

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: March 2020 Revision Date: July 2020 Revision Date: October 2020	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 An employee's fitness to work is determined by his or her responses to the COVID-19 Screening Tool for Employees and Essential Visitors for Child Care Settings as per Appendices II in Policy 2.5.6 (subject to change) and possible eligibility questions subject to change as per the state of the pandemic as updated through guidance from Algoma Public Health.

Procedure

General Information:

Infection with COVID-19 has resulted in experiencing mild to severe respiratory illness with one or more of the following symptoms in employees or essential visitors (subject to change): fever and/or chills, cough or barking cough (croup), shortness of breath, sore throat, difficulty swallowing, runny or stuffy/congested nose, pink eye, headache that is unusual or long lasting, digestive issues like nausea/vomiting, diarrhea, stomach pain, muscle aches that are unusual or long lasting, extreme tiredness that is unusual, falling down often; without other known cause as per Appendices II in Policy 2.5.6 (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.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: March 2020 Revision Date: July 2020 Revision Date: October 2020	Policy: PANDEMIC PLANNING CORONAVIRUS
	Policy Number: 2.5.1 (continued)

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 Screening Questions for Child Care Centres as per Appendices II of Policy 2.5.6 (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 contact the COVID-19 Assessment Centre at 705-759-3434 ext. 7152 and follow their direction which can include getting tested for COVID-19
 - (iii) Document in the Program’s COVID-19 Log, noting the employee’s condition and any staff and/or children/visitors the employee has been in contact with
 - (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 and may need to file a Serious Occurrence
 - (v) The Program Coordinator may contact APH for further direction in regards to cohorts and close contacts
 - (vi) Arrange as may be applicable for the employee’s work station/area to be cleaned and disinfected
 - (vii) If an employee’s laboratory test is positive for COVID-19 Algoma Public Health will provide further direction to be follow immediately, up to including Program closure
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 Screening Questions for Child Care Centres as per Appendices II in Policy 2.5.6 (subject to change)
 - ◆ The Site Supervisor/Program Coordinator will immediately make arrangements for the employee to leave work

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: March 2020 Revision Date: July 2020 Revision Date: October 2020	Policy: PANDEMIC PLANNING CORONAVIRUS
	Policy Number: 2.5.1 (continued)

- ◆ Advise the employee to contact the COVID-19 Assessment Centre at 705-759-3434 ext. 7152 and follow their direction which can include getting tested for COVID-19
- ◆ Document in the Program’s COVID-19 Log, noting the employee’s condition and any staff and/or children/visitors the employee has been in contact with
- ◆ 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 and may need to file a Serious Occurrence
- ◆ The Program Coordinator may contact APH for further direction in regards to cohorts and close contacts
- ◆ Arrange as may be applicable for the employee’s work station/area to be cleaned and disinfected
- ◆ If an employee’s laboratory test is positive for COVID-19 Algoma Public Health will provide further direction to be follow immediately, up to including Program closure

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 contact the COVID-19 Assessment Centre at 705-759-3434 ext. 7152 and follow their direction which can include getting tested for COVID-19
- ◆ Document in the Program’s COVID-19 Log, noting the employee’s condition and any staff and/or children/visitors the employee has been in contact with
- ◆ 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 and may need to file a Serious Occurrence
- ◆ “**Close contacts**” of the employee should be advised that they may have been infected and asked to self- monitor for symptoms. The Program Coordinator may contact Algoma Public Health at (705) 759-5404 for further direction in regards to cohorts and close contacts
- ◆ Arrange as may be applicable for the employee’s work station/area to be cleaned and disinfected
- ◆ If an employee’s laboratory test is positive for COVID-19 Algoma Public Health will provide further direction to be followed immediately up to and including Program closure

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: March 2020 Revision Date: July 2020 Revision Date: October 2020	Policy: PANDEMIC PLANNING CORONAVIRUS
	Policy Number: 2.5.1 (continued)

7. Employees who have traveled outside Canada, Ontario, Algoma District:

- Child Care Algoma will screen employees, children and families for travel outside of Canada.
- The legal requirement for travel outside of Canada is to self-isolate for 14 days. This is mandatory and will not be determined on a risk assessment approach.
- Child Care Algoma reserves the right to screen staff, children or families for travel outside of the Algoma District at any time if Algoma Public Health advises a location in Ontario has become a high risk. If a location that a staff or a member of their household travelled to is **low risk** they can return to the program immediately. If Algoma Public Health advises a location in Ontario or Canada that a staff, child or member of their household travelled to is **high risk** they may be asked to self-isolate for 14 days and/or wait for a negative COVID-19 test before returning to the Program.

All questions in regards to travel and risk assessments completed by Child Care Algoma and Algoma Public Health 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, grocery shopping)

Did you practice physical distancing? Did you wear a mask if you couldn't?

Did you go straight home?

Did you practice good hand hygiene?

- Staff, children and families choose to travel at their own risk. 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 an outbreak occurs in their location of travel and they may be directed to self isolate for 14 days or receive a negative COVID-19 test result until they are able to return (depending on the person(s) in question).
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 negative COVID-19 tests have been confirmed and/or symptom free for 24 hours. Recommendations from Algoma Public Health will be followed to determine when an employee can return to work. Any employee who is off work due to contracting COVID-19 must report to the Manager of Programs and Human Resources by phone at 705 (945-8898) ext. 259 prior to returning to work. A medical note from a Doctor may be requested prior to an employee returning to work.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: March 2020 Revision Date: July 2020 Revision Date: October 2020	Policy: PANDEMIC PLANNING CORONAVIRUS
	Policy Number: 2.5.1 (continued)

- Child Care Algoma will pay for the first day the staff needs to stay home, 1 day per month up to 6 days per year, due to illness to contact the COVID-19 assessment Centre for further direction. This paid day will be applicable for all staff with scheduled shifts that day and are being tested for COVID-19 due to symptoms. Permanent employees will not be required to use a sick day for this first day. Any days off needed after this will be unpaid. Permanent Staff who are entitled to sick time may use any of their remaining sick days after the first day. 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.
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 exposure in Program COVID-19 log. Staff will be required to review the training from Algoma Public Health and sign off that they've reviewed, understand and agree to all aspects of the training before they begin working after Program closure.
- Site Supervisors will keep and file all screening paperwork with employee's and any essential visitor's name, date, contact information, whether they answered no to all surveillance questions, temperature (if required), and sign in and sign out times entitled "COVID-19 Active Surveillance Form Child Care Algoma Staff/Essential Visitor Sign In" and will scan all staff screening paperwork to tbruno@childcarealgoma.ca at the end of each week.
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.
13. Personal protective equipment such as; masks, gloves, hand sanitizer, face shield/safety glasses for isolation room if needed, will be available to employees and use will be required as is appropriate. 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.

CHAPTER TWO: HEALTH AND SAFETY

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	Policy Number: 2.5.1 (continued)

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.
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 *frequently* cleaned and disinfected (at least twice a day). Extra attention must also be given to disinfecting toys and equipment.
21. Anyone accessing the premises must be made through the main entrance and they must complete a **Screening Questionnaire** as shown in **Appendices II** in Policy 2.5.6 (subject to change). Where applicable this will be supervised by the designated screener for that day. Any person who answers ‘Yes’ to any of the screening questions will not be allowed past the screening area. Nonessential persons will not be permitted entry.
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”.

CHAPTER TWO: HEALTH AND SAFETY

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	Policy Number: 2.5.1 (continued)

25. Child Care Algoma will adhere to legislated requirements (Emergency Management and Civil Protection Act) with respect to such orders as emergency plans, evacuations of individuals from any specified areas and program closures.
26. Child Care Algoma Programs located in school environments will follow decisions made by the applicable Boards of Education with respect to school closures.
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. In the event that a Program or Programs close, Child Care Algoma will determine the appropriate method to move forward in regards to compensation with the information available at the time of the closure. Staff could be laid off, or could continue to be paid if it is determined that there is subsidy available by the Government. If it is determined that staff can continue to be paid at the hours of work stated in their contract through subsidy from the Government, Child Care Algoma may allow staff to work from home during a Program(s) closure. Staff can work on their CPL, other professional learning or curriculum; Cooks can work on menus, nutrition and recipe development. At a minimum, Staff will be required to document work completed on a weekly basis.
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.