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Licensing Requirements

- The following information comes directly from the operational guidance document.

Tavistock Little Pre-School will submit an attestation to the Ministry of Education that confirms enhanced policies, procedure and protocols have been developed and reviewed with all employees. The policies will be shared with all Tavistock Little Pre-School's families. These policies, procedures and protocols will be established by seeking guidance from Southwestern Public Health. Tavistock Little Pre-School will establish enhanced health and safety policies, procedure and protocols that will address:

- Screening for symptoms prior to admission (children, staff and essential visitors)
- Enhanced Sanitary Practices
- Hand Hygiene
- Sanitization of the space, toys and equipment
- How to report an illness
- How physical distancing will be encouraged
- Observing children ensuring frequent hand hygiene, encourage children not to touch their face
- How shifts will be scheduled, where applicable
- Rescheduling of group events and/or in-person meetings
- Parent/guardian drop off and pick up procedures
- Essential Visitors

Tavistock Little Pre-School will seek and follow the advice of Southwestern Public Health's advice regarding best practices for cleaning and disinfecting throughout the Covid-19 pandemic.

Ratio and Cohort Rules

When Tavistock Little Pre-School reopens, we will be permitted to operate at our regular licensed ratio of 24 children for pre-school and 13 children for school age.

Ratios and Licensing

Ratios will be closely monitored and will not be modified or changed from the regulations set down by the Ministry of Education.

<u>Group</u>	<u>Age Range</u>	<u>Ratio</u>
Preschool	2 ½ -5 yrs	1 staff to 8 children
School Age	44 month or older but younger than 13	1 staff to 13 children

Pre-School

Within our license, a 20% ratio of children between the ages of 24 months to 2 ½ years can be included in our pre-school ratio.

- One teacher per 8 children -preschool approved at 30 months up to and including 5 years of age
- Maximum grouping of children for Tavistock Little Pre-School is 24 children
- 20% ratio allows an exception to provide care for children the age of 24 months to 30 months in the grouping.
- Each grouping of children must have one R-ECE or a person otherwise approved by the Director

School Age

Our license for school age is mixed age grouping. To comply with ratios the lowest age group must be used to calculate the staff to child ratio.

- One teacher per 13 children
- Maximum grouping of children for the School Age program is 13 children.
- A second educator will be on premise during the school age program when 6 or more children are present to remain compliant.

***Reduced Ratios does not apply to our program.**

Maximum Cohort Size and Ratio

- The following information comes directly from the operational guidance document.

- For the purposes of this document, 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 for minimum 7 days.
- Children attending on a part-time basis will be counted in the total number of individuals in the cohort, even on the days when they are not physically attending the program.

General Information

Under normal circumstances we would permit variations in attending days and would pair children up to fill one complete space. Current regulations prevent “pairing up” children. For this reason, we have adjusted our schedule to refrain from alternating groups Monday/Wednesday and Tuesday/Thursday for pre-school (this will be explained in the next section further).

Additionally, we will be closing the before school program and will be offering after school care only for the time being. The same rules apply to school age in regards to part time attending children; they cannot be matched up to fill a full spot.

For the pre-school class we will have an additional fourth staff member to take place of the scheduled volunteer parent we would have in normal circumstances. Staff will follow a rotating weekly schedule for kitchen duty to prepare snack and complete any toy/material washing as needed.

Schedule and Hours of Operation

Pre-School

- Class will operate Monday through Thursday from 9:00am to 11:30am.
- Screening will begin at 8:45am promptly.
- Our cohort structure will be as follows: 2/3 of the class (16 children) will be attending all 4 days of the week. 1/3 of the class (8 children) will only be attending 2 mornings. As mentioned in the previous section, a child must count as one whole space and WILL NOT be paired up with another child. Those spaces are being used to grandfather in returning students schedules, who would otherwise be unable to attend at all. The attendance count will never exceed 24 children.
- The screening area will be constantly attended to between 8:45am and 9:15am. After that window of time parents will be asked to call the centre at (519) 655-3934 from the parking lot, to have the screening staff complete the procedures before entry is permitted to the child.
- Pre-School will operate September to June as normal, unless otherwise advised (ex. A 2nd wave).

School Age

The After School program will run from September to June following the Thames Valley District School Board calendar. The program **does not** operate on P.A. days or during March Break.

- After ONLY from 3:30-6:00
- Full-time (Mon-Fri)

Statutory Holidays

Tavistock Little Pre-School will be closed for all statutory holidays during the months of September to June. We are closed for Easter Monday, two weeks for Christmas/New Year break and a week for March break. Those breaks follow the same holiday schedule at the local school board.

Staffing

- The following information comes directly from the operational guidance document.

- Staff and students should work at only one location.
- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff should be assigned to a specific group so as to limit staff interaction with multiple groups of children.
- Qualified Staff
 - Licensees are required to ensure each group has the required number of qualified staff as set out in the CCEYA. Licensees may submit requests for staff director approval (DAs) to the ministry.
 - Staff DAs can be transferred from one child care centre to another child care centre that is operated by the same licensee.
 - Licensees can also request a staff DA for multiple age groups.
- Certification in Standard First Aid Training, including Infant and Child CPR
 - Staff that are included in ratios and all home child care providers are required to have valid certification in first aid training including infant 10 and child CPR, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB).
 - The WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended until December 31, 2020.
 - Licensees are encouraged to monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff, home child care providers or in-home service providers whose certification would have expired after March 1, 2020.
- Vulnerable Sector Checks (VSCs)
 - Licensees are required to obtain VSCs from staff and other persons who are interacting with children at a premises, including students.
 - A licensee is not required to obtain a new VSC from staff or persons interacting with children where the fifth anniversary of the staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.

Cleaning in Childcare Centres

- The following information comes directly from the operational guidance document.

- Frequently touched surfaces should be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).
- Information from Public Health Ontario provides best practices for cleaning and disinfecting, including:
 - which products to use;
 - how to clean and disinfect different materials
 - other items to remember, including checking expiry dates of cleaning and disinfectant products and following the manufacturer's instructions.
- It is recommended that operators keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.
- Only one group should access the washroom at a time and it is recommended that the facilities be cleaned in between each use, particularly if multiple groups will be using the same washroom.

Guidance on the Use of Masks, Personal Protective Equipment (PPE) and Handwashing

- The following information comes directly from the operational guidance document.

- All adults in a child care setting (i.e., child care staff, home child care providers, home child care visitors, and students) are required to wear medical masks and eye protection (i.e., face shield) while inside in the child care premises, including in hallways.
- All children in grades 4 and above are required to wear a non-medical or cloth mask while inside in the child care premises, including in hallways.
- All school-aged children are encouraged but not required to wear a mask while inside in the child care premises, including in hallways (see information about the use of masks on the provincial COVID-19 website or the Public Health Ontario factsheet on non-medical masks). Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).
- The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.
- Reasonable exceptions to the requirement to wear masks are expected to be put in place by licensees. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.
- Licensees should document their requirements and exceptions related to masks.
- Masks are not recommended for children under the age of two (see information about the use of masks on the provincial COVID-19 website).
- Child care licensees and home child care providers should secure and sustain an amount of PPE (including but not limited to face shields, medical masks, gloves, etc.), and cleaning supplies that can support their current and ongoing operations.
- When wearing a medical mask, you should wash your hands before putting on the mask and before and after removing the mask. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.
- Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children. Refer to Public Health Ontario's How to Wash Your Hands fact sheet.

Screening

- The following information comes directly from the operational guidance document.

- All individuals including children attending child care, staff, students and child care providers, parents/guardians, and visitors must be screened each day before entering the child care setting.
- Where possible, daily screening should be done electronically (e.g., via online form, survey, or e-mail) prior to arrival at the child care setting.
- Parents and guardians should be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- If children are screened at the child care setting, screeners should take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier). If a 2 metre distance or physical distancing cannot be maintained, personal protective equipment (PPE) (i.e., medical mask and eye protection (i.e., face shield)) should be worn.
- Where an individual does not pass the screening and is not permitted to attend the program, this does not need to be reported to the local public health unit.
- Alcohol-based hand rub containing 60% to 90% (Southwestern Public Health advises the use of hand sanitizers with at least a 70% alcohol content) alcohol content should be placed at all screening stations. Dispensers should not be in locations that can be accessed by young children.
- All child care licensees must maintain daily records of screening results. Records are to be kept on the premises (centre or home).

Symptoms of Covid-19

- The following information comes directly from the operational guidance document.

Symptoms of COVID-19, which is the disease caused by the 2019 novel coronavirus, range from mild — like the flu and other common respiratory infections — to severe. Call 911 if you or someone is experiencing any of the following symptoms:

- Severe difficulty breathing (struggling for each breath, can only speak in single words)
- Severe chest pain (constant tightness or crushing sensation)
- Feeling confused or unsure of where you are
- Losing consciousness

The most common symptoms of COVID-19 include:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Nasal Congestion
- Hoarse Voice
- Difficulty swallowing
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)

- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that's unusual or long lasting
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches • Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children and infants: sluggishness or lack of appetite

There is no specific treatment for COVID-19, and there is no vaccine that protects against the coronavirus that causes it at this time. The majority of COVID-19 cases are mild and most people who get it will recover on their own. Typical treatment for common coronaviruses includes:

- Drinking plenty of fluids
- Getting as much rest and sleep as possible
- Using a humidifier or taking a hot shower to help with a sore throat or cough

When Someone in a Child Care Setting Demonstrates Symptoms of Illness

- The following information comes directly from the operational guidance document.

A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member, home child care provider or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

- Children, child care centre staff, students and those ordinarily resident/regularly at the home child care premises who are symptomatic or have been advised to self-isolate by the local public health unit, **must not attend the program**. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of the local public health unit.
 - Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.

- If a child, child care centre staff, student, home child care provider and those ordinarily resident/regularly at the home child care premises becomes symptomatic while in the program, they should be isolated in a separate room and family members contacted for pick-up.
- If a separate room is not available, the person who is symptomatic should be kept at a minimum of 2 metres from others.
- The person who is symptomatic should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the person who is symptomatic is a child, a child care staff/provider should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a medical mask. The child care staff/provider should wear a medical mask and eye protection (i.e., face shield) at all times and not interact with others. The child care staff/provider should also avoid contact with the child's respiratory secretions.

- All items used by the person who is symptomatic should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- The local public health unit should be notified, and their advice should be followed.
- If the child care program is located in a shared setting (for example in a school), follow public health advice on notifying others using the space of the suspected illness.
- Where a child, staff, parent, student, home child care provider, person who is ordinarily a resident at a home child care premises or a person who is regularly at a home child care premises is suspected of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence (see Serious Occurrence Reporting section below). When a person becomes symptomatic the home child care agency will report to the local public health unit, the ministry, and where public health advises, families.
- Other children, including siblings of the symptomatic child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and grouped together. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Serious Occurrence Reporting

- The following information comes directly from the operational guidance document.

Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The licensee should contact their local public health unit to report a child suspected to have COVID-19. The local public health unit 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 members and children.

- Where a child, parent, staff, student, home child care provider, home child care visitor or a person who is ordinarily a resident at/regularly present at a home child care premises is suspected (i.e. has one or more symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless the local public health unit advises otherwise.

Communication and Parent Fees

- The following information comes directly from the operational guidance document.

- Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. New policies should be shared with families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy.
- Licensees must share with parents, the policies and procedures regarding health and safety protocols to COVID-19, including requirements and exceptions related to masks.
- Licensees are not required as part of re-opening to revise their program statement, full parent handbook and other policies.

- Licensees may want to consider providing links to helpful information, as well as detailed instructions regarding screening and protocols if a child or individual in the program becomes ill.
- Priority/waitlist policies may need to be updated as health and safety measures change to account for any resulting limited capacity. Any changes to policies should be communicated to families so they are aware of the changes. An equitable approach should be implemented to assess priority for care.
- Where possible, the use of in-person communication should be limited.

Monthly fees will remain the same as they were prior to closing in March 2020.

- Fee subsidy may be available to qualifying families through the County of Oxford.

Access to Childcare and Prioritizing Families

A survey was shared with pre-school families during our extended closure to determine care needs. During the re-opening process, priority will be given to those who can accommodate attending all 4 mornings (Monday-Thursday). Spaces will be kept available for returning students (enrolled before shutdown) who may not be able to accommodate a 4-day schedule.

Staff Training

Staff training is completed annually by all staff before re-opening of the centre after the summer break. In these circumstances staff will participate in annual training that will include the enhanced health and safety policies, procedures and protocols put into place for Covid-19.

Staff are required at all time to follow the Child Care and Early Years Act, Southwestern Public Health Policies, Human Resources Policies and Procedures, Tavistock Little Pre-School's Policies and Procedures at all times.

Drop off and Pick Up Policies

- The following information comes directly from the operational guidance document.

- Licensees should develop procedures that support physical distancing and separate groups of children as best as possible (i.e., children of one room enter door A and children of another room enter door B, or staggered entrance times).
- As much as possible, parents should not go past the screening area.
- All entrances should have alcohol-based hand rub.
- Consider using signage/markings on the ground to direct families through the entry steps.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. Belongings should be labeled and kept in the child's cubby/designated area.
- You may want to consider a specific policy/protocol for stroller storage if this typically takes place inside the child care setting (for example, designating a space outside of the child care setting so that parents do not need to enter the building to leave the stroller).

Space Set-Up and Physical Distancing

- The following information comes directly from the operational guidance document.

- The ministry recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff and providers to maintain a welcoming and caring environment for children.

- Each group of children must have their own assigned indoor space, separated from all other groups by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between groups. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.
- When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres must be maintained between different groups and should be encouraged, where possible, between children within the same group by:
 - spreading children out into different areas, particularly at meal and dressing time;
 - incorporating more individual activities or activities that encourage more space between children; and
 - using visual cues to promote physical distancing.
- In shared outdoor space, a distance of at least 2 metres must be maintained between groups and any other individuals outside of the group at all times.
- Shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
 - planning activities that do not involve shared objects or toys;
 - when possible, moving activities outside to allow for more space; and
 - avoiding singing activities indoors.

Equipment and Toy Restrictions

- The following information comes directly from the operational guidance document.

- Licensees and home child care providers are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
- Licensees are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or group of children. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared, including between groups.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.

Food Provisions

- The following information comes directly from the operational guidance document.

- Licensees and home child care providers should change meal practices to ensure there is no self-serve or sharing of food at meal times.
 - Utensils should be used to serve food. There should be no sharing of utensils.
 - Meals should be served in individual portions to the children.
 - There should be no items shared (i.e., serving spoon or salt shaker).
- There should be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- Children should neither prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- Where possible, children should practice physical distancing while eating.

Provisions of Special Needs Resourcing (SNR)

- The following information comes directly from the operational guidance document.

- The ministry recognizes that children with special needs and their families continue to require additional supports and services in child care settings.
- The provision of in-person special needs services in child care settings should continue where appropriate. Should questions arise in respect of which service providers are permitted to enter the premises, please consult with your local public health unit. Please work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.
- Maximum group size rules do not apply to SNR staff (consultants and enhanced staff) on site.
- Where SNR services are provided through external staff/service providers, licensees and home child care providers should inform all families of this fact, and record attendance for contact tracing purposes.
- All SNR staff must be screened before entering the child care setting, as per the protocol in the screening section above.

Protocols for Children's Safety:

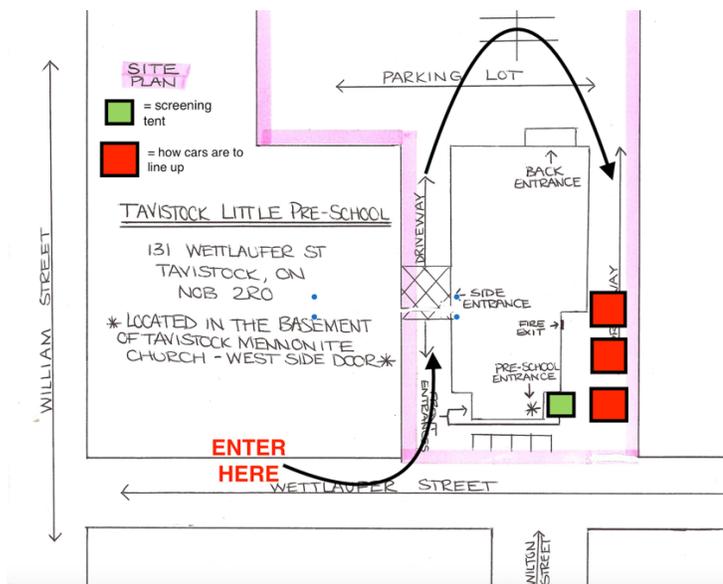
The following protocols have been developed to enhance the health and safety during the Covid-19 pandemic of all participants at Tavistock Little Pre-School. Even during normal circumstances, we pride ourselves on providing a program that demonstrates high expectations for the health and safety for all staff and students. Should you have any questions please do not hesitate to contact Sadie Harrett, Director of Tavistock Little Pre-School at any time via email, phone, or text.

Pre-School:

Arrival

- All staff, pre-school children will enter through the North-West front entry way of Tavistock Mennonite Church (pre-school door), only after clearing screening.
- Drop off and Pick up will happen by drive thru process.
- Families will drive on the North-East driveway, over the ramp and around the church (will be marked with signs), so their vehicle will arrive beside the North-West entrance/exit.
- The first family in line will exit their vehicle and approach the screening table.
- Only one family is permitted to be out of their vehicle at one time.
- Once the child has passed the screening, the screener will direct the child to the classroom. At this time the parent would return to their vehicle and depart, and the next family in line moves forward and exits their vehicle.

PICK UP AND DROP OFF SCHEDULE	
Screening window opens	8:45AM
Screening window closes	9:15AM (call if you arrive after this time)
Closing of class with children	11:15AM
Gathering of Belongings	11:25AM
Drive thru dismissal	11:30AM



Screening Area

- Signage will be posted on the door to identify the screening process.
- The screening table will have hand sanitizer, facial tissues, extra gloves, disinfecting wipes, forms to be distributed to families, screening sheet on a clipboard, a pen, and a lined garbage bin.
- The screening area will be outside the North-West front doors of the church (designated pre-school entrance).
- IF RAIN/INCLEMENT WEATHER the screening will take place just inside the door way. The child will enter the doorway that is propped open, to allow communication with the parent. The parent will stay outside of the building.
- The parent will NOT enter the building unless absolutely necessary. If necessary, a complete screening must be completed and a mask must be worn at all times while in the building.
- Students will enter the doors with the screener, head down the stairs and wash their hands immediately before entering the program room with the educators and fellow students.
- The screener will not pass the gated entrance to the classroom and will pass any communication to the educator from a minimum distance of 2 metres.
- The screener will then return to the screening area, wiping down both interior and exterior door knobs.
- The screener will then replace their gloves before they start screening the next child.

Screening Procedure

- The screener must wear a mask, shield/eye protection, a gown and gloves at the screening station.
- The screener will set up the screening table with the aforementioned items and create a line 2 metres away from the table, where the parent/guardian and child will remain to answer the screening questions.
- The Director (or the designated staff in her absence) will be the screener.
- The screener must answer the screening questions, take their own temperature and document the outcome on the tracking sheet.
- The staff that arrives second will call into the centre to let the Director know of their arrival.
- The aforementioned staff will confirm the screeners answers, after their own screening is completed (keeping 2 metres apart).
- Every child and staff must complete the screening process prior to entering the building.

Tavistock Little Pre-School Screening Protocols	
Director Screening: - first to arrive on premise or designated staff in her absence	<ul style="list-style-type: none"> ○ Upon arrival, will complete a self-screening. This will be documented and kept on file on premise. ○ The screening will be confirmed by the second arriving staff.
Staff Screening:	<ul style="list-style-type: none"> ○ Staff will complete pre-screen prior to arrival. ○ They will call into the centre and wait to enter the building. ○ Director will meet staff at screening area to complete the secondary screening process before they enter the building.
Prior to arrival the parent agrees to:	<ul style="list-style-type: none"> ○ Complete online pre-screen each morning for each child in attendance.

Upon arrival:	<ul style="list-style-type: none"> ○ Parents will line their vehicles up in a drive thru fashion. ○ Only one family is permitted to be out of their vehicle at the screening area at any given time. ○ The parent/guardian will use hand sanitizer. ○ A secondary confirmation screening will be conducted by Director. ○ Child's temperature will be confirmed with a no touch thermometer.
If <u>NO symptoms</u> are shown:	<ul style="list-style-type: none"> ○ Child will pass the screening and be permitted to enter the building and into program.
If <u>symptoms ARE</u> observed:	<ul style="list-style-type: none"> ○ <u>The child will NOT be permitted</u> to enter the building and will be sent home to self-isolate. ○ They parent or guardian will be advised to complete the self-assessment tool and to contact their family physician to see if further treatment is required.

- The screener will greet all families in a warm, welcoming manner.
- The screener will record all information on the screening sheet.
- The log will consist of the child's name, date, temperature and if the child passed the questions.
- The screener will be in charge of disposing of all garbage after the daily screening process.
- The entrance door will be locked throughout the day.

Accompanying Children to Program Room

- Once the child passes the screening, the screener will accompany them downstairs to the coat hooks.
- The screener will wipe down the child's bag (if applicable) and hang it on the child's hook.
- The screener will direct the child to the bathroom to wash their hands before entering the class.
- The Educator will open the gate to grant the child access to the room.
- The screener will pass any information shared from the parent to the Educator.
- The Educator will sign in the child and note any messages from the screener.
- The Screener will return to the screening table, ensuring to wipe down the interior and exterior handles of the entrance door.
- The screener will then dispose of their gloves and replace with a new pair before beginning the screening process of the next child.

Screening Log Sheets

- Screening results will be documented on screening log sheets for children, staff and essential visitors.
- The screening log sheets will be kept on file for 3 years.

Handwashing

- Proper hand hygiene is required at all times by all participants at Tavistock Little Pre-School.
- Children will be encouraged to not touch their face and will have access to tissues at all times.

Morning Program

Arrival – hang up items, wash hands, enter room, sign-in
Free Play – sensory, creative, dramatic play, large motor, literacy, fine motor, block play, loose parts, puzzles
Tidy-Up Time – upon completion gather on the carpet
Washroom Break and Handwashing for Snack – depart from class to washrooms in groups of 8
Snack Break – upon completion re-gather on carpet for physical activity
Physical Activity/Group Time – opportunity to get the children moving; often includes rhythm sticks, bean bags, scarves etc. A focused activity lead by the educators; introducing concepts such as letters, reading, numbers, counting, colours etc.
Collect Children’s Belongings – children to put on coats and grab any items from the day
Dismissal – children are dismissed one-by-one by drive thru process from entrance door (same as arrival process)

Learning Areas

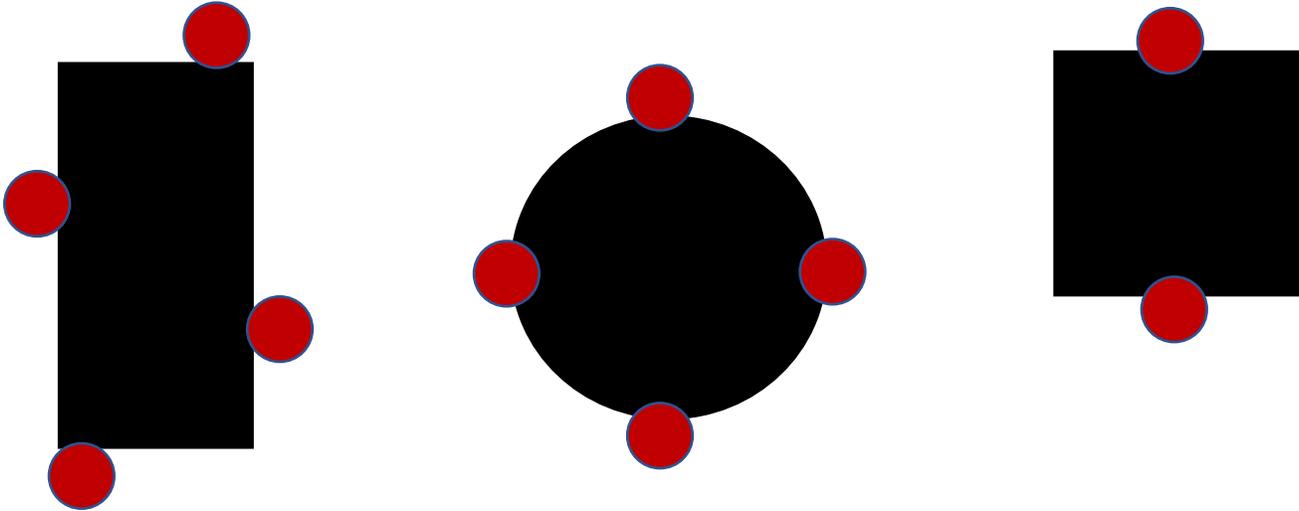
- Learning areas will be set up each day and will represent a wide variety of the children interests.
- Observations will be made and documented by Educators throughout the day to assist in planning for setting up the learning areas each week.
- Toys that are plastic and washable will be used primarily within the classroom.
- Children will be able to share toys and equipment with the other children in the classroom once they pass the screening area.
- A fourth staff will be present to wash any mouthed toys immediately as they become soiled.
- Wooden toys and blocks will be removed.
- Dress up clothes, stuffed toys, toys that promote mouthing (ie. Play kitchen materials), fabric and wicker baskets will be removed from shelves.
- The art area will be limited to independent material set ups. It will also depend on the Educators ability to supervise and disinfect the materials being used at that time. This includes the paint easel.

Room Set-Up

- Social distancing will be encouraged and the class room will be set up in such a way to naturally promote more space between children during activities.
- More individual activity buckets will be incorporated into the classroom.
- Materials will be set up as to only accommodate a limited number of children in each area.
- The paint easel will operate with only one child only.
- Up to two children, on separate ends, will be able to use the couch to read a story. All other seating in the reading area will be limited to one child and will be spaced accordingly.
- Toys on the shelf will be minimized in each area, to encourage children to naturally spread out.
- Rectangular tables will have one chair on each end during play time, and circular tables will be limited to four chairs during play time.
- Tables will be placed a minimum of 2 meters apart to promote social distancing.
- Separate shelves will be used for the pre-school and school age materials.

Snack and Meal Times

- Tables will be washed with soap and water and then sprayed with a bleach disinfectant by the staff in the kitchen.
- Children will be limited at each table. Examples pictured below.



- Educators will wash their hands before and after serving snack.
- Children will wash their hands before eating and sanitize after eating snack.
- Snack will be served over the counter from the kitchen.
- Individual portions of snack will be placed in front of children by the Educators. If more water or snack is requested the Educator will serve them a new bowl or cup.
- Children will place any materials used during snack in the dish bucket or garbage can.
- Once all of the children are finished, the staff in the kitchen will collect the bucket of dirty dishes and return to the kitchen to wash them.
- The kitchen staff will also clean and disinfect the tables once snack is completed.
- After snack all chairs will be disinfected and floors will be vacuumed.

Washroom/Diapering

- The washroom has always been disinfected after each use, for the entire duration of class and we will continue this practice.
- Gloves will be used by Educators assisting children in the washroom and will be discarded after each use.
- Educators will wash their hands after every diaper change.
- Changing pads will be disinfected after each use.
- During handwashing for snack, the Educator will be the only one to touch the sink tap and the soap dispenser.
- All bathrooms will be disinfected thoroughly once class is dismissed and before any other program is permitted to use to space (ex. between pre-school and PM school age; then again after school age before pre-school the next morning).

Departure

- Families will call the centre if they require that their child be dismissed ahead of the scheduled time at 11:30AM. In this case, the parent would park in one of the 4 spaces in front of the church.
- Otherwise, families will line up around the church building, just like at arrival time and wait for dismissal.
- Families are to remain in their vehicles until they arrive at the beginning of the line-up.
- Children will be walked out by the Director (or designated staff) to the vehicle. Masks and eye protection, as well as a gown will be worn by the designated staff walking the child to the vehicle. Masks and eye protection will be worn at all times by all staff while inside of the childcare centre.
- At this point the parent can get out of the vehicles and buckle their child in.
- Any information pertaining to the child's day or class will be passed to the parent.
- The person who walked the child to their vehicle will sign the child out.

Parent Guardian Communication

- Any information from the parent during drop off will be passed to the screener.
- This information will be documented in the communication log when the screener passes it along to the Educator.
- Information will be shared to the families at the end of the day by the person designated to walk the child to their family's vehicle.
- Parents can contact the Director at any time via email, call, text.
- Learning stories and pictures will be shared weekly with families as they are completed.

School Age:

Screening Procedure

- The Director (or the designated staff in her absence) will be the screener.
- The screener must answer the screening questions, take their own temperature and document the outcome on the tracking sheet.
- The staff that arrives second will call into the centre to let the Director know of their arrival.
- The aforementioned staff will confirm the screeners answers, after their own screening is completed (keeping 2 metres apart).
- Every child and staff must complete the screening process prior to entering the building.

Tavistock Little Pre-School Screening Protocols	
Director Screening: - first to arrive on premise or designated staff in her absence	<ul style="list-style-type: none"> ○ Upon arrival, will complete a self-screening. This will be documented and kept on file on premise. ○ The screening will be confirmed by the second arriving staff.
Staff Screening:	<ul style="list-style-type: none"> ○ Staff will complete pre-screen prior to arrival. ○ They will call into the centre and wait to enter the building. ○ Director will meet staff at screening area to complete the secondary screening process before they enter the building.
Child Screening	<ul style="list-style-type: none"> ○ Upon meeting the educator at the designated spot, the child will be warmly greeted. ○ The Educator will ask the child some screening questions. ○ Based on the child's answers they will pass or fail their after-school screening.
If <u>NO symptoms</u> are shown:	<ul style="list-style-type: none"> ○ Child will pass the screening and be permitted to enter the building upon return to the program.
If <u>symptoms ARE</u> observed:	<ul style="list-style-type: none"> ○ They parent/guardian will be called prior to leaving the school premises and will be advised to meet us at the centre to pick up the child. ○ The child will remain at the side of second educator (who will be wearing PPE) or ride in the wagon with a minimum of 2 meters distance from the rest of the group. ○ The child will enter the building but they <u>will not be permitted</u> to enter the classroom. ○ The child will stay in the staff room with the second Educator. ○ The family will be advised to complete the self-assessment tool and to contact their family physician to see if further treatment is required.

Screening Log Sheets

- Screening results will be documented on screening log sheets for children, staff and essential visitors.
- The screening log sheets will be kept on file for 3 years.

Educator Pick-up from the School

- Children will exit the school and meet the Educators at the designated spot.
- School age staff will be wearing masks and eye protection when the children exit the school to meet them at the designated meeting area.
- The Director (or designated staff) completing screening, will also wear a gown and gloves (gloves ONLY to be changed between each child) until the screening process of each child is completed. Once completed the gloves and gown will be removed and disposed in a sealed bag for disposal upon returning to the centre.
- Please note: when the minimum distance of 2 metres can be maintained (ex. once the groups starts walking to the church) it is not required for the Educator to use the mask while outdoors.
- Screenings will be conducted of each of the children before departure.
 - This does NOT mean your child won't join the group.
 - If the child is found to have symptoms:
 - They will be kept at a minimum 2 metres distance from the rest of the group. The attending Educator will keep a mask on at all times when a screening is not passed.
 - A family member will be called by the Educator BEFORE leaving the school to arrange for pick up upon arrival at the church.
 - If the family member has not yet arrived at the centre, the child exhibiting symptoms will stay in the front room with the second Educator rather than entering the program room.

Afternoon Route of Travel

Parents will be notified ahead of time of any deviation from travel route. For the safety of the entire group, at no point will a child be released to a parent after we have departed from the school during our walk to the pre-school. The parent must meet us at the pre-school before the child will be signed out and dismissed from the group. As always, please notify the Director if your child has been picked up from school before dismissal and will not be attending program for the afternoon.

Leave School → Maria St to crosswalk → Turn left onto Adam St → At crosswalk turn left onto William St → Turn right onto Wettlaufer St → Arrive at Tavistock Little Pre-School (Tavistock Mennonite Church).

Arrival at Program with Children

- Children will line up along the pathway in front of the church, in the designated marked spots until the door is unlocked and the lead Educator permits entry.
- Children will walk single file down the stairs where they will hang up their belongings.
- There is a zero-tolerance policy for personal belongings to be permitted past the coat hook area.
- Children will line up again once they are finished hanging their belongings and wait until directed to enter the washroom for hand washing.
- A manipulative toy will be at each spot for the child to use while waiting for the entire group.
 - These toys will be placed in a bucket a washed everyday
- Once ready, the whole group will move to handwashing before entering the program.

Handwashing

- The Educator will control both the tap and the soap dispenser while wearing gloves, during

handwashing in group transitions (ex. Arrival at the pre-school)

- Proper hand hygiene is required at all times by all participants at Tavistock Little Pre-School.
- Children will be encouraged to not touch their face and will have access to tissues at all times.
- Hand sanitizer will be available in the class room, however children will always be encouraged to complete a full hand wash using proper procedures over using hand sanitizer.

Afternoon Program

3:30 – Bell rings and children meet educators on tarmac outside of the primary and kindergarten doors

3:40 – Screenings and final attendance is taken before departing for the pre-school

3:40-3:55 – Travel to the pre-school

3:55-4:05 – Hang belongings on hooks and wash hands before entering the room

4:05-4:20 – Snack

4:20-4:30 – Group Time (consists of 2nd Step Empathy Training, communication time, group games etc)

4:30-5:40 – Free Play

5:40-5:50 – Tidy Up

5:50-5:55 – Get dress for home and final dismissal

6:00 – Centre Closes

Learning Areas

- Learning areas will be set up each day and will represent a wide variety of the children interests.
- Observations will be made and documented by Educators throughout the day to assist in planning for setting up the learning areas each week.
- Toys that are plastic and washable will be used primarily within the classroom.
- Children will be able to share toys and equipment with the other children in the classroom once they pass the screening area, but will be encouraged to socially distance from one another.
- Wooden toys and blocks will be removed.
- Dress up clothes, stuffed toys, toys that promote mouthing (ie. Play kitchen materials), fabric and wicker baskets will be removed from shelves.
- The art area will be limited to independent material set ups. A plastic bucket will be provided for children to place items into once they have been used, so they can be disinfected before used by another child. This includes the paint easel; all paint brushes will be cleaned after each use.
- There will be a zero-tolerance policy for personal items to enter the classroom. They will remain in the coat hook area until they are picked up for the evening.

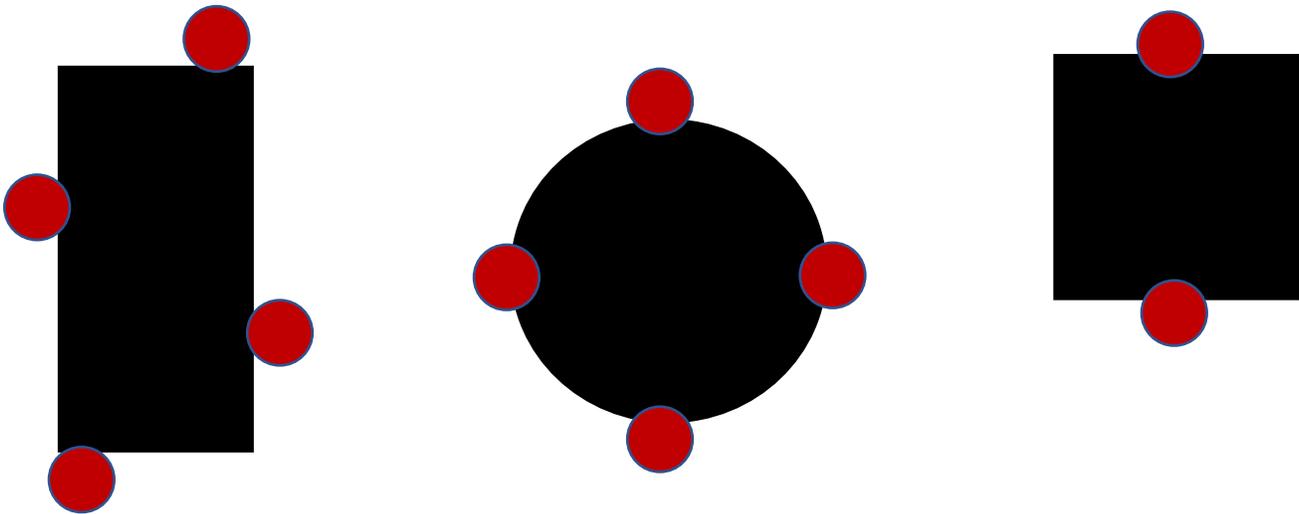
Room Set-Up

- Social distancing will be encouraged and the class room will be set up in such a way to naturally promote more space between children during activities.
- More individual activity buckets will be incorporated into the classroom.
- Materials will be set up as to only accommodate a limited number of children in each area.
- The paint easel will operate with only one child on each side of the easel.
- Up to two children, on separate ends, will be able to use the couch to read a story. All other seating in the reading area will be limited to one child and will be spaced accordingly.
- Toys on the shelf will be minimized in each area, to encourage children to naturally spread out.
- Rectangular tables will have one chair on each end during play time, and circular tables will be limited to four chairs during play time.

- Tables will be placed a minimum of 2 meters apart to promote social distancing.
- Separate shelves will be used for the pre-school and school age materials.

Snack and Meal Times

- Tables will be washed with soap and water and then sprayed with a bleach disinfectant by the second educator who will be primarily based in the kitchen.
- Children will be limited at each table. Examples pictured below.



- Educator will wash their hands before and after serving snack.
- Children will wash their hands before eating and sanitize after eating snack.
- Snack will be served over the counter from the kitchen.
- Individual portions of snack will be placed in front of children by the Educator. If more water or snack is requested the Educator will serve them a new bowl or cup.
- Children will place any materials used during snack in the dish bucket or garbage can.
- Once all of the children are finished, the staff in the kitchen will collect the bucket of dirty dishes and return to the kitchen to wash them.
- The kitchen staff will also clean and disinfect the tables once snack is completed.
- After snack all chairs will be disinfected and floors will be vacuumed.

Washroom

- The washroom will be disinfected after each for the duration of the class.
- Gloves will be used by Educators assisting children in the washroom and will be discarded after each use.
- Educators will wash their hands after assisting children in the bathroom.
- During handwashing for snack, the Educator will be the only one to touch the sink tap and the soap dispenser.
- All bathrooms will be disinfected thoroughly once class is dismissed and before any other program is permitted to use to space (ex. between pre-school and PM school age; then again after school age before pre-school the next morning).

Departure

- Families will park in one of the 4 parking spots located at the front of the building.
- Families will call the centre when they have arrived to pick up their child.
- Families are to remain in their vehicles.
- Children will be walked out by the Director (or designated staff) to the vehicle. Masks and eye protection, as well as a gown will be worn by the designated staff walking the child to the vehicle.
- Masks and eye protection will be worn at all times by all staff while inside of the childcare centre.
- At this point the parent can get out of the vehicles and buckle their child in.
- Any information pertaining to the child's day or class will be passed to the parent.
- The person who walked the child to their vehicle will sign the child out.

Parent Guardian Communication

- Information will be shared to the families at the end of the day by the person designated to walk the child to their family's vehicle.
- Parents can contact the Director at any time via email, call, text.
- Learning stories and pictures will be shared weekly with families as they are completed.

Cleaning Protocols

To Reduce Exposure

- A cleaner will come into the building after each program to clean all high touch surfaces, bathrooms and will vacuum/sweep/mop the floors.
- Parent/Guardian communication between families and Educators will be implemented through phone calls, emails, texts and communication sheets.
- Kitchen staff will clean and disinfect the tables after snack and clean up any spills.
- Daily cleaning schedules will be followed and logged after each room and washroom procedure is completed.
- Cleaning schedules will be kept on file for three years.

Please note that all items listed below must first be cleaned properly with soap and water and then disinfected with bleach-water solution or a Lysol wipe. All cleaning and disinfecting will be documented on the cleaning log sheet. The person who completed the cleaning will sign off on its completion.

Entry Way

- All specific items in this area are listed on the cleaning log sheet.
- The custodians will clean it thoroughly after each class.

Shared Space and High Touch Surfaces

- Both pre-school and school age programs will operate out of the main classroom and use the same coat hooks.
- A cleaner will come in and cleaning will be completed according to the cleaning log after the dismissal of all children, after each program.
- Different shelving units will be used for the purpose of housing pre-school and school age materials. The alternate classes shelves will not be accessible.
- All specific items in this area are listed on the cleaning log sheet.
- The custodians will clean it thoroughly after each class.

Washrooms

- Cleaning will be completed by the individuals when finished using the space.
- The custodian will thoroughly after each class.

Employees'

- After use, each individual will sanitize the area.
- There will be a checklist within the washroom for employees to review to ensure that they have disinfected all surfaces.
- The custodians will clean it thoroughly after each class and record on the cleaning log.

Children's

- The toilets, sinks and soap dispenser will be disinfected after every use.
- The information will be noted on the cleaning schedule log.
- The custodians will clean it thoroughly after each class.

Classrooms

- Educators will be responsible for maintaining the room during class time and making sure all soiled materials are cleaned immediately.
- All specific items in this area are listed on the cleaning log sheet.
- The custodians will clean it thoroughly after each class.

Kitchen

- Kitchen staff will disinfect all surface once they have finished their shift.
- All specific items in this area are listed on the cleaning log sheet.
- The custodians will clean it thoroughly after each class.

Laundry

- To be taken in a sealed bag by the Director at the end of the day to be laundered at her home.
- All items needing to be laundered are to be placed inside the lined laundry basket, that is located inside the electrical room.

DISINFECTANT GUIDANCE FOR STAFF:

- Bleach and Water solutions should be mixed every day to preserve the strength
- Surfaces must first be cleaned, followed by disinfection and then rinsed (if required)
- Leave the disinfectant on the surface for the recommended contact time
- See chart on page 27 for mixing measurements

DISINFECTANT LEVEL/TYPE	WATER : BLEACH	RECOMMENDED USES:	CONTACT TIME:	WATER RINSE?
HIGH LEVEL	1:10 (5000 PPM)	- WHEN RECOMMENDED BY PUBLIC HEALTH	- 10 MINUTES	- REQUIRED
INTERMEDIATE/HIGH LEVEL	1:50 (1000 PPM)	- BLOOD, VOMIT OR DIARRHEA	- 2 MINUTES	- REQUIRED
INTERMEDIATE LEVEL	1:100 (500 PPM)	- WASHROOMS - CHANGE TABLE/MAT - SHELVES - CHAIRS/TABLES - DOOR KNOBS - SWITCHES - TELEPHONES - TOYS	- 2 MINUTES	- REQUIRED
LOW LEVEL	1:500 (100 PPM)	- FOOD CONTACT SURFACES	- AIR DRY	- N/A
LYSOL WIPES (FOR SCREENING ONLY)	N/A	- HAND RAILINGS - DOOR KNOB	- CHECK CONTAINER FOR MANUFACTURER RECOMMENDATION	

Additional Information

Covid-19 Screening Questions

PLEASE STOP – DO NOT ENTER
ENHANCED COVID 19 HEALTH AND
SAFETY PROCEDURES IN PLACE

We ask that you please complete the following screening.
If you answer “Yes” to any of these questions you will not be
permitted entry into Tavistock Little Pre-School.

Do you or your child have any of the following:

Yes <input type="checkbox"/> No <input type="checkbox"/>	 Fever	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Cough	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Difficulty breathing	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Sore throat, trouble swallowing
Yes <input type="checkbox"/> No <input type="checkbox"/>	 Runny nose or red eyes	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Loss of taste or smell	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Not feeling well, tired or sore muscles	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Nausea, vomiting, diarrhea

Yes Have you or your child been in close contact with someone who
is sick or has confirmed COVID-19 in the past 14 days?

Yes Have you or a close family member returned from travel outside
Canada in the past 14 days?

If you answered “yes” to any of the above-mentioned questions, you will need to
return home and self-isolate right away.

Please call Southwestern Public Health
@ 1-800-922-0096 ext.9 and/or your family physician to find out if you require
further testing.

Mixing Chlorine (Bleach) Disinfectant



St Thomas Site | 1230 Talbot Street St. Thomas, ON
Woodstock Site | 410 Buller Street Woodstock, ON

Adapted from the Middlesex-London Health Unit

MIXING OF CHLORINE (BLEACH) SOLUTION FOR DISINFECTING

IMPORTANT

- A bleach and water solution should be mixed daily to preserve its strength
- Leave the solution on the surface for a minimum of one minute
- Cleaning must be done prior to disinfecting

High Level Disinfection (approximately 5000 ppm)

Preparing a 1: 10 Household Bleach Solution:

- 62 ml (1/4 cup) household bleach + 562 ml (2 1/4 cups) water
- 250 ml (1 cup) household bleach + 2250 ml (9 cups) water

Recommended Uses:

- Cleaning up a blood or body fluid spill
- When directed by public health
- For use on semi-critical medical and personal service instruments

Intermediate - High Level Disinfection (approximately 1000 ppm)

Preparing a 1: 50 Household Bleach Solution:

- 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water
- 100ml (7 tablespoons) household bleach + 5000 ml (20 cups) water

Recommended Uses:

- For use during outbreaks of respiratory diseases or vomiting and diarrhea

Intermediate level disinfection (approximately 500 ppm)

Preparing a 1: 100 Household Bleach Solution:

- 5 ml (1 teaspoons) household bleach + 500 ml (2 cups) water
- 62 ml (1/4 cup) household bleach + 6138 ml (24 3/4 cups) water

Recommended Uses:

- for use on non-critical medical or personal service instruments
- for use in washrooms, change tables in childcare

Low level disinfection (approximately 100 ppm)

Preparing a 1: 500 Household Bleach Solution:

- 1ml (1/4 teaspoons) household bleach to 500ml (2 cups) water
- 20 ml (4 teaspoons) household bleach to 10 L (40 cups or approx. 2 gallons)

Recommended Uses:

- safe level for toys, dishes and utensils and food contact surfaces

Household bleach (5.25% sodium hypochlorite) mixed with water, is an inexpensive and effective disinfectant. By mixing different amounts of bleach with water you can make a high, intermediate-high, intermediate, or low level disinfectant.

Cleaning Checklists

Tavistock Little Pre-School



TAVISTOCK LITTLE PRE-SCHOOL WASHROOM CLEANING RECORD

All items below will be cleaned and disinfected twice daily by the hired cleaner after each class in all washrooms.
Pre-School Runs from 9:00-11:30AM. After School Program Runs from 3:30-6:00PM.

Items in red must be disinfected after each use during the above-mentioned hours.

MONTH:	MONDAY:		TUESDAY:		WEDNESDAY:		THURSDAY:		FRIDAY:	
CLASS:	Pre-School	School Age								
	INITIAL & TIME									
Sinks										
Toilets										
Soap Dispensers										
Paper Towel Dispensers										
Change Pad for Diapering										
Trolley with Diapering Items										
Garbage Cans										
Stall Door										
Light Switches										
Door Knobs										
Sweep Floor										
Mop Floor										

Tavistock Little Pre-School



TAVISTOCK LITTLE PRE-SCHOOL KITCHEN CLEANING RECORD

All items below will be cleaned and disinfected twice daily by the hired cleaner after each class.
Pre-School Runs from 9:00-11:30AM. After School Program Runs from 3:30-6:00PM.

Items in red must be cleaned and disinfected by the assigned kitchen staff during the above-mentioned hours.

MONTH:	MONDAY:		TUESDAY:		WEDNESDAY:		THURSDAY:		FRIDAY:	
CLASS:	Pre-School	School Age								
	INITIAL & TIME									
Counter Tops										
Sinks & Faucets										
Fridge Handles										
Microwave										
Cupboard Fronts										
Drawer Fronts										
Dishes										
Light Switches										
Door Knobs										
Sweep Floor										
Mop Floor										
Toys										

TAVISTOCK LITTLE PRE-SCHOOL COMMON AREA/STAFF ROOM CLEANING RECORD

All items below will be cleaned and disinfected daily by the hired cleaner after each class.
 Pre-School Runs from 9:00-11:30AM. After School Program Runs from 3:30-6:00PM.

Items in red must be cleaned and disinfected after each use.

MONTH:	MONDAY:		TUESDAY:		WEDNESDAY:		THURSDAY:		FRIDAY:	
CLASS:	Pre-School	School Age								
	INITIAL & TIME									
Entry Doorway Inter. & Exter.										
Sweep Stairs										
Mop Stairs										
Hand Railings										
Tables										
Coat Hooks										
Light Switches										
Door Knobs										
Coffee Table										
Coat Hooks										
Vacuum Floor										

TAVISTOCK LITTLE PRE-SCHOOL & SCHOOL AGE CLASSROOM CLEANING RECORD

All items below will be cleaned and disinfected daily by the hired cleaner after class.
 Pre-School Runs from 9:00-11:30AM. After School Program Runs from 3:30-6:00PM.

Items in red must be cleaned and disinfected after each use.

MONTH:	MONDAY:		TUESDAY:		WEDNESDAY:		THURSDAY:		FRIDAY:	
CLASS:	Pre-School	School Age								
	INITIAL & TIME									
Toy Shelves										
Toy Buckets										
Cabinets 1, 2 & 3										
Tables										
Chairs										
Phone										
Support Poles										
Entryway Gate										
Light Switches										
Door Knobs										
Vacuum Floor										

Screening Logs



Tavistock Little Pre-School PRE-SCHOOL Screening Log

WEEK:		SCREENER:	
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Name of Child:	MONDAY:			TUESDAY:			WEDNESDAY:			THURSDAY:			FRIDAY:		
	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?
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Tavistock Little Pre-School SCHOOL AGE Screening Log

WEEK:		SCREENER:	
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Name of Child:	MONDAY:			TUESDAY:			WEDNESDAY:			THURSDAY:			FRIDAY:		
	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?
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## Tavistock Little Pre-School EMPLOYEE/ESSENTIAL VISITOR Screening Log

<b>WEEK:</b>		<b>SCREENER:</b>	
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**EMPLOYEES:**

	MONDAY:			TUESDAY:			WEDNESDAY:			THURSDAY:			FRIDAY:		
Name of Staff:	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															

**ESSENTIAL VISITORS:**

	MONDAY:			TUESDAY:			WEDNESDAY:			THURSDAY:			FRIDAY:		
Name of Visitor:	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?	Time:	Temp:	Pass?
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															

# Proper Use of PPE

## Recommended Steps: Putting On Personal Protective Equipment (PPE)

**1. Perform Hand Hygiene**

**2. Put on Gown**

- Tie neck and waist ties securely

**3. Put on Mask/N95 Respirator**

- Place mask over nose and under chin
- Secure ties, loops or straps
- Mould metal piece to your nose bridge
- For respirators, perform a seal-check

**4. Put on Protective Eyewear**

- Put on eye protection and adjust to fit
- Face shield should fit over brow

**5. Put on Gloves**

- Put on gloves, taking care not to tear or puncture glove
- If a gown is worn, the glove fits over the gown's cuff

For more information, please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@ohpp.ca](mailto:ipac@ohpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca).

## Recommended Steps: Taking Off Personal Protective Equipment (PPE)

**1. Remove Gloves**

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle

**2. Remove Gown**

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.

**3. Perform Hand Hygiene**

**4. Remove Eye Protection**

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use

**5. Remove Mask/N95 Respirator**

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle

**6. Perform Hand Hygiene**

This is an excerpt from Routine Practices and Additional Precautions In All Health Care Settings (Appendix L) and was reformatted for ease of use.

# How to Properly Wash Hands

Coronavirus Disease 2019 (COVID-19)

## How to wash your hands



Wash hands for at least 15 seconds

1



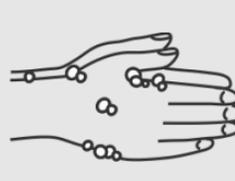
Wet hands with warm water.

2



Apply soap.

3



Lather soap and rub hands palm to palm.

4



Rub in between and around fingers.

5



Rub back of each hand with palm of other hand.

6



Rub fingertips of each hand in opposite palm.

7



Rub each thumb clasped in opposite hand.

8



Rinse thoroughly under running water.

9



Pat hands dry with paper towel.

10



Turn off water using paper towel.

11



Your hands are now clean.

# Wear a face covering when physical distancing is a challenge.

## Do:



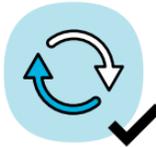
Wear a non-medical face covering like a cloth mask.



Wash your hands before putting it on and immediately after taking it off.



Make sure it fits well and covers your nose and mouth.



Change your face covering when it gets slightly wet or dirty.



Wash your face covering in hot water with detergent after each use.



Dispose of single-use face coverings into a lined garbage bin and wash your hands.

## Do not:



Do not wear a medical-grade mask as these should be reserved for our health care workers.



Do not share face coverings with others.



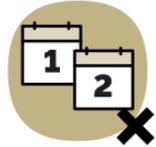
Do not touch or move your face covering when wearing it.



Do not place on children under the age of two years or on anyone who can't take it off on their own.



Do not use plastic or other materials that you can't breathe through as a face covering.



Do not re-use face coverings that cannot be cleaned.

**It is recommended you wear a face covering when physical distancing is a challenge. Stop the spread of COVID-19.**

The best way to protect yourself is to continue to stay home as much as possible, wash your hands thoroughly and often, and stay 2 metres apart from others.

Visit [ontario.ca/coronavirus](https://ontario.ca/coronavirus)

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