University of Guelph Child Care and Learning Centre

Pandemic Protocol
# Table of Contents

Overview .......................................................................................................................... 3  
About COVID-19 ........................................................................................................... 3  
Public Health Requirements for Child Care at a Glance ........................................... 3  
Guiding Principles ........................................................................................................ 4  
Elimination ....................................................................................................................... 5  
  **Before Leaving Home:** .............................................................................................. 5  
  **Upon Arrival:** ........................................................................................................... 6  
  **Screening:** ............................................................................................................... 6  
  **Vaccinations:** .......................................................................................................... 6  
Protection .......................................................................................................................... 7  
  **Engineering Controls:** ............................................................................................ 7  
  **Administrative Controls:** ....................................................................................... 11  
  **Personal Protective Equipment:** ........................................................................... 15  
  **Child Presents with Symptoms:** .......................................................................... 16  
  **Centre Staff Presents with Symptoms:** ............................................................... 17  
  **Child Experiences Symptoms While Not in Attendance:** .................................. 17  
Confirmed Cases of COVID-19 ...................................................................................... 17  
Returning to the CCLC .................................................................................................. 18  
Child Care Fees During Closures .............................................................................. 18  
Contacting Public Health .............................................................................................. 19  
Daily Health Screening Policy ...................................................................................... 19  
Attendance Records ....................................................................................................... 19  
COVID-19 Active Screening Tool .............................................................................. 20  
Child Care Isolation Policy ........................................................................................... 24  
Exclusion and Self-Isolation Requirements .................................................................. 25  
  **Definitions** ............................................................................................................. 25  
COVID-19 Vaccination Policy ...................................................................................... 28
Overview

As a licensed child care centre, the Child Care and Learning Centre (CCLC) is required to follow current health and safety requirements as directed by the local Public Health unit (WDGPH) and guidelines issued by the Ministry of Education and the Child Care and Early Years Act, 2014 (CCEYA). This includes development of plans to ensure proper cleaning and sanitation, use of space, staffing, and use of PPE according to requirements in the early years sector. Child care centres must also demonstrate a plan to respond should any staff, children, or parents/guardians be exposed to COVID-19. Recognizing that physical distancing is not always possible in a child care setting, we remain committed to taking every reasonable precaution to reduce the spread of COVID-19. We are committed to maintaining open communication and supportive relationships with families while supporting the well-being of children and the health and safety of children, families, and staff throughout the pandemic.

Due to the evolving nature of the public health situation, this document is subject to change as required.

About COVID-19

COVID-19 is a new (novel) coronavirus that can cause a wide range of illnesses ranging from the common cold to more severe respiratory illnesses. The virus is spread primarily from person-to-person through close contact. It typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose, or eyes. The elderly (65+) and people with compromised immune systems or underlying medical conditions are most at risk of getting a more critical case of the novel coronavirus.

Variants are viruses that have changed or mutated. Variants are common with coronaviruses; however, a variant becomes a variant of concern (VOC) when its changes have a clinical or public health significance that affects one or more of: transmissibility (spread); virulence (severity of disease); vaccine effectiveness; or diagnosis. Variants of concern may result in enhanced public health measures to prevent the spread of infection.

Public Health Requirements for Child Care at a Glance

- Centres/ rooms must be thoroughly cleaned and disinfected following a confirmed case of COVID-19.
- All staff, children, and visitors must self-screen using the COVID-19 Active Screening Tool (Appendix B) daily prior to arrival as per the Daily Health Screening Policy (Appendix A).
- All adults must wear a medical mask and eye protection in child care sites when working with unmasked children.
- Child care centres must develop new protocols relating to operating during a pandemic.
- Child care centres must ensure all staff have reviewed the Pandemic Protocol.
- Child care centres must have an COVID-19 Vaccination Policy which requires vaccination of staff, students, and volunteers under specific circumstances, and proof of immunization status.

*These represent minimum requirements according to the Ministry of Education and Public Health and do not necessarily reflect the measures undertaken by the CCLC.
Guiding Principles

The CCLC is guided by the best science and advice of our own experts. As such, we approach our infection prevention protocols through the “hierarchy of hazard control” lens, employing strategies for elimination of the virus in the CCLC; and protection from the virus through engineering controls, administrative controls, and the use of PPE (Greer, et al., 2020, July 14). We must employ these strategies within the parameters recommended for our vulnerable and impressionable population, and with consideration for children’s physical health and emotional well-being.
Elimination

Elimination is the first and most effective level of protection in which we take measures to prevent the virus from entering the CCLC.

All adults and children involved with the CCLC (staff, parents, children, siblings, students) must continuously monitor their health for signs or symptoms of COVID-19. All adults and children must pass the daily health screen before attending the CCLC.

Before Leaving Home:

All parents/guardians must check their and their child’s temperature and overall health. All staff must check their own temperatures and health each day before going to the CCLC. Anyone who meets one or more of the following criteria, even if it resembles a mild cold, should stay home, and report their symptoms to the CCLC:

- Temperature that is equal to or greater than 37.8 degrees Celsius
- Chills
- New/worsening cough/ croup
- Shortness of breath/ wheezing
- Loss of or reduced sense of smell or taste
- Nausea/vomiting, diarrhea

Other symptoms and signs of COVID-19 should also be considered, particularly in children, older persons, and people living with a developmental disability. These can include:

- Runny nose, sneezing, nasal congestion
- Sore throat/ hoarse voice/ difficulty swallowing
- Abdominal pain
- Unexplained fatigue/malaise/ lethargy
- Muscle aches
- Unexplained or increased number of falls
- Decreased or lack of appetite (uncharacteristic)
- Headache
- Conjunctivitis (pink eye)
- Multi-system inflammatory vasculitis in children
  - Persistent fever, abdominal pain, conjunctivitis, gastrointestinal symptoms (nausea, vomiting and diarrhea) and rash

Any of the above symptoms must be immediately reported to the CCLC and the individual must be tested at a local COVID-19 Assessment Centre and indicate that they are working in or attending a child care centre. The individual can return to the CCLC once they have received a negative test result, an alternate diagnosis, or have isolated for 10 days from the onset of their symptoms.

For information on local Assessment Centres, please visit the Assessment Centre website: https://wdgpublichealth.ca/your-health/covid-19-information-public/assessment-centres-wdg
Upon Arrival:

All staff and families are asked to complete the screening tool online before arriving at the CCLC using the link provided to them. Only one adult may drop off a child/(ren) at the CCLC at one time. All children and staff will be screened upon arrival at the CCLC if they did not complete the screening tool online. Adults are to put on a face covering and may only enter through the main front entrance of the CCLC (for toddlers and staff) or the back door (for preschoolers and practicum students) to undergo screening (may be completed outside, weather permitting). Alcohol based sanitizer will be available. Others waiting to drop off their child must follow the directional and instructional signs and use physical distancing or remain in their vehicles until the person at the screening table has left and area is disinfected. Parents are encouraged to park in lot P15 if necessary to maintain physical distancing at drop-off and pick-up times.

Screening:

Parents/guardians must answer all questions asked in the Daily Health Screen, support their child in getting their temperature taken, and cannot leave their child at the CCLC until approved by the screener. Daily records of the COVID-19 Active Screening Tool results will be kept on file. All children will have their temperatures taken during screening using a no touch infrared thermometer or an ear thermometer with disposable caps. Thermometer (infra-red) will be disinfected at the end of each screening process. If a parent/guardian answers yes to any of the screening questions, their child(ren) will not be able to attend the Centre. The screener will wear personal protective equipment (PPE) (i.e., medical mask, eye protection).

Child care centre staff, students, and visitors, are to provide daily confirmation that they have completed and passed the daily health screen prior to or upon entry to the child care centre. Essential University of Guelph staff who attend the CCLC complete the university screening tool daily and are not required to complete the CCLC Daily Health Screen. Any child care centre staff, visitor, or student that has not completed the self-screen will be required do so prior to entry. Any child care centre staff, visitor, or student that does not pass the on-site screening procedures will be asked to return home and self-isolate until they meet the criteria for return.

Any person(s) who has one or more symptoms, outlined in the 'COVID-19 Reference Document for Symptoms,' even if it resembles a mild cold, must stay home, and report their symptoms to the child care centre. Children will be denied entry if they have one or more of the symptoms listed.

Vaccinations:

All staff and students within the CCLC are required to be fully vaccinated against COVID-19 and to provide proof of vaccination (see Appendix D – COVID-19 Vaccination Policy).
Protection

**Engineering Controls:**

The CCLC has made substantial modifications to our physical spaces to decrease potential COVID-19 exposure while providing the best possible learning environment for the children in our care.

**Indoor Learning Environments:**

To follow the guidelines provided by the Ministry of Education and Wellington-Dufferin-Guelph Public Health, each classroom is treated as a cohort, with its own indoor space that is not shared with any other cohort. The classrooms are set up following the necessary guidelines from public health.

The Art Studio is used as an isolation room, as required by Public Health, if or when necessary.

Various spaces throughout the Centre have been set up as distinct areas for staff to take their breaks, including the staff room, middle portable office, library, and observation booths. The portable classroom may also be available for staff breaks when not in use by the practicum students or as a classroom.

In addition to these measures, during the closure in 2020, the CCLC completed a renovation of the main toddler bathroom to divide it into two bathrooms, one for each of the adjacent rooms. This modification further decreases the likelihood of COVID-19 exposure as well as other communicable diseases. Every classroom/cohort in the CCLC now has their own bathroom. In the spring of 2021, air purifiers were installed throughout the CCLC buildings as a further precaution.

Hand hygiene tools including, alcohol-based hand sanitizer dispensers and handwashing sinks, are equipped and accessible throughout the Centre. Furniture and learning materials are also set up to promote more individual play and allow for space between children within the classrooms.
Cleaning and Disinfecting:
Increasing the frequency of cleaning and disinfecting of furniture, learning materials, and high-touch surfaces is an effective measure in controlling the spread of viruses and other microorganisms. CCLC staff adhere to the recommendations from Public Health to designate learning materials by cohort; disinfect all high touch surfaces at least twice daily; disinfect learning materials at least once daily; and remove and disinfect mouthed objects and any objects that were handled by a child who develops symptoms immediately. All high touch surfaces, such as doorknobs, handles, light switches, toilet handles, tables, chairs, counter-tops, cabinet drawer handles, faucets, taps, learning materials, laundry machine buttons, etc., are disinfected at least twice daily and when they become visibly dirty. All soiled or visibly dirty surfaces are cleaned before disinfecting.

Cleaning and disinfecting of learning materials is completed daily, with cleaning occurring prior to disinfection, if necessary. Nature-based items are permitted and will be used with a one week in/ two week out rotation. Staff track the rotation of items. Group water or sensory play is permitted with a focus on hand hygiene before and after use. Mouthed toys must be removed and sprayed with disinfectant immediately and set aside in a designated area for further cleaning and disinfection. Children will wash their hands before and after play.

Cleaning and Disinfecting Blood/Bodily Fluid Spills:
In the event of Blood/Bodily Fluid Spills, the surface must be cleaned first then disinfected using the following steps:

- Isolate the area around the spill so that no other objects/humans can be contaminated
- Gather all supplies, and put on Personal Protection Equipment (Face shield, mask, gown, and disposable gloves)
- Ensure gloves have no pinholes or tears and fit securely
- Scoop up the fluid with disposable paper towels (check the surrounding area for splash/ splatter) and dispose of in separate garbage bag
- Clean the spill area with detergent, warm water and single-use towels
- Rinse to remove detergent residue with clean water and single-use towel
- Discard used paper towels immediately in a tied plastic bag
- Spray Disinfectant in and around the spill area and allow appropriate disinfecting contact time
- A final rinse is required if children come into contact with the area
- Remove and immediately discard or launder/ disinfect Personal Protection Equipment

Rest Time:
The distance between children’s cots is increased where space permits. Where this is not possible, children are positioned head-to-toe or toe-to-toe during rest time. Cots and bedding are dedicated to one child, labelled, and linens are laundered weekly, or more if wet or soiled. High touch surfaces on cots will be disinfected daily after rest time and as often as necessary. Linens and children’s comfort toys are stored on their respective cots.

Outdoor Learning Environments:
In shared outdoor spaces, cohorts should maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort. The CCLC is fortunate to have numerous distinct outdoor play spaces and the ability to access additional space behind Alumni House (as was done in 2019 during the playground renovation) and in our adjacent greenspace.
The existing playground has been divided into 6 separate spaces by dividing the preschool area into two spaces (upper and lower levels) and by dividing the front greenspace into two spaces (one for a preschool group and one for a toddler group).

Temporary fencing has been used to create two spaces out of the front green space (5 & 6 in diagram above). See diagram below.

Temporary fencing has created two separate outdoor learning spaces behind Alumni House, in a way
that is similar to the space that was created when we underwent our playground construction in 2019 (see diagram below).

This approach allows each classroom to have their own outdoor learning environment that they can engage with and explore safely. Cohorts rotate the use of the various spaces based on the needs and interests of the children.

The use of water tables and sensory bins is permitted. Outdoor sandboxes can also be used if they are large enough to support physical distancing and are raked regularly. Each cohort has outdoor learning materials and equipment dedicated to them, or the items will be cleaned and disinfected daily or before being used by another cohort.

Outdoor Play Structures: Use of play structures enclosed on a child care property is permitted. As it is not practical or possible to disinfect large playground structures, and because each cohort has its own designated outdoor play space, efforts will focus on hand hygiene following outdoor time. Play structures should only be used by one cohort at a time. Cleaning and disinfection will occur between cohorts if less than 72 hours since last use. Children will wash their hands before and after play.
Administrative Controls:

This next level of protection involves changes to the way we work, learn, and play in order to promote physical distancing and reduce person-to-person contact to minimize the risk of transmission.

Cohorts:

A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program.

Effective September 1st, 2020, child care centres are permitted to operate at their full licensed capacity. The CCLC returned to our licensed capacity effective Tuesday September 8th, 2020 but continued to treat each classroom as a cohort (stay together throughout the day and not permitted to mix with other cohorts).

Note: Ratios of staff to children have not changed (1:5 in toddlers and 1:8 in preschool) however, the maximum cohort size will override child care ratios and may change throughout the pandemic.

According to the guidelines provided by the Ministry of Education and Wellington-Dufferin-Guelph Public Health, physical distancing is not expected to be maintained at all times within cohorts. This means that the children and educators within a cohort will be able to engage in closer interactions with each other within their indoor and outdoor learning environments. These close peer and educator interactions are critical for children’s holistic development and learning and are a fundamental component of the CCLC’s pedagogical approach.

Daily Departures from the CCLC:

In addition to the process for arrivals to the CCLC that includes a Daily Health Screen, departures from the CCLC are also carried out in a way that minimizes risk. Parents/guardians are asked to notify the Centre 30 minutes in advance of picking up their child, so the CCLC staff can prepare the child and their belongings for pick-up. Children will be assisted to sanitize their hands before leaving the CCLC. Parents/guardians must remain outside the main front entrance and maintain physical distancing while they either wait for their child to be brought to them OR are directed to their child’s outdoor learning environment to pick up their child if it is accessible without going through the Centre or other outdoor spaces (this may be possible for children in outdoor learning environments behind Alumni House or the divided greenspace).

CCLC staff and students are to put on a mask and only enter and exit through the main front entrance of the Centre or the portable, during screening time. Upon entry, staff sanitize hands, put on a medical mask, disinfect all personal belongings with hard surfaces, and then wash hands with soap and water. Goggles are worn while in the presence of children. Before leaving the Centre, staff disinfect all personal belongings with hard surfaces, and wash hands with soap and water. Staff must take the necessary precautions if using public transportation.
**The following steps are recommended for all participants in child care (adults and children) to complete at the end of each day:**

- Wash hands upon arriving at home
- Remove clothing
- Wash clothing worn during the day
- Wash hands (or bathe)
- Change into clean clothing
- Launder clothing worn during the day

**Personal Items:**
Parents are strongly discouraged from sending children’s personal items into the CCLC. Only essential items should be sent with children. Staff should also limit personal items being brought to the CCLC. Any hard surface items (i.e. water bottle, keys, cell phones, purses/bags,) must be cleaned and disinfected each day upon arrival. Essential personal items should be stored in a dedicated area for each child or staff member (i.e. labeled cubby). CCLC water bottles used by children throughout the day are labeled and sanitized daily. Products such as creams and lotions must be labeled with the child’s name, dedicated to that child, and must be dispensed in a manner that does not contaminate the remaining portion (i.e. using a disposable applicator or clean gloved hand). For creams and lotions applied during diapering, a single-use glove will be used. All personal items used for diapering must be labeled with the child’s name and stored in a dedicated area. All other personal items including clothing and footwear must be stored in a dedicated area for each child (labeled cubby). Extra clothing / items will be brought in for one week at a time. Children’s bags or backpacks should stay at the Centre for the duration of the week.

**Singing:**
Singing is permitted indoors or outdoors, as long as any staff, students, and visitors are masked.

**Outdoor Learning:**
In addition to ensuring a distinct and separate outdoor space for each cohort, the CCLC continues to embrace nature-based outdoor learning as an approach to children’s well-being and as an important strategy in reducing the risk of transmission of COVID-19. The CCLC children and educators are already accustomed to extended outdoor learning and engagement. We continue to embrace outdoor learning and to extend these experiences as much as possible, even including meal and rest times where appropriate. In addition to our beautiful and varied outdoor learning spaces, we are fortunate to have the Arboretum and the University of Guelph campus to explore and maximize the time spent outdoors.

**Connections with Families:**
We are committed to maintaining strong, supportive relationships with families through communication and collaboration. During the first three months of our closure, the CCLC educators conducted online morning meetings and met with parents virtually to discuss children’s development, behaviour, and well-being. We found this to be an important tool in maintaining connections and providing support and continue to offer online participation to children who are home due to illness, symptoms, or extended absences due to COVID. Because parents/guardians no longer have an opportunity for daily connections with their children’s educators at drop-off and pick-up time, we continue to offer families opportunities to chat with an educator from their child’s classroom via Microsoft Teams or Zoom. This approach has been a valuable tool in maintaining the CCLC’s strong sense of community belonging and supports children’s development and well-being.
Connections Between Staff:
The CCLC staff team is a tightknit community that is supportive and connected. Throughout the closure the team continued to meet informally bi-weekly via Microsoft Teams for an opportunity to socialize and check-in. Physical distance is not social or emotional distance. CCLC staff maintain the 2 metre recommended physical distance and do not gather in indoor settings without PPE for lunch, break, or other activities. We have facilitated this approach by converting numerous spaces throughout the CCLC to staff areas for use during breaks and lunches.

Practicum:
The CCLC, as a lab school, is the instructional site of the intensive third-year Child Practicum in the Bachelor of Applied Science Child, Youth, and Family program. Through the completion of this practicum, students graduating from the program are eligible for membership with the College of Early Childhood Educators. All practicum courses for Fall 2021 and Winter 2022 within the Department of Family Relations and Applied Nutrition are being delivered through a hybrid delivery method with synchronous instruction. Some of the students will be completing their placements in-person, while others will be completing theirs virtually. All students who are completing their placements in-person are required to be fully vaccinated. The College of Early Childhood Educators acknowledges the limitations of post-secondary institutions to fulfill typical experiential learning requirements during the pandemic and approved students completing their practicum hours online for the affected academic years.

FRHD*3200 is made up of two components – the practical lab component which usually occurs at the CCLC and the lecture component. FRHD*3200 is an important building block for the students’ practicum experiences so it focuses on developing many key foundational skills for working with children, such as interacting and communicating with children, program planning, designing learning environments, guiding and managing children’s behaviour, teamwork, documenting children’s learning, reflective practice, and being a professional in the field of early learning and care. A variety of carefully designed online learning experiences have been created for students completing their placements virtually, so that they can develop new skills and apply the theory that they learned in previous courses. These students will also have opportunities to engage with observations of real children and classrooms to be able to apply some of this learning, including observations of the CCLC’s classrooms, consistent with the student involvement shared with parents at intake.

Food Preparation:
For child care centres that are licensed under the Food Premises Regulation, the facility must operate in accordance with the Regulations. Food handling staff must practice hand hygiene and are excluded from work if they are symptomatic. The kitchen area must be accessible only to designated kitchen staff. When not in use, the kitchen must be inaccessible to non-designated staff and children. Although family style dining is permitted, staff working with children will ensure food is not shared between children. As educators must remain masked indoors, they cannot eat at the table with the children. Mealtimes may occur outdoors, weather permitting.

Hand Hygiene:
Hand hygiene will be maintained as per outbreak protocols by incorporating additional hand hygiene opportunities into the daily schedule. Hands should be washed for a minimum of 20 seconds and children should be assisted with hand hygiene. All individuals at the CCLC must wash their hands at the start of the day prior to engaging in play with the group and again before leaving at the end of the day. Additionally, frequent hand washing must continue throughout the day especially from one activity to
another and after going to the washroom, before and after eating, before and after engaging in sensory play, etc. Gloves should be worn when it is anticipated the hands will come into contact with blood or bodily fluids and when providing care to a symptomatic child. Hands must be cleaned before putting on gloves and after removing gloves. Gloves are to be removed immediately after completing a task and prior to touching clean items and surfaces. 70% alcohol-based hand sanitizer will be available throughout the CCLC, especially in areas without immediate access to hand washing sinks, including outdoors. All hand washing sinks must be unobstructed; possess hot and cold water, liquid soap, and disposable paper towel.

Enrolment:
To reduce the risk of transmission of COVID-19 at the CCLC, we made the difficult decision to only offer full-time care for the 2020/2021 year. Part-time spaces are available again effective September 1, 2021.

Staffing:
Staffing shortages pose the greatest risk to CCLC operations due to the heightened requirements for exclusion from work based on symptoms. As per Public Health guidelines, effective August 2021, supply staff are permitted to work at more than one child care site.

Workplace Physical Distancing:
The CCLC is taking measures to ensure physical distancing of staff outside of cohorts. This includes re-arranging office equipment (i.e., photocopier, laminator) to ensure physical distance while using them; creating a space for PPE supplies; and adding a physical barrier (plexiglass) to the front office desk area; and posting signage and arranging the furniture to promote physical distancing in the staff room. Signage has been posted to remind staff to disinfect equipment and appliances after using and to indicate room capacity and physical distancing requirements throughout the facility.

Scheduling Shifts:
Staff shifts are scheduled to facilitate maximum coverage within cohorts and ensure a primary educator is present for every cohort at the beginning and end of day.
Personal Protective Equipment:

This final level of protection is intended to prevent the spread of respiratory droplets that may transmit COVID-19. The CCLC ensures the availability and appropriate use of PPE.

Parents are required to wear masks during the pick-up and drop-off process. All staff are required to wear medical masks and eye protection when moving throughout the CCLC buildings. Essential visitors, custodial, or other University of Guelph staff are required to wear medical masks and eye protection at all times in the CCLC buildings. Personal protective equipment is worn by CCLC staff according to the following table which exceeds Public Health requirements:

<table>
<thead>
<tr>
<th>Staff Role</th>
<th>Type of PPE required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screener and/or Runner</td>
<td>• Medical mask&lt;br&gt;• Eye protection (goggles or face shield)&lt;br&gt;*Ensure hand hygiene is performed before and after each child.</td>
</tr>
<tr>
<td>Child care staff during general supervision</td>
<td>Indoors:&lt;br&gt;• Medical mask&lt;br&gt;• Eye protection (goggles or face shield)&lt;br&gt;Outdoors:&lt;br&gt;• Goggles and masks when 2 m physical distancing is not possible</td>
</tr>
<tr>
<td>Child care staff acting as a “floater” or coverage for breaks</td>
<td>Indoor:&lt;br&gt;• Medical mask&lt;br&gt;• Eye protection (goggles or face shield)&lt;br&gt;Outdoor:&lt;br&gt;• Goggles and masks when 2 m physical distancing is not possible</td>
</tr>
<tr>
<td>Child care staff providing care for a sick child (suspected case of COVID-19)</td>
<td>Droplet and Contact Precautions, including:&lt;br&gt;• Medical mask&lt;br&gt;• Eye protection (goggles or face shield)&lt;br&gt;• Gown&lt;br&gt;• Gloves</td>
</tr>
<tr>
<td>Child care staff cleaning up bodily fluids with the risk of splashing/soiling of clothing</td>
<td>Droplet and Contact Precautions, including:&lt;br&gt;• Medical mask&lt;br&gt;• Eye protection (goggles or face shield)&lt;br&gt;• Gown&lt;br&gt;• Gloves</td>
</tr>
<tr>
<td>Sick child (suspect case of COVID-19)</td>
<td>• Medical mask (if tolerated)</td>
</tr>
<tr>
<td>Environmental cleaning (no direct care or close contact with children or other staff)</td>
<td>• Medical mask&lt;br&gt;• Eye protection (goggles or face shield) when in the presence of children&lt;br&gt;• Gloves, as required (as per manufacturer’s instructions)</td>
</tr>
<tr>
<td>Cook, food handler</td>
<td>• Medical mask&lt;br&gt;• Eye protection (goggles or face shield) when in the presence of children</td>
</tr>
<tr>
<td>Essential Visitors</td>
<td>• Medical mask&lt;br&gt;• Eye protection (goggles or face shield) when in the presence of children</td>
</tr>
</tbody>
</table>

***Requests for exemption from the use of PPE will be approved with guidance from Public Health.
Suspected and Confirmed Cases of COVID-19

Despite best efforts there remains the possibility that a child, parent, or staff of the CCLC could present with symptoms of COVID-19. At this point, strategies to contain the virus will be implemented.

Child care centres within the meaning of the Child Care and Early Years Act, 2014, have the duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act. Furthermore, child care centres are required to submit a Serious Occurrence to the Ministry of Education if a child or staff member has a confirmed case of COVID-19. The CCLC will contact Wellington-Dufferin-Guelph Public Health to report any confirmed case of COVID-19. Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff and children. Child care centres are required to consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be determined in collaboration between the Centre and Public Health to ensure an outbreak number is provided. Confirmed cases will also be reported to the U of G Human Resources according to University guidelines.

Child Presents with Symptoms:

In the event that a child presents with symptoms of COVID-19 while in attendance at the CCLC, the Child Care Isolation Policy will be followed.

Child Care Isolation Policy (see Appendix C) Children – While in Attendance:
Any child exhibiting a symptom associated with COVID-19 must be immediately separated from others in a supervised isolated area to continue assessment of suspected symptoms in order to determine further action and/or until they are picked up. The child exhibiting symptoms will be isolated in a separate room with a supervising child care staff member (in full PPE). The staff member who is providing care to the child should wear PPE and maintain a distance of 2 metres. Children with symptoms should be tested. Other children and staff in the Centre who were present while a child or staff member became ill should be identified as a close contact and cohorted (i.e. grouped together). WDGPH will provide any further direction on testing and isolation of these close contacts.

While in Isolation:
The child with suspected COVID-19 should wear a surgical/procedural mask (if tolerated). Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissue in a non-touch garbage bin and proper hand hygiene. The parent/guardian will be notified and must immediately pick up their child. Hand hygiene and respiratory etiquette should be practiced with the child who is waiting to be picked up.
Centre Staff Presents with Symptoms:

In the event a CCLC staff member experiences symptoms of COVID-19, they must report their symptoms to a member of the Administrative Team immediately. The staff person will take precautions to protect the children and co-workers throughout this process. Once staff coverage is deployed to the room, the symptomatic staff will be required to leave work following the departure process and arrange to be tested for COVID-19. They will be excluded from work while in self-isolation. Surfaces that were touched by the staff displaying symptoms must be disinfected as soon as possible in accordance with the Cleaning and Disinfecting protocol. Other children and staff in the Centre who were present while the staff member became ill should be identified as a close contact and cohorted (i.e., grouped together). WDGPH will provide any further direction on testing and isolation of these close contacts.

Child Experiences Symptoms While Not in Attendance:

Parents will notify the CCLC immediately by email or message through HiMama with details if a CCLC child begins to experience symptoms of COVID-19. The child with symptom(s) of COVID-19 must:

- Stay home from child care;
- visit a COVID-19 Assessment Centre to be tested;
- or they must receive an alternate diagnosis from a medical practitioner.

Families who opt not to test their symptomatic child must keep the child home for 10 days from the onset of symptoms. Household members who are not fully vaccinated or have not previously tested positive in the past 90 days must also isolate during this time and must remain isolating for an additional 14 days after the child’s 10 day isolation. Household members who are fully vaccinated or who have previously tested positive in the past 90 days do not need to isolate during this time.

Confirmed Cases of COVID-19

Public Health will notify a child care operator of any confirmed positive cases and will follow up with any child care staff identified as close contacts to the confirmed cases. Members of the Administrative Team will follow the explicit directions of Public Health and U of G Human Resources and will complete all reporting requirements. Families of children who have been identified as possible close contacts of a confirmed case of COVID-19 will be advised by the CCLC through the HiMama communication app. The CCLC will provide affected families with directions regarding self-isolation as directed by Public Health. Parents, children, and staff should continually self-monitor for signs of COVID-19.

NOTE: In the event of a confirmed positive case of COVID-19, the CCLC may enact containment measures over and above the requirements of Public Health. This could include closure of a classroom, program area, or the entire centre.
Returning to the CCLC

Anyone with a suspected or confirmed case of COVID-19 will be able to return to the CCLC according to the Exclusion and Self-Isolation Requirements (see Appendix C).

Child Care Fees During Closures

In the event that a classroom, program area, or the centre closes due to COVID-19, affected families will be reimbursed or not billed for the period of the closure.
Contacting Public Health

Maintaining open communication with our Public Health contact throughout the pandemic will be key to maintaining the safest possible environment for children, families, and staff.

**Child care programs are instructed to contact WDGPH Intake:** Call: 1-800-265-7293 or 519-822-2715, Ext. 4753 Or email: PHI.intake@wdgpublichealth.ca

- For inquiries, questions, or concerns related to COVID-19 and child care centres;
- For reporting suspected COVID-19 cases; and
- For public health inspection-related information

**Parents and families are directed to call the COVID-19 Call Centre at:** Call: 1-800-265-7293 or 519-822-2715, Ext. 7006
Daily Health Screening Policy

Parents/Guardians must comply with the CCLC’s process of completing the Daily Health Screen prior to attending the CCLC. Upon arrival, parents are asked to support their child with having their temperature taken. The child is then assisted by a staff member to use an alcohol-based hand sanitizer before being taken to their cubby to remove outdoor clothing. A staff person then brings the child to their program room. The staff person sanitizes their hands before assisting the next child.

All CCLC staff must complete the Daily Health Screen before reporting to the CCLC; disinfect their hands and have their temperature taken upon arrival; wash their hands with soap and water (20 seconds); and disinfect any personal items that have hard surfaces such as cell phones, water bottles, bags, purses etc. prior to reporting to their program/ workspace.

Health Screen Area Set Up

The Daily Health Screen area will be set up at the front entrance of the CCLC just inside the front doors or in the portable. Screening outside the front entrance or beside the building may take place, weather permitting.

The area will be readily visible and will be equipped with visual guides to ensure physical distancing between the screener and those arriving at the Centre; COVID-19 Active Screening Tool (either electronic or paper); hand sanitizer; no-touch infrared thermometer; PPE for the Screener; extra masks for individuals who forgot a mask; Public Health resources. The screening area will have a trained staff member present at all times during the designated drop-off and pick-up periods.

The Screener must be in full PPE (mask and goggles OR a face shield), and access to sanitizer and disposable gloves). Staff conducting the screen and taking temperatures must have received training on how to conduct and record information on the COVID-19 Active Screening Tool, how to take temperatures and how to put on and take off Personal Protection Equipment. Once the screening is complete, if the individual answers YES to any of the screening questions, or refuses to answer, or has a fever, then they have not met the screening requirements and cannot enter the building.

Attendance Records

Attendance records are kept for all children, staff, and visitors through the usual mechanisms (HiMama, staff scheduling software, sign-in/out binder). Additionally, to aid in contact tracing, Daily Health Screen records are maintained and screeners and runners record the children with whom they come in contact daily.
Appendix B

COVID-19 Active Screening Tool

Ministry of Health | Ministry of Education

COVID-19 screening tool
for students and children
in school and child care settings

Version 2: October 10, 2021

Students and children must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy) ______________

Screening questions

1. Is the student/child currently experiencing any of these symptoms?
   The symptoms listed are the symptoms most commonly associated with COVID-19. If you have these symptoms, you should isolate and seek testing. Please note that rapid antigen testing is not to be used for those with symptoms of COVID-19 or for contacts of known COVID-19 cases.
   Anyone who is sick or has any symptoms of illness, including those not listed below, should stay home and seek assessment from their health care provider if needed.
   Choose any/all that are now, worsening, and not related to other known causes or conditions they already have.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever and/or chills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cough or barking cough (croup)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Decrease or loss of taste or smell</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Nausea, vomiting and/or diarrhea</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

2. Do any of the following apply to the student/child?
   - They are fully vaccinated against COVID-19 (i.e., 14 days or more since their final dose of either a two-dose or a one-dose vaccine series)
   - They have tested positive for COVID-19 in the last 90 days (and since been cleared)

   If YES, skip questions 3, 4, 5

Personal health information is not collected when you complete this screening tool. The purpose of this question is to provide accurate isolation instructions, which are based on vaccination status and previous infection history.
3. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?  
   - Children (≤18 years old): fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, nausea, vomiting and/or diarrhea.  
   - Adults (≥18 years old): fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, tricophyly, muscle aches  
   If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing only mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.”  
   □ Yes  □ No  

4. In the last 10 days, has the student/child been identified as a “close contact” of someone who currently has COVID-19?  
   - If public health has advised you that you do not need to self-isolate, select “No.”  
   □ Yes  □ No  

5. In the last 10 days, has the student/child received a COVID Alert exposure notification on their cell phone?  
   - If the student/child has since tested negative on a lab-based PCR test, select “No.”  
   □ Yes  □ No  

6. Do any of the following apply?  
   - In the last 14 days, the student/child travelled outside of Canada and was told to quarantine  
   - In the last 14 days, the student/child travelled outside of Canada and was told to not attend school/child care  
   Please note that if the student/child is not fully vaccinated but is exempt from federal quarantine because they travelled with a vaccinated companion, they must not attend school or child care for 14 days. Select “yes” if this applies to the student/child.  
   □ Yes  □ No  

7. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)?  
   - This can be because of an outbreak or contact tracing.  
   □ Yes  □ No  

8. In the last 10 days, has the student/child tested positive on a rapid antigen test or a home-based self-testing kit?  
   - If the student/child has since tested negative on a lab-based PCR test, select “No.”  
   □ Yes  □ No  

Results of screening questions  

If you answered “YES” to any of the symptoms included under question 1, do not go to school or child care.  
- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.  
- Talk with a doctor/health care provider to get advice or an assessment, including if the student/child needs a COVID-19 test.  
- Siblings or other people in your household must stay at home until the student/child showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.  
- Contact your school/child care provider to let them know about this result.  

If you answered “YES” to question 3, do not go to school or child care.  
- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.  
- The student/child can return to school or child care after the individual with symptoms tests negative, is cleared by your local public health unit, or is diagnosed with another illness.  
- Contact your school/child care provider to let them know about this result.
Appendix B

If you answered "YES" to question 4, do not go to school or child care.

- The student/child must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.
- Follow the advice of your local public health unit or a health care provider, including which symptoms to monitor for and when to get a COVID-19 PCR test. Please note that rapid antigen testing is not to be used for contacts of known COVID-19 cases.
- The student/child can only return to school/child care after 10 days, even if they got a negative test result as long as they do not develop any symptoms.
- Siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- If the student/child develops any of the symptoms listed above or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.

If you answered "YES" to question 5, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
  - If they test negative on a PCR test (they do not have the virus) they can return to school/child care.
  - If they test positive on a PCR test (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons until the individual who got the COVID alert tests negative on a PCR test, or is cleared by your local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.

If you answered "YES" to question 6, do not go to school or child care.

- The student/child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.
- If the student/child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travelers, please see the Government of Canada’s website.
- If the student/child develops symptoms and/or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.

If you answered "YES" to question 7, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
- If the student/child develops symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household must stay at home until the student/child tests negative, or is cleared by your public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.
Appendix B

If you answered “YES” to question 8, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
  - If they test negative on a PCR test (they do not have the virus), they can return to school/child care.
  - If they test positive on a PCR test (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household must isolate until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by the local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.
- Contact your school/child care provider to let them know about this result.

If you answered “NO” to all questions, your child may go to school/child care. Follow your school/child care provider’s established process for letting staff know about this result.

- As per regular protocols, all sick individuals with any symptoms of illness should stay home and seek assessment from their regular health care provider if required.
- Individuals with severe symptoms requiring emergency care should go to their nearest emergency department.
- If an individual develops symptoms outside of the list above, the Public Health Unit may recommend other measures including testing based on an assessment of the individual’s symptoms and exposure history.

Public Health Ontario – Contact Tracing

Answering these questions is optional. This information will only be used by Public Health officials for contact tracing. All information will be deleted in 28 days.

Date: ____________________________
Name: ____________________________
Phone or Email: ____________________
Child Care Isolation Policy

All licensed child care centres must have a designated room or area to isolate a child who begins to show consistent or worsening symptoms of COVID-19 away from other children in care. The poster “Putting on PPE” must be posted in the room (see WDGPH resources). The room or area must be free of communal soft surfaces and be equipped with an individual cot, sheet, and blanket for the child, limited hard surfaced learning materials, hand sanitizer, a no-touch infra-red thermometer, tissues, and a waste bin lined with a plastic bag.

The CCLC has designated the Art Studio at the end of the main corridor as the isolation room for as long as required.

While in Attendance:
Any child exhibiting a symptom associated with COVID-19 must be immediately separated from others in a supervised isolated area to continue assessment of suspected symptoms in order to determine further action and/or until they are picked up. The child exhibiting symptoms will be isolated in a separate room with a supervising child care staff member (in full PPE). The staff member who is providing care to the child should maintain a distance of 2 metres. Children with symptoms should be tested. Other children and staff in the Centre who were present while a child or staff member became ill should be identified as a close contact and cohorted (i.e., grouped together). WDGPH will provide any further direction on testing and isolation of these close contacts.

While in Isolation:
The child with suspected COVID-19 should wear a surgical/procedural mask (if tolerated). Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissue in a non-touch garbage bin and proper hand hygiene. The parent/guardian will be notified and must immediately pick up their child.

Hand hygiene and respiratory etiquette should be practiced with the child who is waiting to be picked up. A Centre staff must immediately begin to complete the appropriate Suspected/Confirmed Case of COVID-19 Tracking Form (from Public Health) to document details of the suspected case. Public health will be contacted and notified of a potential COVID-19 case.

Process:
The CCLC staff person supervising the child must remain in the room for the duration of the isolation period while the Administrative staff completes all required notifications. The child should be closely monitored and comforted as needed while trying to maintain as much physical distancing as possible. Once the child is picked up, the supervising person thoroughly cleans and disinfects the entire room including floors, door handles and any other items or surfaces and items used by the sick child. Cleaning should also take place in the program where the child spent their time at the Centre. Once cleaning is completed, the supervising staff member safely removes and disposes PPE, ties up and disposes garbage and washes hands immediately before returning to normal duties.
Appendix C

Exclusion and Self-Isolation Requirements

Definitions

Risk Factors
Exposure to a Confirmed or Probable Case of COVID-19 or Any International Travel in the past 14 days prior to symptoms

Probable Case of COVID-19
A person (who has not had a laboratory test) with symptoms compatible with COVID-19 and has traveled to an affected area (including inside of Canada) in the 14 days prior to symptom onset; OR
Close contact with a confirmed case of COVID-19; OR Lived in or worked in a facility known to be experiencing an outbreak of COVID-19
OR
A person with symptoms compatible with COVID-19 AND in whom laboratory diagnosis of COVID-19 is inconclusive

Close Contacts
Household members, and anyone with close contact (>15 minutes, <2 metres apart), while they (a probable or confirmed case) had symptoms and up to 48 hours prior to symptom onset.

Symptomatic at Time of Testing with Presence of Risk Factors
Individuals who develop symptoms of COVID-19 with the presence of risk factors should self-isolate and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

Positive Result
Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and must be afebrile and symptoms improving for 72hrs prior to returning. *Close contacts of these individuals should self-isolate for 14 days from last contact

Negative Result
Those who receive a negative COVID-19 result but have the presence of ANY risk factors should not return until: 14 days after the onset of symptoms AND afebrile and symptoms are improving
*Close contacts of these individuals should self-isolate for 14 days from last contact

Symptomatic at Time of Testing Without Presence of Risk Factors
Individuals who develop symptoms of COVID-19 without risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.
*Close contacts of these individuals awaiting test results should self-monitor until the result is available and are permitted to continue to work at or attend child care during this time.

Negative Result
Those who receive a negative COVID-19 result but without the presence of ANY risk factors should not return until: 24 hours of symptoms improving *Close contacts of these individuals should self-monitor for 14 days from last contact
Positive Result
Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and must be afebrile and symptoms improving for 72hrs prior to returning (in accordance with the current COVID-19 Quick Reference Public Health Guidance on Testing and Clearance).
*Close contacts of these individuals should self-isolate for 14 days from last contact

Asymptomatic at Time of Testing with Presence of Risk Factors
Individuals without symptoms who have been tested for COVID-19 due to the presence of risk factors are required to self-isolate while test results are pending.

Negative Result
Those who receive a negative COVID-19 result but have the presence of ANY risk factors should not return until: 14 days after the last date of exposure (contact with confirmed or probable case or date of return from travel); AND continue to be asymptomatic.
*Close contacts of these individuals should self-monitor for 14 days from last contact

Positive Result
Those who test positive for COVID-19 must be excluded for 14 days from the COVID-19 test date and must be afebrile and remain asymptomatic for 72hrs prior to returning (in accordance with the current COVID-19 Quick Reference Public Health Guidance on Testing and Clearance).
*Close contacts of these individuals should self-isolate for 14 days from last contact

Asymptomatic at Time of Testing Without Presence of Risk Factors
Individuals without symptoms who have been tested for COVID-19 without the presence of risk factors should self-monitor for symptoms while results are pending.

Negative Result
Those who receive a negative COVID-19 result without the presence of ANY risk factors can continue to attend work or child care for as long as they continue to be asymptomatic. *Close contacts of these individuals should self-monitor for 14 days from last contact.

Positive Result
Those who test positive for COVID-19 must be excluded for 14 days from the COVID-19 test date and must be afebrile and remain asymptomatic for 72hrs prior to returning *Close contacts of these individuals should self-isolate for 14 days from last contact.

Exclusion and Self-Isolation Requirements
When can I go back to work/child care?
You can go back to work/child care if you:

• received a negative COVID-19 test result and are symptom-free for 24 hours OR,
• have self-isolated for 10 days and symptoms have resolved OR,
• received a different diagnosis from a health care provider (e.g., strep throat, bacterial conjunctivitis)
*After receiving a negative COVID test, if mild symptoms known to persist in young children linger, it would be a case-by-case assessment between the child care operator, the parent(s) and a healthcare provider (as needed) to determine the child’s return to child care (i.e. a child may be permitted to return to child care while mild symptoms are ongoing given they have received a negative test result and consultation has occurred between the child care operator, parents and health care provider). Each case is unique and requires consideration of the child’s health history and possible health care provider assessment.

Note: Child care centre should refer to the *Childhood Illness Reference Guide for Schools and Child Care Centres* for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19.
COVID-19 Vaccination Policy

Background
COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Achieving high immunization rates in Ontario’s licensed child care sector through vaccination is part of a range of measures and actions that can help prevent and limit the spread of COVID-19 in licensed child care settings. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, severe outcomes including hospitalization and death due to COVID-19.

Vaccinations will help create a safe environment for children, families, staff, and providers, which will help support the learning, development and well-being of all children. The most important measure adults can take to protect unvaccinated children is to be vaccinated. All vaccines approved for use in Canada provide high levels of effectiveness against hospitalization and death from COVID-19 and its variants, including the Delta variant.

Policy Statement
The CCLC recognizes the importance of immunization of individuals who regularly interact and provide services to children due to the nature of their work and potential exposure in the community. This COVID-19 vaccine policy aims to protect the child care programme’s population including children and their families, staff, volunteers, students on education placements, and all members of our CCLC community. This policy recognizes that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, and the risk this poses to individual and community health, service continuity, and functioning of our health care system. This policy aims to achieve full vaccination amongst child care staff, students, and volunteers in alignment with provincial directives and the University of Guelph’s vaccine mandate.

As a licensed child care operator, the CCLC has a legal duty to meet legislative requirements under the Children’s Early Years Act, 2014, and to follow all requirements and recommendations of the Ministry of Health, and local public health. The University of Guelph Child Care and Learning Centre also has a legal duty under the Occupational Health and Safety Act (OHSA), to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious diseases such as COVID-19 and its associated variants.

To protect children in a child care setting where the risk of contracting and transmitting COVID-19 and the Delta variant is higher, the CCLC requires all staff, students, volunteers, and Special Needs Resource agency staff to be vaccinated against COVID-19 and to provide proof of vaccination unless there is a medical reason against vaccination, documented by a medical exemption. Further, the University of Guelph requires all visitors to university buildings, including the CCLC, to be vaccinated against COVID-19.
Purpose
The purpose of the COVID-19 Vaccination Policy is to clarify the legislated requirements and expectations of the CCLC with respect to obtaining COVID-19 vaccination records, verifying medical reasons for not being vaccinated, providing access to information required to make informed decisions about COVID-19 vaccination, and ensuring that asymptomatic individuals who are not fully vaccinated against COVID-19 are routinely tested through COVID-19 rapid antigen testing.

Scope
This policy applies to all CCLC employees, anyone who interacts with children in the CCLC such as students working on an unpaid placement or volunteers, and any other person who provides services to the CCLC (e.g. Special Needs Resourcing and Capacity Building Supports).

The CCLC reserves the right to amend this policy as it determines to be appropriate or required.

Definitions (in alphabetical order)

COVID-19 Vaccines approved by Health Canada are:

- Pfizer-Biontech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

COVID-19 Vaccine Education Session
Individuals who are hesitant to be vaccinated without a documented medical reason, will be offered an educational session that has been approved by the CCLC about the benefits of vaccination.

The educational session will include the following at minimum, while respecting that it is an individual’s personal choice whether or not to get vaccinated:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19; and
- Possible side effects of COVID-19 vaccination

Fully Immunized
For the purposes of case/contact/outbreak management, an individual is defined as fully immunized once 14 days has passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada.

Proof of Medical Reason for Not Being Vaccinated
Proof must be provided by either a physician or a nurse practitioner (note: a nurse practitioner is a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991). The note must specify whether or not the reason is permanent or time-limited. If time-limited, the note must indicate how long the medical condition is expected to last. This medical exemption is then submitted to the University of Guelph Occupation Health to be considered for approval. If approved,
the individual will be required to complete rapid antigen testing at least twice per week for the duration of the exemption or until fully vaccinated.

**Proof of Vaccination**
The only acceptable proof of vaccination is the receipt provided by the Ministry of Health to the person who was vaccinated. After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received. (see Notes: How to Obtain Proof of Vaccinations)

**Rapid Antigen Tests**
Rapid antigen tests look for proteins from the COVID-19 virus and are conducted on asymptomatic individuals only. Test results are available on site within 15 minutes from the time the sample is taken. Rapid antigen tests must be completed twice weekly prior to reporting to work by CCLC staff, students, or volunteers who are partially vaccinated during the University of Guelph’s grace period (September 7 to October 15) and following the grace period until fully vaccinated, or indefinitely for those continuing on a medical exemption.

**Unvaccinated/Not Fully Vaccinated**
Individuals who have not received two doses of a COVID-19 vaccine that has been approved by Health Canada are considered to be unvaccinated or not fully vaccinated.

**Procedure**

**Proof of Vaccination Status**
All CCLC staff, students, and volunteers must provide one of the following by September 7, 2021:
- Proof of first dose of COVID-19 vaccine approved by Health Canada (see Definitions)
- Written proof of a medical reason for not being fully vaccinated (see Definitions)

All CCLC staff, students, and volunteers must provide one of the following by October 1, 2021:
- Proof of second dose of COVID-19 vaccine approved by Health Canada (see Definitions)
- Proof of completion of a one-dose COVID-19 vaccine approved by Health Canada (see Definitions)
- Written proof of a medical reason for not being fully vaccinated (see Definitions)

**Special Needs Resource (SNR) Agency Staff**
All SNR staff who attend the CCLC must provide confirmation from their employer that they have met the legislated requirements with respect to COVID-19 vaccination in child care. Unvaccinated SNR staff after September 7 or partially vaccinated SNR staff after October 1, will not be admitted to the CCLC until proof of being fully vaccinated is provided. Support and consultation will be provided virtually until proof of vaccination is provided.

**Vaccination Record Retention**
All vaccination records are collected in accordance with all applicable privacy legislation and are kept in a secure location at the CCLC.
Data Submission to the Ministry of Education
Child care programmes are required to provide aggregate statistics to the Ministry of Education related to the vaccine status of staff. Data submissions are required on a monthly basis commencing September 15, 2021.

Unvaccinated/Partially Vaccinated staff, students, and volunteers:

Unvaccinated students and volunteers will not be admitted to the CCLC, unless on an approved medical exemption.

As of September 7th:
a. Unvaccinated Staff Due to Medical Reason
Unvaccinated staff members who have a medical reason to not be vaccinated must:

1. Provide proof of medical reason for not being vaccinated to the University of Guelph Occupation Health and receive approval from the University of Guelph (see Definitions);
2. Provide approval from the University of Guelph to the CCLC;
3. Receive COVID-19 vaccine as soon as possible in cases where the reason is time-limited or a new vaccine approved by Health Canada becomes available that is deemed safe for the individual;
4. Provide verification of a negative rapid antigen COVID-19 test result at least two times per week commencing September 7, 2021. (see Notes - Obtaining a Rapid COVID-19 Test Sept 7-Sept 21)

b. Partially Vaccinated
Staff members who have received one dose of the COVID-19 vaccine must inform the CCLC the scheduled date of their second dose. Once received, they must immediately provide proof of receiving the second dose. The individual must wait 14 days before being considered fully vaccinated and continue with rapid antigen testing until the 14 days have passed.

NOTES:

How to Obtain Proof of Vaccinations

After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received.

Receipts are available:
• for first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy, or primary care setting); and
• for doses received out of province, for World Health Organization approved vaccines
To log in to the provincial portal (https://covid19.ontariohealth.ca/) and download vaccine receipt(s), individuals will need the following:

- a green photo health (OHIP) card (numbers from both the front and back)
- date of birth
- postal code

Steps to download receipts(s):

- Scroll to the bottom of the page and acknowledge that you have read and understood the terms of use;
- Enter the requested personal information and press “Continue”;
- Select “Continue” under the header: “Vaccination Receipts”; and
- Click “Download the Receipt” for the desired vaccination date.

Individuals with a red and white health card, or individuals who are having difficulty accessing their vaccine receipt(s) online, should call the Provincial Vaccine Booking Line at 1-833-943-3900. A call centre agent can email a copy of the receipt.

Individuals who have questions or concerns about the information supporting their COVID-19 vaccine receipt should contact their local public health unit for further information.

The majority of people who were vaccinated in Ontario were provided a receipt from the Ministry of Health with the individual’s name, date of vaccination and product name (i.e., Pfizer, Moderna, etc.). However, there may be some exceptional instances where an individual cannot easily present a copy of their vaccine receipt. The Children’s Early Years Division will work with individuals on a case by case basis to collect acceptable proof of vaccination.

**How to Receive a Rapid Antigen Test**

Rapid antigen tests are provided by the University of Guelph and test results must be submitted to the University of Guelph Rapid test Submission portal.

https://uoguelph.eu.qualtrics.com/jfe/form/SV_8rc0ZZmPm4xYD7o