



**SUNDOWNERS DAY CARE & RESOURCE
CENTRE**

Pandemic Plan – Covid-19

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Managing Large Scale Illnesses and/or Outbreaks

POLICY

Sundowners is committed to ensuring a safe environment and protecting the health and wellness of all children and staff while supporting the needs of the families we service. It is essential that we follow the recommendations set out by our local municipality and/or provincial authority regarding workplace/business closures in the event of large scale illnesses and/or outbreaks. A large scale outbreak can include, but is not limited to, an outbreak of an infectious disease, such as influenza. Influenza outbreaks require public health resources and community partnerships to control the spread.

The Medical Officer of Health has determined that the following measures will be endorsed for the public to follow in the event of an outbreak:

1. If an individual has the symptoms related to the outbreak, they should stay home.
2. Restrict public congregation of movement. This may include school and child care closures.

PROCEDURE

The Windsor-Essex County Health Unit has recommended the following three measures to reduce the risk of contracting the Covid-19 virus:

1. Frequent hand washing with soap and water
2. Sneeze and/or cough into your arm
3. Social Distancing from others
4. Wearing medical grade masks and eye protection (ie. Face shields or goggles) at all times while working in the child care centre

Sundowners will ensure that students and staff are educated on proper hand washing and hygiene practices. Hand washing will occur prior to handling food, eating, and drinking and again afterwards, as well as after washroom use and before and after diapering and/or toileting. Hand washing signage will be posted in each program room and washroom to encouraging proper hand washing with soap and water.

Children Will Perform Hand Hygiene:	Staff Will Perform Hand Hygiene:
<input type="checkbox"/> When they arrive at the child care centre and before they go home <input type="checkbox"/> Before AND after eating and drinking <input type="checkbox"/> After a diaper change <input type="checkbox"/> After using the bathroom <input type="checkbox"/> After playing outside <input type="checkbox"/> After sneezing or coughing <input type="checkbox"/> If hands are visibly dirty	<input type="checkbox"/> When they arrive at the child care centre and before they go home <input type="checkbox"/> Before and after handling food (raw, cooked, pre-packaged), preparing bottles or feeding children <input type="checkbox"/> Before and after giving or applying medication or ointment to a child or self <input type="checkbox"/> After changing diapers <input type="checkbox"/> After assisting a child in the washroom <input type="checkbox"/> After using the toilet

	<input type="checkbox"/> After contact with body fluids (runny nose, spit, vomit, blood) <input type="checkbox"/> After cleaning tasks <input type="checkbox"/> Before putting on gloves and after removing them <input type="checkbox"/> After handling garbage <input type="checkbox"/> Whenever hands are visibly dirty
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Sundowners will maintain frequent communication with parents and caregivers, keeping them informed with the precautions we are taking in preventing the spread of the infectious virus. Parents will be asked to reinforce proper hand hygiene and respiratory etiquette with their children and be reminded to keep their children home if they are sick. If a child has been exposed to an individual who has tested positive for Covid-19, the child will be kept home for 14 days or as recommended by the local medical officer of health to ensure transmission has not taken place.

Minimizing the Spread of an Infectious Disease during an Outbreak

The Windsor-Essex Health Unit recommends the following procedures when attempting to reduce the spread of an outbreak:

1. Separate ill children from well children as soon as possible and make arrangements for prompt pick up.
2. Effective September 1, 2020, all child care staff will be required to wear medical masks and eye protection while at work. Effective January 25, 2021, Children in grades 1 and up will be required to wear cloth or non-medical masks while indoors. Masks and approved eye protection must be worn prior to entering the child care centre. Children ages 2 up to SK are not required to wear masks, however, are encouraged. Children and staff can remove masks and approved eye protection while outdoors, so long as physical distancing is being maintained. If 2 meters distance cannot be maintained, masks and approved eye protection will be required outdoors as well. Masks and approved eye protection can also be removed while children and staff are eating or drinking. Exemptions to this may be considered, however approval must be granted by the supervisor after discussion with the management team.
3. Avoid overcrowding in small spaces or rooms. Children will be spread into various areas throughout the classroom.
4. Increase the frequency of cleaning and disinfecting toys in playrooms to after each use. If a toy is put in a child’s mouth, it is to be removed from play immediately once the child is done with it and thoroughly disinfected.
5. Ensure all diapering/ toileting procedures are followed at all times, and proper disinfecting of all change pads and tables before and after each diaper change
6. All soiled laundry is kept separate from clean laundry and bed linens should be washed daily.
7. During an outbreak, programs will refrain from using group sensory materials, including, but not limited to sand, water, noodles, rice and play dough. All plush

toys will be removed from the classroom and only toys that can be easily disinfected should be offered.

8. No delivery persons will be allowed in the building. All deliveries will be accepted at the door and then brought in by a staff or the supervisor.

In the event that the local Medical Officer of Health, the Public Health Unit, the local School Boards or the Provincial Authority order a closure of child care or publicly funded schools due to illness or outbreak, Sundowners will be required to abide by this decision. When circumstances allow, advanced notification will be provided to all families, staff, and community partners in a timely manner.

Administration will provide notices to be posted at each site, staff will verbally inform parents and the website will be updated with the most up-to-date information whenever possible. During a closure, access to the centres is prohibited, so all personal belongings should be removed prior to the end of the business day where possible.

For the safety of all staff and children following a closure or during an outbreak of Covid-19, all staff, children, and families will be subject to appropriate screening measures. Screening may include questionnaires, body temperature readings, and/or wellness checks conducted at the time of arrival as well as periodically throughout the day. If a staff member or child begins displaying symptoms throughout the course of the day, immediate exclusion will take place. Parents/guardians, and/or emergency contacts will be contacted, and the child or staff member will be sent home immediately. Parents are asked to maintain open communication with the child care centre and to inform the staff if a parent or family member who has been in close contact has been diagnosed with the infectious disease. Children will not be permitted to attend for a minimum of 14 days or as directed by the local medical officer of health if a family member has been diagnosed with a confirmed case of COVID-19.

If a staff member fails screening, they will not be permitted into the centre and will not be able to return until they have ***followed the guidelines listed on the online screening tool***. If the staff member is tested for Covid-19, the Supervisor will be made aware, an incident report will be completed and the updated information forwarded to the Early Years Program & Operations Coordinator, as well as the Human Resources and Administration Coordinator.

Revised guidelines from the ministry of education have been developed that provide a revised screening tool to be used for children, staff, and visitors. This screening tool can be found online at <https://covid-19.ontario.ca/school-screening/> and should be completed prior to arriving at the child care centre. Upon arrival at the child care centre, staff will work with parents/guardians to complete the online screening tool to ensure the child is able to attend. Temperature checks for the child will be taken and recorded on the tracking sheet. Child care centres are no longer required to keep screening questionnaire records, however records of pass/fail, temperature checks and attendance for all staff, children and visitors will be kept on site and accessible at all times. Staff are required to screen each other upon arrival. In emergency situations, a staff member may be permitted to screen themselves, however this will only be permitted if another staff is not available. The website, as well as the questions will be posted at each entrance at the child care centre, as

well as signage indicating that it must be completed prior to entry. Visitors will be required to take the online screening questionnaire upon arrival at the centre, take their temperature and record both a pass or fail and temperature reading on the visitor tracking sheet.

Revised guidelines have been added to the online screening tool that indicate if a staff member, child or member of one's household has recently received a Covid-19 vaccination (within the last 48 hours) and is exhibiting headache, fatigue, muscle aches or joint pains, they are still permitted to attend work or child care. If the symptoms are NOT related to the Covid-19 vaccine (more than 48 hours have passed) then the individual would fail screening and will be advised to follow the direction listed on the failed screening result.

The requirement of screening parents has been removed. Parents are only required to be screened if they are entering the facility in an emergency and this would be recorded on the visitor tracking sheet. Parents who are dropping off their children are not required to be screened per the revised Ministry of Education Guidelines and online school screening tool. Parents should be reminded that if they are ill, their children should also remain home.

Children who are screened prior to the after-school program, either in the before school program or before the core school day, are not required to be screened for the after-school program. Staff should monitor children for symptoms of illness and complete illness forms with temperature checks any time a child seems unwell or complains of feeling unwell.

1. All staff and children entering the building will be required to wash their hands upon entering, as well as when leaving to reduce the risk of transmission. All children attending the after-school program will be required to wash their hands upon entering the classroom.
2. Children and staff will remain in their designated classrooms for the duration of the day, except for being outdoors. Children will spend long periods of time outdoors, weather permitting.
3. All classroom and outdoor activities should allow for as much social distancing as possible within the designated space. Encourage physical space between children by spreading children out into various areas of the classroom, staggering or alternating lunch and outdoor time if possible, and incorporating more individual activities into the routine.
4. Children will keep all personal items separate from child care items. Child care equipment will only be shared once it has been disinfected. All play materials will be disinfected between activities.
5. Pick up and drop off will take place outdoors whenever possible. Parents should only enter the child care centre if absolutely necessary as deemed by the site staff or supervisor. If a parent does enter the facility, she/he should complete the screening and sign the visitors' log.
6. If a staff member or parent has any concerns with the health and wellbeing of themselves and/or their children, this should be reported to the Supervisor and/ or the site Health and Safety Representative immediately.
7. Outbreak specific procedures will always be communicated by Administration and implemented accordingly at the site level.

Steps for the Supervisor to follow if a staff member or child begins to exhibit symptoms of the illness:

1. The employee/child will immediately be separated from others and safely isolated in a separate room or area away from common areas. Ill children will always remain supervised by the Supervisor or a well staff member who is not also in charge of well children. Social distancing rules must be maintained, and two meters distance must be kept from the ill child or staff member. Staff will wear a medical mask, face shield/ eye protection and gloves until the child leaves the centre.
2. Have a plan in place for how the affected worker or child can be safely transferred home.
3. Ask the employee or child's family to call the Windsor-Essex County Health Unit (519-258- 2146) regarding next steps once they are home if they were exhibiting two or more symptoms.
4. **Sundowners** is responsible and required to contact the local Health Unit to report any positive cases of Covid-19. ***The Early Years Program and Operations Coordinator or designate will contact the Health Unit to report a positive case of Covid-19.***
5. When a child is leaving due to illness, ensure a **Sundowners Illness Form** is completed and placed in the child's file after a signature is received from the parent. Continue communicating and promoting the message that employees and children should stay at home if they are ill.
6. Report the illness to the appropriate coordinators. If a staff member is leaving with symptoms, the Supervisor is to work directly with the Human Resources Coordinator to develop a plan.
7. A thorough cleaning of the entire child care centre will take place once the ill child/staff member has left the centre. The isolation space will be cleaned first, followed by the classroom the child was part of, then the rest of the centre. The children will be brought outside during the cleaning or to the hallway in the event it is raining. In the event of a positive case of Covid-19, all parents of children or other staff members who may have come in contact will be notified after discussion with the health unit. This may result in a temporary closure of the location. All staff and children may be required to self-isolate for the 14 days following the closure.
8. **FORM-9: Sundowners Daycare and Resource Centre – Incident Report** must be completed and forwarded to the Early Years Program & Operations Coordinator following the departure of the ill child or staff member. Any applicable serious occurrences will be filed by the EYPOC. Record of the staff or child leaving the site with possible symptoms is to be recorded in the Communication Book with an indication that an Incident Report was written.

If the Supervisor is notified of a confirmed case of Covid-19:

1. The Supervisor will report the positive case to the applicable Coordinators immediately upon receiving the information. In illnesses involving staff members, the Supervisor will work directly with the Human Resources Coordinator or designate to develop next steps. An incident report will be completed and forwarded to the EYPOC as soon as possible.
2. ***The Early Years Program and Operations Coordinator or designate will contact*** the Windsor and Essex County Health Unit to receive advice and next steps when there is a confirmed case.

(519-258-2146 Ex. 1555). A voicemail should be left if there is no answer at the extension and someone should return your call.

3. Following the discussion with the Health Unit, employers may be required to assist in identifying contacts the infected employee or child had in the workplace.
4. When communicating a confirmed case of the illness in the workplace to your employees and/or families:
 - Ensure you are maintaining the affected employee's/ child's privacy and confidentiality - no names or other identifying details should be given.
 - Parents should be notified of a positive case when deemed appropriate. Administration will provide letters to be forwarded to parents when needed.
 - The Health Unit will contact individuals who are considered "High-Risk" and those individuals will be required to follow the advice of the health unit.
5. All Policies and Procedures in **Policy 6 – Serious Occurrence Policy Statement** will be followed when there is a positive case of COVID-19 identified in the centre.
6. The Early Years Program and Operations Coordinator or designate will file any applicable Serious Occurrence *as well as notify the applicable school board of the positive case.*

Maintaining Cleanliness during Illnesses or Outbreaks

To ensure cleanliness during an outbreak, frequently used surfaces or objects will be regularly cleaned and disinfected to reduce the risk of exposure. Frequently touched surfaces are more likely to be contaminated so it is important to ensure thorough cleaning at least twice a day or if visibly dirty. Some common high-touch surfaces and objects include, but are not limited to:

- Play Materials (Toys, art supplies, books, etc.)
- Cribs/Cots
- Blankets
- Handles/Door knobs
- Desktops
- Telephones
- Taps
- Kitchen appliances and surfaces
- Water fountains
- Computers keyboards and mouse
- Light switches
- Touchpad surfaces (iPads, cameras)
- Soap Dispensers
- Secure Entry Systems
- Chairs

All surfaces should be nonporous and easily cleanable. Garbage will be removed regularly, and floors, carpets and mats cleaned and disinfected frequently. Always ensure proper concentration and wet contact times for the disinfectants used.

The Supervisor will work with the Early Years Program and Operations Coordinator to ensure that enough cleaning materials and protective equipment are on hand for each of their sites. This includes the following:

- Non-Latex Gloves
- Diversey Oxivir TB – Hospital grade one step disinfectant
- Paper Towels
- Hand Soap
- Kleenex
- Working Thermometers – That can easily be disinfected between each use or do not require contact with the individual
- Alcohol Based Hand Sanitizers – Staff use only
- Masks
- Face Shields

Sanitary Practices Policy Statement – During a Pandemic

Sundowners shall ensure that each child care centre it operates will have policies and procedures in place with respect to sanitary practices and in accordance with the public health programs and services. All child care locations will be kept clean and written minimum standards will be available to all sites.

Sanitary Practices Procedures:

To ensure that all sites are kept clean and sanitary, a set of minimum standards must be followed. Please ensure compliance with the following procedures. If at any time, the Supervisor finds it difficult to maintain the site according to the standards, the Early Years Program & Operations Coordinator must be notified immediately.

Sanitary Practices references: *Infection Prevention and Control in Child Care Centres, 2016 and Well-Beings: A Guide to Health in Child Care*

Food-Related Sanitary Practices:

All staff working in the kitchen are required to have a valid Food Handler's certification. All staff will demonstrate various food-related sanitary practices, including but not limited to the following:

1. The role and responsibility of Public Health Inspectors and local Public Health Legislation
2. Allergies
3. Temperature Control
4. Safe food storage and handling
5. Personal Hygiene
6. Cleaning and sanitizing
7. Pest Control
8. Foodborne Illness
9. Proper disinfecting of dishes

Dishes must be washed in the dishwasher using full cycle. If the dishwasher does not work, or there is not one available, the following procedure must be used.

- Hot soapy water to wash the dishes
- Clean rinse water
- Add **School Board approved products** to hot water for sanitary purposes and rinse again. Ensure correct dilution by using appropriate test strips.
- Air dry all dishes (as a last resort, if time or space do not allow for air drying, dishes may be towel dried).
- Alternatively, disposable products can be used.

10. Highchairs must be disinfected before and after each use. Any solid matter will be disposed of, and then the seat, tray and straps will be cleaned and disinfected prior to feeding another child. Feeding areas should be cleaned of all food debris and tables wiped and disinfected once all children have finished and left the table. The floors will be swept after each meal, and mopped if required (Spills, sticky spots, stained, etc.)

General Practices:

1. Toys and equipment are typically disinfected with an approved product on a weekly cleaning schedule in the Preschool, Kindergarten and School Age programs. Toys and equipment will be disinfected on a daily cleaning schedule in the Infant and Toddler rooms on any regular day. Any toy that has been mouthed will be removed from play once the child has finished and placed aside to be cleaned and disinfected. **The frequency of disinfecting toys and materials in all program rooms will increase to after each use in the event of a pandemic, illness, or outbreak at the centre.**
2. According to the local public health, proper and frequent handwashing is the single most effective way to reduce the spread of illness and infection. Sundowners staff will encourage children to effectively participate in handwashing throughout the course of the day. Staff and children must wash their hands:

Children:	Staff:
<ul style="list-style-type: none"> • When they arrive at the child care centre and before they go home • Before AND after eating and drinking • After a diaper change • After using the bathroom • After playing outside • After sneezing or coughing • If hands are visibly dirty 	<ul style="list-style-type: none"> • When they arrive at the child care centre and before they go home • Before and after handling food (raw, cooked, pre-packaged), preparing bottles or feeding children • Before and after giving or applying medication or ointment to a child of self • After changing diapers • After assisting a child in the washroom • After using the toilet

	<ul style="list-style-type: none"> • After contact with body fluids (runny nose, spit, vomit, blood) • After cleaning tasks • Before putting on gloves and after removing them • After handling garbage • Whenever hands are visibly dirty
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3. Shelves in all program rooms will be thoroughly disinfected on a weekly cleaning schedule. **During times of pandemic or outbreak, this will increase to once daily to reduce the spread of infection.**
4. Tables and counter tops will be disinfected before and after each use.
5. Cots, cribs, and crib mattresses should be disinfected on a weekly basis unless they are being shared between children on alternating schedules or are soiled. In that case they should be cleaned and disinfected at the conclusion of rest time for the day. Cot and crib linens will be washed on a weekly basis, unless soiled. **During a pandemic or outbreak, cribs, cots, and crib mattresses will be disinfected daily, as well as the linens.** Cots and cribs should be inspected daily for hazards that may cause harm to a child. If a cot or crib is broken, damaged or missing pieces, it will not be used. Report the damage to the Supervisor who will work with Administration to get a replacement if needed.
6. Surfaces of walls, doors and door frames, windowsills and frames, will be free of fingerprints, paint, dirt, and smudges. Supplies to have on hand: cleanser, disinfectant, water, cloths, and **School Board approved products.**
7. Appliances including refrigerator, stove, microwaves, kettles, coffee makers, toasters, etc. will be clean, and free of grease, crumbs, and streak marks.
8. Furniture including all tables and chairs, all cupboards, all cubbies, all shelving will be clean, and free of dirt, food, paint, and dust. Supplies to have on hand: cleanser, disinfectant, water, mop, bucket, and vacuum cleaner.
9. Sinks/Toilets including bathroom, kitchen, food preparation area, and classroom will be clean, and free of stains, paint, food, and dirt. Supplies to have on hand: toilet cleaner, toilet brush, sponges, and cleanser.
10. Kitchen counter tops, sinks, and cutting areas are to be disinfected with **School Board approved products.**
11. Laundry baskets must be cleaned and disinfected in between uses.
12. Floors must be swept frequently throughout the day and mopped daily.

Identified positive case or a staff member/child discloses they are being tested for COVID-19:

1. Gather all supplies needed in order to carry out deep cleaning duties.
2. Staff will wash their hands, put on disposable latex free gloves, as well as a medical mask and eye protection.
3. Any surface/toy/area the symptomatic or positive individual has come in contact with will be deep cleaned using school board approved disinfectant (Oxivir TB.)
4. Disposable paper towels or cloths should be used when disinfecting and then placed in a bag and sealed prior to disposal.

5. When gloves are removed, they will be placed in a bag and sealed. The staff member will then wash their hands for a minimum of 20 seconds with soap and water.
6. The staff will then remove their mask and replace it with a fresh one, as well as disinfect goggles or use a new face shield.

Diapering Procedure:

1. Gather all supplies needed to complete the diaper change.
2. Lifting children should be kept to a minimum. Children should be changed in a standing position whenever possible.
3. Staff will wash their hands and then put on disposable latex free gloves. A mask and face shield/ eye protection will be worn.
4. The child will then be placed on a clean changing surface and the soiled diaper removed.
5. Children will never be left on a change table or pad unattended.
6. Using a wet disposable cloth, clean the skin starting at the front and then moving to the back. All soil will be removed, making sure to not miss any in skin creases. Each wipe should be made with a clean area of the cloth.
7. Replace with a fresh diaper and help the child wash their hands thoroughly.
8. If the diaper is cloth, remove any solid matter into the toilet, and place the cloth diaper into a labelled bag to return to the parent. If the diaper is disposable, put in a plastic bag and place in the trash.
9. Clean and disinfect both change pads and tables, and any soiled supplies, and then dispose of non-latex gloves.
10. Staff must wash their hand with soap and water for at least 20 seconds after gloves are removed.

Toileting Procedure:

1. Whenever a staff is required to assist a child in the washroom, non-latex gloves must be worn. Handwashing should take place both before and after wearing gloves. Masks and face shields/ eye protection will be worn while assisting in the washroom.
2. If a potty seat is needed, it must be disinfected after each use, and hung up for the next child.
3. If a child has wet or soiled clothing, staff must gather the child's dry clothes and wear gloves while assisting.
4. Any solid matter will be placed in the toilet and the undergarments and/or soiled pants will be placed in a labelled plastic bag and sent home with the child.
5. If there is urine on the floor or carpet, it should be soaked up with disposable paper towels. They will then be placed in a plastic bag, secured, and disposed of immediately. The area will then be cleaned and disinfected.

Handling Bodily Fluids:

1. Any staff attending to a child's bodily fluids must wear nitrile gloves, a medical mask and face shield. This includes, vomit, blood, excessive drool, urine or feces.

2. If a child has excessive drooling, bibs will be used. They should be monitored and replaced multiple times throughout the day to avoid soaking through their clothing. Wet bibs will be washed daily. Parents may be asked to provide bibs for their child if the drooling is truly excessive.
3. Any staff member assisting a child with first aid is required to wear gloves, a medical mask and face shield/ eye protection. Any blood-stained material will be secured in a plastic bag and disposed of.
4. When handling vomit, staff are required to dispose of any solid matter on the child's clothing in the toilet. All clothes will be secured in a plastic bag and sent home during departure.
5. The soiled area should be cleaned and disinfected.
6. Both the child and staff are required to wash their hands after removing gloves or once cleanup has taken place.
7. Any incident involving blood or vomit should be reported to the Supervisor who will decide whether the child will be sent home.

Wading/kiddie pools and water tables:

- Will not be used during an outbreak or pandemic

Contact information for local Health Unit: **Windsor Office:** (519)-258-2146

<https://www.wechu.org/>

Illness (Child) Policy

The purpose of the illness statement is to minimize the spreading of illnesses and ensure healthy environments for children and staff. This procedure is designed with the interests of the ill child as well as the other children in the program.

PROCEDURE

Guidelines from the Windsor-Essex County Health Unit are followed when involving communicable disease and/ or a pandemic.

1. Parents/guardians should be reminded regularly that ill children should remain at home. Any symptoms of ill health will result in the child being isolated from others and arrangements will need to be made to pick up the child.
2. Normal average temperatures taken under the arm ranges from **35.9-36.7 degrees Celsius and/or 96.6-98.8 degrees Fahrenheit**. Exercising and warm weather, as well as individual variances can cause differences in body temperature.
3. If a child has an under-arm temperature of **37.8 degrees Celsius or 100 degrees Fahrenheit** this may be a low-grade fever. If a child has a fever, they are to be isolated with a staff member and the parent/guardians called to pick up immediately. Supervisors

will choose a secluded area for children and staff to be if they begin exhibiting symptoms. This area will be thoroughly cleaned once the child and/or staff have left.

4. The parent/guardian will be notified that their child needs to be picked up within 45 minutes when:
 - The child has diarrhea two consecutive times in a row without explanation (medication, dairy products etc.)
 - The child vomits due to illness
 - The child begins to exhibit cold and/or flu like symptoms
 - The child seems generally unwell
5. In other situations when a child is complaining of aches, or discomfort, is lethargic, develops a rash, or has a visible discharge for the eyes, nose, or ears they will be assessed by the staff and Supervisor. It is the responsibility of the Supervisor to determine the need to contact the parent/guardian.
6. If a child appears to be ill, the child will be separated from other children until the parent has made arrangements to take the child home. The child will remain supervised, and the supervising staff member will be required to wear personal protective equipment, including but not limited to a medical mask, face shield, nitrile gloves and gown or disposable plastic covering. If tolerated, the ill child will be asked to wear a mask if displaying symptoms including coughing and/or sneezing.
7. When a child goes home due to illness a staff member will complete the Illness Form. This form is to be kept in the child's file and a notation made in the Communication Log Book. If a child is suspected to have Covid-19, an incident report must be completed and submitted/ reported to the Early Years Program & Operations Coordinator immediately. The EYPOC will file any applicable Serious Occurrences. Parents will be asked to notify the Windsor-Essex Health County Health Unit at ext. 1420 if Covid-19 is suspected in their child.

Daily Written Record/Communication Log

Sundowners is required to keep a record of the significant events that affect the health, safety or well-being of all staff and children. Sundowners will also use this tool to communicate important information between staff members, as well as the supervisor.

Procedure:

1. The supervisor will ensure there are adequate copies of Sundowners Communication Log which will be kept in the Communication Log Book at each site.
2. The Communication Log Book will be kept in area directly accessible to staff. The location will be determined by the supervisor of the site.

3. Each day will consist of a minimum of one page. The correct date, site name and site number will be recorded on the top of each page. If there is no information to include in the written record and no messages or phone calls were received a comment will be included that there is nothing to report.
4. The RECE, or designate, in the classroom will be responsible to record a summary of any incident affecting the health, safety or well-being of any child or staff member at the centre, in addition to following regular procedures for the event itself. This will include, but is not limited to a summary of a situation in which a parent was contacted to pick up an ill child, incident reports, ouchie forms and staff accident reports. Examples of possible summaries:
 - The playground was unavailable for use today because of replacement of fence on the north side. Children were taken out in small groups to observe machines for digging.
 - John ate very little at lunch and his temperature when he woke up from his nap was 101 F. Called mom and she picked him up at 2:25
 - Jill tripped going up the ramp. Scrapes on hands and knees. Ouchie completed.
 - John's mom called to let us know he still isn't feeling well and is going to stay with grandma today.
5. The RECE or designate will record a brief summary of any child who arrives with an injury.
6. Any approved visitors to the centre will be recorded in the Communication Log Book. This includes their name, their time of arrival and departure and their reason for being on site.
7. Any messages on the answering machine will be recorded by the person listening to the message.
8. All phone calls received must be recorded in the Communication Log Book.
9. Any information provided by a parent that may impact a child and their care will be recorded (including but not limited to: changes to pick up/drop off arrangements, reasons for a child's absence, changes to feeding arrangements for the day, concerns that require follow up.)
10. Any information regarding the program will also be recorded by the supervisor or the RECE/designate. This may include information about staff absences, supply staff, program visitors, health/fire inspections, field trips, etc.
11. All messages will be recorded in ink. White out will not be used. The record will include the time, the name of the person recording the message and a description of the message.
12. All staff are required to review and sign (full signature) each message that is recorded since the last time they reviewed the log.
13. All staff are required to review the log at a minimum of the beginning of their shift, when returning from break and prior to leaving at the end of their shift.

14. The Communication Log will include pages for the enrollment period (September to August.) The supervisor will be responsible to set up the Communication Log Book in September and file the previous Communication Log Book. The log book will be kept for a minimum of three years.

Pick up/ Drop off and Screening Procedures

Sundowners is required to comply with screening procedures set out by the Ministry of Education and the local Public Health Unit. All staff, children and approved visitors will be required to complete the online school and child care screening tool prior to entering the child care centre. This will be completed both at home, and at the site upon arrival. Visitors will be required to complete the online questionnaire at arrival, complete a temperature check which will be recorded on the visitor tracking sheet, along with a confirmation that they have reviewed the screening questionnaire and have passed prior to entering the site. Parents are asked to refrain from entering the child care centre, except in emergency situations deemed necessary by staff and/or the supervisor. If a parent is required to enter the centre due to an emergency, they will complete the screening tool and sign the visitors' log. Parents will be asked at morning drop off in the before school program if their child has passed screening, and then a staff member will complete the online screening tool with the parent/child to validate that screening has taken place, as well as take and record the child's temperature.

Staff are required to complete the online screening tool prior to arriving at work. It will then be completed again upon arriving at work. Staff will screen each other whenever possible. If a second staff member is not available to complete screening, the employee may be permitted to self-screen. If it cannot be completed online at home, the staff should review the hard copy of questions and then complete online screening when arriving at work.

- One staff will be designated the "Screener" and will be required to sign all children in and confirm completion of online screening. If a site only has one cohort, staff are permitted to share the screening responsibilities. This staff will also be responsible for walking children to and from their respective program rooms.
- This staff member will wear personal protective equipment to protect herself, as well as others while carrying out the screening process. This includes but is not limited to non-latex gloves, a medical mask, and a face shield/ eye protection. Other forms of PPE may be used, including a gown if deemed necessary. The screener should encourage a 2-meter distance between themselves and the children/ parents whenever possible.
- All children, staff, parent/guardians, and approved visitors will be required to participate in some form of screening prior to entering the child care centre.
- Parents are required to confirm all emergency information for their child is correct and provide a valid email address for future communication if/when necessary on their first day.
- Any approved visitors must leave contact information as well as entry/departure times to ensure we are able to contact them if required for contact tracing. This will

be recorded on the visitor tracking sheet which will remain onsite in a “Visitors Folder/Binder.”

- All tracking tools, as well as a link to the online screening tool can be found in the appendices.
- Each location will have a screening area set up with a table, hand sanitizer, and Kleenex available. Infrared Thermometers will also be on hand for staff to take accurate temperature readings if necessary. Hand sanitizer should not be placed in areas that are easily accessible to children. Tables will be used as a barrier to encourage proximity, and lines placed on the ground for social distancing. Revised Screening guidelines will be posted for parents and staff to utilize in the event that they forget to complete screening prior to arrival, as well as for visitors to review.
- Upon successful screening, the screener will walk the child to the applicable classroom, any personal belongings will be placed in their cubby, and they will wash their hands. Cubbies should not be shared with multiple children at this time. If a staff, child or visitor indicates that they have failed screening, (Fever, cough, shortness of breath, etc.) they **WILL NOT** be permitted to enter the child care centre. The child care centre screening personnel will notify the Supervisor if a child/parent or staff fails screening. Sundowners is not required to contact the Health Unit if an individual has failed screening.
- Staff are required to sign children in and out for the day as parents are not permitted in the centre. Screening staff should have a copy of daily sign in sheets, so they are aware who is scheduled to attend each day and which program room they are part of.
- Visible signage will be posted at all entrance ways indicating that screening will take place prior to permitting children into the child care centre, as well as reminding parents that ill children should remain at home. Signage will also indicate that parents are required to complete screening as well, including daily temperature readings.

Ratios, Maximum Group Sizes and Staffing

Ratios & Maximum Group Sizes:

Sundowners is required to follow the direction of the Ministry of Education, as well as the local Public Health Officials.

- Staff will be assigned a program room and will be required to remain in the same classroom and should not be moved to other classrooms whenever possible.
- Each group must stay together for the duration of the day and are not permitted to mix with other groups of children. This includes blending at the beginning and/or end of the day.
- Reduced ratios are permitted as set out under the CCEYA, however groups are not to be mixed with other groups at any time.

Staffing:

1. Regular Staff should work at one location only during the pandemic wherever possible.
2. Supervisors and/or designates should limit their movement between rooms, and only do so when absolutely necessary. Supervisors will continue to manage multiple sites, however onsite visits will be limited at this time. Site specific plans will be developed indicating how this will look moving forward.
3. Supply/replacement staff should be limited to one site for a minimum of 7 days whenever possible.

At this time, there will not be in person staff meetings, between supervisors and staff or between administration and supervisors. All meetings will be held through some form of video call if a meeting is required. Sundowners Management Team will limit onsite visits, however if deemed necessary, proper screening will take place prior to entering any location. Our priority remains the health and safety of all children and staff.

Supervisor's will refrain from conducting in person site tours with prospective toddler/ preschool families and should look for alternative methods of showing their programs (ie.Virtual tours, photos without children, etc.)

Physical Distancing

Staff, children and visitors will be asked to maintain 2-meters distance from one another while at the child care centre. Medical masks and eye protection (Face Shield or goggles) are mandatory for all staff working in child care effective September 1, 2020. Effective January 25, 2021, all children in grades 1 and up will be required to wear cloth or non-medical masks while in attendance. Masks are not mandatory for children ages 2 to SK, however they are encouraged. Child care staff will also be encouraged to maintain a welcoming and caring environment for children even with the demands of physical distancing.

Physical distancing is less practical with very young children, however it still should be encouraged. Toddler and Preschool children will be encouraged to focus more on minimizing physical contact rather than always being 6 feet/ 2 meters apart during play. Educators should provide a variety of activities in multiple places in the classroom to promote physical distancing (Eg. 3 separate areas for painting, 3 areas for gross motor play, etc.) Activities should be offered that do not involve shared objects or toys. Children will be strategically placed while seated for lunch to observe physical distancing. Snack times will be "Open," and children encouraged to eat when they are hungry while seated 6 feet/ 2 meters apart from one another. During rest time, children should be placed 6 feet/2 meters apart whenever possible. If this is not possible, then children should be placed head-to-toe or toe-to-toe to avoid potential spread.

Kindergarten, School Age children and staff will be encouraged to maintain 6 feet/2 meter distance at all times. This includes during free play, while playing outside, during lunch and/ or snack time and while participating in activities. Children who live in the same household (siblings) will not be required to social distance.

Educators should plan to spend many hours per day outside on the playground. Stationary playground equipment is to be closed, as well as sand boxes, sensory bins, and pools. Social distancing will be easier with more space outdoors. Plan to bring a variety of activities outdoors that can easily be sanitized multiple times per day. Sprinklers are permitted in the summer months if children can maintain social distancing while utilizing them. Outdoor materials can be shared within the group while outdoors, and should be cleaned and disinfected at the end of the day or between groups if the materials are shared with other classrooms.

If multiple groups are utilizing the same indoor space (i.e. gym), then a floor to ceiling temporary physical barrier must be used to separate the two groups, and at least 2 meters distance is maintained. If multiple groups are utilizing the same outdoor space, 2 meters distance must always be maintained between the two groups.

Equipment and Toy Usage

Toys and equipment should be limited to items that can easily be disinfected multiple times per day. Items that are not easily cleaned should be placed in storage and not taken out unless the okay has been given from the Ministry and/or local public health. Items that should be placed in storage include but are not limited to the following:

- Plush Toys
- Books, pillows
- Wooden blocks, wooden loose parts
- Blankets (Used in the house centre, etc.)
- Carpets (Should be rolled up and placed in storage)
- Dress up materials (hats, dresses, uniforms, etc)
- Plush dolls that cannot be sanitized
- Puzzles (cardboard, cannot be sanitized frequently)
- Any other material that cannot be cleaned on a frequent basis

Toys should be cleaned and disinfected **after each use** and should not be shared with other programs or groups of children (Attached Disinfecting tracking tool in Appendix D). Programs will refrain from using group sensory materials, including but not limited to the following items:

- Water
- Sand
- Noodles
- Rice
- Slime, goop
- Play dough, moon sand

These items cannot be disinfected after use and therefore will not be used in a group setting. Please look at alternative options for sensory play such as providing each child with a sensory “material” for them to use on their own, and then place it in a sealed container labelled with their first and last name for use at another time. These will not be shared with other children. Toys

from home will not be permitted at any of the child care centres. Staff may be permitted to bring in materials from home only after speaking with their supervisor for approval.

Any time a toy goes in a child's mouth, it must be placed in a labelled bin and sanitized immediately after the child has finished with it. If another group wishes to use equipment from another room, it must be thoroughly disinfected prior to moving.

Toys and equipment should be spread throughout the classroom, encouraging physical distancing for all activities. Toys and equipment can also be brought outdoors to incorporate into play. All outdoor toys will be disinfected prior to leaving the playground if shared with other groups of children. This includes bikes, balls, skipping ropes, frisbees, toys brought outside, etc.

Lunch and/or Snack Routines

Snack should be offered throughout the morning and afternoon and made available as "Open." This allows for children to eat when they are hungry and makes social distancing possible while seated at the table. Staff will be available to serve snack in individual portions to the children.

Lunch will be staggered in two groups. Half the group will be seated for lunch while the remaining children continue to engage in activities. Once the first group has completed their lunch and it has been cleaned/sanitized, the second group will be seated for lunch while the first group engages in activities. If it is possible to have the whole group seated at once while maintaining 2 meters between children, the group is permitted to eat together as one.

Staff are required to serve all children snacks and/or lunch items in individual portions. Children are not permitted to assist in preparing food, handing out dishes, pouring milk or water, or use utensils to retrieve their own food items. Staff are required to use utensils and serve all food items. Utensils are not to be shared.

Children with special diets, or situations that have been prearranged with the Supervisor are permitted to bring a bagged lunch into the centre. The bag must be labelled, and the children reminded that sharing food is not an option at Sundowners. Only the child who brought the lunch is permitted to eat from and touch the lunch.

As a reminder, staff and children are to exercise proper hand hygiene prior to serving, and/or eating food, as well as after. All tables should be disinfected prior to eating, and again afterwards. Clean dishes will always be kept separate from dirty dishes, and all dishes will be properly washed, rinsed, and sanitized prior to air drying.

Staff Lunch/ Breaks:

Any staff requiring a break and/or lunch will be asked to maintain social distancing in the break room (If using). Breaks should be staggered to avoid congestion, and all protocols must be followed if remaining onsite.

All staff are required to wash their hands when returning to work, prior to interacting with children, preparing food, or gathering materials for an activity. The movement of staff to cover breaks will be kept to a minimum whenever possible.

Staff members, supervisors and children are only required to complete screening once per day at each location. If a staff member or supervisor leaves the site for lunch, or during a split shift, screening is not required upon return to the child care centre. Staff will be held responsible to advise their supervisor if anything has changed throughout the day that would prevent them from attending work. A minimum of two hours' notice is required when advising the supervisor of the change to allow for adequate time to book a supply.

Staff Training

All staff will be required to receive training on proper use of PPE, hand hygiene, proper cleaning and disinfecting procedures, screening procedures, physical distancing requirements, and what to do if a child or staff begins to display symptoms. Staff will be expected to read and abide by the statements within the Pandemic Plan Binder. ***When updates have been made to the Pandemic Binder, staff are required to re-read the plan and sign off that they have done so.*** Staff are encouraged to ask questions and seek clarification whenever needed. Sign offs will be required from all employees upon completion of training.

Key Messages:

COVID-19 is believed to spread from person-to-person, often through droplets from coughing or sneezing. The virus is also believed to spread by people touching a surface or object and then touching their mouth, nose, or eyes. Current evidence suggests that the virus may be active for days on some surfaces.

How do I protect myself?

- **Practice good hygiene!**
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue
- Clean and disinfect frequently touched objects and surfaces
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

Appendix A - Sundowners Day Care & Resource Centre – Screening

Child Care Health Screening

To be used in conjunction with the Online Provincial Screening Tool at drop off.

Date: _____

<u>Preschool</u>	Indicate Pass or Fail	Temperature Reading	<u>School Age</u>	Indicate Pass or Fail	Temperature Reading
<u>Names</u>			<u>Names</u>		
<u>Staff</u>	Indicate Pass or Fail	Temperature Reading			
<u>Names</u>					



Appendix A-1 - Covid-19 Screening Reference

Please see attached document "COVID-19 Screening Tool for students and children in school and child care" or the link below:

[Coronavirus \(COVID-19\) school screening \(ontario.ca\)](#)



Appendix A-2 – Screening Agreement

SCREENING AGREEMENT

Site # _____
Customer Code _____
(for office use only)

I, _____ (Parent/Guardian Name) acknowledge and understand that it is my responsibility to disclose information regarding Covid-19 to the child care centre that my child attends. I understand that by signing below, I am agreeing to provide accurate screening ***results prior to arrival on a daily basis*** and any changes to the health of my child with regards to contact tracing and child care.

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

Parent Signature: _____

Witness Signature: _____

Date: _____

Please complete this screening agreement indicating that screening will take place prior to dropping off your children at the child care centre and accurate results will be shared.



Appendix C – Daily Toys & Materials Disinfecting Tracking Sheet

Daily Toys & Materials Disinfecting Tracking Sheet

Site Name & #: _____ Program Room: _____

Date: _____

Toys & Materials <i>List of all Materials</i>	Date & Time <i>Enter the date and time the toys were cleaned</i>		Staff Name <i>Who Completed Cleaning</i>	Initial <i>Upon Completion</i>

**All toys & materials will be thoroughly disinfected after each use.*

Appendix D – Email Agreement Form



EMAIL AGREEMENT FORM

Site # _____ Customer Code _____ (for office use only)
--

Parent Name(s): _____

Email Address 1: _____

Email Address 2: _____

Optional

I acknowledge and agree to receive email notifications from Sundowners Day Care & Resource Centre. I understand that I am responsible to notify Sundowners Day Care & Resource Centre when I no longer wish to receive email notifications or if my email address has changed.

Parent Signature: _____

Date: _____

Appendix E – Liability Waiver



LIABILITY WAIVER – COVID-19

Site # _____
Customer Code _____
(for office use only)

I, _____ (Parent/Guardian Name) acknowledge and understand that the services, sanitary practices and screening processes provided by Sundowners Day Care & Resource Centre during the Covid-19 Pandemic are as safe as possible for my child/children. I hereby waive any liability of Sundowners Day Care & Resource Centre as a result of contracting a communicable disease.

Parent Signature: _____

Witness Signature: _____

Date: _____



Appendix F – Staff Sign Off

STAFF ACKNOWLEDGEMENT OF PANDEMIC POLICIES & PROCEDURES

I _____(Employee Name) have read and understand the Pandemic Plan Binder in its entirety, and agree to uphold the guidelines within. I understand the importance of maintaining overall cleanliness, as well as encouraging social distancing at all times. I understand that I must abide by all expectations found within the Pandemic Plan and failure to do so could result in disciplinary action up to and including termination.

I understand that it is my responsibility to seek clarification on anything that I am unsure of and work with my Supervisor to ensure I fully understand what is required to maintain a healthy and safe environment for all children and staff.

Date: _____

Name of Employee: _____

Signature of Employee: _____

Name of Supervisor: _____

Signature of Supervisor: _____

Cc: Personnel File

Appendix G – Covid-19 Cleaning and Disinfection Chart

Diapering Station	What to Do	After Each Use	2-3 times per day	Weekly
Diaper change mat	Clean & Disinfect	X		
Diaper change table	Clean & Disinfect	X		
Hand sink	Clean & Disinfect		X	
Toys	What to Do	After Each Use	2-3 times per day	Weekly
Mouthed Toys	Clean & Disinfect	X		
Toddler/Preschool	Clean & Disinfect	X		
Kindergarten/School Age	Clean & Disinfect	X		
Homemade Playdough	Each child should be given their own portion to store in a bag for their use only.	Single child use only		
Sensory/ Water play bins	Not to be used			
Outdoor toys (Stationary Equipment not to be used)	Clean & Disinfect	Cleaned between groups		
Plush Toys & Dress up clothes	Not to be used			
Natural Items	Not to be used			
Sleeping Items	What to Do	After Each Use	2-3 times per day	Weekly
Cots	Clean & Disinfect	X		
Bedding and linens	Launder – Single child use only	X		
Personal Items & Hygiene	What to Do	After Each Use	2-3 times per day	Weekly
Bibs & cloth towels	Lander	X		
Combs & brushes	Clean & Disinfect	X		
Soothers/pacifiers	Clean & Disinfect	X		
Flooring	What to Do	After Each Use	2-3 times per day	Weekly
Carpets	Not being used at this time			
Floors and Mats	Sweep, wet mop with low-level disinfectant		X once per day	

Furniture	What to Do	After Each Use	2-3 times per day	Weekly
Activity Tables	Clean & Disinfect	X		
Fabric upholstered furniture	Remove during pandemic			
High Chairs	Clean & Disinfect	X		
Shelves	Clean & Disinfect		X Once per day	
Classroom Chairs in shared space	Clean & Disinfect		X	
Washrooms	What to Do	After Each Use	2-3 times per day	Weekly
Potty chairs & toilet seat inserts	Clean & Disinfect	X		
Toilets	Clean & Disinfect		X	
Hand Sinks/ Soap Dispensers	Clean & Disinfect		X	

To be posted at each Sundowner's location in each program room.

Appendix H – Important Signage to be Posted

Please ensure these are posted by each entrance to the centre:

Sanitize before entering - [srtbsanitizebeforeenteringsign.pdf \(wechu.org\)](#)

Do not enter if you are sick - [srtbdontenterifsicksign.pdf \(wechu.org\)](#)

Wear a mask before entering - [srtbwearmasksign.pdf \(wechu.org\)](#)

Screening Tool (Hard Copy for children only) - [COVID-19 Screening tool for students and children in school and child care \(ontario.ca\)](#)

Please ensure these are posted by each hand washing sink in the centre:

Wash your hands - [srtbwashhandssign.pdf \(wechu.org\)](#)

Signs should also be posted that notify parents of screening requirements, “Do Not Enter, Please Wait for Screener,” “Please call 519-###-#### if a screener is not present,” etc.

Appendix I – GECD SB Specific Protocols

For Sundowners locations that use shared space, the following protocols will be used:

- All staff will sanitize their hands prior to accessing the site and will then wash their hands upon passing screening. Sanitizer will be available at the screening table for students and staff to use.
- All screening locations will be confirmed with the school principal prior to use. Screening stations will be set up prior to the start of the program and taken down once it has ended.
- All GECD SB staff have been screened prior to their arrival at the school. We are not responsible for screening; however, they should sign our visitor log in the event that contact tracing is required.
- Isolation spaces should be shared with the school in shared space wherever possible. Sundowners will confirm which space is best to use prior to the start of the school year.
- Sundowners will work directly with school principals to determine the best washrooms for the children to use and the times that they will be available. Only one group of children will be permitted to access the washroom at one time and the washroom should be cleaned between groups by Sundowners staff.
- Sundowners will work with the onsite custodians to determine the best time of day for them to clean our designated washrooms.
- All GECD SB appliances have been removed. Sundowners will ensure that all of our appliances and dishes are cleaned and disinfected per our guidelines.
- If there is not a hand washing sink available inside the classroom, Sundowners will supply hand sanitizer for frequent hand washing.
- Child care staff are responsible to launder their clothing daily after work.
- Sundowners staff will ensure that any blood or bodily fluids are double bagged prior to discarding.

As per our “Site Specific Information”:

- Before school, shared spaces will have been cleaned the evening before by the GECD SB custodians.
- 30 minutes before the school bell rings students will go outdoors/gym with Child Care staff.
- Child Care staff will clean the shared space -Cleaning will include disinfecting all chairs, tables and spaces used. Washroom cleaning will include toilets and sinks. Toys will not be shared between the school and child care at this time.
- 15 minutes before school, students will go to school supervision in their classrooms.

- When the bell rings at end of the day Before/After School students will go outdoors, to the gym or the transition space with Child Care staff. GECDSD custodians will clean and disinfect the tables and chairs in the Before/After School space after the school day has ended.
- 15-30 minutes after school is done students can go to shared space (**depending on the size of the program more time may be required to clean**)
- After Child Care is finished the custodian will clean all shared spaces

Appendix J – Screening Updates

- **Before & After Sites:** Assistant Supervisors will review the screening sheets for both staff and children each day to ensure everyone has passed screening. Once they have been reviewed, the Assistant Supervisor will date and initial beside the daily screening indicating that it has been reviewed. If the Assistant Supervisor is unavailable, another staff member should be designated to review the screening sheets in their absence.
- At least once per week, the Supervisor will review the screening sheets either in person or virtually through scans to ensure they are completed and that they have been reviewed by the designate prior to filing them.
- **Full Service Sites:** Supervisors will be responsible for reviewing staff and children screening sheets daily at their home sites. This will include a date and initial next to the date being reviewed. If the Supervisor is unavailable, a staff member should be designated to complete this task.

As a reminder, anyone who does not pass screening should not be permitted into the building. Please continue to follow all applicable polices and procedures related to screening of employees, children, and approved visitors.