

## **Child Care Facility Guidelines for Re-opening June 1, 2020**

### **IMMEDIATE ACTIONS**

- Infants and pre-school groups must be separated and, where possible, there should be dedicated staff assigned to each group. Those staff should not change groups in a given day.
- Reduced hours of care to ensure that a minimum of 1.5 hours is dedicated to cleaning and disinfecting the facility and all high-touch surfaces at the end of each day.
- Meeting with all staff to review the enhanced cleaning protocols.
- Child care facilities should arrange a deep clean prior to reopening, including cleaning and disinfecting of all surfaces throughout the facility.
- Each child care facility must establish a process for drop-off and pick-up of children:
  - A maximum of one parent/guardian may drop off and pick up children from a child care facility.
  - The process must ensure that no more than one parent/guardian enters the facility at a time to drop off or pick up a child(ren).
  - No children, other than those attending the child care facility, are allowed in the facility at any time.

### **RECOMMENDATIONS**

- Q & As for staff must be prepared prior to conference call with the CPHO between May 27-28.
- All parents/guardians should be contacted prior to re-opening to ensure that all protocols are communicated and understood, prior to bringing children to the facility for opening.
- A schedule/order be established for pick-up and drop-offs to ensure that there is not an overlap.

## ONGOING PROTOCOLS

- Parents/guardian must adhere to the CPHO's orders at all times.
- Physical distancing (2 metres or 6 feet of space required while waiting for drop-off and pick-up).
- Anyone who is experiencing symptoms of illness may not enter a facility at any time and should not drop off or pick up children at the facility (staff, children, or parents/guardians).

## FUTURE GRADUATED CHANGES

- **In the event that COVID-19 enters the territory, facilities should be prepared for:**
  - Reduction in the number of children allowed to be in a facility.
  - Increase in respiratory transmission and personal protective equipment:
    - Mandatory cotton masks (the use of medical masks of any kind is not acceptable. Those masks must be reserved for proper use by medical professionals).
    - Increased attention to entry and exit protocols (i.e., no parents/guardians allowed to enter the facility at any time):
      - Facility staff will be required to escort child(ren) out to parent/guardian waiting outside.
- **In the event that COVID-19 enters a community, facilities should be prepared for:**
  - Immediate closure of the child care facility by the CPHO until further notice.

# **Child Care Facility Guidelines for All Staff: General hygiene, enhanced maintenance and disinfecting directions**

Personal area cleaning is performed by all employees in common areas which may include tables, chairs, appliances, or any other items used in the performing operational duties during the mandatory 1.5 hours of enhanced facility cleaning and disinfecting.

High-touch surfaces in personal areas for **all employees** to focus on may include:

- Tables
- Chairs
- Toys
- Door knobs
- Light switches
- Music players
- Phones
- Remote controls
- Computer keyboards and mouse
- Cabinet and file drawer handles
- Pencil sharpeners
- Desks

## Cleaning products

- Water and household detergents and use of common disinfectant products shall be sufficient for cleaning and disinfecting in child care facilities.
- If household or commercial disinfectants are not available, hard surfaces can be cleaned using a mixture of **1-part bleach** (5% sodium hypochlorite) and **9-parts water**
  - Ensuring that the dilute solution makes contact with the surface for (one) 1 minute of disinfection.

**IMPORTANT NOTE** for cleaning/disinfecting – Heavily soiled areas should be cleaned first with detergent and water and then disinfected using bleach water solution or other disinfectant.

**Bleach should never be mixed with any other cleaning products.** High-touch surface should be cleaned twice per day and when visibly soiled.

See the attached link to the Public Health Agency of Canada for additional information:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html#fn8>

# **Child Care Facility Guidelines for Custodial Practices: General hygiene, enhanced maintenance and disinfecting directions**

Routine cleaning is performed on a regularly scheduled basis by staff assigned to the child care facility. Routine cleaning includes scheduled cleaning and disinfecting of all restrooms, scheduled sweeping, and sanitizing of all floors, sanitizing of table surfaces, emptying trash daily, and other designated tasks.

Mandatory 1.5 hours of reduced operation hours must be dedicated to enhanced cleaning. The cleaning is performed by staff and is focused on cleaning and disinfecting of high-touch surfaces, specifically for the purpose of preventing the spread of disease. Increased frequency of cleaning schedules is crucial, especially when illness is circulating in the childcare facility or community.

## **High-touch surfaces to focus on for custodial staff may include:**

- Restroom stalls, handles, and dispensers
- Toilets, tops of toilet paper dispensers, sinks, countertops, and faucets
- All door handles and knobs (including the exterior)
- Walls (halfway up from the floor)
- Cubby area
- Handrails
- Light switches
- All copier, printer, phone, and fax buttons
- Front desk, countertops and lobby areas
  
- Staff common area and facility kitchens may include:
  - Microwave
  - Refrigerator
  - Dishwasher
  - Appliances
  - Chair arms
  - Remote controls
  - Drawer handles
  - Cabinets and file drawers
  - Water fountain and push buttons
  - Countertop/table surfaces
  - Utensils
  - Common use writing materials (pens, markers, etc.)
  - Any other surface with additional attention to high touch surfaces
  - Common use writing materials (pens, markers, etc.)

- Child care rooms – sleeping area and cubby areas may include:
  - Sinks and faucets
  - Soap dispensers
  - Paper towel dispensers
  - Garbage receptacles
  - Toilets and adapted toilets
  - Toilet handrails as needed
  - Potty chairs
  - Container for soiled diapers
  - Change table or change mats
  - Step stools
  - Cribs and resting mats
  - Any other surfaces with additional attention to high touch surfaces
- Children’s toys – ensure toys being used are easy to clean and disinfect.
  - Toys must be thoroughly disinfected immediately after each use.

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### Restocking of supplies

Ensure throughout the day that bathroom and classrooms are stocked and restocked with:

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| <ul style="list-style-type: none"> <li>• Soap</li> <li>• Paper towel</li> <li>• Bathroom tissue</li> </ul> | <p>And when possible:</p> <ul style="list-style-type: none"> <li>• Hand sanitizer</li> <li>• Disinfectant wipes</li> </ul> |
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