

The health and safety of the children and staff attending Bulldog is a priority and as such we have updated and changed our policies and protocols to keep all participants safe from the spread of COVID-19.

This document is considered live as we continually adapt as new information arrives and new guidelines are presented by the Ministry of Education and Guelph Public Health.

The following protocols and procedures have been implemented with the intent to help BULLDOG reduce the spread of COVID-19.

Procedures taken to Reduce the Spread of COVID-19 Before Re-Opening

Developed/update administrative and infection prevention and control (IPAC) policies and procedures

- Developed and/or updated administrative policies and procedures to include mitigation measures to help reduce the spread of COVID-19.
- COVID-19-related policies and procedures address the following topics:
 - Screening and temperature checks
 - Attendance reporting and documentation
 - Cohorting staff and children
 - Physical distancing
 - Hand hygiene and respiratory etiquette
 - Food safety practices
 - Enhanced environmental cleaning and disinfection
 - Requirements for the use of toys, equipment and other materials
 - Use of personal protective equipment
 - Isolation/exclusion of ill children and staff
 - Management of cases and outbreaks of COVID-19
 - Communication with families/guardians and other stakeholders
 - Occupational health and safety.

Trained Staff

- All staff are aware of the signs and symptoms associated with COVID-19.
- Staff are aware of and can implement the revised Bulldog policies and procedures.
- Staff are trained on proper use of personal protective equipment. (Refer to Public Health Ontario resources). Posters posted.

Prepared Physical Space

- A designate drop-off and pick-up locations near the main area of centre is established.
 - Front door area, weather permitting, drop off will take place outside
 - only 1 family allowed in building at a time, markings for social distancing will be present both inside the building and outside
 - Arranged to allow space where physical distancing of two metres/six feet can be maintained.

- Designated an area near the main entrance as a screening station for in-person screening.
 - The area is clearly identifiable as the screening station.
 - Signs posted in visible location clearly explaining the screening process and the rules and conditions for entry.
 - The area will allow for a minimum of two metres/six feet distance between staff conducting in-person screening and the individual being screened.
 - Use visual markers/cues spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) is to assist children and parents/guardians to maintain a two metre distance from each other while waiting to be screened.
- Signs posted in visible locations at the designated screening station to raise awareness about health and safety measures that can help prevent the spread of COVID-19 such as:
 - Physical Distancing
 - Protect Yourself
 - Information about COVID-19
 - Wash your Hands
 - Cover your Cough
 - Poster for Entrances
- In the centre, increased space between seating and play areas so that children and staff can main a distance of two metres/six feet apart:
 - Removed extra chairs, tables and furniture to increase space in the area to allow children to spread out.
 - Placed tape, signs or other visual markers on floors, tables, seats and other play areas to help both staff and children visually maintain physical distancing.
 - Color coding will be used to designate cohorts specified toys, crafts etc.

During Active Operation

Conduct daily screening and temperature checks of all individuals prior to entry/drop-off

- Remind staff and parents/guardians of children attending the centre that they will not attend the program when they are ill, and that they will report any symptoms associated with COVID-19 to the operator.
- Actively screen and check the temperature of children, staff and any other individuals prior to entry/arrival to the center setting. Non essential persons will not be granted entry into the building
- Screen all parents/guardians, their children, staff and residents where applicable prior to entry by asking about the following:
 - Do you/the child or any member of your household have any of the following symptoms: fever/feverish, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense

- of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea/vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause?
- Have you/the child travelled outside of Canada, including the United States, within the last 14 days?
 - Have you/the child had close contact with a confirmed or probable COVID-19 case?
 - Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days?
- Record screening results daily.
 - Operators may use and/or adapt the health screening questionnaire as a screening tool and to record individual screening results.
 - Keep all screening records available onsite.
 - Make hand sanitizer (60-70% alcohol concentration) available at the screening stations for individuals who have answered NO to all questions for use prior to entry.
 - Individuals who answer YES to any of the questions will not be permitted to enter the centre.
 - If any person living in a home of a home answers YES to any of the questions, we cannot receive children into care, refer these individuals to visit the assessment centres (Victor Davis), local hospital or doctor for testing.
 - Staff will escort children into the center after screening. Parents will not go past the screening area or enter the centre unless there is a specific need to do so and will be documented

BULLDOG will Enhance attendance reporting practices for children, staff and all other individuals entering the centre by:

- Maintaining daily attendance records of all individuals entering the centre. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, food service workers and government agency employees (e.g. public health inspectors, fire inspectors).
- Records include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, screening and temperature check results.
- Records will be updated when a child, provider or staff person is absent.
- operators will follow-up with all individuals to determine the reason for any unplanned absence, and determine if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough).
- Encourage parents/guardians of ill children and ill or unwell staff to seek COVID-19 testing at assessment centres, and to call Telehealth or their primary care provider to determine if further care is required.
- Non-essential visitors will not be permitted to enter the centre.
- Monitor attendance records for patterns or trends (e.g. children and staff in the same group or cohort absent at the same time or over the course of a few days).
- Attendance records will be available on-site at all times.

BULLDOG will assign staff and children into designated cohorts

- Maximum cohort size for each room in the centre will consist of no more than 15 individuals if available space permits physical distancing.
- Child care staff and children will be assigned to designated cohorts or groups.
- Cohorts will be designated to a specific "home room" or area.
- Programming will be planned in a manner that prevents cohorts from mixing throughout the day and over the course of the program/session.
- Stagger/alternate scheduling including:
 - drop-off and pick-up times to prevent parents/guardians from gathering or grouping together snack times and lunch/mealtimes
 - use of outdoor playgrounds and play spaces by different cohorts.
- Where different cohorts are using the same indoor area (e.g. gymnasium) staff will ensure that physical distancing is maintained and that the groups do not mix.
- Staffing will be sufficient to have multiple staff assigned to one room consistently over the course of the day, and not need to move to other rooms.
- Staff will avoid covering off for colleagues assigned to different cohorts or working in different rooms/areas during lunches or breaks as best as possible:
 - If a staff will cover off for a colleague in a different cohort/room (e.g. during breaks) they will do so in a manner that maintains physical distancing as best as possible, and they will use a non-medical face mask or face covering.

BULLDOG will, practice physical distancing

- Practice physical distancing as best as possible to maintain a two metre/six feet distance between staff and children.
- Physical distancing will not compromise supervision or a child's safety.
- Encourage children to greet each other using non-physical gestures (e.g. wave or nod or a verbal "Hello") and to avoid close greetings (e.g. hugs, handshakes).
- Regularly remind children to keep "hands to yourself".
- Reinforce no sharing policies and procedures. This includes the current practice of not sharing food, water bottles or other personal items.
- Limit the number and types of personal items that can be brought into the setting and provide individual cubbies or bins for each child's belongings.
- Personal items will be clearly labelled with the child's name to prevent accidental sharing.
- Plan activities that encourage individual play and increase space between children.
- Avoid activities that involve shared objects or toys.
- Avoid activities involving singing, shouting, or speaking loudly indoors.
- Increase the distance between cots/resting mats and cribs. If space is limited, place children head-to-toe or toe-to-toe.

BULLDOG will promote staff and children to Practice hand hygiene and respiratory etiquette.

- Clean your hands thoroughly with soap and water or use hand sanitizer provided hands are not visibly soiled.
- Avoid touching your face, nose and mouth with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.
- Provide additional hand sanitizer (minimum 60% alcohol concentration) stations in supervised areas where children cannot access it independently.
- staff will ensure that proper hand hygiene is practiced often and when necessary (e.g. before and after eating, after using the bathroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.
- operators will monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags.

Modify food safety practices for snacks meals/lunch time

- BULLDOG will modify meal practices to ensure that there is no self-serving or sharing of food at mealtimes.
- Meals will be brought from home and are to be provided in clearly marked containers
- If utensils are to be used to serve food, they will be cleaned using a 2 sink method where washing and rinsing are done in the first sink
- Will not provide shared utensils or items (e.g. serving spoons, condiments).
- Children will not be allowed to prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when staff are preparing food area, and for all individuals before and after eating.

BULLDOG will Implement enhanced environmental cleaning and disinfecting practices

- Review Public Health Ontario's Cleaning and Disinfection for Public Settings fact sheet.
- Refer to Health Canada's lists of hard surface disinfectants for use against coronavirus (COVID-19) for information on disinfectants:
 - Disinfectants will 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 dates of products and always follow the manufacturer's instructions.
- Chlorine bleach solutions may also be used for disinfection if appropriate for the surface.
- Prepare chlorine bleach solutions according to the instructions on the label or in a ratio of:
 - 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or
 - 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
 - Ensure a minimum of two minutes contact time and allow to air dry.
 - Prepare fresh bleach solutions daily.
- Educate staff on how to use cleaning agents and disinfectants:

- Required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
- Safety precautions and required personal protective equipment (PPE).
- Directions for where and how to securely store cleaning and disinfectant supplies.
- assign or designate staff to conduct environmental cleaning and disinfecting throughout the day.
- Clean and disinfect all high touch surfaces and objects (e.g. doorknobs, light switches, toilet handles, sink faucets and tabletops) at least twice a day or when visibly dirty.
- Clean and disinfect individual items that may be handled by more than one individual such as electronic devices, toys, and balls between users.
- Maintain logs to track cleaning and disinfecting activities for each room/area, individual/play items and sleeping equipment such as cots and cribs.

Requirements for the use of toys, equipment, and other materials

- Provide toys and equipment that are made of materials that can be cleaned and disinfected.
- Will not allow or use plush toys.
- Assign specific toys and play structures to one cohort if possible:
 - Use identification systems to prevent the sharing of items between cohorts (e.g. colour coding).
- Large play structures will only be used by one cohort at a time.
- Toys and large play structures (e.g. indoor play structures, playhouses, climbers) will be cleaned and disinfected between cohorts:
 - Consider using wipes to disinfect equipment and play structures that are too large for a sink or a dishwasher.
- Mouthed toys will be separated, cleaned, and disinfected immediately after the child has finished using it.
- Clean and disinfect toys in a 2 compartment sink. Toys will be washed and rinsed prior to disinfection. Using two sinks is acceptable if washing and rinsing are done in the first sink.
- Alternatively, toys can be cleaned and disinfected in a mechanical dishwasher provided that the rinse cycle reaches a minimum of 82 degrees Celsius. Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e. washing dishes, food preparation).
- Ensure required disinfectant contact times are achieved or alternatively allow toys to air dry.
- Dry toys in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.
- Suspend group sensory play activities.
- Provide individualized bins or packs for art materials and supplies for each child. Label these bins to prevent sharing.

BULLDOG staff will be trained in the use personal protective equipment

- BULLDOG will provide personal protective equipment (PPE) for use by staff when necessary.
- Staff will wear a surgical mask and eye protection (e.g. goggles, face shield):
 - In the screening area, when screening or escorting children to area.

- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets.
- When caring for a sick child or a child showing symptoms of illness.
- Staff will wear a mask (medical or non-medical) or face covering at other times when physical distancing cannot be maintained, including, but not limited to:
 - Providing direct care (e.g. feeding, assisting a child with hand hygiene, diapering).
 - Consoling an upset child.
 - Assisting a child with dressing or changing clothes.
- Gloves will be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

BULLDOG will, isolate children and staff that become ill while attending the centre

- Recommend that staff and children with symptoms of COVID-19 attend an assessment centre for testing as soon as possible, and to self-isolate at home until their result is available.
- If a child becomes ill with symptoms while in care, immediately separate them from the rest of their group in a designated room (or space in a home setting) and supervise the child until they are picked-up.
- Notify parents/guardians or emergency contacts to pick up the ill child as soon as possible.
- The designated room/space will have a handwashing sink or hand sanitizer (70-90% alcohol concentration) available.
- Provide tissues to the ill child to help support respiratory etiquette.
- Open outside doors and windows to increase air circulation in the area if it can be done so safely.
- Children older than two years will wear a mask (if tolerated) and they are able to use it properly (e.g. donning and doffing carefully, avoiding touching while on).
- Staff supervising the ill child will maintain physical distancing as best as possible and wear personal protective equipment including surgical mask. Reporting will be implemented to the regional Health Unit and the Ministry of Education including a serious occurrence report.
- Clean and disinfect the area immediately after the child with symptoms has been sent home.
- Staff and children who were exposed to an individual who became ill with symptoms (i.e. suspected COVID-19 case) will continue to be grouped together (i.e. cohorted) and monitored for signs and symptoms of illness:
 - Supervisors will inform parents/guardians of children who were exposed to the ill child and advise that they will monitor their child for symptoms.
 - Staff will not work in other settings. They will also be advised to avoid being in contact with vulnerable person or settings where there are vulnerable persons.
- staff and children exposed to a confirmed case of COVID-19 will be excluded from the setting for 14 days:
 - These individuals will self-isolate at home and monitor for symptoms for the next 14 days.
 - Individuals who have been exposed to a confirmed case of COVID-19 will get tested as soon as any symptoms develop.

- If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.

Report cases and outbreaks to Guelph, Dufferin, Wellington Public Health

- Centres will immediately report the following to GDW Public Health:
 - Any child/staff suspected &/or Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
 - Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19.
- Notify Ministry of Education and file a serious occurrence report.

Modify and increase communication with families/guardians and other stakeholders

- Develop and implement communication platforms to provide program information and protocols on health and safety measures (e.g. screening practices, physical distancing, staying home if you're sick). Communication platforms may include the websites, email, or social media accounts.
- Use telephone or video conferencing when possible for meetings between staff and with parents/guardians.
- Post signs at all entrances instructing participants and their families not to enter if they are sick.
- Communicate with stakeholders such as building owners/property managers (e.g. programs that operate in shared spaces in schools or apartment buildings) on a routine basis to provide updates about policies and procedures and to align any gaps or concerns regarding IPAC practices.

Note: this is a live document that may require updates and changes at any given time.

Back to School – adaptations

Before School

All children will be screened prior to entry, records will be kept on premises and available.

Staff will wear both face shield and mask at all times. As per School Board policies, all children will wear masks unless there is a medical reason they are unable.

Buses- clear direction has not been provided for busing at this time and we are unsure if we can charter a bus for Ken Danby & WCW. Bulldog will maintain 2 buses in order to provide spacing within the bus.

Every effort will be made to have one child per seat but if not possible, children will be seated with either a sibling or another student from their class

Toys/ Rooms and Snacks

Snacks will be provided on a "grab and go" basis and seating will be provided with social distancing in mind.

There will be no sharing of food. Handwashing will happen both before and after snack.

We have purchased many new play items to ensure there is no sharing. All toys will be cleaned each evening with the hiring of extra staff.

Coats, backpacks etc. will be taken with the students into their perspective classroom similar to the school routine. Boots will remain at the front door

Groups will be the same as last year but each group will be assigned to a specific space each day. We will rotate the areas each day so the children are able to access all of the areas and activities at Bulldog within a week. Each of these areas will be thoroughly cleaned after each use. So, cleaning after "Before School" and again with closing of "After School" Program.

Preschool Program will be limited to the JK/SK area and small gym. These areas will be cleaned prior to use and following the program before the After school program arrives. Separate toys and bins will be provided for each of the programs using this area.