

**ALPHA CHILD CARE LTD.
POLICY AND PROCEDURE MANUAL**

Approved by: _____

Number: 11 00/HR 09 00/HS 11 00

Date: June 2020
Revised: September 2020
Revised: June 2021
Revised: March 2022
Revised: September 2022

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EMERGENCY PLAN

POLICY:

Alpha is dedicated and committed to implementing an Emergency Child Care Plan for the provision of care for our educators, the families, Alpha serves, their children, any contractors (cooks, cleaners etc.) or visitors to our workplace as well as the community. As part of Alpha's "Due Diligence" to provide a safe workplace, Alpha has developed and will implement standards and procedures for the protection of our educators against Infectious Disease based on a Hazard Assessment. The focus of this Infectious Disease assessment and program is to look at specific jobs, equipment, processes and environment to determine if the hazard of exposure to Infectious Disease hazards have been adequately controlled and make improvements when deficiencies have been identified. Alpha will evaluate all jobs and tasks that our educators would engage in or be exposed to the possible exposure to Infectious Disease, and how Alpha will minimize or eliminate the risk of exposure. Alpha's Health and Safety Committee will assess all areas of the facility, jobs and other areas that may expose the educators to infection or disease. Once the hazards have been assessed, Alpha will develop controls that will ensure the safety of the Educators. As part of that assessment process the Health and Safety Committee will take into consideration elements such as ensuring a full understanding of how to prevent the transferring of contagions and understand the infectious disease, what kinds of controls are needed to protect educators such as sanitizing, cleaning, and means of distancing educators from each other. Alpha will also consider a business continuity plan as part of its' due diligence.

Responsibilities

Owner (or their designate):

- Review and communicate the current program to Educators
- Develop and implement standards and procedures
- Implement a review of this policy and all policies related to communicable diseases or local health emergencies.
- Respond to recommendations from the Health & Safety Committee
- Provide ongoing training to Supervisors and Educators
- Communicate risk assessment results to the JHSC/Health and Safety Committee
- All workers must be a participant in identifying risks and reporting them to the Health and Safety committee with suggested solutions

Supervisors

- Understand their responsibilities under OHSa to take every precaution reasonable for the protection of persons within our workplace.
- Enforce the policies and procedures defined within Alpha's policies
- Train and educate persons within our facility about the risk of infection and the controls to minimize possible infection of disease.
- All workers must be a participant in identifying risks and reporting them to the Health and Safety committee with suggested solutions

Educators

- Understand your rights under OHSA
- Participate in training
- Wear the Personal Protective Equipment as directed by your supervisor and Alpha's policies/ procedures.
- Report any known violation of this policy or procedure to your supervisor or Health and Safety representative
- Report to your supervisor if you feel or suspect that you may be infected or not feeling well
- All workers must be a participant in identifying risks and reporting them to the Health and Safety committee with suggested solutions

Health and Safety Representative:

- Be consulted in the development of programs and assessments, and review them for improvements
- Make recommendations where required
- Engage Educators in identifying hazards

Definitions/ Acronyms

- COVID -19 - Is a disease caused by the 2019 Novel Coronavirus. Most measures related to managing the Pandemic were ended on March 21, 2022.
- MOH -Medical Officer of Health
- PPE -Personal Protective Equipment
- Persons – includes workers, children & their families, support staff, contractors
- JHA -Job Hazard Analysis
- JHSC – Joint Health and Safety Committee
- OHSA – Occupational Health and Safety Act
- VOC – Variant of Concern

Approved by: _____

Number: 11 10/HR 09 10/HS 11 10

Date: June 2020

Revised: September 2020

Revised: February 2021

Revised: May 2021

Revised: June 2021

Revised: August 2021

Revised: September 2021

Revised: October 2021

Revised: February 2022

Revised: March 2022

Revised: September 2022

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OUTBREAK MANAGEMENT FOR COVID-RELATED SYMPTOMS

POLICY:

To ensure the health and well-being of children and educators within Alpha, all children and educators will be monitored while in care for emerging signs and symptoms of any illness, including COVID-19. Children or educators who become ill while attending Alpha's program will be excluded from the program based on the severity of the symptoms. The Supervisor must initiate Alpha's illness management policies, Policy 03 09 Sickness Exclusion, Policy 03 11 Sickness Outbreak, Policy 03 12 Daily Health Assessment, Policy 05 26/08 26 Hand Hygiene and the following measures related to outbreak management for COVID-19.

PROCEDURES:

It is highly recommended that educators, children and visitors continue to self-screen every day by using the online screening tool (School and Child Care Screening Tool) before arriving at the centre.

Individuals should stay home if they are feeling ill to prevent the spread of illness.

Health Checks for Children in Care

Educators must ensure that all children in care are monitored for illness, including the following symptoms of COVID-19:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$ (100F) and or chills
- New or worsening cough or barking cough(croup)
- Shortness of breath
- Decrease or loss of sense of taste or smell
- Runny nose or nasal congestion
- Headache
- Sore throat
- Muscle aches and joint pain
- Extreme fatigue
- Gastrointestinal symptoms vomiting, diarrhea, nausea
- Abdominal pain
- Pink eye
- Decreased or no appetite (young children only)

Children and educators who have a fever and or gastrointestinal symptoms of vomiting diarrhea or nausea must be excluded from the program and be symptom free for 48 hours before returning to the centre. All other symptoms listed above, the children and educators should be excluded from the program and symptom free for 24 hours before returning to the centre. Anyone who is feeling sick or has new or worsening symptoms of

illness, including those not listed above, should stay home until their symptoms are improving for at least 24 hours and seeking an assessment from their health care provider if needed. The presence of symptoms, particularly respiratory symptoms, increases the risk of transmitting to others.

Ministry of Education:

A Serious Occurrence is required to be submitted only if the entire centre is closed due to COVID. This would be done through CCLS, and a SO notification must be posted in the centre.

Ministry of Labour

If an educator's illness is determined to be work related, in accordance with the Occupational Health and Safety Act and its regulations Alpha must provide a written notice within four days of being advised that the educator has an occupational illness, including an occupationally acquired infection.

Educators must ensure that hand hygiene (see policy 05 26/08 26 Hand Hygiene) is performed before and after each health check with each child in addition to all other regular routines. Thermometers with single use tips, the tips must be discarded after each use. Single use thermometers must be cleaned with alcohol wipes or disinfectant with a one-minute contact time between use. Educators must record any signs or symptoms of illness including COVID-19 on an Illness Tracking Form.

Media – only the owner of Alpha Child Care Ltd., Greg Humphreys can speak to the media about any actual or alleged outbreak at Alpha Child Care Ltd. All educators must refer any media inquiries to Greg immediately. Alpha educators must not engage in the sharing of any Alpha news with the media or on social media. Any educator violating this policy will be subject to discipline up to and including termination of employment with cause.

Criminal Reference Vulnerable Sector Check

Due to Peel Police Pandemic policies, current educators can no longer visit a police station to complete their Criminal Reference Vulnerable Sector Check (CRCVS) in person. Accordingly, Alpha will temporarily suspend the annual CRC requirement and replace it with an Attestation letter (Offense Declaration) until the Pandemic is over. All new hires must provide a clear CRCVS.

Future Closures of Alpha

The decision to close Alpha will depend on several factors and will be determined on a case -by-case basis in consultation with Peel Public Health. Case scenarios could include, but, are not limited to a case with an ill educator with exposure to multiple children, or two or more cases within the childcare centre.

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Approved by: _____

Number: 11 31/HR 09 31/HS 11 31

Dated: November 2020

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Revised: February 2021

Revised: May 2021

Revised: July 2021

Revised: September 2021

Revised: January 2022

Revised: March 2022

Revised: September 2022

PROPER USAGE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

POLICY:

Educators/adults at Alpha may choose to wear surgical/medical masks or untested N95 masks while indoors. Eye protection (e.g. face shield, goggles or wrap around safety glasses.) may be worn in the presence of unmasked individuals indoors. Visitors and vendors may choose to wear medical masks and may choose to wear eye protection while in the presence of unmasked individuals. .

All PPE will be provided to the educators by Alpha

Masks: Putting on a Mask

1. Masks may be worn by placing the mask over one's nose and under one's chin.
2. Masks must be put on by holding the strings of the mask and then wrapping them around one's ears securing ties, loops and or straps
3. The metal piece within the mask must be worn over the nose and be moulded to the bridge of the nose.

Taking off a mask

1. Ties/ear loops are considered clean and may be touched with your hands.
2. The front of the mask is considered contaminated
3. Unloop/tie the strings of the mask pulling away from one's face.
4. Discard immediately into a waste receptacle.

Protective Eyewear: Putting on protective eyewear

1. Put on eye protection and adjust to fit
2. Face shield should fit over brow
3. Eye protection may be worn in the presence of unmasked individuals

Removing Protective eyewear

1. Arms of goggles and headband of face shields are considered to be "clean" and may be touched with one's hands
2. The front of the goggles/face shield is considered to be contaminated
3. Remove eye protection by handling ear loops, sides and back of gear only
4. Goggles, shields and eye wear must be cleaned and disinfected after each use.

Gloves

Putting on gloves

1. Put on gloves, taking care not to tear or puncture the glove
2. Pull gloves on to a comfortable position on the hand

Taking gloves off

1. Remove Gloves using a glove to glove/skin-to-skin technique
2. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
3. Reach under the second glove and peel away

Lab coats:**Putting lab coats on**

1. Put lab coat on and button front of coat to protect clothing and skin
2. Lab coats must be changed whenever a child has secreted bodily fluids on it

Taking Lab coat off

1. Remove lab coat in a manner that prevents contamination of clothing or skin
2. Put lab coat into the laundry as soon as it has been removed