



Enhanced Health and Safety
COVID-19
Policies, Procedures, and Protocols
24th Edition

March 2022

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Highlights of Changes:

RECENT:

- Updates to screening protocols (removal of onsite validation of COVID-19 symptom screening)
- Updates to PPE (removal of requirement to wear masks indoors and removal of the requirement to wear eye protection indoors and outdoors)
- Updates to cohorts and social distancing requirements (removal of requirements)
- Updates to self-isolation requirements
- Removal of Immunization Disclosure Policy

GOOD BEGINNINGS' CORE HEALTH AND SAFETY POLICIES

Operational Guidance During COVID- 19 Outbreak Child Care Re-Opening

The Ministry of Education provided child care operators with an Operational Guidance During COVID – 19, Outbreak Child Care Re-Opening document as a resource to support the requirements within the Child Care and Early Years Act 2014 (CCEYA). This guidance document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice at that time.

This guidance document has been designed to use in conjunction with *Good Beginnings Policies and Procedures and Program Statement*, *Good Beginnings' Enhanced Health and Safety Policies COVID-19*, *Child Care and Early Years Act 2014 (CCEYA)*, and *Southwestern Public Health*.

Enhanced Health and Safety COVID 19 Policies, Procedures, and Protocols

The best way to protect from COVID – 19 is:

- Wash your hands regularly with soap and water for 20 seconds or using alcohol-based hand sanitizer (minimum of 70% alcohol) when soap and water are not available.
- Practice proper cough and sneeze etiquette (for example, sneeze and cough into your sleeve and avoid touching your eyes, nose or mouth).

Health and Safety Protocols

Good Beginnings has submitted 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 Good Beginnings' families. These policies, procedures and protocols have been established by seeking guidance from the Ministry of Health, Ministry of Education and Southwestern Public Health. Good Beginnings will establish enhanced health and safety policies, procedure and protocols that will address:

- Screening for symptoms prior to admission (children, staff and essential visitors)
- Use of Personal Protective Equipment (PPE)
- Entering the Child Care Centre/School Age Program
- Hand hygiene
- Sanitization of the space, toys and equipment

Good Beginnings will seek and follow the advice of Southwestern Public Health regarding best practices for cleaning and disinfecting throughout the COVID-19 Pandemic.

Staff Training

- Training will be provided to all staff on Good Beginnings' Enhanced Health and Safety COVID-19 Policies, Procedures, and Protocols and current health and safety measures according to the Operational Guidance Document, as well as, those put in place by Southwestern Public Health.
- Staff will be trained on the proper use, care and limitations of any required PPE.
- Staff are required to follow the Child Care and Early Years Act, Southwestern Public Health Policies, Human Resources Policies and Procedures, Good Beginnings' Policies and Procedures at all times.

Screening for Possible Symptoms of COVID-19

Revised Date: March 2022

All families and staff will be required to complete a one-time **'Attestation to Self-Screen Daily for COVID-19'**.

The province will continue to provide a COVID-19 [school and child care screening tool](#) and may update it as required.

All individuals entering the child care premises/school age programs must self-screen every day before attending the program using the provincial screening tool. All individuals must follow the monitoring and isolation advice outlined in the screening tool.

Parents and guardians are to screen their child(ren) for symptoms of illness every day and must follow the monitoring and isolation advice outlined in the screening tool.

Existing Health Conditions Not Related to COVID-19

As we are all aware, there are existing medical conditions that present with symptoms that are similar to COVID-19 symptoms. (Asthma, COPD, seasonal allergies, post nasal drip etc.)

To assist individuals during this time, we require having on file, confirmation of diagnosis; list of typical symptoms associated, and prescribed medical intervention as required.

Confirmation can be either:

- Listed on a child's registration form/listed in an employee's personnel file
- Separate letter from a doctor or nurse practitioner which will be kept on file

Returning to Care for Children

Returning to care or work will be dependent on the direction given by the Ontario Government's [COVID-19 School and Child Care Screening Tool](#) and/or Southwestern Public Health.

Please note: Families of ill children and staff are not required to provide proof of a negative COVID-19 test result before returning to the Child Care Centre and/or School Age Program or work.

Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care/Before and After School Age Setting

All individuals must follow the monitoring and isolation advice outlined in the Provincial [COVID-19 school and child care screening](#) tool for symptom screening, monitoring and isolation procedures.

- If an individual becomes ill while in the child care centre/school age program:
 - The ill individual will be immediately separated from others, in a separate room where possible (i.e., an isolation room). Staff can leave if they are capable of driving themselves home.
 - If a separate room is not available, the ill person will be kept at a minimum of 2 metres distance from others.
 - Symptomatic children who are separated from others will be supervised.
 - Parents/guardians will be contacted for pick-up of symptomatic children.
 - Staff providing care to the ill individual will maintain as much physical distance as possible and will wear a medical mask, eye protection, gloves and a lab coat.
 - If tolerated, and above the age of two (2), the ill individual will also wear a medical mask.
 - Hand hygiene and respiratory etiquette will be practiced while the ill individual is waiting to be picked up.
 - A staff member will remain with the child until a family member arrives.
 - Cleaning of the area the separated individual was in and other areas of the child care/program setting where the ill individual will be conducted as soon as reasonably possible after the ill individual leaves (see Sanitization of Space, Toys and Equipment section).
 - The ill individual and/or their parent or guardian be advised to use the Ontario Government's [COVID-19 School and Child Care Screening Tool](#) and follow its instructions.

Use of Personal Protective Equipment (PPE)

As of March 21, 2022, the province has removed the requirement for masking and eye protection with licensed child care. However, Good Beginnings' employees will continue to wear face masks when *inside* a child care centre or school age program. Eye protection is not required to be worn.

Good Beginnings *strongly encourages* the wearing of masks while indoors for **all individuals**. However, we respect the decision of families to make this personal decision for themselves and their children.

Masks are not recommended for children under the age of two (see information about the use of face coverings on the provincial COVID-19 website).

Staff may continue to wear *additional* layers of PPE. Good Beginnings will continue to support staff and will ensure they have access to face masks, eye protection, lab coats and gloves at all Good Beginnings' program locations.

Entering the Child Care/Program (Families/Caregivers/Essential Visitors)

- Masks and eye protection are not required for families, children or essential visitors to enter a child care centre or program; however, face masks are strongly encouraged indoors.
- All individuals will complete their daily online COVID-19 screening before entering a child care centre or school age program using the [provincial COVID-19 screen tool](#).

- Parents and guardians are to screen their children for symptoms of illness every day using the [provincial COVID-19 screen tool](#).
- All individuals entering and exiting a child care centre/program will do their best to maintain distance from other individuals not in their household and will not linger onsite when dropping off or picking up their child(ren).
- All individuals entering and exiting a child care centre/program will practice hand hygiene.
- Children will practice hand hygiene upon entering and exiting their classroom.
- Essential visitors will sign in on the *Visitor Sign in Sheet*.

Interactions with Children

- Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc.
- Label these items with the child's name to discourage accidental sharing.
- Mouthed toys must be removed immediately after a child is finished playing with it for cleaning and disinfecting and must not be shared with other children.

Food Provision

- Staff preparing food will have their Food Handlers certification.
- Meals and snacks will be served family style, where staff serve children individually.
- Meal/snack practices will ensure there is no sharing of food at meal times.
- There should be no food provided by the family/outside of the regular meal provision of the centre/program (except where required, the food containers will be labelled with the child's name and placed in an individual labeled lunch bag which will be provided by Good Beginnings).
- Proper hand hygiene will be practiced by staff when preparing food.
- Proper hand hygiene will be practiced by all individuals before and after eating.
- Where possible, children should practice physical distancing while eating to discourage food sharing.

Rest Time

- Cots/cribs will be spaced out as much as possible and Educators will ensure sleep and rest time checks are observed and noted where required.
- Educators will ensure the cots and cribs are well labeled.
- An Educator will be able to assist the children at rest time.
- Bedding will be washed weekly, more often if necessary.
- Cots and cribs that are used will be sprayed and washed weekly with soap and water, then disinfected, and additionally when visibly dirty.

Diapering and Washroom Routines

All diapering and washroom routines will be followed in accordance to Good Beginnings' policy and procedures with these additions to protect children and Educators from Covid-19. When changing diaper or soiled clothes, follow these steps:

1. Wash hands and prepare the items you will need for diapering or changing the soiled clothes.
2. Put on a pair of disposable gloves.
3. Disinfect the change table if used.
4. Dispose of used gloves in the plastic lined garbage can.

5. Wash your hands.
6. As you are washing your hands, children will wash their hands.
7. Implement washroom cleaning protocols at all times.

Sun Screening of Children

- Families will be required to sign an Authorization & Administration Special Lotions and Creams form
- Each child is **encouraged** to provide their own labelled sunscreen.
- Good Beginnings will have sunscreen available if required.
- Prior to outside time, sunscreen will be applied by the child if possible.
- Educators may provide assistance when applying sunscreen to any child requiring it.
- The Educator will wash their hands before and after each application.
- Educators may wish to wear gloves.
- Gloves must be changed in between each child and Educators are to perform proper hand hygiene.
- Educators will assist children with applying the sunscreen when needed.

Staff Break/Lunch Rooms

- Educator lunches and breaks will be staggered between groups whenever possible.
- Staff will be given pre-determined break times so to minimize the number of individuals in a room at one time.

Hand Hygiene

- Encourage children not to touch their eyes/face.
- Ensure everyone implements frequent and proper hand hygiene before and after eating, washroom routines, between play activities, upon returning from outdoors etc.
- Wash your hands often with soap and water and dry your hands with a disposable paper towel.
- If water is not available, you may use alcohol-based hand sanitizer (with greater than 70% alcohol content).
- Where toys and equipment are shared between groups, children will practice hand hygiene before and after play

Cleaning and Sanitizing Protocols

Good Beginnings will enhance our cleaning protocols within all of our centres/programs. Good Beginnings will use Dual Quat and/or Virox to disinfect. Virox will be used to clean following an outbreak or a notification of a COVID-19 positive case.

When cleaning and sanitizing, staff will do the following:

- Clean with soap and water prior to disinfecting
- Ensure the disinfectant has not expired
- Follow the specific directions for use as per manufacturer's instructions – (minimum surface contact time, wiping off disinfectant etc.)

Frequently Touched Surfaces

Each room/space will have a cleaning log where staff will record each time toys/equipment etc. are disinfected. Staff will:

- Cleaning will be recorded on the appropriate *Cleaning Log* and scanned to drive and originals shredded.
- Clean and disinfect frequently touched surfaces such as doorknobs, light switches, toilet and faucet handles, eating areas, handrails etc. a minimum of **twice daily** or more often depending on soilage.
- Tables will be washed and disinfected at the beginning of the day, before and after meal times and when the table has been used by a group of children.
- Office equipment will be disinfected daily and after an individual uses it.
- Bedding will be washed weekly and each cot/crib will be sprayed with soap and water, then disinfected and left to air dry overnight.
- The Child Care Centre or School Age Program and Administrative and ChildInü Oxford offices will be thoroughly cleaned each night by custodial staff.

Shared Spaces/Objects/Toys

- Toys will be washed and disinfected daily or more often as required and immediately when a child has mouthed a toy (after the child is done using it).
- Where children share equipment, objects and toys, Educators will ensure children and staff practice regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared items.
 - Soap and water are preferred as the most effective method
 - **Alcohol – Based Hand Rubs (ABHR) with a minimum of 70% alcohol** concentration can be used by children. It is most effective when hands are not visibly soiled.
 - **ABHR will be stored in safe and appropriate locations to avoid accidental misuse by children.**

Where an individual is suspected of having COVID-19 in the child care setting:

- All items used by the ill person will be cleaned and disinfected after the ill individual leaves.
- All rooms (eg. classroom, washroom, hallways) where the ill person was in and all surfaces (tables, chairs, counters, walls, within the room) and any surfaces within 2 metres where the ill person may have passed through will be cleaned as soon as possible after the ill individual leaves.
- Disposable cleaning supplies will be used where possible, example disposable wipes.
- Good Beginnings will use Virox to disinfect while ensuring that the disinfecting agent has not expired. Each room/space will have a cleaning log where staff will record each time toys/equipment etc. are disinfected.
- All items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container for a minimum of 7 days.

Cleaning the Children's Washroom

- Washrooms will be cleaned and disinfected after each use.
- When a washroom is shared with another group, it will be thoroughly cleaned after the group is finished using the washroom.

- The cleaning will be recorded on the cleaning log that is posted in the washroom.
- The washroom will be thoroughly cleaned after lunch and recorded on the cleaning log posted in the washroom.
- Each night the washroom will be cleaned by a professional custodian.

Cleaning Laundry

- Staff will wear gloves, medical masks and eye protection when doing laundry.
- Laundering materials will be conducted as per laundry machine user guides.
- All washcloths, cleaning cloths and towels will be used one time and then put in the laundry basket or the washing machine.
- Laundry will be washed at least once a day.
- Lab coats will be washed daily.

Emptying Waste Baskets

- All waste can go into regular garbage bins lined with plastic bags.
- Plastic bags make it safer and easier to empty the wastebasket.
- After emptying the wastebasket, staff will wash their hands.

Cleaning and Disinfection for Public Settings

COVID-19 is a virus that spreads by respiratory droplets of an infected person to others with whom they have close contact. It can survive on different surfaces, but can be killed by most cleaners and disinfectants.

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.
- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected **twice per day and when visibly dirty**.
 - Examples include doorknobs, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, staff will follow Good Beginnings' Workplace Disinfection Policy.
- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
 - Properly prepare solution
 - Allow adequate contact time for disinfectant to kill germs (see product label)
 - Wear gloves when handling cleaning products including wipes
 - Wear any other personal protective equipment recommended by the manufacturer

All Child Care Centres

All specific items to be cleaned and disinfected will be noted on the cleaning schedule logs.

OFFICES

- Disinfect area/items after holding meetings in your office – door handle, desk, chair, any shared item etc.

ADMINISTRATIVE AREAS

- Shared area will be cleaned and disinfected once a day and noted on the cleaning schedule log.
- Staff are responsible to disinfect everything after they have used it.

FREQUENTLY TOUCHED SURFACES

- Frequently touched items will be cleaned and disinfected twice a day.

LUNCH ROOMS/EATING AREA

- Everyone is responsible to clean/disinfect after they utilize the lunch room area.
- This area will be thoroughly cleaned and disinfected every afternoon and noted on the cleaning schedule log.
- The custodian will clean it at night.

WASHROOMS

- The cleaners will thoroughly clean it at night.

EMPLOYEES'

- The cleaners will clean it thoroughly at night and record on the cleaning log.

CHILDREN'S

- The toilets, sinks and soap dispenser will be sprayed after every use.
- The toilets, sinks, toilet paper containers, soap dispensers, paper towel dispensers, counters, diaper changing counter, cupboard faces and handles will all be sprayed after lunch.
- The cleaners will clean it thoroughly at night.

CLASSROOMS

- These areas will be completed by the Educators in the group throughout the day.

Weekly

- Linens (more often if soiled) and cots

KITCHEN

- Cook will disinfect the kitchen at the end of their shift
- Educator with their food handlers will clean the afternoon snack dishes and disinfect the area when they are finished.

PLAYGROUND TOYS

- Cleaning will be completed daily by the Educators in the group.

LAUNDRY

This area will be cleaned and disinfected by individuals after each use, as well as every afternoon.

All School Age Programs

Please note that all of the items below must be cleaned first with soap and water and then disinfected. All cleaning and disinfecting will be noted on the cleaning schedule logs.

PROGRAM ROOMS/EATING AREA

- Tables and chairs will be cleaned and disinfected before and after each meal/use.

WASHROOMS

- School custodians will clean and disinfect washrooms
- Educators in Kindergarten classrooms (that include a washroom in the room) will be cleaned after each use

Cleaning Personal Protective Equipment (PPE)

Good Beginnings will have the following PPE available for staff if they choose to wear it:

- Eye Protection
- Medical Masks/N95 Masks (non-fit tested)
- Lab Coats
- Gloves

Cleaning and Disinfecting Eye Protection

- If staff choose to wear eye protection, they should clean their eye protection between uses
- All eye protection should be replaced when soiled or damaged
- Perform proper hand hygiene prior to removing eye protection
- Carefully wipe the inside, followed by the outside of the face shield/goggles or safety glasses using a clean cloth saturated with neutral detergent solution or a cleaner wipe.
- Carefully wipe the outside of the protective eyewear with a disinfecting wipe/cloth. Follow the appropriate contact time as described in the manufacturer's instructions.
- Wipe the outside with clean water or alcohol to remove residue.
- Allow eye protection to air dry or use a clean absorbent towel and when dry store appropriately. (see below)

Storing of Personal Protective Equipment (PPE)

- If staff choose to wear PPE, staff will store their PPE in their allocated pre-assigned areas.

Putting on Personal Protective Equipment (PPE)

1. Wash your hands for 20 seconds with soap and water or use hand sanitizer.
2. Put on the gown (if being used).
3. Put on the mask
 - a. Place the mask over the nose and chin.
 - b. Secure the ties, loops or straps.
 - c. Mold the metal piece to your nose (if the mask has a metal piece).
4. Put on protective eyewear or shield (if using).
5. Put on gloves, taking care not to tear or puncture the gloves.

Taking Off Personal Protective Equipment (PPE)

1. Remove gloves using a glove to glove/skin to skin technique.

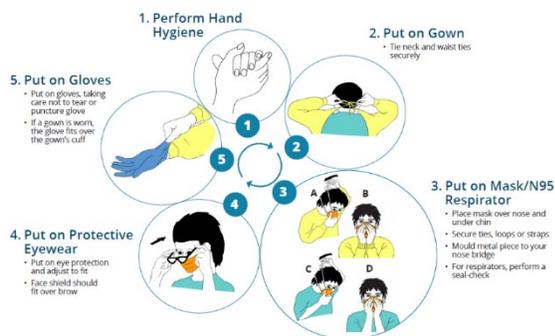
- a. Grasp the outside edge near the wrist and peel away, rolling the glove inside-out.
- b. Reach under the second glove and peel away.
- c. Throw the gloves away immediately in plastic lined garbage.
2. Remove the lab coat (if using).
 - a. Roll the lab coat and place directly in a laundry basket to be cleaned.
- 3. Wash your hands with soap and water or use hand sanitizer.**
4. Remove face shield/goggles/safety glasses.
 - a. Use the arm or headband to remove from head (they are considered to be clean).
 - b. Clean the shield/goggles/safety glasses as noted in section: Cleaning and Disinfecting Eye Protection.
5. Remove mask
 - a. Remove the mask using the ties, loops or straps which are considered to be clean.
 - b. Pull forward off the head, bending forward to allow the mask to fall away from the face.
 - c. If it is a disposable mask, discard it into a lined garbage bag immediately.
 - d. If it is a cloth mask, we ask each individual to please thoroughly wash using soap/detergent and hot water or and hang to dry.
- 6. Wash your hands with soap and water for 20 seconds or use hand sanitizer.**

When an employee is in contact with bodily fluids such as saliva, blood, vomit, urine and feces, gloves will be worn when assisting the child.

Anytime an employee is wearing gloves they must remember to:

- Never touch your face or mouth when wearing gloves.
- Never wash or attempt to decontaminate disposable gloves.
- Be mindful that your gloves transfer any germs you pick up from touching surfaces and product
- Continue to practice cleaning protocols and
- Frequently change your gloves which also includes proper hand hygiene before and after

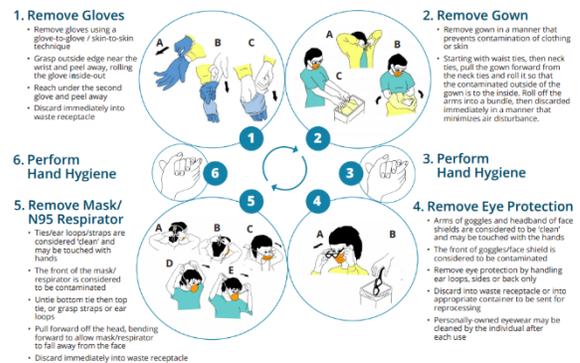
**Recommended Steps:
Putting On Personal Protective Equipment (PPE)**



For more information, please contact Public Health Ontario's Infection Prevention and Control Department at ipac@ohpp.ca or visit www.publichealthontario.ca.



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



This is an excerpt from Routine Practices and Additional Precautions in All Health Care Settings (Appendix 1) and was reformatted for ease of use.



Serious Occurrence Reporting

In alignment with the changes from the Ministry of Health and on the advice of the Office of the Chief Medical Officer of Health, the Ministry of Education has suspended public reporting of COVID-19 cases in child care.

Licensees are to still to report closures related to COVID-19 where they result in an “Unplanned Disruption of Service” to the normal operation of a child care centre or home child care agency in the Child Care Licensing System.

- For licensed child care centres, this represents any closure impacting the entire centre.

Please note that a Serious Occurrence is **not** required when a child care centre closes a program room, but not the entire centre.

Communication and Confidentiality

Communication

Should outside media, or any other individual (parent, custodian, neighbor etc.,) request information or a statement that is COVID-19 related, Good Beginnings’ employees will refrain from commenting as per our Confidentiality Policy, and will direct the inquiry to Mary Ann Hogan, Christine Junker and/or Kym Huska.

If necessary, appropriate messaging will be provided from the Executive Director. This also includes social media platforms (Facebook, Twitter, Instagram etc.).

Communication with Families

- Good Beginnings will communicate our Enhanced Health and Safety COVID-19 Policies, Procedures, and Protocols, with our families.
- The Enhanced Policies, Procedures and Protocols will 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 safe and healthy.
- The Enhanced Policies, Procedures and Protocols include Health and Safety Protocols for COVID-19.
- Good Beginnings’ Enhanced Health and Safety COVID-19 Polices Procedures, and Protocols will be posted on our website.

Communication Protocols

The following communication protocol will be followed should a COVID-19 related health concern or illness occur at a child care centre or school age program.

- If an individual calls to report that they or their child did not pass their daily COVID-19 screening:
 - Supervisors/Assistant Supervisors/Coordinators will contact Kym Huska with the information and will then update the COVID-19 Symptom Tracking Sheet
- If a child, staff member, student or essential visitor becomes symptomatic while at the centre/program:
 - Family members will be contacted for pick-up

- Supervisors/Assistant Supervisors/Coordinators will contact Kym Huska with the information and will then update the COVID-19 Symptom Tracking Sheet
- If two or more individuals working at **one location** are identified as testing positive for COVID-19, Good Beginnings' Joint Health & Safety Committee will be notified and will in turn notify the Ministry of Labour.
- **Where Child Care Centres/Programs operate within a school the additional communication protocols will be followed as well;**
 - The on-site Before School program staff will inform the **school office** when:
 - A child is absent from the Before School program due to symptoms exhibited at home
 - A child fails the screening upon arrival to the Before School program and does not attend the program
 - A child exhibits symptoms during the Before School program and is sent home

Confidentiality

All communication that Good Beginnings shares, regarding information related to COVID-19 health concerns, will be done in the strictness of confidence – sharing only that information which is necessary and only to those parties who require that information. We will continue to uphold current expectations of confidentiality, professionalism and respect for our families, children and fellow staff members.

Records

Attendance Records

- Attendance records at the Child Care Centre and School Age programs will be kept on premises to verify essential visitors that enter the centre/program and the approximate length of stay. Attendance records for children and essential visitors will be scanned to drive, kept on site for one year as per Ministry requirements, after which time the originals will be shredded.

Required attendance records include:

- Children's Attendance Records
 - Daily record of every child entering a centre/program.
- Essential Visitors Records
 - Program Advisor from the Ministry of Education, Inspector from Southwestern Public Health, Fire Inspector etc.
 - Cleaners, or people completing mandatory maintenance work on-site (Forvan etc.)

Meetings

- All training, orientations, hiring interviews and meetings involving staff, parents/guardians, Board of Directors or outside parties may be completed virtually or in person.

Provision of Special Needs Resources (SNR) Services

- The Ministry of Education 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 will continue where appropriate and necessary.
- Educators will work with the Resource Consultants to explore alternative modes of service delivery where in-person delivery may not be possible.
- Childinü Oxford staff will complete their daily provincial COVID-19 online screening
- Good Beginnings will be responsible for ensuring Childinü Oxford staff have appropriate PPE if they choose to wear it.
- Childinü Oxford staff attendance will be recorded on Good Beginnings' Essential Visitor Log for contact tracing purposes.

Volunteers/ Students on Placement

- Will be allowed at centres/programs with prior approval.