

CALEDON PARENT - CHILD CENTRE

COVID-19 Exposure Control Program

COVID-19 Exposure Control Program			
Policy Number:		Prepared By:	Lisa Chin
Effective Date:		Revision Date:	

PURPOSE

The Caledon Parent-Child Centre (CPCC) is committed to providing a safe and healthy environment for all our employees, the children who attend our programs, their parents and others who enter our centre(s). A combination of measures will be utilized to minimize exposure to COVID-19, including the most effective control technologies available. Our work practices and procedures will protect the health and well-being of parents/guardians/caregivers, employees and visitors who enter our facilities.

The CPCC will strive to find ways to control or eliminate exposure COVID-19 by developing and implementing proper controls, safe work procedures and educating and training employees. **The CPCC will follow direction and controls as specified by the Region of Peel and Peel Public Health.**

SCOPE

All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

PROCEDURES

To protect the health and well-being of parents/guardians/caregivers, children and employees within the CPCC, all households and employees should be monitored while on site for emerging signs or symptoms of any illness, including COVID-19.

Households or staff who become ill while at the EarlyON centre must leave the centre immediately. The designated lead staff must document the parent's/guardian's/caregiver's, child's or staff person's symptoms on the appropriate **COVID-19 Active Screening Forms for Staff and Households** and implement the following measures related to outbreak management for COVID-19.

A single, symptomatic, laboratory confirmed case of COVID-19 in an employee, child or parent/guardian/caregiver who was in the facility for an extended period of time must be considered a confirmed COVID-19 outbreak, in consultation with Peel Public Health. Outbreaks will be declared in collaboration between the CPCC and Peel Public Health to ensure an outbreak number is provided.

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The CPCC must follow the Serious Occurrence Requirements of EarlyON Providers Policy when:

- A child, parent/guardian/caregiver, or staff is suspected (i.e. has one or more symptoms AND the individual has been tested or has indicated that they will be tested for COVID-19) of having or has a confirmed case of COVID-19.

Employees should be monitoring for the following COVID-19 symptoms:

- Sore throat
- Difficulty swallowing
- Chills
- Rash (if child)
- Headaches
- Croup (respiratory infection resulting in barking cough and difficulty breathing)
- Diarrhea
- Nausea/vomiting
- Decrease or loss of sense of taste or smell
- Runny nose without other known cause
- Nasal congestion without other known cause

If **ANY ONE** of the symptoms related to COVID-19 are present in a parent/guardian/caregiver or child, the household must be asked to leave the CPCC immediately. Employees/Staff are required to:

- Offer a surgical/procedural mask (if tolerated) to cover the symptomatic individual's nose and mouth if not already wearing one. Masks should not be

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placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.

- Increase ventilation if possible (e.g., open windows).
- The designated lead staff will provide the parent/guardian/caregiver with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
- Staff will document the symptoms observed and time that symptoms occurred, on the **COVID-19 Active Screening Forms for Households**.
- Staff will ensure that the centre is thoroughly cleaned and disinfected paying particular attention to high touch areas, toys, equipment and materials with which ill parent, guardian, caregiver or child had contact.
- The household should be excluded from the EarlyON centre and self-isolate for 14 days (unless tested negative) from the start of symptoms and be tested for COVID-19 before returning to the EarlyON centre.
 - **If tested negative**, the parent/guardian/caregiver and child must be free of symptoms for 24 hours before returning to the EarlyON centre and must pass re-entry screening (refer to **COVID-19 Re-Entry Screening Form for Previously Ill Individuals**) to return to the EarlyON centre.
 - **If tested positive**, Peel Public Health will provide direction on when the parent/guardian/caregiver or child can be released from self-isolation.
 - **If not tested** and the individual's health care provider has made an alternative diagnosis, the individual may return to the EarlyON centre 24 hours after symptom resolution.
 - **If not tested** and the individual's health care provider has recommended a test, exclude from the EarlyON centre for 14 days from symptom onset and call Peel Public Health for advice

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Any staff person or student who presents with symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the **COVID-19 Active Screening Form for Staff** must leave the centre immediately. If an employee becomes ill while at the CPCC:

- The employee must leave the CPCC immediately and wear a surgical/procedural mask covering the nose and mouth.
- The employee's manager/supervisor will document the symptoms observed and time that symptoms occurred, on the COVID-19 Active Screening Forms for Staff.
- The Program Manager/Supervisor will ensure that the CPCC is thoroughly cleaned and disinfected, paying particular attention to high touch areas with which ill staff had contact.
- COVID-19 testing will be required for any employee experiencing symptoms before returning to work. The Program Manager, Supervisor or designated lead staff will provide the staff person with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
- The employee must remain off work and self-isolate for 14 days from the start of symptoms (unless tested negative). If the employee tests negative, they should not return to work until free of symptoms for 24 hours.
- If the employee tests negative for COVID-19, and is free of symptoms for 24 hours, s/he must pass re-entry screening (refer to COVID-19 Re-Entry Screening Form for Previously Ill Individuals) to return to work.
- If the employee tests positive, Peel Public Health will provide direction on when s/he can return to work.

PROCESS

In order to ensure that the COVID-19 Exposure Control Procedure is effective the following responsibilities will be designated:

Management

- Ensure that the materials (for example, gloves, masks, face shields, safety glasses, alcohol-based hand rubs, and hand washing facilities) and other

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resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.

- Select, implement and document the appropriate site-specific control measures.
- Ensure that Supervisors/Managers and staff are educated and trained to an acceptable level of competency.
- Ensure that employees use appropriate personal protective equipment.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Ensure that a copy of the exposure control plan is available to workers.
- Close facilities or limit services to the public if warranted and/or as directed by the applicable health authority.
- Ensure that employees maintain physical distancing (2 meters/6 feet apart) while completing their work safely.

Supervisors/Managers

- Provide information to employees on COVID-19
- Keep copies of any records or concerns related to COVID-19
- Acting as a resource for any employee with questions or concerns
- Ensure that employees are adequately instructed on the controls for the hazards at the location(s)
- Ensure that employees use proper medical masks
- Direct work in a manner that eliminates or minimizes the risk to staff
- Send employees home if they are ill with symptoms associated with the COVID-19 and/or have been diagnosed by a medical practitioner to have the flu
- Ensure that physical distancing is maintained

Employees

- Know the hazards of the workplace

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- Follow established work procedures as directed by the employer or Supervisor/Manager.
- Use of required PPE as instructed.
- Report any unsafe conditions or acts to the Supervisor/Manager.
- Know how and when to report exposure incidents.
- Leave work if suffering from the flu and stay home until the symptoms are gone for 24 hours.
- Ensure that physical distancing is maintained (Refer to Risk Management Section)

Worker Health and Safety Committee

- Participate in developing hazard awareness at the workplace
- Promote participation of education and training on workplace specific infectious diseases and the exposure control plans
- Monitor the workplace to ensure that effective, safe work procedures are developed and implemented
- Participated in accident/incident investigations of exposures to infectious diseases
- Review safe work practices and make recommendations for improvements
- Participate in infection control program review

REVISIONS

CPCC reserves the right, within the parameters of applicable Ministry of Health/Peel Public Health Guidelines, employment/labour standards legislation, to amend policies from time to time.

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EXPOSURE CONTROL RISK IDENTIFICATION AND MITIGATION

The extent of control measures outlined in this policy will depend on the level of risk to worker health and safety. An important part of the policy is to ensure all work groups and tasks are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs.

There are three primary routes of transmission for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

Breathing in droplets in the air

It is advised that COVID-19 is not typically transmitted through airborne transmission, however, if somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters/6 feet of distance from other people at all time) will reduce the risk of this occurring.

Close contact

Close contact, as defined in the EarlyON Enhanced Health and Safety Protocols, is being coughed or sneezed on or being within 2 meters of an individual with COVID-19 symptoms for 15 minutes (without PPE).

Close contact also refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

Surface contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a staff touching a contaminated object such as a table, doorknob, telephone, or computer

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keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

Various forms of PPE may be required or provided as an additional form of protection depending on the site or employee comfort.

RISK CONTROL

PHYSICAL DISTANCING

Physical distancing and infection control practices have been incorporated into our daily routine to provide a safe work environment for everyone. We will encourage physical distancing in our centre layout, in our program development and in our entry/exit processes, using barriers, limiting access to some areas, changing the toys and resources available.

All employees, clients and essential visitors, will strive to maintain a distance of 6 feet/2 metres from others. When at our centres staff will wear medical masks at all times; when clients are present, face shields are required as well. If a distance of 6 feet/2 metres cannot be maintained, we will remind our clients and visitors to ensure their protective coverings are being worn appropriately.

The Ontario Occupational Health and Safety Act requires us to implement infectious disease controls in the following order of preference (Hierarchy of Controls):

1. **Elimination**
2. **Engineering controls**
3. **Administrative controls**
4. **Personal Protective Equipment (PPE)**

Elimination of face-to-face contact is the best control possible. This would include closing reception counters, relying on phone, email or regular mail to answer public questions. Limit meetings and rely on conference calls, mail or messenger tools. Contactless sign in/out process for parents/caregivers, children and other visitors

- Cancelling group events/in-person meetings where possible

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- Preventing entry of non-essential visitors in the centre

Engineering controls would be such things as working from behind plexiglas at reception desks, sign-in locations. This will not prevent all exposure so administrative controls and/or PPE will be required. Other engineering controls include:

- Following Regional Enhanced Health and Safety Protocols for EarlyON Centres for Phase I Reopening, a maximum number of 16 individuals and 4 staff will be allowed in the CPCC's open-area playroom at one time.
- Separation of play areas with physical barriers to separate families

Administrative controls include hand washing and cough/sneeze etiquette. Other administrative controls include:

- Communicating with families on new safety protocols and expectations in place
- Screening all individuals such as children employees and child care providers, parents/guardians, and visitors every day before entering the centre
- Phone screening individuals before arriving at the centre where possible
- Temperature checks as part of screening process
- Monitor entrances at all times
- Have clients wear masks at screening tables before entry to the centre
- Keep daily log books of client attendance (parents/caregivers and children)
- Limiting the number of personal belongings that children can bring into the centre
- Limiting public transportation use where possible – employees who use public transportation should always physically distance and wear a mask at all times
- Limit the number of families permitted in one washroom to one at a time
- Alternating employee shifts between opening and closing the centre
- Limit time spent in a closed space that prevents distancing from taking place
- Implement hand sanitization/washing procedure for children before and after playground/equipment use
- Have separated, prepared arts and crafts materials in bags to prevent children from sharing materials; use single use materials where possible for activities
- Cleaning toys and equipment after each use

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- Frequent cleaning of twice per day of commonly touched surfaces in the centre
- All items used by a symptomatic child are to be cleaned and disinfected, items that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days

Personal Protective Equipment would be the wearing of masks, gloves, goggles and/or face shields.

- Masks are not recommended for children, specifically those under the age of 2
- Wash your hands before and after mask use
- An appropriate supply of personal protective equipment and cleaning supplies will be provided to support daily operations of the centre

IMPLEMENTATION PLAN

The following risk control processes will be instituted. Signage is required for centres to ensure no one enters the centre if they are experiencing symptoms or have been exposed via travel/contact etc.

Low Risk

- All employees will be instructed in hand washing and cough/sneeze etiquette
- Sick employees will be asked to remain at home

Moderate Risk

- All employees will be instructed in hand washing and cough/sneeze etiquette
- Sick employees will be asked to remain at home
- Personal protective equipment will be made available if/where required and/or safe distance from others (gloves/hand sanitizer etc.)

High Risk

- All employees will be instructed in hand washing and cough/sneeze etiquette
- Sick employees will be asked to remain at home
- Personal protective equipment will be made available
- Mandatory use of all required personal protective equipment
- Standard de-contamination of equipment and clothing is required

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RECORD KEEPING

The Caledon Parent-Child Centre will keep records of instruction and training provided to workers regarding COVID-19.

TRAINING

Staff will receive information on the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work practices/procedures to be followed, including hand washing and cough/sneeze etiquette
- Reminders on location of washing facilities, including dispensing stations for alcohol-based hand rubs
- Proper use of a mask when required
- How to report an exposure to, or symptoms of COVID-19

Training will be in form of virtual training webinars, staff bulletins, email communication and intranet postings. Should presentations be made available from Public Health or the local Health Authorities, these will be made available to staff where required.

REFERENCE

- Safe Work Practices – specific to our Caledon Parent-Child Centre location as well as those outlined by Public Health Ontario and Public Health for the Peel region
- Region of Peel required forms for screening and parent/guardian agreement

DEFINITIONS

COVID-19:	A mild to severe respiratory illness that is caused by a coronavirus . It is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. Also known as SARS-CoV-2 or the coronavirus.
Influenza:	A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-

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	like illness also have the same type of symptoms as influenza that has a known or unknown origin.
MHO:	Medical Health Officer
Pandemic:	An epidemic over a wide geographical area or even throughout the world.
PHO:	Provincial Health Officer
Physical/Social Distancing:	Maintaining 2 meters/6 feet between people
WHO:	World Health Organization

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