma Public Health
- ♦ The Program Coordinator may contact APH for further direction
- ♦ Arrange as may be applicable for the employee's work station/area to be cleaned and disinfected

### 6. **If the employee exhibits symptoms while on the job**

- ♦ The employee or someone who observes that the employee is exhibiting symptoms of COVID-19 at work must contact the Site Supervisor/Program Coordinator
- ♦ The Site Supervisor/Program Coordinator will immediately make arrangements for the employee to leave work
- ♦ Advise the employee to follow the guidance on the screening questions applicable to them in regards to self-isolation time period as well as their household members if applicable
- ♦ Document in the Program's COVID-19 Log, noting the employee's symptoms
- ♦ The Site Supervisor must call the Program Coordinator to make them aware as the Coordinator may need to report the illness to Algoma Public Health
- ♦ The Program Coordinator may contact APH for further direction
- ♦ Arrange as may be applicable for the employee's work station/area to be cleaned and disinfected

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### 7. **Employees who have traveled:**

- Child Care Algoma reserves the right to screen staff and children attending programs for travel at any time if advised screening questions or a location of travel risk level has changed or will be changing due to a recent announcement. All questions in regards to travel and risk assessment completed by Child Care Algoma will include considerations such as:  
Where did you travel to? (e.g. area with low numbers of cases versus areas with many active/new cases)  
What was the nature of the visit? (e.g. medical visit, social visit to large gathering)  
Did you practice physical distancing?  
Did you wear a mask?  
Did you go straight home?  
Did you practice good hand hygiene?
- Staff, children and families (and household members) choose to travel at their own discretion. At any time the information Child Care Algoma provides staff, children and families with as to whether they can return immediately to the Program can change if any of the guidance around travel changes and they may need to be excluded before being able to return to the Program.

8. Site Supervisors/Program Coordinators/HR Manager will maintain communication with employees who are absent due to illness.
9. Employees must remain off work until their isolation period (or their household member's isolation period) is completed. Recommendations from Algoma Public Health will be followed to determine when an employee can return to work. Child Care Algoma will follow the guidance in the most up-to-date COVID-19 screening tool for schools and child care settings from the Ministry of Health and Ministry of Education.

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Child Care Algoma will pay up to three days of infectious disease emergency leave due to COVID-19 for all staff between April 19, 2021 and March 31, 2023. Employees can take paid infectious disease emergency leave if they will not be performing the duties of their position because of any of the following reasons:

- The employee is under individual medical investigation, supervision or treatment related to a designated infectious disease, COVID-19.
- An employee is not performing the duties of their position because they left work in order to get a COVID-19 vaccination or are experiencing a side effect from the COVID-19 vaccination
- The employee is in quarantine or isolation as per APH or a Medical Officer of Health or a qualified, licensed health practitioner
- If the employee does not pass Child Care Algoma's screening questions
- If the employee is providing care or support to a family member because of a matter related to a designated infectious disease, COVID-19
- Permanent employees will be compensated three additional sick days to their existing balance as of April 19, 2021 for infectious disease emergency leave due to COVID-19. Permanent Staff who are entitled to sick time may use any of their remaining sick days after the three days. Staff not entitled to paid sick days can pursue a medical leave for the time they need to take off before they are able to return to work as per their answers to the current screening questions.
- If it is determined that COVID-19 was contracted during work hours a WSIB claim will be filed by the employee and Child Care Algoma.

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10. Site Supervisors/Program Coordinators/HR Manager will ensure employees are educated about COVID-19, including guidelines with personal hygiene and other measures for guarding against the risk of infection, such as; Hand Washing, Mask Use, Physical Distancing, and Personal Protective Equipment Use. Program Coordinators/Managers will also keep employees apprised of recent developments/recommendations, both public and within the workplace.
11. Program Coordinators will keep records of instruction and education/training provided to employees regarding COVID-19, as well as reports of symptoms/illness in Program COVID-19 log. Staff may be required to review the presentation from Algoma Public Health and sign off that they've reviewed, understand and agree to all aspects of the presentation before they begin working after a Program closure.
12. Avoidance of face-to-face contact; such as hand-shaking, large group meetings/gatherings based on the guidelines of the stage of the pandemic, non-essential workshops and training sessions, rearranging floor plans/workstations to increase the distance between employees as needed.
13. Personal protective equipment such as; masks, gloves, hand sanitizer, eye protection including face shield/safety glasses, will be available to employees.
14. To keep programs operating with minimal disruption *all* employees will be required to remain flexible to assist with program coverage as may be required.
15. Licensed Child Care Programs will require **first** priority to ensure child/staff ratio is maintained. Employees working in other programs, to include EarlyON Child and Family Centres, Home Child Care and Cooks may be requested by their Program Coordinator to assist in a Licensed Child Care Program.
16. Program Coordinators will assist with coverage of child/staff ratio as may be required.

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17. Manager of HR and/or Executive Director will assist with coverage of child/staff ratio as may be required
18. Employees, not possessing qualification requirements for licensed child care settings will be called upon to assist in these environments as may be necessary.
19. Due to possible labor shortfalls employees may be required to work a maximum of eight hours per day/40 hours per week. In these special circumstances employees will be compensated their regular hourly rate for hours worked.
20. Any surface that is commonly touched, including handrails, counters, door-pulls, telephones, copiers, computer mice and keyboards will be cleaned and disinfected along with toys and equipment.
21. Anyone accessing the premises must complete and follow the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).
22. Applicable posters in reference to COVID-19 related Policies will be provided to all Programs as needed and posted on all main doors of Child Care Algoma buildings and/or Program. All posters are subject to change.
23. *All* employees play a valuable role in carrying out the business of the Agency; however at the discretion of the Executive Director/Manager of Programs and Human Resources some employees may conduct their work at home. If a Program closure occurs Child Care Algoma will determined the appropriate method of moving forward.
24. Employees may be entitled to relevant “Leaves of Absences” as dictated in the “Employment Standards Act”, “Workplace Safety and Insurance Act and “Emergency Management Act”.
25. Child Care Algoma will adhere to legislated requirements (Emergency Management and Civil Protection Act) with respect to such orders as emergency plans and program closures.

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26. Child Care Algoma Programs located in school environments will follow decisions made by the applicable Boards of Education with respect to school closures and some COVID guidelines as needed/applicable.
27. After careful assessment and at the discretion of the Executive Director/Board of Directors closures or reduction of Programs and Services may be inevitable due to employee availability and/or decreased enrolment.
28. **Outbreak Management & Reporting**
- Child Care Algoma will closely monitor absenteeism rates in all of our Programs. Given the widespread transmission of the Omicron variant and changes to the provincial testing approach, Child Care Algoma will no longer be routinely notifying families of positive cases or if an individual is absent due to symptoms associated with COVID-19.
29. Child Care Algoma will refer to the most current information/recommendations made by Algoma Public Health and/or the Public Health Agency of Canada. Based on this information Child Care Algoma reserves the right to make revisions to this policy as may be necessary.

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020	Policy: <b>PANDEMIC PLANNING COVID-19 – HAND HYGIENE</b>
	Policy Number: 2.5.2

### **Policy Statement**

Child Care Algoma is committed to providing a safe and healthy environment for children, families and employees. Child Care Algoma will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Algoma Public Health (APH), regarding cleaning and hand hygiene in all Child Care Algoma programs.

### **Application**

This policy applies to all employees, students, community members, and any other persons engaged in business with Child Care Algoma.

### **Definitions**

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

### **Procedures**

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

All employees must wash their hands as soon as they enter the building. Children must wash their hands as soon as possible when they enter the playroom. Hand sanitizer to be used only when soap and water is not available.

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	Policy Number: 2.5.2 (continued)

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose (or wiping a child's nose)
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Applying sunscreen

Hands must be cleaned using soap and water before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Handling garbage
- Gardening
- Touching a cut or open sore
- Changing diapers or using the washroom
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication
- Applying sunscreen

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

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	Policy Number: 2.5.2 (continued)

When hands are not visibly soiled, and soap and water is not available follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

### **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

### **Hand Sanitizing Information**

When your hands are not visibly dirty, a 60-90% alcohol based hand sanitizer can be used when a hand washing sink is not available (example: when outside, in screening area). Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

### **Glove Use**

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrile gloves are single use only.

### **Gloves and Hand Hygiene**

Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

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Approval Date: June 2020	Policy: <b>PANDEMIC PLANNING COVID-19 – HAND HYGIENE</b>
	Policy Number: 2.5.2 (continued)

### **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a Child Care Algoma programs, and at any time where a change is made.

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	Policy Number: 2.5.3

### **Policy Statement**

Child Care Algoma is committed to providing a safe and healthy environment for children, families and employees. Child Care Algoma will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Algoma Public Health (APH) and Canada's Chief Public Health Officer, regarding the wearing of medical masks in all Child Care Algoma programs.

### **Application**

This policy applies to all Child Care Algoma employees and students.

### **Procedure**

For any masking requirements please follow the guidance in the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

- a. The following adults are exempt from the requirement to wear a mask:
  - i. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
  - ii. Persons who cannot wear or remove a mask or face covering without assistance, including people who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or are protected under the Ontario Human Rights Code, R.S.O. 1990, c.H. 19 as amended;

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	Policy Number: 2.5.3 (continued)

### **Procedures for those choosing to wear a mask:**

How to wear mask:

- Make sure your medical mask completely and comfortably covers the nose and mouth without gaping and allows for easy breathing.
- Do not adjust your medical mask to expose your nose
- Your nose and mouth must be covered at all times.
- Make sure your medical mask is secured to your head without the need to adjust frequently.
- Pinch the metal strip over the nose to ensure a closer fit to your nose.
- Do not let your mask hang around your neck when not in use.
- Do not store mask in your pocket
- Dispose mask in a lined garbage can
- Do not transport disposable masks home, dispose before leaving.

When to take mask off:

- Make sure to wash your hands first
- Remove before leaving the building at the end of the day

Re-place mask when:

- It becomes damp or dirty
- It becomes damaged

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	Policy Number: 2.5.3 (continued)

### **N95 Masks**

Staff will have the option to wear a non-fit-tested medical mask provided to Child Care Algoma from the Ministry of Education. Each staff has an allocation of one non-fit tested N95 mask per day.

Replacing a non-fit-tested N95 is driven by factors including but not limited to:  
When it is no longer tolerated or accepted;  
When the filtering part of the mask is wet;

When the mask has lost some of its integrity: relaxed elastic, damaged filtering part; and  
When there were potentially infectious droplets splashing onto the mask.

To further protect the longevity of the non-fit-tested N95 masks, these masks should be restricted to indoor use. Staff wanting to wear a mask outside can wear medical masks outside.

For instructions for donning a non-fit-tested N95 mask staff will watch the video below to ensure it is worn correctly.  
<https://vimeo.com/466711181>

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a Child Care Algoma emergency child care centre, and at any time where a change is made.

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Approval Date: June 2020 Revision Date: October 2020 Removed: March 2022	Policy: <b>PANDEMIC PLANNING COVID-19 – ENVIRONMENTAL CLEANING AND DISINFECTING</b>
	Policy Number: 2.5.4

Please note Policy 2.5.4 has been removed due to the lifting of COVID restrictions as of March 2022.

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	Policy Number: 2.5.5

### Policy Statement

Child Care Algoma is committed to providing a safe and healthy environment for children, families and employees. Child Care Algoma will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### Purpose

To ensure that all employees are aware of and adhere to the directive established by Algoma Public Health (APH), regarding the exclusion of sick children in Child Care Algoma programs.

### Application

This policy applies to all employees, students, community members and any others persons engaged in business with Child care Algoma.

### Procedures

As required by the Child Care and Early Years Act, Child Care Algoma must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, child care employees will ensure the following:

- Separate children of ill health and contact parents/guardians to take the child home.
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease, please notify the Program Coordinator/Site Supervisor who will report it immediately to Algoma Public Health. (705) 759-5286.

### When to exclude

Child care must exclude a sick child or staff when the child or staff has any sign(s) and/or any symptom(s) that have been determined to be excluded by the ongoing updated COVID-19 screening tool for schools and child care settings.

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	Policy Number: 2.5.5 (continued)

- Whether a child is excluded from child care is determined by their responses to the COVID-19 screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).
- Whether a staff or essential visitor is able to attend work or enter a CCA building is determined by their responses to the COVID-19 screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

### How to exclude

- Separate children of ill health
- Notify parents/caregivers of the sick child for pick up
- Notify parents/caregivers to follow the guidance in the COVID-19 screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca)
- Staff who are ill will follow the guidance in the COVID-19 screening for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

### Returning to the centre after exclusion:

Whether a child can return to child care is determined by the guidance in the COVID-19 screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

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	Policy Number: 2.5.5 (continued)

- Whether a staff or essential visitor is able to return to work or enter a CCA building is determined by the guidance in the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

### Surveillance

Employees must continuously monitor for signs and symptoms of illness in both children and staff. Ongoing and enhanced surveillance is essential in preventing and reducing the risk of disease transmission, specifically COVID-19, in the child care centre.

Ensure surveillance includes the following:

- Staff, families and children need to complete the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education before working for or attending Child Care Algoma Programs. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache etc.).
- Record the date and time that the symptoms occur
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences
- Report unusual clusters of illness to Algoma Public Health.

### Reporting Procedure

Child Care Algoma will closely monitor absenteeism rates in all of our Programs. Given the widespread transmission of the Omicron variant and changes to the provincial testing approach, Child Care Algoma will no longer be routinely notifying families of positive cases or if an individual is absent due to symptoms associated with COVID-19.

### Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a Child Care Algoma program and annually thereafter and at any time where a change is made.

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020 Revision Date: October 2020 Revision Date: February 2021 Revision Date: April 2021 Revision Date: June 2021 Revision Date: June 18, 2021 Revision Date: August 2021 Revision Date: September 2021 Revision Date: October 2021 Revision Date: October 19, 2021 Revision Date: December 2021 Revision Date: December 17, 2021 Revision Date: January 2022 Revision Date: March 2022 Revision Date: October 2022	Policy: <b>PANDEMIC PLANNING COVID-19 – HEALTH AND ILLNESS PROTOCOL</b>
	Policy Number: 2.5.6

### **Health and Illness Protocol for COVID-19 Response Plan**

To manage the risk of spreading illness within a child care centre, Algoma Public Health has set out a comprehensive cleaning and sanitation routine when necessary and personal health care practices including but not limited to proper and frequent hand hygiene, removal of sensory tables when necessary and toys and furniture that cannot be cleaned and disinfected, and increased frequency of cleaning and disinfecting when necessary.

ALL CHILDREN/FAMILIES AND STAFF must screen themselves **DAILY BEFORE ARRIVAL** to the child care centre. In addition to daily screening, all children will be monitored throughout the day for emerging signs and symptoms of illness. Whether a child is excluded from child care is determined by their responses to the **COVID-19 Screening Tool for Schools and Child Care Settings** (subject to change) which is from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca). Parents must follow updated screening guidelines to determine whether they need to keep their child(ren) home from the program.

- Children will also be excluded for symptoms outside of the COVID-19 screening tool. At a minimum, these individuals are to stay home from child care if they are sick, and will be excluded from child care until symptoms are improving for at least 24 hours (48hr symptom free for GI Symptoms) and they are well enough to participate (for pink eye, Child Care Algoma will follow exclusion guidelines which is exclude until 24 hours after prescribed antibiotic has been started and drainage has stopped).

Whether a staff is able to attend work is determined by their responses to the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca). Staff and essential visitors must follow the updated screening guidelines to determine whether they need to stay home.

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020 Revision Date: October 2020 Revision Date: February 2021 Revision Date: April 2021 Revision Date: June 2021 Revision Date: June 18, 2021 Revision Date: August 2021 Revision Date: September 2021 Revision Date: October 2021 Revision Date: October 19, 2021 Revision Date: December 2021 Revision Date: December 17, 2021 Revision Date: January 2022 Revision Date: March 2022 Revision Date: October 2022	Policy: <b>PANDEMIC PLANNING COVID-19 – HEALTH AND ILLNESS PROTOCOL</b>
	Policy Number: 2.5.6 (continued)

- Staff will also be excluded for symptoms outside of the COVID-19 screening tool. At a minimum, these individuals are to stay home from work if they are sick, and will not be able to return to work until symptoms are improving for at least 24 hours (48hr symptom free for GI Symptoms) and they are well enough to participate (for pink eye, Child Care Algoma will follow exclusion guidelines which is exclude until 24 hours after prescribed antibiotic has been started and drainage has stopped).

If a child(ren) experiences any of the signs and symptoms of illness while at the child care program, staff will contact parents to pick up their child.

Parents and staff and visitors will follow the direction from the screening questions from the Ministry and the documents from Algoma Public Health found on our website at [www.childcarealgoma.ca](http://www.childcarealgoma.ca)

Please note if a child or staff (or household member) is planning to travel or has travelled outside the Canada they **must** follow the guidelines in the most up to date screening questions from the Ministry found on our website. The Child/Student/Families/Staff must follow any and all federal guidelines related to COVID-19 including quarantine and testing after returning from international travel if applicable.

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	Policy Number: 2.5.6 (continued)

### Rapid Antigen Tests

Rapid Antigen Tests or RATs (contingent on provincial testing supply), will be offered to support symptomatic testing for staff and children. As available, staff and children will receive RATs following an unplanned absence or where a child/staff is sent home due to onset of symptoms.

In regards to Rapid Antigen Test results please follow the guidance in the COVID-19 Screening tool for schools and child care settings from the Ministry of Health and Ministry of Education. The most updated version of this document (subject to change) is available on our website [www.childcarealgoma.ca](http://www.childcarealgoma.ca).

- A positive RAT is highly indicative that the individual has COVID-19. A positive RAT does NOT need to be confirmed with a PCR test.
- Positive RATs do NOT need to be reported to the public health unit, school or child care.

Note: There is no requirement for parent(s)/guardian(s) to report their child's PCR/RAT results to the school or child care as part of absence reporting.

Staff and families can also access RATs via participating community locations. Please see <https://covid-19.ontario.ca/rapid-test-locator> for specific locations.

**CHAPTER TWO: HEALTH AND SAFETY**

Approval Date: August 2020 Removed: March 2022	Policy: <b>PANDEMIC PLANNING COVID-19 CONSIDERATION</b>
	Policy Number: 2.5.7

Please note Policy 2.5.7 has been removed due to the lifting of COVID restrictions as of March 2022

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021 Revision Date: September 2021 Revision Date: September 13, 2021 Revision Date: September 16, 2021 Revision Date: November 2021 Revision Date: January 2022 Revision Date: February 2022 Revision Date: March 2022 Revision Date: October 2022	Policy: <b>COVID VACCINATION</b>  Policy Number: 2.5.8
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### **Purpose**

The purpose of this policy is to outline the guidelines, policies and procedures in regards to the COVID Vaccination.

### **Policy & Procedures**

- 1.0 It is Child Care Algoma's preference to have all employees fully vaccinated against COVID-19. It is preferred that all employees are vaccinated as soon as possible based on vaccine allotment and appointment availability.
- 2.0 Booking vaccinations will be the responsibility of the employee as availability of the vaccination for Child Care staff arises. Child Care Algoma asks that when possible, staff book vaccination appointments during lunch breaks, evenings and weekends on their own time. Flexibility for lunch breaks will be provided as available. Employees are to speak with their Site Supervisor/Coordinator to organize as may be necessary.

Child Care Algoma staff can provide a copy of their vaccination record (including additional doses exceeding the number of doses required for full vaccination) and it will be placed in their permanent staff file. Once available, appointments can be booked online at the Algoma Public Health website [www.algomapublichealth.com](http://www.algomapublichealth.com)

If you have questions specifically related to the vaccine itself you can call *Ontario's Vaccine Information phone line: 1-888-999-6488*

Please visit the website below to learn about the safety of COVID-19 vaccines, how they work and possible side effects.

<https://covid-19.ontario.ca/covid-19-vaccine-safety>

- 3.0 COVID-19 vaccine clinics are currently available in Sault Ste. Marie and the Algoma District. Similar to medications and other vaccines, the Pfizer-BioNTech and Moderna COVID-19 vaccines can cause side effects. Common side effects for the Pfizer BioNTech vaccine include pain at injection site, fatigue, headache, muscle pain, chills, joint pain, fever, and diarrhea. Common side effects for the Moderna vaccine include pain at injection site, fatigue, headache, myalgia, chills, nausea/vomiting, axillary swelling and tenderness (enlarged lymph nodes). Some of these side effects are also symptoms that are compatible with COVID-19. Possible side effects of other vaccinations can be found on the following website: <https://covid-19.ontario.ca/covid-19-vaccine-safety>

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021	Policy: <b>COVID VACCINATION</b>
Revision Date: September 2021	
Revision Date: September 13, 2021	Policy Number: 2.5.8
Revision Date: September 16, 2021	
Revision Date: November 2021	
Revision Date: January 2022	
Revision Date: February 2022	
Revision Date: March 2022	
Revision Date: October 2022	

There are a select number of **mild non-respiratory symptoms** compatible with COVID-19 that are also side effects of receiving the COVID-19 vaccine. If an employee, a child or household member of a child or employee experiences **headache, fatigue, muscle aches or joint pain** (must be mild in nature) within **48 hours after vaccination** please follow the COVID-19 screening tool for schools and child care settings found on our website at [www.childcarealgoma.ca](http://www.childcarealgoma.ca).