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Wellington Home Child Care COVID-19 Guidelines

WELLINGTON COUNTY AND GUELPH

CHILDREN'S EARLY YEARS DIVISION
COUNTY OF WELLINGTON

Revised October 2021

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Background

The purpose of this document is to inform all parents/guardians, home child care Providers and staff members about enhanced protocols that they must adhere to in order to support the health and safety of all individuals attending licensed home child care during the COVID-19 pandemic. The protocols in this document are in addition to the ongoing policies and procedures for the operation of licensed home child care programmes. This document will supersede any cases whereby there are discrepancies between these guidelines and any ongoing policies and procedures.

Informing Parents/Guardians

Those accessing services in licensed home child care premises will be expected to comply with everything as outlined in this document. Parent/guardians must read all recommendations and requirements and are obliged to ask questions to ensure they understand their responsibilities. They must ensure that they comply with all requirements stated in these guidelines at all times and will be asked by the Home Child Care Provider to verify their understanding of this document by signing an attestation. Failure to comply with these guidelines in a way that puts others at risk of contracting COVID-19 may result in immediate termination of a child's space in the home child care programme.

Informing Home Child Care Providers

In order to help limit the spread of COVID-19, contracted home child care Providers must read and understand all recommendations and requirements included in this document and sign off on all related policies prior to providing care for children. They must also ensure compliance with all requirements stated in these guidelines at all times and will be asked by the Home Child Care Advisor/Wellington Home Child Care Supervisor to verify their understanding of this document by signing an attestation. Home Child Care Providers who fail to comply with these guidelines in a way that puts others at risk of contracting COVID-19 may result in immediate termination of their contract with Wellington Home Child Care.

Informing Staff

In order to help limit the spread of COVID-19, those working in Wellington Home Child Care must read and understand all recommendations and requirements included in this document and sign off on all related policies prior to commencing work. They must also ensure compliance with all requirements stated in these guidelines at all times and immediately report any observed non-compliances to the Supervisor. Staff who fail to comply with these guidelines in a way that puts others at risk of contracting COVID-19 will be managed according to the disciplinary procedure of the County of Wellington.

Programme Management:

This document encompasses additional regulatory requirements of the Ministry of Education, the Ministry of Health, Wellington-Dufferin—Guelph Public Health (WDGPH), and the Corporation of the County of Wellington for the Wellington service delivery area and operator of Wellington Home Child Care licensed home child care agency.

This document may be revised from time to time and the Wellington Home Child Care

Supervisor/Home Child Care Advisors will ensure that they are informing parents/guardians of any changes. The County of Wellington will continue to update Home Child Care Providers and staff on the evolution of new policies or procedures as it receives updates/changes from the governing bodies listed above.

General Requirements

1. WDG Public Health strongly advises that those who have and/or are living with anyone with increased risk for severe COVID-19 outcomes to consult with their Health Care Provider before commencing to provide child care services.

There is an increased risk for severe COVID-19 outcomes for those:

- Aged 65 and over, and/or
 - With compromised immune systems, and/or
 - With underlying medical conditions
2. Any new or re-opening of a contracted Home Child Care premises must be thoroughly cleaned before becoming operational. Please see the section Enhanced Infection Prevention and Control for additional requirements once the premise is operational.
 3. No visitors are permitted on/at the home child care setting during the time child care is taking place, unless deemed essential. Examples of an essential visitor could include, but are not limited to, a maintenance worker or Home Child Care Advisor. All 'permitted' essential visitors will complete the COVID-19 screening before granted entry to the premises. A record of every visitor will be maintained at the home child care premises and made available at the request of Ministry of Education and/or WDGPH Inspector.
 4. The Home Child Care Provider must identify only ONE main entrance/exit for **all** people using the premise for child care. The WDG Public Health Unit Poster (Appendix A) must be posted prominently on the main door along with signage indicating a screening process is to be completed upon entry
 5. Physical distancing is defined as maintaining 2 metres apart from another person. While physical distancing is not always possible in a child care setting, every precaution possible will be taken to help limit the spread of COVID-19. This includes encouraging physical distancing of children and adults.
 6. All adults must wear a face covering (surgical mask) prior to entering a home child care premise and must keep it on for the duration of their time at the programme. Face protection such as face shields/goggles must be worn by Home Child Care Providers/Wellington Home Child Care staff when physical distancing cannot be maintained or when working in close proximity to unmasked children. If parents are coming into the home child care premise to pick up/drop off, they are also required to wear eye protection when they go beyond the screening area.

7. Home Child Care Providers are responsible to secure and sustain an adequate supply of Personal Protective Equipment (PPE) and approved cleaning and disinfecting supplies at all times.
8. Use of video and telephone interviews are recommended to interact with families where possible, rather than in person. Tours of the premise outside of regular operating hours are also strongly recommended.
9. Volunteer and student placements will not be permitted until such time when permission is granted by the Manager of Directly Operated Programmes.

SECTION A: COVID-19 Requirements for Parents/Guardians

In Provider's Home Child Care

General Requirements for Parent/Guardians

1. Only one parent/guardian per family may drop off/pick up their child(ren) at a time.
2. Parent/guardians must use the designated entrance to drop off/pick up their children from the premises.
3. Parent/guardians must remain with their child(ren) while the child(ren) are being actively screened for signs/symptoms/indicators of COVID-19, prior to entering the home child care programme area.
4. Parent/guardians must maintain physical distance of 2 metres when accessing the entrance and/or screening area.
5. Should parents/guardians want to access the home child care program space beyond the screening area, parents/guardians are also required to wear eye protection.

Daily Routines

1. Before Leaving Home

All individuals participating in licensed home child care must constantly monitor their health for signs and/or symptoms of COVID-19.

All parents/guardians must check their child's temperature and general health before leaving home to attend a home child care premise. If your child or anyone in your household are displaying signs or symptoms compatible with COVID-19 as per the Daily Active Screening Guidelines, do not go to the home child care premise. Notify the Home Child Care Provider of your child's absence and applicable symptoms. For the most up-to-date list of COVID-19 compatible signs and symptoms, please see the Wellington Dufferin-Guelph Public Health page at www.wdgpulichealth.ca

All parents/guardians must stay informed of Public Health requirements for isolation and not have their child attend the home child care premise accordingly.

NOTE: If you or a member of your household have received your vaccination within the last 48 hours and are experiencing mild headache, fatigue, muscle aches and/or joint pain that only began after vaccination and have no other symptoms as indicated in the COVID-19 Screening Tool, your child is permitted to attend the home child care premises. If symptoms worsen or persist longer than 48 hours, or if you/your family member develop other symptoms, you are to self-isolate and seek COVID-19 testing immediately.

2. Dropping Your Child Off at the Home Child Care Premise

Use only the designated main entrance/exit identified by the Home Child Care Provider

Physical Distancing requirements:

- Only one adult may drop off a child at the Home Child Care Provider's home at one time
- Only one family may be at the Daily Active Health Screening area at one time
- Others waiting to drop off their child must remain outside and use distancing markers or remain in their vehicles until the person at the screening table has left

Daily Active Screening Process:

- Parent/guardians must answer all questions asked in the Daily Active Screening, support their child in getting their temperature taken, and cannot leave the child at the premise until approved by the Home Child Care Provider
- All children must be actively screened for COVID-19 by the Home Child Care Provider using the most up-to-date Province of Ontario Student and Child Screening Tool (<https://covid-19.ontario.ca/school-screening/>), along with any additional screening questions added by the County, prior to being admitted to the home child care premise
- Any child who does not pass the active screening requirements will not be admitted to the home child care premises
- Parent/guardians may be given direction regarding next steps by the Home Child Care Provider, which may include: monitoring the child for improvement/worsening of symptoms, and/or contacting a health care practitioner for further guidance.

If a Parent/Guardian Needs to Enter the Home Child Care Premise

Should it be necessary for a parent/guardian to enter the home child care premises to drop off or pick up their child beyond the screening area, they will need to abide by the following guidelines:

- Parents/guardians will undergo the same full Daily Active Screening protocols that are followed by the Home Child Care Provider
- Only 1 parent per child will be allowed to enter the home child care premise
- Medical masks are required to be worn at all times along with eye protection
- Physical distancing of 2 metres must be maintained within the premise
- Only 1 parent/guardian will be permitted to be in the home child care premise at a time
- Parents/guardians are encouraged to keep drop off/pick up routines as short as possible (under 2 minutes)

3. Picking Up Your Child from the Home Child Care Premises

- Use only the designated main entrance/exit identified by the Home Child Care Provider
- Only one adult may pick up each child
- When possible, drop off and pick up times will be scheduled to decrease the number of families arriving/leaving at the same time
- Parents/guardians who arrived to pick up their child will need to complete the Daily Active Screening if they wish to be allowed entry to the home child care premise and must wear a medical mask and eye protection

Physical Distancing

Promoting Physical Distancing for Children

Home Child Care Providers will encourage more physical space between children by:

- Arranging activities in a manner which promotes solitary and parallel play and where children are spread out into different areas
- Increasing space between children during rest/sleep, snack and meal times
- Increasing outdoor play as much as possible

Infection Prevention and Control

General Guidelines for Limiting the Spread of COVID-19

- Children will not come to the home child care premises if they or anyone in their family are experiencing symptoms compatible with COVID-19 as outlined in the Daily Active Screening tool
- Home Child Care Providers will wash hands often with soap and water or alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth
- Avoid contact with people who are sick
- Sneeze or cough into your sleeve
- Home Child Care Providers will avoid getting close to faces of children where possible
- Whenever possible, use only non-touch, lined waste disposal receptacles
- Maintain a physical distance of 2 metres between yourself and others
- Additional hand hygiene opportunities will be incorporated into the daily schedule
- Home Child Care Providers will complete the following training:
 - County of Wellington COVID-19 Health and Safety Protocol Training
 - How to Wash Your Hands
 - How to Put On and Take Off a Face Mask

Limiting the Spread During Mealtimes

Home Child Care Providers will limit the spread of the virus during meal times by:

- Ensuring any meals or snacks provided by the family is for their child only, is stored with the child's belongings or, if refrigeration is required, kept in an area designated for the child
- Washing their hands before and after handling food, preparing bottles and feeding children
- Following handwashing routines with the children before and after eating
- Using utensils when serving food items
- Reinforcing "no sharing" food or items between children

Daily Health Monitoring of Children While Attending the Home Child Care Programme

Health Monitoring and Temperature Taking

In addition to the Daily Active Screening and Health Checks upon arrival, the Home Child Care Provider will continue to monitor the children's overall health during the day for signs and

symptoms of COVID-19. The Home Child Care Provider will take children's temperatures every 4 hours while using discretion on the child's activity level (e.g. sleeping, running). If the child is only displaying a mild fever, they will be moved into isolation with quiet activities to keep them comfortable. Their temperature will be taken again after a minimum of 30 minutes to confirm a fever, at which time the parent/guardian must be called to pick up the child.

Onset of Symptoms While in Care

The Home Child Care Provider must immediately separate a child who displays one symptom as described in the COVID-19 Active Screening Tool that is not related to any other known causes or conditions.

Isolation of a Child

In order to allow the Home Child Care Provider to supervise all children at all times, the isolation area for a child will be located in the same area of the home as the programme area. The Home Child Care Provider will ensure that the isolation area is separated from the rest of the children by a minimum of 2 metres at all times.

While in Isolation

- A child should wear a medical mask (if over 2 years of age and the mask is tolerated)
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissue and proper hand hygiene
- Parents/guardians will be notified immediately and must immediately pick up their child
- The Home Child Care Provider must wear full PPE while supervising a child who is being isolated and will change PPE once the symptomatic child leaves the premises
- The Home Child Care Provider will complete the appropriate Suspected/Confirmed Case of COVID-19 Tracking Form to document details of the suspected case

When to Get a Test

Individuals are eligible for testing at a COVID-19 assessment centre if they are:

- Showing COVID-19 symptoms as outlined in the COVID-19 Screening Tool for Students and Children in Child Care Settings or Screening Tool for Employees and Visitors in Child Care Settings
- Have been exposed to a confirmed case of the virus, as informed by their public health unit or exposure notification through the COVID Alert App
- A resident or someone who works in a setting that has a COVID-19 outbreak, as identified and informed by their local public health unit

Confirmed or Suspected Cases of COVID-19

WDG Public Health will notify the Wellington Home Child Care Supervisor and/or the Home Child Care Provider of any confirmed positive cases or suspected cases and will follow up with any close contacts of the confirmed case. An individual risk assessment of children, home child care providers, residents, persons regularly present and home child care staff would be

considered based on the duration and the nature of the exposure, the cases' symptoms and whether or not personal protective equipment was used. Prolonged exposure can be defined as lasting more than 15 minutes.

The Home Child Care Provider and/or Wellington Home Child Care Supervisor must explicitly follow all directions of WDG Public Health and complete all reporting requirements noted in Suspected Cases of COVID-19. Additionally, all confirmed cases of COVID-19 are reportable to the Ministry of Education as a Serious Occurrence.

The Home Child Care Provider and/or Wellington Home Child Care Supervisor will notify parents/guardians as soon as they are made aware of a suspected or confirmed case of COVID-19. The Wellington Home Child Care Supervisor will also notify the Manager of Directly Operated Programmes and the Director of the Children's Early Years Division.

The Wellington Home Child Care Supervisor must ensure that any home child care premises that are ordered to temporarily shut down immediately receive a deep clean and remain closed for child care until the home child care premise is permitted to re-open based on the direction of WDG Public Health.

Re-Entry After a Positive or Suspected Case of COVID-19

Re-entry to or re-opening of a home child care premise due to a suspected or confirmed case of COVID-19 may only be approved by the Wellington Home Child Care Supervisor, who will follow direction provided by WDG Public Health and/or a health care provider. Typically, direction will be provided with the following considerations:

- If a person was symptomatic, they must provide confirmation of a negative test result **AND** be symptom-free/improving for 24 hours **OR** if they chose not to be tested, they must have isolated for 10 days from symptom onset **OR** received a different diagnosis from a health care provider (e.g. strep throat, conjunctivitis).
- If person tested positive, they must follow directions from WDG Public Health for the self-isolation period, have no symptoms/improving for 24 hours
- To re-enter the home child care premise, individuals who were symptomatic or previously tested positive must also pass the daily active screening when they return

In-Family's Home Child Care

Daily Routines

1. Before Arrival of In-Family's Home Child Care Provider

All individuals participating in licensed home child care must constantly monitor their health for signs and/or symptoms of COVID-19.

All parents/guardians must check their child's temperature and general health before the In-

Family Home Child Care Provider arrives at the home. If your child or anyone in your household are displaying signs or symptoms compatible with COVID-19 as per the Daily Active Screening guidelines, contact the Home Child Care Provider and notify them of the need for care to be cancelled, and the applicable symptoms. For the most up-to-date list of COVID-19 compatible signs and symptoms, please see the Wellington Dufferin-Guelph Public Health page at www.wdgpUBLICHEALTH.ca

All parents/guardians must stay informed of Public Health requirements for isolation and not have their child access home child care accordingly.

NOTE: If you or a member of your household have received your vaccination within the last 48 hours and are experiencing mild headache, fatigue, muscle aches and/or joint pain that only began after vaccination and have no other symptoms as indicated in the COVID-19 Screening Tool, your child is permitted to attend the home child care premises. If symptoms worsen or persist longer than 48 hours, or if you/your family member develop other symptoms, you are to self-isolate and seek COVID-19 testing immediately.

2. In-Family's Home Child Care Provider Arrival

The Home Child Care Provider will use only the designated main entrance/exit to enter the home child care premise

Daily Active Screening Process:

- Parents/guardians must answer all questions asked in the Daily Active Screening, support their child in getting their temperature taken, and cannot leave the home until approved by the Home Child Care Provider
- All children must be actively screened for COVID-19 by the Home Child Care Provider using the most up-to-date Province of Ontario Student and Child Screening Tool (<https://covid-19.ontario.ca/school-screening/>), along with any additional screening questions added by the County, prior to care commencing
- Any child who does not pass the active screening requirements will not be provided care
- Parent/guardians may be given direction regarding next steps by the Home Child Care Provider, which may include: monitoring the child for improvement/worsening of symptoms, and/or contacting a health care practitioner for further guidance.

Infection Prevention and Control

General Guidelines for Limiting the Spread of COVID-19

- Home Child Care Providers will not come to the home child care premise if they or anyone in their family are experiencing symptoms compatible with COVID-19
- Home Child Care Providers will wash hands often with soap and water or alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth
- Avoid contact with people who are sick
- Sneeze or cough into your sleeve
- Home Child Care Providers will avoid getting close to faces of children, where possible
- Whenever possible, use only non-touch, lined waste disposal receptacles
- Maintain a physical distance of 2 metres between yourself and others
- Additional hand hygiene opportunities will be incorporated into the daily schedule
- Home Child Care Providers will complete the following training:
 - County of Wellington COVID-19 Health and Safety Protocol Training
 - How to Wash Your Hands
 - How to Put On and Take Off a Face Mask

Daily Health Monitoring of Children While Attending the Home Child Care Programme

Health Monitoring and Temperature Taking

In addition to the Daily Active Screening and Health Checks upon arrival, the Home Child Care Provider will continue to monitor the children's overall health during the day for signs and symptoms of COVID-19. The Home Child Care Provider will take children's temperatures every 4 hours while using discretion on the child's activity level (e.g. sleeping, running). If the child is only displaying a mild fever, they will be moved into isolation with quiet activities to keep them comfortable. Their temperature will be taken again after a minimum of 30 minutes to confirm a fever, at which time the parent/guardian must be called to return home.

Onset of Symptoms While in Care

The Home Child Care Provider must immediately isolate a child who displays one symptom as described in the COVID-19 Active Screening Tool that is not related to any other known causes or conditions.

Isolation of a Child

In order to allow the Home Child Care Provider to supervise all children at all times, the isolation area for a child will be located in the same area of the home as the programme area.

The Home Child Care Provider will ensure that the isolation area is separated from the rest of the children by a minimum of 2 metres at all times.

While in Isolation

- A child should wear a medical mask (if over 2 years of age and the mask is tolerated)
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissue and proper hand hygiene
- Parents/guardians will be notified immediately and must immediately return home
- The Home Child Care Provider must wear full PPE while supervising a child who is being isolated
- The Home Child Care Provider will complete the appropriate Suspected/Confirmed Case of COVID-19 Tracking Form to document details of the suspected case

When to Get a Test

Individuals are eligible for testing at a COVID-19 assessment centre if they are:

- Showing COVID-19 symptoms as outlined in the COVID-19 Screening Tool for Students and Children in Child Care Settings or Screening Tool for Employees and Visitors in Child Care Settings
- Have been exposed to a confirmed case of the virus, as informed by their public health unit or exposure notification through the COVID Alert App
- A resident or someone who works in a setting that has a COVID-19 outbreak, as identified and informed by their local public health unit

Confirmed or Suspected Cases of COVID-19

WDG Public Health will notify the Wellington Home Child Care Supervisor and/or the Home Child Care Provider of any confirmed positive cases or suspected cases and will follow up with any close contacts of the confirmed case. An individual risk assessment of children, home child care providers, residents, persons regularly present and home child care staff would be considered based on the duration and the nature of the exposure, the cases' symptoms and whether or not personal protective equipment was used. Prolonged exposure can be defined as lasting more than 15 minutes.

The Home Child Care Provider and/or Wellington Home Child Care Supervisor must explicitly follow all directions of WDG Public Health and complete all reporting requirements noted in Suspected Cases of COVID-19. Additionally, all confirmed cases of COVID-19 are reportable to the Ministry of Education as a Serious Occurrence.

The Home Child Care Provider and/or Wellington Home Child Care Supervisor will notify parents/guardians as soon as they are made aware of a suspected or confirmed case of COVID-19. The Wellington Home Child Care Supervisor will also notify the Manager of Directly Operated Programmes and the Director of the Children's Early Years Division.

The Wellington Home Child Care Supervisor must ensure that any home child care premises that are ordered to temporarily shut down immediately receive a deep clean and remain closed for child care until the home child care premise is permitted to re-open based on the direction of WDG Public Health.

Re-Entry After a Positive or Suspected Case of COVID-19

Re-entry to or re-opening of a home child care premise due to a suspected or confirmed case of COVID-19 may only be approved by the Wellington Home Child Care Supervisor, who will follow direction provided by WDG Public Health and/or a health care provider. Typically, direction will be provided with the following considerations:

- If a person was symptomatic, they must provide confirmation of a negative test result **AND** be symptom-free/improving for 24 hours
OR if they chose not to be tested, they must have isolated for 10 days from symptom onset
OR received a different diagnosis from a health care provider (e.g. strep throat, conjunctivitis).
- If person tested positive, they must follow directions from WDG Public Health for the self-isolation period, have no symptoms/improving for 24 hours
- To re-enter the site/begin re-accessing care, individuals who were symptomatic or previously tested positive must also pass the daily active screening when they return.

SECTION B: Programme Guidelines for Home Child Care Providers

In Provider's Home Child Care

Daily Active Screening Process

- All Home Child Care Providers must complete the COVID-19 Active Screening process as per policy on themselves and every member in their household one hour before the first family is scheduled to arrive at the premise.
- All individuals must answer all questions asked in the Daily Active Screening questionnaire. It is the responsibility of the Home Child Care Provider to review changes and updates to the Child Care screening tool as they can be changed often
- Unvaccinated or partially vaccinated Home Child Care Providers/residents/persons regularly on the premises or essential visitors will be required to pass the Daily Active Screening *as well as* provide proof of negative COVID-19 Rapid testing three times weekly to Wellington Home Child Care. Details about the procedure can be found in the CEYD COVID-19 Vaccination Policy
- NOTE: If you or a member of your household have received your vaccination within the last 48 hours and are experiencing mild headache, fatigue, muscle aches and/or joint pain that only began after vaccination and have no other symptoms as indicated in the COVID-19 Screening Tool, you are permitted to operate your home child care premise. If symptoms worsen or persist longer than 48 hours, or if you/your family member develop other symptoms, you are to self-isolate, suspend operations of your home child care premise, and seek COVID-19 testing immediately.
- **Home Child Care Providers (In-Provider's Home and In-Family's Home) must maintain daily records of screening results.** The record is to be kept at the home child care premise.

Onset of Symptoms While Providing Care

- The Home Child Care Provider exhibiting symptoms of COVID-19 must contact families to pick up their children immediately.
- The Home Child Care Provider exhibiting symptoms of COVID-19 must ensure they do not remove their medical mask at any time while the children remain in their care (i.e. until the parents/guardians pick up their children)
- The Home Child Care Provider must report their symptoms to Wellington Home Child Care (WHCC).
- Once the children have been picked up, the Home Child Care Provider will immediately arrange to be tested at an Assessment Centre and/or will immediately contact their health care provider and will follow their direction including arranging for testing for

COVID-19 and/or other treatment. If the Home Child Care Provider attends an Assessment Centre, they must report that they provide licensed home child care. The Home Child Care Provider is responsible for keeping WHCC up to date with any direction given to them by public health.

- Surfaces that were touched by the Home Child Care Provider must be disinfected as soon as possible in accordance with enhanced environmental cleaning procedures.
- The Home Child Care Provider must complete the Suspected/Confirmed Case of COVID-19 Tracking Form for Home Child Care Providers (Appendix E) and notify the Wellington Home Child Care Supervisor - found on the Suspected or Confirmed Case of COVID-19 Contact Sheet (Appendix G).
- The Home Child Care Provider must notify all families and occupants to self-monitor and that the child care premise is closed until further notice.
- The Home Child Care Provider will be responsible to contact Wellington Home Child Care on a daily basis and report any changes to their health, as they self-isolate while they wait for their test results.
- If the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool, is tested for COVID-19 and receives a negative result, the Home Child Care provider must provide WHCC with verification of the test result. The Home Child Care Provider can re-open the home child care premise the next day providing their symptoms have been improving for 24 hours. However, if the Home Child Care Provider is negative for COVID-19, but still displaying prolonged or worsening symptoms, they should still refrain from providing care as they may have some other communicable disease.
- Should there be a situation whereby the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool and unable to be tested for COVID-19, they are, at minimum, to remain in self-isolation for 10 days from the onset of symptoms. They cannot re-open their home child care programme until they have been symptom free for 24 hours. If the Home Child Care Provider is still displaying symptoms after 10 days, their home child care programme must remain closed as per [Childhood Illnesses Reference Guide for Schools and Child Care Centres](#) as they may have some other communicable disease.

Onset of Symptoms While NOT Providing Care

All Home Child Care Providers must continually self-monitor and immediately report symptoms or signs of COVID-19 to WHCC, regardless of when the onset of symptoms or notifications to isolate occur. This includes:

- They or anyone in their household begins to experience symptoms of COVID-19 as described in the Daily Active Screening tool

- They or anyone in their household has travelled outside of Canada in the past 14 days
 - Has been identified as having close contact with someone who has tested positive for COVID-19 by their local public health unit (or from the COVID Alert app via their phone); and/or
 - Has been directed by a health care provider and/or public health to self-isolate
- The Home Child Care Provider will contact their health care provider for further advice and/or assessment, including if they are required to be tested for COVID-19
 - The Home Child Care Provider is responsible to contact WHCC on a daily basis to report any changes to their health
 - If the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool, is tested for COVID-19 and receives a negative result, the Home Child Care provider must provide WHCC with verification of the test result. The Home Child Care Provider can re-open the home child care premise the next day providing their symptoms have been improving for 24 hours. However, if the Home Child Care Provider is negative for COVID-19, but still displaying prolonged or worsening symptoms, they should still refrain from providing care as they may have some other communicable disease.
 - Should there be a situation whereby the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool and unable to be tested for COVID-19, they are, at minimum, to remain in self-isolation for 10 days from the onset of symptoms. They cannot re-open their home child care programme until they have been symptom free for 24 hours. If the Home Child Care Provider is still displaying symptoms after 10 days, their home child care programme must remain closed as per [Childhood Illnesses Reference Guide for Schools and Child Care Centres](#) as they may have some other communicable disease.

Residents/Persons Regularly on the Home Child Care Premise

- Wellington Home Child Care must be immediately notified of anyone who resides or who regularly visits a home child care premise if they begin to experience symptoms compatible with COVID-19 as outlined in the Daily Active Screening tool
- The Home Child Care Provider will contact their health care provider for further advice and/or assessment, including if the resident/person regularly on the premises is required to be tested for COVID-19
- The Home Child Care Provider and WHCC must explicitly follow any direction from Public Health, including closure of the premises if deemed necessary
- The Home Child Care Provider is responsible to contact WHCC on a daily basis to report any changes in health

- If the resident/person regularly on the premises is displaying symptoms indicated on the Daily Active Screening tool, is tested for COVID-19 and receives a negative result, the Home Child Care Provider must provide WHCC with verification of the test result. If the resident/person regularly on the premises is negative for COVID-19, but still displaying prolonged or worsening symptoms, they must remain in self-isolation as they may have some other communicable disease
- Should there be a situation whereby a resident/person regularly on the premises is displaying symptoms indicated on the Daily Active Screening tool, and unable to be tested for COVID-19, they are, at minimum, to remain in self-isolation for 10 days from the onset of symptoms. If the resident/person regularly on the premises is still displaying symptoms after 10 days, they must remain in self-isolation as per [Childhood Illnesses Reference Guide for Schools and Child Care Centres](#) as they may have some other communicable disease.

Personal Protective Equipment (PPE)

- All Home Child Care Providers and essential visitors will be provided with personal protective equipment (i.e. medical disposable face masks, gown, eye protection i.e. face shield/goggles).

Inside and Outside the Home Child Care Premises:

All Home Child Care Providers and essential visitors must wear, at a minimum, a disposable medical face mask. Masks may be removed outside as long as the Home Child Care Provider is physically distanced from all children and other adults. Eye protection (goggles or face shield) are required to be worn at all times inside or outside while working in direct contact with children or unable to physically distance from children or other adults by at least 2 metres.

Exceptions:

Exceptions are as follows:

- When consuming food or drink when alone, or 2 metres from others, masks are not required
- When 2 metres of distancing is maintained from others, Home Child Care Providers can remove their face shields or goggles.
- When an attending physician's statement verifies that an adult cannot tolerate wearing a medical mask due to a medical condition

PPE for Children

- All children in grade 1 and above are expected to wear a face covering (non-medical or cloth mask) while at the home child care premises
- All younger children (aged 2 to SK) are encouraged but not required to wear a face covering (non-medical or cloth mask) while at the home child care premises
- Exceptions are as follows:

- When consuming food or drink when alone or 2 metres from others, masks are not required
- When an attending physician's statement verifies that the child cannot tolerate wearing a medical mask due to a medical condition

How to Clean and Disinfect Eye Protection

Reusable eye protection must be cleaned and disinfected using standard methods for hard plastic surfaces. Follow the manufacturer's instructions for use and cleaning of reusable eye protection.

How to Conserve Single Use PPE

A medical mask can be used over the course of the day without removing the mask between individual encounters. If a mask is removed and saved for reuse during the day, keep it from being contaminated by storing it in a clean paper bag or in a cleanable and individually labelled container. A mask must be discarded if it becomes visibly soiled or once it becomes moist such that the integrity becomes compromised. All surgical masks must be discarded in a plastic lined container at the end of each day. For more information on the conservation of PPE click [here](#)

Sanitary Practices

Disinfectants

- Use only disinfectants that have a Drug Identification Number (DIN), low-level hospital grade disinfectants may be used
- Where possible, use pre-mixed solutions
- Check expiry dates of products and follow the manufacturer's instructions
- Respect contact time for each disinfectant to kill germs (see product label)

Cleaning and Disinfecting Surfaces and Items

Cleaning and disinfecting routines **must** be increased where the risk of environmental contamination is higher:

High-touch surfaces: any surfaces at your location that have frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary.

Low-touch surfaces: (any surfaces that have minimal contact with hands), must be cleaned and disinfected weekly (e.g. Window ledges, doors, sides of furnishings)

Diapering and Toileting: Adhere to regular diapering and toileting steps and ensure proper cleaning and disinfecting between diaper changes and toileting processes. Increase frequency of cleaning schedule for toilets, toilet seats, and toilet training items – after each use.

Hand wash sinks: washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).

Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use – minimum of twice per day

Highchairs: must be cleaned and disinfected before and after serving food

Floors: cleaning and disinfecting must be performed daily and as required, i.e., when spills occur, and throughout the day as appropriate

Outdoor play equipment: must be disinfected as required (e.g., visibly dirty).

Sensory Play: sensory play can include sand tables and other hands on materials. Sensory tables are to be disinfected weekly and sensory materials must be replaced, cleaned, and disinfected at least once every two weeks. If sand tables are used, the sand must be replaced at least every two weeks. Children must wash hands before and after using sensory materials. Children are able to play in sand boxes outside and physical distancing is encouraged.

Water Tables and Water Play: Children must wash hands before and after water play. Water table and water toys are to be cleaned and sanitized after each use. Water is to be emptied after each use. Sprinklers may be used on the property where the water drains away and/or is absorbed by the ground after use.

Crib and cots:

- must be labelled and assigned/designated to a single child per use
- must be cleaned and disinfected before being assigned to a child
- must be cleaned and disinfected weekly
- linens must be laundered weekly and immediately if soiled or wet

Play-based Equipment and Supplies:

- mouthed items must be removed immediately and set aside to be cleaned and disinfected before returned for play
- Home Child Care Providers and children are to wash their hands before and after use of any nature-based play structures that cannot be cleaned and disinfected
- Toys/items that cannot be cleaned and disinfected (i.e. playdough, craft supplies, unsealed wooden items, nature based toys) must be:
 - Dedicated to a single child and kept in a designated location (i.e. cubby/bag/container labelled with child's name) OR,
 - If a hard surfaced item cannot be cleaned after use, the item must be stored in a sealed and cleanable container for a minimum of two weeks after each use and before being re-introduced to another child
- Providers should track and maintain a record showing the rotation of all items being stored

Personal Items

- Personal belongings (bags, bottles) should be minimized. If brought to the home child care premises, they must be sanitized as part of the entry process
- Essential personal items should be stored in a dedicated area for each child
- Pacifiers must be individually labelled and must not be shared among children
- Products such as creams and lotions must be labelled with the child's name, dedicated to that child, and must be dispensed in a manner that does not contaminate the remaining portion (i.e. using a disposable applicator or clean glove hand)
- Personal items used for diapering must be labelled with the child's name and stored in a dedicated area
- Personal items including clothing and footwear must be stored in a dedicated area for each child (i.e. labelled cubby)
- Home Child Care Providers must wash/sanitize hands before and after touching any personal items

It is recommended that Home Child Care Providers keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

Cleaning and Disinfecting Blood/Bodily Fluid Spills

In the event of Blood/Bodily Fluid Spills, using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, and put on Personal Protective Equipment (Face shield, mask, gown and disposable gloves). Ensure gloves have no pinholes or tears and fit securely
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels immediately in a tied plastic bag
7. Spray disinfectant in and around the spill area and allow the appropriate disinfecting contact time

8. A final rinse is required if children come into contact with the area
9. Remove and immediately discard Personal Protective Equipment

International Travel

Home Child Care Providers intending to travel internationally will be required to:

- Notify Wellington Home Child Care of the details of their travel – including departure and return dates, as well as the country of destination
- Notify parents/guardians of the details of their travel – including departure and return dates, and the country of destination

Upon returning to Canada, the Home Child Care Provider will need to:

- Submit an attestation to WHCC confirming that they have been granted an exemption from mandatory quarantine by Canadian Border Services and have not been selected to complete mandatory randomized COVID testing by Canadian Border Agents **AND** submit a letter of acknowledgement from each enrolled family confirming the parents/guardians are aware of the Provider's international travel **OR**,
- if an exemption has not been granted, quarantine as required according to Government of Canada Border Measures **AND** refrain from operating their home child care premises during the mandatory quarantine period

In-Family's Home Child Care

Daily Active Screening Process

- All Home Child Care Providers must complete the COVID-19 Active Screening process as per policy on themselves before leaving home to attend the In-Family's Home child care premise.
- The Home Child Care Provider must enter the home child care premise through the designated main entrance/exit
- The Home Child Care Provider must put on a face covering before entering the home child care premise and wear eye protection when unable to physically distance or when working directly with the children
- The Home Child Care Provider must answer all questions asked in the Daily Active Screening questionnaire. It is the responsibility of the Home Child Care Provider to review changes and updates to the Child Care screening tool as they can be changed often
- Unvaccinated Home Child Care Providers or essential visitors will be required to pass the Daily Active Screening *as well as* provide proof of negative COVID-19 Rapid testing three times weekly to Wellington Home Child Care. Details about the procedure can be found in the County of Wellington COVID-19 Vaccination Policy

- NOTE: If you or a member of your household have received your vaccination within the last 48 hours and are experiencing mild headache, fatigue, muscle aches and/or joint pain that only began after vaccination and have no other symptoms as indicated in the COVID-19 Screening Tool, you are permitted to attend the In-Family's Home child care premise. If symptoms worsen or persist longer than 48 hours, or if you/your family member develop other symptoms, you are to self-isolate, suspend operations of your home child care programme, and seek COVID-19 testing immediately.

Arrival at the In-Family's Home Child Care Premise

- The Home Child Care Provider completes the Daily Health Screening process with the family as per policy
- **Home Child Care Providers (In-Provider's Home and In-Family's Home) must maintain daily records of screening results.** The record is to be kept at the home child care premise.
- Once the Home Child Care Provider is able to enter the home premise, they must:
 - Immediately wash their hands
 - Put on a disposable medical face mask and personal face shield or goggles and put on applicable PPE (gowns and/or gloves, as required)
 - Disinfect any personal items that have hard surfaces such as cell phones, water bottles, etc.
 - Ensure any personal belonging are stored in their provided storage space

Onset of Symptoms While Providing Care

- The Home Child Care Provider exhibiting symptoms of COVID-19 must call the parent/guardian to immediately return home.
- The Home Child Care Provider exhibiting symptoms of COVID-19 must ensure they do not remove their medical/surgical mask at any time while the children remain in their care (i.e. until the parent/guardian returns home)
- The Home Child Care Provider must report their symptoms to Wellington Home Child Care (WHCC).
- Once the parent/guardian has returned home, the Home Child Care Provider will immediately arrange to be tested at an Assessment Centre and/or will immediately contact their health care provider and will follow their direction including arranging for testing for COVID-19 and/or other treatment. If the Home Child Care Provider attends an Assessment Centre, they must report that they provide licensed home child care. The Home Child Care Provider is responsible for keeping WHCC up to date with any direction given to them by public health.

- Surfaces that were touched by the Home Child Care Provider must be disinfected as soon as possible in accordance with enhanced environmental cleaning procedures.
- The Home Child Care Provider must complete the Suspected/Confirmed Case of COVID-19 Tracking Form for Home Child Care Providers (Appendix E) and notify the Wellington Home Child Care Supervisor - found on the Suspected or Confirmed Case of COVID-19 Contact Sheet (Appendix G).
- The Home Child Care Provider must notify the family and occupants to self-monitor and that the child care premise is closed until further notice.
- The Home Child Care Provider will be responsible to contact Wellington Home Child Care on a daily basis and report any changes to their health, as they self-isolate while they wait for their test results.
- If the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool, is tested for COVID-19 and receives a negative result, the Home Child Care provider must provide WHCC with verification of the test result. The Home Child Care Provider can re-open the home child care premise the next day providing their symptoms have been improving for 24 hours. However, if the Home Child Care Provider is negative for COVID-19, but still displaying prolonged or worsening symptoms, they should still refrain from providing care as they may have some other communicable disease.
- Should there be a situation whereby the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool and unable to be tested for COVID-19, they are, at minimum, to remain in self-isolation for 10 days from the onset of symptoms. They cannot re-open their home child care programme until they have been symptom free for 24 hours. If the Home Child Care Provider is still displaying symptoms after 10 days, their home child care programme must remain closed as per [Childhood Illnesses Reference Guide for Schools and Child Care Centres](#) as they may have some other communicable disease.

Departure From the In-Family's Home Child Care Premise

When the In-Family's Home Child Care Provider is leaving the home premise, they must:

- Disinfect all personal belongings with hard surfaces to be taken home
- Wash hands with soap and water before leaving the home

The following steps are recommended to be completed at home at the end of each day:

- Wash hands upon arriving at home
- Remove clothing
- Wash clothing worn during the day
- Change into clean clothing

Onset of Symptoms While NOT Providing Care

All Home Child Care Providers must continually self-monitor and immediately report symptoms or signs of COVID-19 to WHCC, regardless of when the onset of symptoms or notifications to isolate occur. This includes:

- They or anyone in their household begins to experience symptoms of COVID-19 as described in the COVID-19 Daily Active Screening tool and/or
 - They or anyone in their household has travelled outside of Canada in the past 14 days; and/or
 - Has been identified as having close contact with someone who has tested positive for COVID-19 by their local public health unit (or from the COVID Alert app via their phone); and/or
 - Has been directed by a health care provider and/or public health to self-isolate
- The Home Child Care Provider will contact their health care provider for further advice and/or assessment, including if they are required to be tested for COVID-19
 - The Home Child Care Provider is responsible to contact WHCC on a daily basis to report any changes to their health
 - If the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool, is tested for COVID-19 and receives a negative result, the Home Child Care provider must provide WHCC with verification of the test result. The Home Child Care Provider can re-open the home child care premise the next day providing their symptoms have been improving for 24 hours. However, if the Home Child Care Provider is negative for COVID-19, but still displaying prolonged or worsening symptoms, they should still refrain from providing care as they may have some other communicable disease.
 - Should there be a situation whereby the Home Child Care Provider is displaying symptoms indicated on the Daily Active Screening tool and unable to be tested for COVID-19, they are, at minimum, to remain in self-isolation for 10 days from the onset of symptoms. They cannot re-open their home child care programme until they have been symptom free for 24 hours. If the Home Child Care Provider is still displaying symptoms after 10 days, their home child care programme must remain closed as per [Childhood Illnesses Reference Guide for Schools and Child Care Centres](#) as they may

Personal Protective Equipment (PPE)

- All Home Child Care Providers and essential visitors will be provided with personal protective equipment (i.e. medical disposable face masks, gowns, eye protection i.e. face shield/goggles).

Inside and Outside the Home Child Care Premises:

All Home Child Care Providers and essential visitors must wear, at a minimum, a disposable medical face mask at all times while inside the home child care premises. Masks may be

removed outside as long as the Home Child Care Provider is physically distanced from all children and other adults. Eye protection (goggles or face shield) are required to be worn at all times inside or outside while working in direct contact with children or unable to physically distance from children or other adults by at least 2 metres.

Exceptions:

Exceptions are as follows:

- When consuming food or drink when alone, or 2 metres from others, masks are not required
- Face shields may be removed during outdoor activities when a distance of 2 metres can be maintained from other adults and children
- When an attending physician's statement verifies that an adult cannot tolerate wearing a medical mask due to a medical condition

PPE for Children

- All children in grade 1 and above are expected to wear a face covering (non-medical or cloth mask) while at the home child care premises
- All younger children (aged 2 to SK) are encouraged but not required to wear a face covering (non-medical or cloth mask) while at the home child care premises
- Exceptions are as follows:
 - When consuming food or drink when alone, or 2 metres from others, masks are not required
 - When an attending physician's statement verifies that the child cannot tolerate wearing a surgical mask due to a medical condition

How to Clean and Disinfect Eye Protection

Reusable eye protection must be cleaned and disinfected using standard methods for hard plastic surfaces. Follow the manufacturer's instructions for use and cleaning of reusable eye protection.

How to Conserve Single Use PPE

A medical mask can be used over the course of the day without removing the mask between individual encounters. If a mask is removed and saved for reuse during the day, keep it from being contaminated by storing it in a clean paper bag or in a cleanable and individually labelled container. A mask must be discarded if it becomes visibly soiled or once it becomes moist such that the integrity becomes compromised. All surgical masks must be discarded in a plastic lined container at the end of each day. For more information on the conservation of PPE click [here](#)

Sanitary Practices

Disinfectants

- Use only disinfectants that have a Drug Identification Number (DIN), low-level hospital grade disinfectants may be used
- Where possible, use pre-mixed solutions
- Check expiry dates of products and follow the manufacturer's instructions
- Respect contact time for each disinfectant to kill germs (see product label)

Cleaning and Disinfecting Surfaces and Items

Cleaning and disinfecting routines **must** be increased where the risk of environmental contamination is higher:

High-touch surfaces: any surfaces at your location that have frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary.

Low-touch surfaces: (any surfaces that have minimal contact with hands), must be cleaned and disinfected weekly (e.g. Window ledges, doors, sides of furnishings)

Diapering and Toileting: Adhere to regular diapering and toileting steps and ensure proper cleaning and disinfecting between diaper changes and toileting processes. Increase frequency of cleaning schedule for toilets, toilet seats, and toilet training items.

Hand wash sinks: washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).

Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use – minimum of twice per day

Highchairs: must be cleaned and disinfected before and after serving food

Floors: cleaning and disinfecting must be performed daily and as required, i.e., when spills occur, and throughout the day as appropriate

Outdoor play equipment: must be disinfected as required (e.g., visibly dirty).

Sensory Play: sensory play can include sand tables and other hands on materials. Sensory tables are to be disinfected weekly and sensory materials must be replaced, cleaned, and disinfected at least once every two weeks. If sand tables are used, the sand must be replaced at least every two weeks. Children must wash hands before and after using sensory materials. Children are able to play in sand boxes outside and physical distancing is encouraged.

Water Tables and Water Play: Children must wash hands before and after water play. Water table and water toys are to be cleaned and sanitized after each use. Water is to be emptied after each use. Sprinklers may be used on the property where the water drains away and/or is absorbed by the ground after use.

Crib and cots:

- must be labelled and assigned/designated to a single child per use

- must be cleaned and disinfected before being assigned to a child
- must be cleaned and disinfected weekly
- linens must be laundered weekly and when soiled or wet

Play-based Equipment and Supplies:

- mouthed items must be removed immediately and set aside to be cleaned and disinfected before returned for play
- Home Child Care Providers and children are to wash their hands before and after use of any nature-based play structures that cannot be cleaned and disinfected
- Toys/items that cannot be cleaned and disinfected (i.e. playdough, craft supplies, unsealed wooden items, nature based toys) must be:
 - Dedicated to a single child and kept in a designated location (i.e. cubby/bag/container labelled with child's name) OR,
 - If a hard surfaced item cannot be cleaned after use, the item must be stored in a sealed and cleanable container for a minimum of two weeks after each use and before being re-introduced to another child
- Providers should track and maintain a record showing the rotation of all items being stored

Personal Items

- Personal belongings (bags, bottles) should be minimized. If brought to the home child care premises, they must be sanitized as part of the entry process
- Essential personal items should be stored in a dedicated area
- Pacifiers must be individually labelled and must not be shared among children
- Products such as creams and lotions must be labelled with the child's name, dedicated to that child, and must be dispensed in a manner that does not contaminate the remaining portion (i.e. using a disposable applicator or clean glove hand)
- Personal items used for diapering must be labelled with the child's name and stored in a dedicated area
- Personal items including clothing and footwear must be stored in a dedicated area for each child (i.e. labelled cubby)
- Home Child Care Providers must wash/sanitize hands before and after touching any personal items

It is recommended that Home Child Care Providers keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

Cleaning and Disinfecting Blood/Bodily Fluid Spills

In the event of Blood/Bodily Fluid Spills, using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, and put on Personal Protective Equipment (Face shield, mask, gown and disposable gloves). Ensure gloves have no pinholes or tears and fit securely
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels immediately in a tied plastic bag
7. Spray disinfectant in and around the spill area and allow the appropriate disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove and immediately discard Personal Protective Equipment

International Travel

Home Child Care Providers intending to travel internationally will be required to:

- Notify Wellington Home Child Care of the details of their travel – including departure and return dates, as well as the country of destination
- Notify parents/guardians of the details of their travel – including departure and return dates, and the country of destination

Upon returning to Canada, the Home Child Care Provider will need to:

- Submit an attestation to WHCC confirming that they have been granted an exemption from mandatory quarantine by Canadian Border Services and have not been selected to complete mandatory randomized COVID testing by Canadian Border Agents **AND** submit a letter of acknowledgement from each enrolled family confirming the parents/guardians are aware of the Provider's international travel **OR,**
- if an exemption has not been granted, quarantine as required according to Government of Canada Border Measures **AND** refrain from operating their home child care premises during the mandatory quarantine period

SECTION C: Wellington Home Child Care – Additional Duties

Wellington Home Child Care is ultimately responsible for ensuring that all contracted Home Child Care Providers and staff are trained on the operating guidelines, and receive training as appropriate. Wellington Home Child Care must also role model compliance at all times, and address any premise non-compliances immediately. They must also ensure that contracted Home Child Care Providers and staff are notified of any changes to these guidelines, any direction from Public Health as well as any updates from the Ministry of Education, the Ministry of Health, Public Health and/or the Corporation of the County of Wellington.

Wellington Home Child Care will monitor, maintain records and complete auditing tasks pertaining to enhanced record keeping, as per regulatory requirements of the *Child Care and Early Years Act, 2014* which include:

- Maintaining a record of completed active screens for children, home child care providers, residents and essential visitors to assist with contact tracing
- Monitor and ensure a record of mid-day health checks and temperature taking is completed on each child
- Ensure all cleaning, disinfecting and sanitizing products meet Health Canada COVID-19 requirements
- Maintain up-to-date list of all children by Home Child Care premise and parent/guardians
- Monitor appropriate use of PPE

In the event of a confirmed case at a home child care premise, the Wellington Home Child Care Supervisor will serve in an “On-Call” capacity for Wellington-Dufferin-Guelph Public Health including assisting with contacting Home Child Care Providers, parent/guardians and/or WHCC staff during afterhours and/or weekends as required.

Suspected Cases of COVID-19

- Wellington Home Child Care must ensure that the Home Child Care Provider has notified all families and staff who came in contact with the suspected case that day.
- Wellington Home Child Care Supervisor will notify their Manager and the Director of the Children’s Early Years Division when any staff, child, Home Child Care Provider or resident obtains a test for COVID-19 and will immediately notify the same once the test results have been returned.

Confirmed Cases of COVID-19

- Public Health will notify the Wellington Home Child Care Supervisor of any confirmed positive cases and will follow up with any close contacts of the confirmed case.

- An individual risk assessment of children, Home Child Care Provider, residents and WHCC staff would be considered based on the duration and nature of the exposure, the cases' symptoms and whether or not personal protective equipment was used. Prolonged exposure can be defined as lasting more than 15 minutes.
- The Wellington Home Child Care Supervisor must explicitly follow all direction of Public Health and complete all reporting requirements noted in Suspected Cases of COVID-19. Additionally, all confirmed cases of COVID-19 are reportable to the Ministry of Education as a Serious Occurrence.
- Wellington Home Child Care will complete the Suspected/Confirmed Case of COVID-19 Tracking Form for Home Child Care Advisors/Supervisor.
- Wellington Home Child Care Supervisor will notify their Manager and the Director of Children's Early Years Division.
- Wellington Home Child Care must ensure that any home premises that are ordered to temporarily shut down immediately receive a deep clean and remain closed until the premise is permitted to re-open based on the direction of Public Health.

Supporting Documents

The following supporting documents will be reviewed and followed by each Home Child Care Provider and/or WHCC staff as part of their responsibility in supporting the health and safety of all individuals in the home child care premise.

- Daily Screening and Monitoring Policy
- How to Conduct Daily Health Screens
- De-Escalation Procedures (Conflict Resolution Policy)
- WHCC Illness Policy
- How to Put On and Take Off PPE and COVID-19 Handwashing
- COVID-19 Active Screen – Child
- COVID-19 Active Screen – Staff and Visitors
- COVID-19 Vaccination Policy