



**SUNDOWNERS DAYCARE & RESOURCE
CENTRE**

COVID-19 Pandemic Plan

September 16, 2021

Highlights of Changes:

September 16, 2021

Page 6 - *How is it determined when ill children and staff are fit to return to the childcare centre?*

- Additional information has been provided to outline resources used when determining when ill children and staff are permitted to return to the childcare setting.

Page 14 – COVID-19 Resources

- Updated version of WECHU COVID-19 Guidelines for Child Care Centres, Version 10 – September 13, 2021

INTRODUCTION & OVERVIEW

Sundowners will continue to focus on supporting the health, safety, and well-being of students, families, and staff. Sundowners will follow the guidelines and recommendations of the local and provincial Medical Officers of Health, the Ministry of Education, and local school boards.

LICENSING REQUIREMENTS

Group Sizes & Ratios

Program groups are permitted to return to the pre-pandemic maximum group size under the Child Care and Early Years Act (CCEYA). Each group should stay together for the duration of the day and as much as possible should not mix with other cohorts of children. This includes blending at the beginning and/or end of the day. Reduced ratios are permitted as set out under the CCEYA if cohorts are not mixed.

Staffing

Movement of supervisors, staff, and field placements students between childcare locations and between licensed age groups is permitted. Sundowners will strive to reduce the movement of staff and children between cohorts to minimize potential for transmission. Sundowners Management Team will review on a case-by-case basis. Upon entering a program room staff will log the time spent with that specific cohort on a [Staff Tracking Log Appendix A](#), this form is to be forwarded to the site supervisor or designate Friday afternoon of each week. Supervisors will continue to manage multiple sites; however onsite visits will be limited at this time. Site specific plans have been developed with an onsite designate to contact the supervisor or Sundowners Management Team as required.

In person meetings, will be limited at this time. Whenever possible, meetings will be held through video or conference call. Sundowners Management Team will limit onsite visits, however if deemed necessary, proper screening will take place prior to entering any location.

Supervisors will refrain from in person site tours with perspective families. Alternative methods such as virtual tours and sending classroom photos without children, and playground visits are recommended. Consideration may be given on a case-by-case basis with approval from Sundowners Management Team. Staff requiring a break and/or lunch will be asked to maintain social distancing while using the staff room. 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 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. When updates have been made to the Pandemic Plan, 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 [Appendix B – Staff Acknowledgement of Pandemic Policies and Procedures](#).

HEALTH & SAFETY REQUIREMENTS

Working with Local Public Health and Local School Boards

The Ministry of Education provides guidance on how to operate during the COVID-19 pandemic. Childcare providers must also follow the advice of the local public health unit, and local school boards when establishing health & safety protocols, even if this results in regional differences in these protocols.

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
- Wear appropriate PPE
- 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.
- Review Sundowners COVID-19 Immunization Disclosure Policy

Enhanced Cleaning Protocols

Sundowners will follow all existing procedures with regards to cleaning within in the childcare centre. In addition to those procedures, the following enhancements will also apply:

- Focus is on regular hand hygiene to reduce the risk of infection related to high touch surfaces. Enhanced hand washing for staff and children has been outlined in in [Appendix C COVID-19 Enhanced Cleaning Chart](#) to be posted in all Sundowners Classrooms
- Age-appropriate hand washing signage has been provided and will be posted in each program room and washroom to encourage proper hand washing with soap and water.
- Frequently used surfaces or objects will be regularly cleaned and disinfected to reduce the risk of exposure per the [COVID-19 Enhanced Cleaning Chart in Appendix C](#)
- All surfaces should be nonporous and easily cleanable
- Garbage will be removed regularly
- Enhanced cleaning supplies and PPE will be provided including the following: Non-Latex Gloves, Diversey Oxivir TB – Hospital grade one step disinfectant, paper towels, hand soap, Kleenex, thermal thermometers, alcohol-based hand sanitizers, masks and face shields.
- All cleaning and disinfecting will be recorded on [Sundowners Daily Toys & Materials Disinfecting Tracking Sheet in Appendix D](#), these records are to be kept on site for 8 weeks
- All programs within the GECDsB have additional protocols with regards to Enhanced Cleaning and Responsibilities outlined in [GECDsB Specific Protocols - Appendix E](#).
- Masks and other Personal Protective Equipment (PPE)

When do Children have to wear masks?

Children attending kindergarten and/or school age programs will be required to wear properly fitted non-medical or cloth mask while indoors. Children are not required to wear masks outdoors, but physical distancing should be encouraged. **Where physical distancing cannot be maintained, mask use is recommended.** Parents/Guardians are responsible for providing children with a non-medical mask, and children will require a way to store their mask when not in use.

The WECHU recommends that all children over the age of two wear a non-medical or cloth mask that covers the mouth, nose, and chin. Masks are not recommended for children under two years of age.

When do staff/visitors have to wear masks/eye protection?

All employees, visitors, field place students are required to wear medical masks indoors and outdoors while at a childcare setting, including hallways and staff rooms.

Based on recommendations from the WECHU, eye protection (goggles, face shield) will be required for all employees and visitors. This includes during all time spent indoors and outdoors, especially when in close contact with another person or with any child that is unmasked.

Use of gloves

Proper glove-use along with frequent hand hygiene is recommended only when there is a potential of encountering blood or other bodily fluids such as phlegm, stool, urine, or vomit. Glove use does not replace frequent hand hygiene. Appropriate gloves (as recommended by the manufacturer) should be worn when using disinfectants.

PPE Exemptions

Parents or employees who are requesting exemptions to the personal protective equipment policies will do so in writing to their site supervisor. Supervisors will work with the appropriate coordinator to determine next steps.

Screening for Symptoms

How are children and staff screened for COVID-19?

- Sundowners will utilize the provincial screening tool for schools and licensed childcare centres: <https://covid-19.ontario.ca/school-screening/> this screening tool is updated regularly, and additional processes may be enhanced based on recommendations from the local public health unit.
- Visible signage will be posted at the screening entrance indicating that screening will take place prior to permitting children into the childcare centre, as well as reminding parents that ill children should remain at home.
- Parents/guardians (on behalf of their children) and staff are required to complete the above screening tool prior to arriving at the centre. Proof of successful screening will be required upon arrival. If proof is not available, in person screening will take place at the entrance to the centre.

- Results of the screening or confirmation of successful screening will be recorded on the [Child Care Health Screening Appendix F](#) form for children. Staff will be required to record their screening results on [Appendix G Required Information for COVID-19 Staff Screening](#). These documents will be kept on site for a minimum of 8 weeks. These Screening documents are to be forwarded to the site supervisor or designate Friday afternoon of each week.
- Wellness checks will be conducted at the time of arrival as well as periodically throughout the day. Wellness checks may include a temperature check or a follow up screening with the provincial screening tool.

What to do if a child does not pass screening, or calls in ill?

- If a child fails screening, at home or upon arrival, 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, and/or been cleared by the Local Public Health Unit.
- Upon being notified of an ill child staff must complete a [Sundowners Illness Form Appendix H](#) and notify their supervisor. This form is to be completed when a parent/guardian calls in to report their child is ill, as well as for children who fail screening.
- A follow up [Sundowners Return from Illness Form Appendix I](#) is to be completed once a child is cleared to return to the childcare centre. Forms are to be kept with the screening binder until the **Sundowners Return from Illness Form** is completed. Once completed the form will be placed in the child's file. Completion of this form is also to be noted in the Sundowners Communication Book.
- If a child is suspected to have COVID-19 or is being tested for COVID-19, the Supervisor will be made aware, and **FORM-9: Sundowners Daycare and Resource Centre – Incident Report** is to be completed.
- The site supervisor will also add all information of ill children to the WECHU line list. There is a separate line list for children and staff. [Appendix J COVID-19 Line List Children](#) is to be forwarded to the Early Years Program & Operations Coordinator. Updated line lists are to be forwarded to the Program Coordinator each time new information is added, including when test results are received.

What to do if a Staff does not pass screening, or calls in ill?

- If a staff member fails screening, at home or upon arrival, 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, and/or been cleared by the Local Public Health Unit.
- Upon being notified of an ill staff member the supervisor must complete a [Sundowners Illness Form Appendix H](#) and notify the Human Resources Coordinator. This form is to be completed when a staff member calls in to report an illness, as well as for a staff member who fails screening.
- A follow up [Sundowners Return from Illness Form Appendix I](#) is to be completed once a staff member is cleared to return to the childcare centre. Forms are to be kept confidential with the site supervisor until the **Sundowners Return from Illness Form** is completed. Once

completed the form will be placed in the staff's file and forwarded to the Human Resources Coordinator.

- If a staff member is suspected to have COVID-19 or is being tested for COVID-19, the Supervisor will be made aware, and **FORM-9: Sundowners Daycare and Resource Centre – Incident Report** is to be completed.
- The site supervisor will also add all information of ill staff member to the WECHU line list. There is a separate line list for children and staff. [Appendix K COVID-19 Line List Staff](#) is to be forwarded to the Human Resources Coordinator. Updated line lists are to be forwarded to the Coordinator each time new information is added, including when test results are received.

How is it determined when ill children and staff are fit to return to the childcare centre?

The following tools are used to provide guidance in outlining when ill children and staff are fit to return to the childcare centre.

- COVID-19 Screening tool for students and children in school and childcare settings
- COVID-19 screening tool for employees and essential visitors in schools and childcare settings
- Screening tools can be found at <https://covid-19.ontario.ca/download-covid-19-screenings#school-and-child-care-screening>
- Managing Outbreaks in Child Care Centres – November 2017
<https://www.wechu.org/sites/default/files/pdf/managingoutbreakchildcaremanual2017eng-accessible-updated.pdf>
- Following guidance from WECHU
- The WECHU will also impose more enhanced guidelines based on the specific status of our community. Current enhancements include:
 - Those who test negative for COVID-19 must be excluded from programs and services until **24 hours after symptom resolution (for facilities NOT declared in outbreak)** and the WECHU does not have to be notified.

Do children or staff have to be re-screened prior to attending after-school programming?

- 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 a **Sundowners Illness Form** forms with temperature checks any time a child seems unwell or complains of feeling unwell. If a child is sent home ill a **Sundowners Return from Illness Form** must be completed. Also see *What to do if a child/staff becomes ill while at the centre?* Below.

- 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 childcare centre.
- Staff will be 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, whenever possible when advising the supervisor of the change to allow for adequate time to book a supply.

Do parents/guardians have to be screened?

- Parents/guardians are only required to be screened if they are entering the facility and this would be recorded on the visitor tracking sheet. Parents who are dropping off and picking up their children outside are not required to be screened.
- Parents should be reminded that if they are ill, their children should also remain home

If for any reason, the online tool is not available, a hard copy of the questions will be available to complete the screening process.

What is the screening procedure for well children, staff and visitors entering the premises?

- 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.
- The staff member responsible for screening duties will have a list of children to expect for the day as well as what programs those children are a part of.
- The designated staff member will wear personal protective equipment to protect themselves, 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. The screener should encourage a 2-meter distance between themselves and the children/parents whenever possible.
- The staff member responsible for the screening duties and will be required to confirm a successful completion of online screening. This staff will also be responsible for walking children to and from their respective program rooms and sign the children in and out from their class sign in sheets Any personal belongings will be placed in their cubby, and children will wash their hands upon arrival. Cubbies should not be shared with multiple children at this time
- Any approved visitors must complete the [Visitor Log Sheet Appendix L](#) and leave contact information as well as entry/departure times to ensure we are able to contact them if required for contact tracing. This information will remain onsite in a "Visitors Folder/Binder." and is to be forwarded to the site supervisor or designate Friday afternoon of each week.
- All confidential screening information is to be locked up when not in use i.e. In between before and after school programs

Attendance Records

The designated employee responsible for the screening of children and staff will ensure that sign-in/out sheets are completed at arrival and departure. In addition, the [Child Care Health Screening sheet Appendix F](#) and [Required Information for COVID-19 Staff Screening Appendix G](#) will be completed to confirm that screening has taken place for both staff and students.

Visitor's attendance and confirmation of screening will be recorded on the [Visitor Tracking Sheet. Appendix L.](#)

Sign In/Out and tracking sheets for children and staff are to be reviewed daily, and initialed by the Assistant Supervisor, Supervisor or designate.

The Following will be emailed to the site supervisor Friday afternoon of each week. This information will be utilized if contact tracing is required over the weekend.

- [Child Care Health Screening Sheets – Appendix F](#)
- [Require Information for COVID-19 Staff Screening Sheets – Appendix G](#)
- [Staff Tracking Log – Appendix A](#)
- *Sundowners Sign in/out sheets*
- [Visitor Tracking Sheet – Appendix L](#)

Monitoring and Responding to Reports of COVID-19 Symptoms

What is the procedure if a child becomes ill while at the centre?

- The ill 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. If tolerated, the ill individual should also wear a medical mask.
- Parents/guardians and/or emergency contacts will be contacted, and the child will be sent home immediately.
- All siblings/household members must also be picked up. Household members must also self-isolate until COVID-19 has been ruled out
- Parents/guardians will be advised to use the online provincial screening tool and follow instructions which may include seeking medical advice or going for COVID-19 testing. Individuals will also be directed to consult with:
 - Telehealth Ontario (1-866-797-0000)
 - Primary health care provider and/or
 - COVID-19 Assessment Centre.
- When a child is leaving due to illness the following must be completed
 - [Sundowners Illness Form - Appendix H](#)
 - FORM-9: Sundowners Daycare and Resource Centre – Incident Report
 - [WECHU COVID-19 Line List Children – Appendix J](#)
 - [A Return from Illness Form - Appendix I](#) should be started and available for the designated screening staff member, upon the child's return to childcare.

- The supervisor or designate is to contact the Early Years Program and Operations Coordinator to report the incident.
- Once the ill child leaves the premises a thorough cleaning of the entire childcare centre will take place. The isolation space will be cleaned first, followed by the classroom the child was part of, then the rest of the centre.
- Well children will be brought outside during the cleaning or to the hallway weather permitting.
- The supervisor will advise school board personnel of a possible case so that the area can be thoroughly cleaned. Identifying information will not be shared.

What is the procedure if a staff member becomes ill while at the centre?

- The ill employee will notify their supervisor and leave the premises as soon as they are able.
- All household members must also be sent home. Household members must also self-isolate until COVID-19 has been ruled out.
- Staff will be advised to use the online provincial screening tool and follow instructions which may include seeking medical advice or going for COVID-19 testing. Individuals will also be directed to consult with:
 - Telehealth Ontario (1-866-797-0000)
 - Primary health care provider and/or
 - COVID-19 Assessment Centre.
- When a staff member is leaving due to illness the following must be completed
 - [**Sundowners Illness Form - Appendix H**](#)
 - **FORM-9: Sundowners Daycare and Resource Centre – Incident Report**
 - [**WECHU COVID-19 Line List Staff -Appendix J**](#)
 - A [**Return from Illness Form -Appendix I**](#) will be started by the site supervisor and kept confidential. This form is to be completed by staff upon their return to work.
- The supervisor or designate is to contact Human Resources Coordinator to report the incident.
- Once the ill staff member leaves the premises a thorough cleaning of the entire childcare centre will take place. The isolation space will be cleaned first, followed by the classroom the staff was part of, then the rest of the centre.
- Well children will be brought outside during the cleaning or to the hallway weather permitting.
- The supervisor will advise school board personnel of a possible case so that the area can be thoroughly cleaned. Identifying information will not be shared.
- The supervisor or designate is to contact the Human Resources Coordinator to report the incident, and to develop a plan for staffing

What is the procedure if you have been notified of a Positive case of COVID-19?

- If staff are made aware of a positive COVID-19 case, they will report to their supervisor or designate immediately.

- 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 Early Years Program and Operations Coordinator as soon as possible.
- 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.
- 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.

How will staff and families be notified of a positive case of COVID-19?

- 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.
- Regular childcare operation can continue unless otherwise directed by the local public health unit.
- 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.

Reporting Positive COVID-19 Cases

- 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
- Positive cases of COVID-19 are reported to the Ministry of Education as a Serious Occurrence. All Policies and Procedures in ***Sundowners Policy 6 – Serious Occurrence Policy Statement*** will be followed when there is a positive case of COVID-19 identified in the centre.
- The Early Years Program and Operations Coordinator or designate will file any applicable Serious Occurrence reports to the Ministry of Education as well as notifying the applicable school board.
- After conferring with the Early Years Program and Operations Coordinator, the supervisor will advise school administration of any high-risk exposures in their school.

OPERATIONS

Communication with Families

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. This

communication may come from phone calls or emails from the supervisor or announcements from the administration office. Parents are also welcomed to talk to the staff member upon arrival.

Signage may also be posted at the site entrance, and when appropriate, information may also be posted on the News & Events section of the website.

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.

Licensed Child Care Programs in Schools

School boards and childcare partners should work together collaboratively to ensure that full day licensed childcare programs located in schools are able to operate and that health and safety policies for childcare programs and schools are complementary and aligned with the advice of local public health officials.

Drop-Off and Pick-Up Procedures

Each centre will have a specific drop off and pick up location, this will take place outdoors whenever possible. At the screening station only one family can be screened at a time. Parents and visitors are asked to always provide a minimum distance of 2 meters/ 6 feet. Signage will be posted as a reminder.

Each centre may have specific pick up and drop off times. Drop offs and pickups outside of these times would need to be pre-arranged with the supervisor. The site supervisor will have further information in this regard.

The Screening for Symptoms section above provides details about the screening process that will take place at drop-off, as well as, staffing responsibilities and set up.

Field Trips

At this time field trips will not be scheduled.

Visitors and Students on Placement

Whenever possible, delivery persons will make deliveries to the door.

Any required visitors are subject to all the same health and safety protocols (screening, masking, eye protection, etc.) as staff. The number of visitors should be limited to allow for distancing of at least 2 meters.

Approved students on placement will be expected to follow the same health and safety requirements of employees. These students should be assigned to one group/cohort whenever possible.

Space Set-Up and Physical Distancing

Children and staff will remain in their designated classrooms for the duration of the day, except for being outdoors. Programs will be conducted outdoors for large portions of the day, weather permitting.

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.

Children will keep all personal items separate from childcare items. Childcare equipment will only be shared once it has been disinfected. All play materials will be disinfected between activities.

Staff, children, and visitors will be asked to maintain 2-meters distance from one another while at the childcare centre.

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 (E.g., 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 only to be used per the school board regulations, as well as sand boxes, community 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 disinfected per *Sundowners Daily Toy & Materials Disinfecting Tracking Sheet* – Appendix B

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.

Toy and Equipment Usage and Restrictions

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)
- Wading pools
- Personal toys from home
- Any other material that cannot be cleaned on a frequent basis

Toys should be cleaned and disinfected following the [COVID-19 Enhanced Cleaning Chart – Appendix C](#) and should not be shared with other programs or groups of children until they are thoroughly disinfected prior to moving.

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 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.

Food Provision

Sundowners will follow regular food preparation guidelines. Family style meals are permitted to operate if food handlers use appropriate food handling and safety practices. Staff are required to use utensils and serve all food items. Utensils are not to be shared. Children are not permitted to participate in food preparation or serving, including handing out dishes, pouring milk or water, or use utensils to retrieve their own food items.

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, when necessary. 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.

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.

Provision of Special Needs Resources Services (SNR)

The provision of in-person special needs services will continue when necessary. The SNR staff will follow the same health and safety guidelines (masking, screening, etc.) as Sundowners’ staff. They will be required to record their visits on the visitor log.

COVID-19 Resources

This plan has been updated referencing the most recent documents from the Ministry of Education and the WECHU. This plan will be updated as deemed necessary by the Ministry of Education, WECHU and Sundowners.

WECHU - COVID-19 Guidelines for Child Care Centres, Before and After School Programs, and Early ON Programs in Windsor and Essex County – Version 10 – September 13, 2021

Ministry of Education – Operational Guidance for Child Care During COVID-19 Outbreak – Version 7 – August 2021

Ministry of Education – Before and After School Programs Kindergarten -Grade 6 – Policies and Guidelines for the School Boards for the 2021-2022 School Year – Version 4 – August 2021

Important Signage to be Posted

Sanitize before entering – at Entrance

<https://www.wechu.org/sites/default/files/create-resource/srtsanitizebeforeenteringsign.pdf>

Do Not Enter if you are Sick – at Entrance

<https://www.wechu.org/sites/default/files/create-resource/srtbdontenterifsicksign.pdf>

Wear a Mask Before Entering – at Entrance – for children

<https://www.wechu.org/sites/default/files/edit-resource/em-safe-return-school-resources/srtschoolwearmaskbeforecominginsign.pdf>

How to Cough or Sneeze Properly – throughout the centre and program rooms

<https://www.wechu.org/sites/default/files/create-resource/proper-cough-and-sneezekidseng.pdf>

Wash your Hands –at each handwashing sink in preschool-grade 2 programs

<https://www.wechu.org/sites/default/files/create-resource/washyourhandsjktogr2eng.pdf>

Wash your Hands – Kids – at each handwashing sink

<https://www.wechu.org/sites/default/files/edit-resource/em-safe-return-school-resources/washyourhandskidseng.pdf>

Where it Right – Mask wearing for children – throughout the centre

<https://www.wechu.org/sites/default/files/edit-resource/em-safe-return-school-resources/srtschoolmaskdosanddontssign.pdf>

This area is closed – Tent sign

<https://www.wechu.org/sites/default/files/create-resource/srtschoolthisareaisclosedtabletent.pdf>

This area has been cleaned – Tent Sign

<https://www.wechu.org/sites/default/files/create-resource/srtschoolthisareacleanedtabletent.pdf>

How to use Hand Sanitizer – to be posted at screening stations

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Sundowners Screening in Progress Sign - to be posted at screening station

Sundowners Mask and Eye protection sign – to be posted at screening station

Sundowners site specific poster - to be posted at screening station with site specific information

Appendix A – Staff Tracking Log



Site Name

Program

Date

to

	Name	Mon	Signature	Tues	Signature	Wed	Signature	Thurs	Signature	Fri	Signature
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

*All staff entering a program room are to note their time in and out of a program.
This form is to be forwarded to the site supervisor Friday afternoon each week. Records are to be kept onsite for 8 weeks.*

Appendix B – Staff Acknowledgement of Pandemic Policies and Procedures



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 C – COVID-19 Enhanced Cleaning Chart



Diapering	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 (discard at lease weekly)	Emphasis on hand hygiene before and after use	Individual use only		
Sensory/ Water play bins & toys (discard frequently)	Emphasis on hand hygiene before and after use.	Individual use only		
Outdoor toys	Emphasis on hand hygiene before and after use. Clean & Disinfect			X
Natural Items (when found outside, stones, sticks, pinecones etc)	Emphasis on hand hygiene before and after use. Avoid shared natural items as much as possible			X
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			Or more often if soiled
Personal Items & Hygiene	What to Do	After Each Use	2-3 times per day	Weekly
Bibs & cloth towels	Launder	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		
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	

Enhanced Hand washing	
Children will perform enhanced handwashing with soap and water:	Staff will perform enhanced handwashing with soap and water:
<ul style="list-style-type: none"> • When they arrive at the childcare centre, AND before they go home • Before AND after eating and drinking • After a diaper change • After using the bathroom • Before AND after playing outside • After sneezing or coughing • Before AND after participating in individual sensory activities • If hands are visibly dirty 	<ul style="list-style-type: none"> • When they arrive at the childcare 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 or self • Before AND after changing diapers • After assisting a child in the washroom • After using the washroom • After contact with bodily fluids (runny nose, spit, vomit, blood etc.) • After cleaning tasks • Before putting on gloves and after removing them • After handling garbage • If hands are visibly dirty

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

Appendix E – 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.
- If there is not a hand washing sink available inside the classroom, Sundowners will supply hand sanitizer for frequent hand sanitizing.
- Childcare 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 childcare 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. GECD SB 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 H – Sundowners Illness

FORM-7: Sundowners- Illness

This form must be completed any time a child or staff member is leaving the childcare centre due to illness, begins to exhibit symptoms of an illness while at the centre, or if a child/staff is not in attendance due to illness.

*Upon notice of an Illness **FORM-7.1: Sundowners – Return from Illness** Form is to be completed, outlining when the child/staff is cleared to return to the childcare centre.*

Site Name: _____ Program: _____

Name: _____ Date: _____

Symptoms <i>Please check all that apply</i>														
Fever ($\geq 37.5^{\circ}\text{C}$ or $\geq 99.5^{\circ}\text{F}$)	Nausea	Vomiting Indicate # of episodes	Abdominal Pain	Diarrhea Indicate # of episodes	New Cough (Dry or productive)	Fatigue	Headache	Shortness of Breath	Sore Throat/ Hoarseness	Nasal congestions/Sneezing	Muscle aches	Loss of Taste/Smell	Conjunctivitis (pink eye)	Rash

Record of Temperature Monitoring	
Temperature: _____	Time: _____
Temperature: _____	Time: _____
Temperature: _____	Time: _____

Outcome:

- Child/Staff Monitored for Further Development of Symptoms
- Ill individual went home Time: _____
- Thorough disinfecting of the childcare centre completed Time: _____

Comments: _____

Staff Signature _____

Parent Signature (for ill children only) _____

Supervisor's Signature _____

Appendix I – Sundowners Return from Illness

FORM-7-1: Sundowners- Return from Illness

This form must be completed any time a child or staff member has been sent home from Sundowners due to illness, or did not attend due to illness, prior to their return to the childcare centre.

Site Name: _____ Program: _____

Name: _____ Date: _____

Date of Illness Notification: _____

Due to: _____

The child/staff member can return to group care at Sundowners if the following criteria are met: Supervisor is to complete the following section outlining criteria for children/staff to successfully return to childcare. This criterion is based on Health Unit and the Medical Officer of Health guidelines.

Comments: _____

Children and Staff are not to return to the Childcare Centre if they have not met the above criteria.

Staff Signature _____

Parent Signature (for ill children only) _____

Supervisor's Signature _____

Children Illness forms – are to be kept with screening staff information. Upon completion are to be placed in the child's File.

Staff Illness forms – are to be kept confidential with the site supervisor. Upon completion are to be forwarded to the Human Resources Coordinator.

Appendix J – COVID-19 Line List Children

A fillable version of this form is available at

<https://www.wechu.org/covid-19-outbreak-line-list-child-care>



COVID-19 LINE LIST CHILDREN

Fax line lists daily by 10:00 AM to 1-226-894-3768
 until outbreak declared over by the WECHU
 Phone: 519-258-2146 ext. 4475
 After Hours: 519-973-4510



Name of Facility: Enter Facility Name				Outbreak # : 2268 – YYYY – #####				Date: Click to enter a date.														
Address of Facility: Address of Facility								# of Pages: ## of ##														
Affected Room/Area: Please specify unit or Entire Facility						Phone # & Ext.: (###) ### - #### ext. #####				After Hours #: (###) ### - ####												
Suspect Outbreak: Submit when CHILDREN is:				[1] suspected to have COVID-19, or [2] tested for COVID-19.																		
Case Definition: Check all as defined by WECHU:				<input type="checkbox"/> Fever (≥37.8°C) <input type="checkbox"/> Headache <input type="checkbox"/> Malaise/Fatigue <input type="checkbox"/> New Cough <input type="checkbox"/> Diarrhea <input type="checkbox"/> Vomiting <input type="checkbox"/> Nausea <input type="checkbox"/> Abdominal pain <input type="checkbox"/> Conjunctivitis (pink eye) <input type="checkbox"/> Rash <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Sore Throat/Hoarseness <input type="checkbox"/> Nasal Congestion/Sneezing <input type="checkbox"/> Loss of taste/smell																		
Case Identification				Symptoms (check symptoms that apply)										Resolution		Clinical info						
Name of Child	Age (Years)	Room/Area	Onset Date of Symptom (MM-DD)	Fever (≥ 37.8°C)	New cough (dry or productive)	Malaise/ Fatigue	Headache	Shortness of Breath	Diarrhea (e.g. x3)	Vomiting (e.g. x2)	Nausea	Abdominal pain	Sore throat/ Hoarseness	Nasal congestion/ Sneezing	Muscle aches	Loss of taste/smell	Conjunctivitis (pink eye)	Rash	24 Hours Symptom-Free	48 Hours Symptom-Free	COVID-19 Positive	Date Swabbed
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	Age	Room/Area	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD

Completed By: _____

Printed Name and ext.

Faxed By:

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Appendix K – COVID-19 Line List Staff

A fillable version of this form is available at

<https://www.wechu.org/covid-19-outbreak-line-list-child-care>



COVID-19 LINE LIST STAFF

Fax line lists daily by 10:00 AM to 1-226-894-3768
 until outbreak declared over by the WECHU
 Phone: 519-258-2146 ext. 4475
 After Hours: 519-973-4510

Name of Facility: Enter Facility Name				Outbreak # : 2268 – YYYY – #####				Date: Click to enter a date.															
Address of Facility: Address of Facility								# of Pages: ## of ##.															
Affected Unit/Floor: Please specify unit or Entire Facility				Phone # & Ext.: (###) ### - ##### ext. #####				After Hours #: (###) ### - #####															
Suspect Outbreak: Submit when STAFF is:				<input type="checkbox"/> [1] suspected to have COVID-19, or <input type="checkbox"/> [2] tested for COVID-19.																			
Case Definition: Check all as defined by WECHU:				<input type="checkbox"/> Fever (≥37.8°C) <input type="checkbox"/> Headache <input type="checkbox"/> Malaise/Fatigue <input type="checkbox"/> New Cough <input type="checkbox"/> Diarrhea <input type="checkbox"/> Vomiting <input type="checkbox"/> Nausea <input type="checkbox"/> Abdominal pain <input type="checkbox"/> Muscles aches <input type="checkbox"/> Rash <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Sore Throat/Hoarseness <input type="checkbox"/> Nasal Congestion/Sneezing <input type="checkbox"/> Conjunctivitis (pink eye) <input type="checkbox"/> Loss of taste/smell																			
Case Identification					Symptoms (check symptoms that apply)										Resolution		Clinical Info						
Name of Staff Member	Date of Birth	Work Assignment Location	Onset Date of New Symptom	Last Date of Work	Fever (≥ 37.8°C)	New cough (dry or productive)	Malaise/ Fatigue	Headache	Shortness of Breath	Diarrhea (e.g. x3)	Vomiting (e.g. x2)	Nausea	Abdominal pain	Sore throat/ Hoarseness	Nasal congestion/ Sneezing	Muscle aches	Loss of taste/smell	Conjunctivitis (pink eye)	Rash	24 Hours Symptom-Free	48 Hours Symptom-Free	COVID-19 Positive	Date Swabbed
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD
Full Name	YYYY-MM-DD	Room/Area	MM-DD	MM-DD	##.#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM-DD	MM-DD	<input type="checkbox"/>	MM-DD

Completed By: _____
 Printed Name and ext.

Faxed By: _____

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