

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	Policy: PANDEMIC PLANNING CORONAVIRUS
	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.

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 (subject to change).
 - ◆ If the employee is exhibiting any symptoms of illness:
 - (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
 - (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 (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
- ◆ 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
- ◆ 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 July 31, 2022. 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 instructed they can return to work or while they wait for a negative COVID-19 test result.
- Staff are encouraged to look into whether they qualify for the Canada Recovery Sickness Benefit (CRSB) which gives income support to employed individuals who are unable to work because they are sick or need to self-isolate due to COVID-19, or have an underlying health condition that puts them at greater risk of getting COVID-19. The CRSB is administered by the Canada Revenue Agency (CRA).
- 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 will 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 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. Employees will need to keep a change of clothes for themselves to change into immediately following an event where they are needed to assist in the isolation room with a child exhibiting symptoms while the child is waiting to be picked up.
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.
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.

If absenteeism rises to a defined level in a child care program (approximately 30% above baseline), Child Care Algoma will send notification to families and staff in the affected child care setting, signed by the local medical officer of health, with information on public health measures for families and staff to follow (e.g., monitoring of COVID-19 symptoms).

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.