



Pandemic Policies

Sagamok Anishnawbek

First Nation

Licensee Number: 33030

August 20, 2020



Section E – Pandemic Policies & Forms

Communication with Families.....	E.010
Acknowledgement of Receipt of Pandemic Policies.....	E.010-1
Cohorts and Physical Distancing.....	E.020
Provision of Special Needs Resource (SNR) Services.....	E.030
Essential Visitor Contact Tracing Sign In/Sign Out Log.....	E.030-1
Drop Off and Pick Up Procedures.....	E.040
Pandemic Screening Assessment.....	E.040-1
Toddler Sign In/Sign Out Log.....	C.11
Preschool Sign In/Sign Out Log.....	C.12
Screening & Temperature Check.....	E.050
Exclusion Guidelines and Notifications.....	E.060
Testing and Returning to Centre.....	E.070
Classroom Set-up.....	E.080
Equipment and Toy Usage and Restrictions.....	E.090
Outdoor Play.....	E.100
Consent Form for Sunscreen.....	E.100-1
Hand Hygiene and Infection Prevention.....	E.110
Consent Form for Hand Sanitizer.....	E.110-1
Modified Diapering Procedure.....	E.120
Personal Protective Equipment (PPE).....	E.130
Food Safety.....	E.140
Modified Transportation Services.....	E.150
Transportation Seating Chart.....	C.30
Van Attendance AM Form.....	C.31
Van Attendance PM Form.....	C.32
Parent Fees.....	E.160
Staff Training.....	E.170
Visitors.....	E.180
Cleaning Child Care Centres.....	E.190
Cleaning and Disinfecting Checklist.....	E.190-1



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Communication with Families

Policy # E.010

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding communication with families at SWBG

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

PROCEDURES

1. Communication with families regarding the enhancement of health and safety measures will be shared, for their information and to ensure they are aware of the expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff safe and healthy.
2. Upon reopening parent(s)/guardian need to complete updated enrollment form, to include an up-to-date pick up list for children in case the designated person is unavailable during pandemic and adhere to screening procedures before admission at SWBG.
3. SWBG will share a copy of the Pandemic Policies with families by posting copies on the <https://www.sagamokeducation.ca> website and Shki Waase-Aaban Binoojiinh Gamik Facebook page. As well, a printed copy and/or email of the Pandemic Policies will be provided to parent(s)/guardian and staff.
4. All policy and procedures will be reviewed by parent(s)/guardian and staff prior to commencing re-opening of SWBG. Parent(s)/Guardians as well as staff will sign the *Acknowledgment of Receipt of Pandemic Policies (Form # E.010-1)*.
5. Any changes to the policies will be communicated to parent(s)/guardian and staff

The following links are provided for your information:

Taking off Mask and Eye Protection – <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

Taking off a Gown and Gloves – <https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

Taking off Full Personal Protective Equipment - <https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Communication with Families

Form # E.010-1

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

SHKI WAASE-AABAN BINOOJIIINH GAMIK

ACKNOWLEDGEMENT OF RECEIPT OF PANDEMIC POLICIES

I have received a copy of the *Shki Waase-Aaban Binoojiinh Gamik Pandemic Policies* and have reviewed it thoroughly. I understand these policies and agree to abide by them. I agree that if there is any policy which I do not fully understand, I will seek clarification from the Day Care Supervisor.

As a parent(s)/guardian:

- I have read and understand the above information
- I understand the risk of illness associated with placing my child(ren) in a child care program
- I agree to all screening requirements.
- I will not administer any medication to my child that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child off at SWBG
- I agree to exclude ALL of my children from SWBG immediately upon observing any of the signs or symptoms of illness
- In the event of illness, I agree to provide a copy of any test results (positive or negative for the virus) and/or clearance by a Public Health Authority prior to returning my child(ren) to Shki Waase-Aaban Binoojiinh Gamik

I understand that I must review these policies upon re-opening of Shki Waase-Aaban Binoojiinh Gamik and any other time when changes are being made.

Parent(s)/Guardian Signature

Date

Supervisor Signature

Date



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Cohorts and Physical Distancing

Policy # E.020

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik (SWBG) is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding cohorts and physical distancing at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

DEFINITIONS

A Cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum of 5 days.

Physical Distancing is a term that refers to keeping space between yourself and others. To practice physical distancing, keep a distance of at least 2 metres (6 feet) between yourself and others.

PROCEDURES

Cohorts

1. Maximum cohort size for each room in the child care centre will consist of no more than 10 individuals, space permitting. This includes both staff and children.
2. Each cohort must stay together throughout the day and week, and is not permitted to mix with other cohorts.
3. Staff are required to maintain ratios set out under the current Child Care Early Years Act (CCEYA), while ensuring that the cohort does not exceed 10 (including staff). Ratios of teacher to child to maintain within the cohort:
 - a. Toddler (18 months- 30 months) – 1 to 5
 - b. Preschool (30 months- 6 years) – 1 to 8
4. Reduced ratios are permitted as set out under the current CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios apply during periods of arrival (ie., first 90 min), departure (ie., 60 min), and the rest period (ie., up to 2 hours). Ratios cannot be reduced during outdoor play periods. Reduced ratios of teacher to child within the cohort:
 - a. Toddler (18 months- 30 months) – 1 to 8
 - b. Preschool (30 months- 6 years) – 1 to 12
5. **All staff including supply/relief RECE, Essential Visitors and Custodian (i.e. covering breaks etc.) are required to wear a non-medical mask at all times.**
6. Special Needs Resources staff are not included as part of a cohort.
7. Staff helping with enhanced cleaning and disinfecting do not mix with cohorts, they must wait for the cohort to exit the space.



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Policy # E.020

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8. Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
9. Shared spaces must be cleaned and disinfected between cohorts (i.e. bathroom). **Also refer to the Cleaning Child Care Centres Policy.**

Physical Distancing

SWBG recognizes that physical distancing between children in a child care setting is difficult and encourages staff to maintain a welcoming and caring environment for children.

1. When setting up the play space, physical distancing of at least 2 metres (6 feet) must be maintained between cohorts, and should be encouraged, where possible, between children within the same cohort:
2. Spreading children out into different areas, particularly at meal and dressing time.
3. Incorporating more individual activities or activities that encourage more space between children.
4. Planning activities that do not involve shared objects or toys.
5. When possible, moving activities outside to allow for more space.
6. Avoid singing activities indoors.
7. Using visual cues to promote physical distancing.
8. The distance between cots during rest time will be increased, or place the children head to toe or toe to toe if the space is limited.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Provision of Special Needs Resource (SNR) Services

Policy # E.030

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding provision of special needs resource services at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

The Ministry recognizes that children with special needs and their families may require additional supports and services in child care settings. When SNR services are provided through any professional service providers, parent(s)/guardian will be informed.

The provision of in-person special needs services in child care settings will continue where appropriate. Should questions arise in respect of which service providers are permitted to enter the premises, please conduct with providers to explore alternative modes of service delivery where in-person delivery is not possible.

Maximum capacity rules do not apply to SNR staff (any professional providers) on site (e.g.. if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).

PROCEDURE

1. Any professional service providers will be screened prior to entering the child care setting, as per the SWBG Screening and Thermometers Policy.
2. Upon entry into SWBG, any professional service providers will be required to provide and wear proper PPE and
3. All professional service providers are required to sign in on the *Essential Visitor Contact Tracing Sign In/Sign Out Log (Form # E.030-1)* for contact tracing purposes.

POLICY AND PROCEDURE REVIEW

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Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Drop Off and Pick up Procedures

Policy # E.040

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding drop off and pick up procedures at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

SWBG will develop procedures that support physical distancing and separate groups as best as possible (e.g. children of one room enter door A and children of another room enter door B, or staggered entrance times).

PROCEDURES

1. As much as possible, parents should not go past the screening area (Parking Lot).
2. Designated space/markings will be visible to direct families through the drop off and pick up procedures.
3. Personal belongings (e.g., indoor shoes, clothing, pampers, wipes etc.) will be placed in sealed zip lock bags, labelled and placed in child's locker.
4. It is encouraged that children not use their pacifiers at the Centre. However, if pacifiers are necessary, parents are responsible to provide one pacifier to remain at the Centre. The pacifier will be washed in soap and water and will be stored in individual containers on site.
5. Refrain from bringing any personal toys and items to daycare (e.g., plush toys, blankets, iPad etc.).

Drop Off (Beginning at 8:40am)

1. Executive Assistant/Designate will inform staff of child's arrival.
2. Upon arrival, parent(s)/guardian and child must remain in their vehicle.
3. Executive Assistant/Designate will greet parent(s)/guardian and child at vehicle and begin screening process.
4. Executive Assistant/Designate will retrieve the *Pandemic Screening Assessment (Form #E.0.40-1)* from the parent(s)/guardian. If the parent(s)/guardian answers YES to any of the screening questions, or refuses to answer, then the child will not be admitted into the child care centre.
5. If the parent(s)/guardian answers NO to the screening questions, then the Executive Assistant/Designate will proceed to check the child's temperature using a Contactless Infrared Thermometer and will document and initial on pandemic screening assessment.
6. Child must pass temperature check (less than 100.4 or 37.8 degrees Celsius) to gain access to Centre, however, if child does not pass temperature check, parent(s)/guardian must take their child home. **Refer to Exclusion Guidelines and Notifications Policy.**



Sagamok

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Policy # E.040

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

7. Executive Assistant/Designate will clean and disinfect the Contactless Infrared Thermometer after each use.
8. RECE will escort child into centre, and is required to initial and record time on the main office *Toddler or Preschool Sign In/Sign Out Log (Form # C.11 or C.12)* and proceed to locker room.
9. RECE is to escort the child to the bathroom for handwashing procedures.
10. RECE is to escort the child into the classroom and initial and record time in respective classrooms.

Pick Up (No Later than 3:00pm)

1. Executive Assistant/Designate will inform staff of parent(s)/guardian arrival.
2. RECE is required to initial and record time out on the *Toddler or Preschool Sign In/Sign Out Log (Form # C.11 or C.12)* in respective classroom.
3. RECE will assist child to locker area and prepare for departure from Centre.
4. RECE is to escort the child to the bathroom for handwashing procedures.
5. RECE are required to initial and record time out on the *Toddler or Preschool Sign In/Sign Out Log (Form # C.11 or C.12)* at the main office before escorting child to exterior main entrance door.
6. RECE will guide child and hand them off to parent(s)/guardian at exterior main entrance door.
7. RECE will provide parent(s)/guardian with *Pandemic Screening Assessment (Form #E.0.40-1)* prior to departure.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.

STAFF _____

DATE: _____

PARENT/GUARDIAN: _____

CHILD _____

Ask EVERYONE coming into all areas and or facilities the following questions
(Place a check mark in the column that corresponds to their response):

Pandemic Screening Questions Part A: Symptoms	Yes	No
1. Do you or your child, or any member of your household have any of the following symptoms (yes or no):		
Fever 100.4 (37.8 C or higher)		
New onset of cough, new or 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 or muscle aches		
Nausea/vomiting		
Diarrhea		
Abdominal pain		
Pink Eye		
Runny nose and nasal congestion		
Part B: Travel/Contact	Yes	No
2. Have you traveled in the last 14 days internationally (including USA)?		
3. Have you traveled in the last 14 days within Canada's areas affected by COVID-19?		
4. Have you had close contact with a confirmed or probable case of someone with novel coronavirus (COVID-19)?		
5. Have you had close contact with a person with acute respiratory illness who has travelled internationally or within Canada's areas affected by cases of COVID-19 within 14 days prior to their illness onset?		

Prior to a child's/student's entry on a van/bus and/or into an educational facility, a temperature reading will be taken and recorded by assigned staff.

Date Completed (yyyy-mm-dd)	Temperature Reading (Note: Fever is 37.8C/100.04F and above)	Staff Initial for screening and temperature

*If the individual answers **NO** to all questions, and there is no temperature at/or greater than 37.8 C from measuring, they have passed the screening and can enter the building:

*If the individual answers **YES** to any of the screening questions, or refuses to answer, then they have failed the screening and they cannot enter the building:



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Screening & Temperature Check

Policy # E.050

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding screening and thermometers at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

DEFINITIONS

All individuals including staff and children attending SWBG must be actively screened each day before entering the centre, screening will include a checklist of questions and temperature checks. Screening will reduce the risk of respiratory infections (including virus). Screening will be done at intake and admission for all staff and children who access the centre. Anyone feeling unwell must not enter.

PROCEDURES

1. Parent(s)/guardian will be provided a copy of the daily screening tool for their completion.
2. Where possible, daily screening may be done electronically (e.g., via online form or e-mail) prior to arrival at SWBG.
3. There must be a 2 metres (6 feet) distance between staff conducting screening and the child being screened. Markers will be set up 2 metres (6 feet) apart to facilitate physical distancing.
4. Contactless Infrared Thermometer will be provided at screening area and must be disinfected at the end of each screening process.
5. Prior to conducting screening, the Executive Assistant/Designate will put on face shield and/or mask and goggles, lab coat and gloves.
6. Upon arrival, parent(s)/guardian and child must remain in their vehicle to meet the Executive Assistant/Designate.
7. Executive Assistant/Designate will greet parent(s)/guardian and child at vehicle and begin screening process.
8. Executive Assistant/Designate will retrieve the *Pandemic Screening Assessment (Form # E.040-1)* from the parent(s)/guardian. If the parent(s)/guardian answers YES to any of the screening assessment questions, or refuses to answer, then the child must return home with parent(s)/guardian.
9. If the parent(s)/guardian answers NO to the screening assessment, then the Executive Assistant/Designate will proceed to check the child's temperature using Contactless Infrared Thermometer and will document and initial on *Pandemic Screening Assessment (Form # E.040-1)*.
10. Child must pass temperature check (less than 100.4 or 37.8 degrees Celsius) to gain access to centre, however, if child does not pass temperature check, parent(s)/guardian must take their child home. Refer to Policy Exclusion Guidelines and Notifications

POLICY AND PROCEDURE REVIEW



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Screening & Temperature Check

Policy # E.050

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Exclusion Guidelines and Notifications

Policy # E.060

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding exclusion guidelines and notifications at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

DEFINITIONS

Children and staff are required to stay at home (called '**exclusion**') in the event of illness or disease within the child care service. The aim of **exclusion** is to reduce the spread of infectious diseases in the child care centre. Parent(s)/guardian will be notified by telephone of the exclusion of their child during program and are required to pick up immediately.

PROCEDURES

When children are symptomatic and/or exhibit virus related symptoms, SWBG staff will ensure the following:

Exclusion Guidelines

1. It is the responsibility of all staff of SWBG to ensure that children and staff are immediately separated from others when showing symptoms:
 - a. Children/staff will only need one (1) of the following symptoms to be excluded:
 - i. Fever 100.4 (37.8 C) or higher;
 - ii. New onset of cough, new or worsening chronic cough;
 - iii. Shortness of breath;
 - iv. Difficulty breathing;
 - v. Sore throat;
 - vi. Difficulty swallowing;
 - vii. Decrease or loss of sense of taste or smell;
 - viii. Chills;
 - ix. Headaches;
 - x. Unexplained fatigue or muscle aches;
 - xi. Nausea/vomiting;
 - xii. Diarrhea;
 - xiii. Abdominal pain;
 - xiv. Pink Eye and
 - xv. Runny nose or nasal congestion

NOTE: if your child has similar symptoms related to asthma and allergies, parent(s)/guardian must provide medical documentation to Daycare Supervisor for record.

If another member of a child's household develops symptoms of the virus, s/he will not be admitted into the program without proper clearance.



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Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Exclusion Guidelines and Notifications

Policy # E.060

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

If a child becomes symptomatic during program:

1. Staff will separate child from cohort and lead him/her to isolation room; main office (Observation – 014) and staff will monitor child until pick up
2. Child will be provided a medical mask to wear, over the age of two (2) years, who does not have difficulty breathing or who requires assistance.
3. Staff will notify Executive Assistant/Designate to contact parent(s)/guardian for immediate pick up
4. Staff will record symptoms in the main office daily log book
5. Staff must perform hand washing and change clothing before returning to classroom
6. Children who arrive on the van, Executive Assistant/Designate will notify parent(s)/guardian and/or child's emergency contact person(s)

Note: Staff accompanying the child, must wear a face shield and medical mask and/or medical mask and goggles if within 2 metres (6 feet) of child in isolation room (main office; Observation – 014)

Isolation/Space Requirements:

1. Must have tissues, hand sanitizer and garbage receptacle available in the Isolation Room
2. Encourage physical distance the best you can between the child and staff in the isolation room
3. Anything in the Isolation room that the child uses must be disinfected according to the Cleaning Child Care Centre Policy.

If a staff becomes symptomatic during program:

1. S/he must wear a mask and leave center immediately
2. S/he must self-isolate for fourteen (14) days and follow the **Testing and Returning to Centre Policy prior to returning to work.**
3. If another member of a staff's household develops symptoms of the virus or has visited a restricted area or has come into contact with a possible case, the staff member must self-isolate for fourteen (14) days and will not be admitted into the Centre without approved clearance.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Testing and Returning to Centre

Policy # E.070

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding testing and returning to Centre at SWBG.

This policy applies to all staff, children, community members, and any others persons engaged in business with SWBG.

DEFINITIONS

Testing is done using a viral test. Viral tests check samples from your respiratory system, such as a swab from the inside of your nose, to tell if you currently have an infection with the SARS-CoV-2, the virus that causes Covid-19. Tests will be sent to a laboratory to get analyzed, a process that takes 1-2 days once received by the lab.

PROCEDURES

1. If a child and/or staff member is swabbed for the virus, regardless of the results, they must self-isolate for fourteen (14) days.
2. If swab results are positive: it must be reported to Ministry of Education Child Care Early Years Division (Serious Occurrence on Child Care Licensing System) and to Public Health Authorities immediately. Public Health Authorities will provide further direction on how to manage close contact in the Centre.
3. If the Assessment Centre/health care provider does NOT swab the staff and/or child based on their clinical assessment of their patient, the staff and/or child must be symptom free for fourteen (14) days before they're allowed to return to the Centre.
4. In the event that a positive case is reported in the community SWBG will immediately close.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Classroom Set-up

Policy # E.080

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding classroom set-up at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

The Ministry of Education recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff to maintain a welcoming and caring environment for children.

PROCEDURES

1. When setting up the play space, physical distancing of at least 2 metres (6 feet) must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort:
 - a. spreading children out into different areas, particularly at meal and dressing time;
 - b. incorporating more individual activities or activities that encourage more space between children; and
 - c. using visual cues to promote physical distancing.
2. In shared outdoor space, cohorts must maintain a distance of at least 2 metres (6 feet) between groups and any other individuals outside of the cohort.
3. To increase the distance between cots, place the children head to toe or toe to toe if the space is limited.
4. Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used. Remove any toys and/or objects that cannot be cleaned and disinfected. Includes but not limited to: Cardboard puzzles, books, art and craft supplies, building blocks, plants (in child's reach), plush toys and dress up clothes.
5. Recognizing that physical distancing is difficult with small children, additional suggestions include:
 - a. planning activities that do not involve shared objects or toys;
 - b. when possible, moving activities outside to allow for more space; and
 - c. avoiding singing activities indoors.
6. If sensory materials (e.g. play dough, water, sand, etc.) are offered, they must be provided for single use (available to child for the day) and labelled with child's name.
7. No communal sensory play tables.



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Section: **Pandemic Policies**

Policy Title: Classroom Set-up

Policy # E.080

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

8. Arts and crafts supplies will be stored out of children's reach and will be dispensed by staff to each child as needed. Each child must have own markers/crayons etc. stored in labeled container with child's name.
9. Books will be stored out of children's reach. Staff can access when required but must return to designated storage space.
10. Carpets and/or rugs do not need to be changed but they pose an increased risk (crawl on flooring).
11. There will be no placement of toys in bins for 5 days as stated in the "Operational Guidance during COVID-19 Outbreak for First Nations" document found in main office
12. If it cannot be cleaned and disinfected it will not be allowed for regular play in the classroom.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Equipment and Toy Usage and Restrictions

Policy # E.090

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding equipment and toy usage and restrictions at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

PROCEDURES

1. Staff are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected easily (e.g. all plush toys and cloth items will be removed).
2. Toys and equipment will be cleaned and disinfected, at a minimum, between cohorts.
3. Efforts will be made to limit the sharing of items, and will be cleaned and disinfected, after each use.
4. Toys/supplies that have been used by the children and require sanitization will be placed in a bin and disinfected at a later time. Toys/supplies will be sanitized and dried before they are placed back on the shelf.
5. Mouthed toys will be disinfected immediately after each use; if unable to disinfect immediately mouthed toys will be placed in a bin, out of child's reach and disinfected at a later time.
6. Staff are encouraged to have designated toys and equipment (e.g. balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they are to be cleaned and disinfected prior to being shared.
7. Group sensory will be discontinued. Individual sensory items such as playdough must be individual and discarded end of the week. (Playdough can be stored in an individually labelled bag for the child to use throughout the week. It can never be shared with another child).
8. Any personal belongings (i.e. plush toys, blankets, iPad, etc.) are not allowed in the Centre.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Outdoor Play

Policy # E.100

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding outdoor play at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

It is recommended to spend a lot of time outdoors during this time. Do not use community playgrounds. Ensure all children and staff perform hand hygiene once inside.

PROCEDURES

1. Staff should schedule outdoor play in small groups/by cohort in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, staff may divide the space with physical markers to ensure cohorts remain separated by at least 2 metres (6 feet).
2. Staff are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they need be cleaned and disinfected prior to being shared.
3. Staff should find alternate outdoor arrangements (e.g. community walk), where there are challenges securing outdoor play space. Staff and children should follow physical distancing practices when possible.
4. Children should bring their own sunscreen where possible and it should not be shared. Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application). Please ensure that written parent consent, *Consent Form for Sunscreen (Form # E.100-1)*, is obtained before applying sunscreen to your child.
5. Outdoor play equipment: will be disinfected before and after use by each cohort, and additionally as required (e.g., visibly dirty, bodily fluids). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment.
6. Hand sanitizer, tissue and wipes will be available for each play space for hygiene purposes.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Consent Form for Sunscreen

Form # E.100-1

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

Consent Form for Sunscreen

I, _____ (parent(s)/guardian name), give my permission for Shki Waase-

Aaban Binoojiinh Gamik staff to apply sunscreen to _____ (child's name) on a daily

basis, and/or as needed. I have provided the daycare with sunscreen that I wish to be applied.

Name of sunscreen

Parent(s)/Guardian Signature

Date



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Hand Hygiene and Infection Prevention

Policy # E.110

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik (SWBG) is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding hand hygiene at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

DEFINITIONS

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using liquid soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with liquid soap and running water must be performed when hands are visibly soiled.

PROCEDURES

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Hand Hygiene

It is the responsibility of all staff of SWBG to ensure that staff and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

1. Sneezing, coughing, or blowing your nose
2. Using the washroom
3. Handling garbage
4. Handling raw foods
5. Outdoor play – before and after sunscreen use
6. Toileting/diapering routine
7. Handling soiled laundry or dishes
8. Handling soiled toys or other items
9. Coming into contact with bodily fluids
10. Coming into contact with any soiled/mouthed items
11. Upon entry to Centre

Hands should be cleaned using liquid soap and water or hand sanitizer before and after:

1. Preparing, handling, serving and eating food
2. Touching a cut or open sore
3. Changing diapers



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Hand Hygiene and Infection Prevention

Policy # E.110

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

4. Glove use
5. Before and after giving medication
6. Individual sensory play activity

Hand Washing Procedure

1. Wet hands
2. Apply liquid soap
3. Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
4. Rinse well under running water
5. Dry hands well with paper towel or hot air blower
6. Turn taps off with paper towel, if available

Hand Sanitizing Procedure

When hands are not visibly soiled, follow these steps for cleaning hands, if hand wash station is not readily available:

1. Apply hand sanitizer (70-90% alcohol-based)
2. Rub hands together for at least 30 seconds,
3. Work sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

Hand Sanitizing Information

When your hands are not visibly dirty, a 70-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Please ensure that written parent consent, *Consent Form for Hand Sanitizer (Form # E.110-1)* is obtained before applying hand sanitizer to any child.

Hand Hygiene Monitoring

To ensure that staff are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to staff as required.

Glove Use Procedures

Gloves shall 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. Nitrile gloves are single use only.

How to Put On and Remove Gloves

1. Gloves will be used whenever physical contact is expected with any bodily fluids (e.g. cleaning vomit, changing a BM, cleaning isolation room after use).
2. Wash your hands before putting on the gloves.
3. Pull gloves onto your hands and over the cuffs of your gown (if wearing a gown).
4. Change gloves between caring for different children.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Hand Hygiene and Infection Prevention

Policy # E.110

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

5. To remove gloves, pull the first glove off without touching your hand (glove to glove) and roll the glove inside out as you slip it off. Pull the second glove off by sliding your finger inside the glove (skin to skin) and roll the glove inside out as you slip it off.
6. Dispose of the gloves in an appropriate receptacle, such as a garbage can, immediately. Do not re-use gloves.
7. Wash your hands after removing gloves.

To reduce hand irritation related to gloves:

1. Wear gloves for as short as time as possible
2. Ensure that hands are clean and dry before wearing gloves
3. Ensure gloves are intact, clean and dry inside

Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes.

Gloves when Cleaning/Disinfecting

When mixing Current Approved Cleaner into buckets, staff must wear gloves, as well as other required PPE such as safety glasses. Also, staff must wear these gloves when immersing toys in diluted disinfectant when toy washing.

Practicing Respiratory Etiquette

People should be encouraged to cover their mouth by coughing into their sleeve area. This will help stop the spread of germs, including droplets that have a 2metre/6 feet radius. It is important to keep your distance from people that are coughing or sneezing if possible. In light of the fact that an individual may possibly become symptomatic with the virus, physical distancing is recommended/required.

Cover Your Cough Procedure

1. If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose.
2. Put used tissues in the garbage immediately.
3. If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.
4. Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others.
5. **Avoid touching your eyes, mouth, and nose.** Influenza and most infectious diseases spread when the infected respiratory secretions from the mouth or nose of one person come into contact with the mucous membranes (mouth, nose, or eyes) of another person. Without even realizing it you may touch the infected nose and mouth secretions of someone who has influenza or the virus (e.g. by shaking hands). If you go on to touch your mouth, nose or eyes, the virus may gain entry into your body causing infection.
6. **Use appropriate personal protective equipment**

Not all individuals who are ill with an infectious disease can or need to be hospitalized. The following recommendations for the use of personal protective equipment refer specifically to situations in which providers can provide "care in place":

1. Sit next to rather than across from an individual who is coughing.
2. Gloves are recommended when there is a risk of direct hand contact with an individual's body fluids. Gloves should be used as an additional measure and not as a substitute for hand hygiene.
3. Wear gowns during client care where clothing might be contaminated.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Hand Hygiene and Infection Prevention

Policy # E.110

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

4. Advise staff to wash their clothing immediately following a shift.
5. For full PPE dress, in the event of supporting an isolated individual (i.e. diaper change), the steps would include hand hygiene, putting on gown, putting on mask & goggles or face shield, and putting on gloves, in that order.

Refer to Personal Protective Equipment Policy

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Consent Form for Hand Sanitizer

Form # E.110-1

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

Consent Form for Hand Sanitizer

I, _____ (parent(s)/guardian name give my permission for Shki

Waase-Aaban Binoojiinh Gamik staff to apply hand sanitizer (70 – 90% alcohol based) to

_____ (child's name) as needed.

Parent(s)/Guardian Signature

Date

Note: Hand sanitizer will only be used when hands are not visibly dirty when hand wash station is not readily available. Hand sanitizer will only be used on children who are over the age of two and will always be used under adult supervision. Adults will ensure that the hand sanitizer has completely evaporated from your child's hands before allowing him/her to continue their activity. When hand washing station becomes available, SWBG staff will ensure that your child performs hand washing procedure.



Sagamok

Shki Waase-Aaban Binoojiih Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Modified Diapering Procedure

Policy # E.120

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiih Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding modified diapering procedure at SWBG.

This policy applies to all staff, children, community members, and any others persons engaged in business with SWBG.

This policy is not intended to replace the current Diapering Procedure policy as described within the Shki Waase-Aaban Binoojiih Gamik Policy and Procedures Manual. It is a supplement policy when dealing with communicable diseases like a pandemic.

DEFINITION

Germs found in the stool can be spread when the hands of caregivers or children contaminate objects, surfaces, or food. Infections that can be spread by contact with stool include:

- Bacteria (e.g. salmonella, e-coli, shigella, campylobacter)
- Parasites (e.g. cryptosporidium, giardia, pinworms)
- Viruses (e.g. rotavirus, norovirus, hepatitis A virus)

PROCEDURES

1. SWBG will help prevent the spread of infectious organisms by changing diapers in a designated area and by using effective cleaning and disinfecting practices.
2. When using creams during diapering, staff will not put their hands directly into cream containers. Gloves must be used for application of creams and discarded and replaced with new gloves to continue diapering procedure.
3. If necessary, parent(s)/guardian are required to provide a container of cream to remain at the Centre. If a container is coming from home, employees will wipe container with disinfecting solution.
4. RECE will be required to wear proper PPE, which includes:
 - a. gown,
 - b. disposable gloves and
 - c. face shield & mask

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Personal Protective Equipment (PPE)

Policy # E.130

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding personal protective equipment at SWBG.

This policy applies to all staff, children, community members, and any others persons engaged in business with SWBG.

DEFINITIONS

Personal Protective Equipment (PPE) is worn to provide a barrier between an infectious source and one's own mucous, airways, skin, and clothing. PPE refers to the availability, support and appropriate use of physical barriers between the RECE's and an infectious agent/infected source to minimize exposure and prevent transmission. Examples of PPE barriers include gowns, gloves, facial protection and/or eye protection (including safety glasses, face shields or masks with visor attachments) and protective clothing.

PROCEDURES

Setting	Individual	Activity	Type of PPE or Procedure
Exterior Main Entrance	Executive Assistant/Designate	Screening of Staff and Children	Droplet and contact Precautions, including <ul style="list-style-type: none"> • Face shield and/or goggles with mask, • Lab Coat • Gloves
Main office	All staff	Administrative tasks: <ul style="list-style-type: none"> • Routine practices (sign in, review main office log book) 	(If able) Maintain physical distance of at least 2 metres/6 feet or separation by physical barrier: <ul style="list-style-type: none"> • Mask
Classrooms	RECE	When a child/ren become symptomatic during program	(If able) Maintain physical distance of at least 2 metres/6 feet or separation by physical barrier Droplet and contact Precautions, including: <ul style="list-style-type: none"> • Face shield and medical mask and/or medical mask & goggles, • Lab Coat • Gloves



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Personal Protective Equipment (PPE)

Policy # E.130

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

	Children		<ul style="list-style-type: none"> • Medical mask (if tolerated and above the age of 2, does not have difficulty breathing)
Classrooms	All staff	Working within child care centre	<ul style="list-style-type: none"> • Mask (at all times)
Bathroom	RECE	Toileting/Diaper routine	<ul style="list-style-type: none"> • Face shield and mask • Gown • Gloves
Kitchen	Cook/Housekeeper	Food delivery drop-off to classrooms	<ul style="list-style-type: none"> • Face shield and/or goggles with mask, • Gown • Gloves
Transportation	Transportation Driver	Providing transportation	<ul style="list-style-type: none"> • Mask
	RECE	Screening of children	<ul style="list-style-type: none"> • Mask • Face Shield • Lab Coat • Gloves
Essential Visitors	Non-staff visitors	Entering the building should be kept to a minimum	<p>Complete a Screening Assessment, Sign in at main office: Time and Business Purpose (e.g., general maintenance workers, etc).</p> <p>Droplet and contact Precautions, including:</p> <ul style="list-style-type: none"> • Mask • Gloves

How to Use PPE:

1. How to put on Gown

- a. With ungloved hands, slide into gown, putting gown on over clothing, with opening in back
- b. Tie neck and waist ties securely in back

2. How to put on and Remove Gloves

- a. Gloves will be used whenever physical contact is expected with any bodily fluid (e.g. cleaning vomit, diapering, cleaning isolation room after use)
- b. Wash your hands before putting on the gloves
- c. Pull gloves onto your hands and over the cuffs of your gown (if wearing a gown)
- d. Change gloves between caring for different children
- e. To remove gloves, pull the first glove off without touching your hand (glove to glove) and roll the glove inside out as you slip it off. Pull the second glove off by sliding your finger inside the glove (skin to skin) and roll the glove inside out as you slip it off.
- f. Dispose of the gloves in an appropriate receptacle, such as a garbage can, immediately. Do not re-use gloves



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Personal Protective Equipment (PPE)

Policy # E.130

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

- g. Wash your hands after removing gloves.

3. How to put on and Remove Mask

- a. Wash your hands before putting on the mask
- b. Secure on head
- c. Place over nose, mouth, and chin
- d. Adjust fit
- e. To remove a mask handle by elastic loop, tie, etc., as the front of the mask is dirty:
- f. Remove from face with an ungloved hand, in a downward direction, using elastic loop, tie, etc.
- g. Dispose of the mask in an appropriate receptacle and as directed, such as a garbage can if to be disposed of, or a secure area if they qualify for decontamination process. Do not re-use the mask directly.
- h. Wash your hands after removing the mask

4. How to Put on and Remove Eye Protection

- a. Position eyewear over eyes and secure to head using ear pieces
- b. Outside of eyepiece is dirty; handle by earpieces
- c. To remove, grasp earpieces with ungloved hands
- d. Pull away from face
- e. Place in designated receptacle for disinfecting

Protective Clothing

1. Staff are required to have two (2) extra sets of clothing and a pair of close-toed shoes (clothing – no capris, shorts or dresses; shoes – no crocs or sandals) at the Centre at all times.
2. Upon entry of SWBG, staff are to change into their protective clothing (i.e. scrubs/extra clothing and shoes).
3. Changed clothing/shoes must be stored into plastic storage bin and placed into designated assigned area for each staff's belongings.
4. Staff are to put on their white lab coat for an additional barrier.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Food Safety

Form # E.140-1

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding food safety at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

DEFINITIONS

Kitchen Service; involves menu planning, ordering, storage, preparing and delivering food product.

Environmental cleaning; involves a regular cleaning schedule will be used with the emphasis on high touched areas.

Disinfecting; frequently touched surfaces will be disinfected with approved cleaning solutions.

PROCEDURES

1. Frequently touched surfaces should be cleaned and disinfected at least three times a day as they are more likely to be contaminated (e.g. carts, busting tray, door knobs, table tops, counters, appliances and chairs).
2. Following Public Health Authorities advice regarding best practices for kitchen service, nutrition, and disinfecting including:
 - a. Which product to use
 - b. How to clean and disinfect dishes, utensils, tables, counters and chairs
 - c. How to clean equipment; and,
 - d. Other items to remember, including checking expiry dates of cleaning and disinfectant products and following manufactures instructions.
3. Cook/Housekeeper will complete the *Kitchen Cleaning and Disinfecting Checklist (Form # E.140-1)* on a daily basis.
4. SWBG will change meal practices to ensure there is no self-service or sharing of food at meal time
 - a. Meals will be prepared and served in individual portions to children and staff
 - b. Staggered lunch times for each cohort
 - c. Lunch carts will be placed outside each class room
 - d. There will be no items shared (serving spoon, pitchers etc) one staff to serve all.
 - e. There will be no food provided by family/caregiver outside the regular meal provision of the daycare
 - f. There will be no food preparation activities with children
 - g. Where ever possible, children should practice physical distancing while eating
5. Food Preparation and Meal Service



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Food Safety

Form # E.140-1

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

- a. Food preparation will not be done by the same staff who diapers children.
 - b. Sinks used for food preparation will not be used for any other purposes.
 - c. Staff will ensure children wash hands prior to and immediately after eating.
 - d. Staff will wash their hands before preparing food and after helping children to eat.
 - e. Counter tops & worktable used for food preparation and food service will be cleaned and disinfected before and after each use.
 - f. SWBG will follow all other applicable guidelines related to safe preparation of food.
6. Staff Restricted from Food Preparation and Handling
 7. Anyone who has signs or symptoms of illness, including vomiting, diarrhea, and infectious skin sores that cannot be covered, or who potentially or actually is infected with bacteria, viruses or parasites that can be carried in food, should be excluded from food preparation and handling.
 8. Staff members may not contact exposed, ready-to-eat food with their bare hands and should use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
 9. No one with open or infected skin eruptions should work in the food preparation area unless the injuries are covered with nonporous (such as latex or vinyl nitrile), single use gloves.

Refer to Cleaning Child Care Policy.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Modified Transportation Services

Policy # E.150

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, parents/guardians and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within its environments.

This policy is designed to ensure that all employees and parents/guardians are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, Children's Services and local or regional services regarding the provision of transportation services at SWBG.

This policy is not intended to replace the current **Transportation** policy as described within the Shki Waase-Aaban Binoojiinh Gamik Policy and Procedures Manual. It is a supplement policy when dealing with communicable diseases like a pandemic.

PROCEDURE

Before a Trip

1. Monitoring for Symptoms

- a. Every staff member must be screened prior to admission into the child care centre, on a daily basis, before signing into work and beginning transportation services.
- b. Personal protective equipment (Transportation Driver: Mask, RECE: Mask, Face shield, lab coat and gloves);
- c. The Registered Early Childhood Educator (RECE), assigned to ride the van:
 - i. Must collect and review the Pandemic Screening Assessment Form #D. received and signed off by parent(s)/guardian each day. If the parent(s)/guardian answers YES to any of the screening questions, or refuses to answer, then the child cannot ride van or be admitted into the child care centre.
 - ii. If the parent(s)/guardian answers NO to the screening questions, then the RECE will proceed to check the child's temperature using Contactless Infrared Thermometer and will document and initial on pandemic screening assessment
 - iii. RECE is responsible to place children in the van according to the *Transportation Seating Chart (Form #C.30)*.
 - iv. RECE are required to initial the seating chart of the *Van Attendance AM Form (Form # C.31)* and *Van Attendance PM Form (Form # C.32)*.
- d. All children and staff who experience symptoms, including mild cough or low-grade fever (37.8 C or more), must self-isolate and stay home.
- e. A child who develops symptoms while at the child care centre will not be permitted to return home on the van. Parent(s)/guardian will be notified to pick up child at the centre

Hand Hygiene

1. Thorough hand washing with plain soap and water is still the single most effective way to reduce the spread of the virus.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Modified Transportation Services

Policy # E.150

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

2. Staff are to wash their hands often, including before and after completing trips.
3. Children should be reminded by parents to wash their hands with soap and water for 20 seconds before they leave home to take the van, when they arrive at Child Care Centre, when they are leaving Child Care Centre prior to taking the van, and when they get home.

Cleaning High-Touch Surfaces in the Van

1. Make sure van interior surfaces are cleaned with disinfectant.
2. The following equipment should be available for cleaning:
 - a. PPE (Transportation Driver: Mask and gloves);
 - b. Disposable cloths;
 - c. Paper towels and absorbent materials;
 - d. Waste disposal can, bags and tape; and
 - e. Cleaning agents/disinfectants.
3. Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning van interior:
 - a. Wear a mask and disposable gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
 - b. For routine cleaning and disinfection, and for areas potentially contaminated with a virus, a hard-surface disinfectant authorized by Health Canada is recommended.
 - c. Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
 - d. Avoid the use of bleach.
 - e. Don't use solvents.
4. High touch surfaces in the van that should be regularly cleaned include but are not limited to:
 - a. Seats, car seats and/or booster seats;
 - b. Inside hand railing;
 - c. Floors;
 - d. Interior windows and wall section below passenger windows;
 - e. Inside and outside door handles (including manual control for service door); Inside door grab handles, pads and armrests;
 - f. Keys;
 - g. Steering wheel;
 - h. Shift lever and console;
 - i. Dashboard;
 - j. Turn signal and wiper stalks;
 - k. Seat and Seat adjuster;
 - l. Any other parts that are commonly used and that may have been touched.
5. Dispose of soiled disinfection cloths, disposable gowns, gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in lined trash bin.
6. Wash hands when finished using proper hand washing techniques.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Modified Transportation Services

Policy # E.150

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

7. In addition to regular cleaning of the van, to the extent possible, it is recommended that operators reduce the number of drivers and staff per vehicle and ensure that the same driver and staff use the same vehicle and keep the same work schedules in order to limit contacts as much as possible.

During a Trip

1. Driver(s) will carry alcohol-based hand sanitizer (ABHS) with at least 70-90% alcohol and use it if having direct contact with children, as needed throughout a trip. ABHS should be properly labeled and stored in accordance with manufacturer's instructions. ABHS should be stored outside the reach of children.

Physical Distancing

1. To the extent possible, physical distancing measures will be implemented in the van. The bench seat located behind the driver will not be used for seating purposes.
2. Where possible, the van driver(s) will be encouraged to develop alternate routes and to allow children required to ride the van to sit further apart.
3. Children from the same household can be permitted to sit together and are not required to physically distance.

Shields and Enclosure Systems

1. In some cases, the van operator may consider adding shields or enclosure systems to limit direct contact and exposure to viral particles between the driver and children during boarding and off-loading the van. In certain scenarios, these types of protective barriers, made of transparent materials, have been installed in an attempt to offer protection where a 2 metre (6 feet) physical distance is not possible.
2. The shield/enclosure system should not have exposed sharp edges and should remain fixed in place either when in use or if stored away, while the vehicle is in motion.

Personal Protective Equipment

1. The use of personal protective equipment (PPE) will be considered in relation to other measures implemented to prevent transmission. Refer to policy on PPE

At the End of the Trip

1. Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
2. Driver(s) who start to experience symptoms after completing a trip should stay home, self-isolate, and advise their supervisor so that additional steps can be taken to protect other drivers using van.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojinh Gamik Policies & Procedures

Section: FORMS

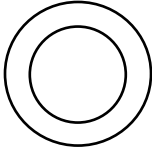
Form Title: Transportation Seating Chart

Form # C.30

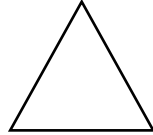
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Date Approved: April 2020

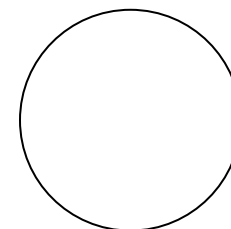
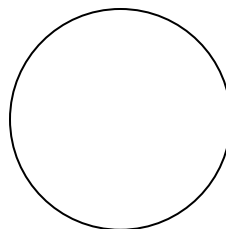
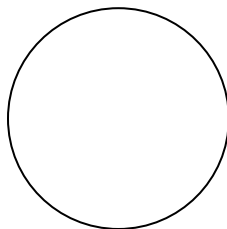
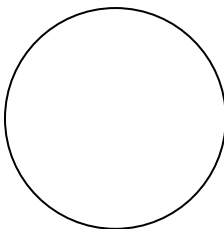
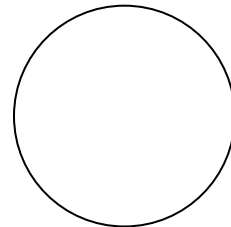
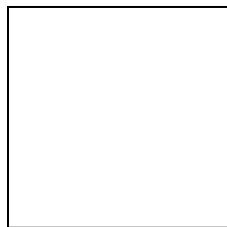
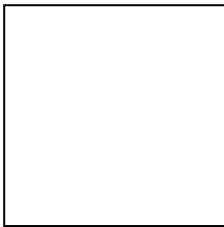
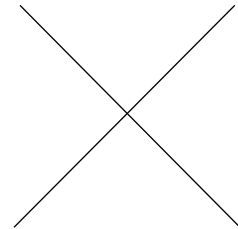
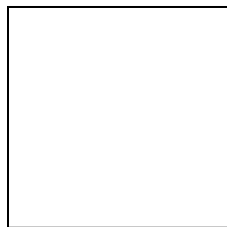
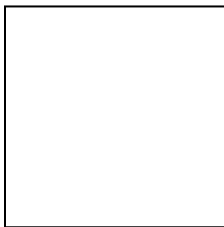
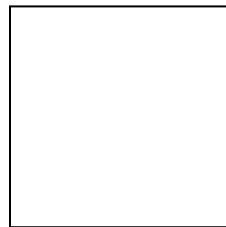
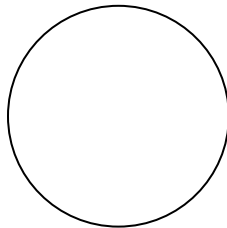
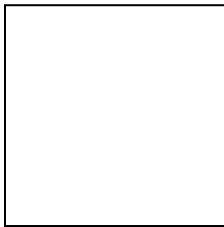
Seating Chart



Driver



Daycare Staff



Legend



Car seat



Booster seat



Empty seat



Driver



Daycare Staff



Sagamok

Childs Name	Preschool 8:30 shift staff	Toddler 8:30 shift staff
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Unloading (A.M)

Date: _____, 20__

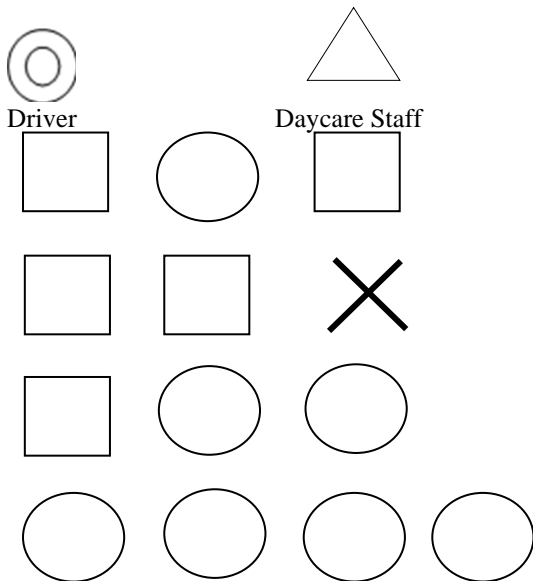
Procedures

Parents are required to initial seating chart of the van attendance form upon pick up of their child.

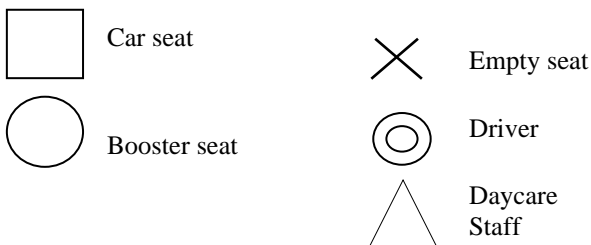
The Preschool 8:30 am shift staff will be required to initial each child's attendance on the van after the parent has initialed the van attendance form. If child is absent, the staff will record an "A" by the child's name.

1. If the van should arrive earlier than 9:15 a.m., the driver, staff and children must remain in the van until toddler 8:30 shift staff assist with unloading process.	
2. The preschool 8:30 am shift staff will provide the van attendance form to the toddler staff to initial attendance as children enter the building.	
3. The Preschool staff will open both doors of van and unbuckle one child at a time from their car and/or booster seat beginning from back to front of the vehicle.	
4. The preschool staff will escort each child from the van and guide them and hand them off to the toddler staff member at the main entrance door.	
5. The Preschool staff will continue unbuckling each individual child until all children are off the van.	
6. The toddler staff receiving the children will escort children into the main entrance until the preschool staff joins the group.	
7. The van driver will retrieve the van attendance form from the toddler staff. Once all children have been accounted for, the preschool staff and the driver will perform a final sweep/inspection of the van from back to front of vehicle and both will sign daily van attendance form.	<u>Initial</u>
8. The preschool staff will provide a duplicate copy of the signed van attendance form to the receptionist and is to be displayed in the reception area and on the van behind the passenger seat.	<u>Initial</u>
9. The Executive Assistant will be responsible to transfer the morning van attendance form to the afternoon van attendance form and review with the Supervisor.	

Seating Chart (Parent Initial)



Legend



Preschool Staff Signature: _____

Driver Signature: _____



Sagamok

Childs Name	Preschool 8:30 shift staff	Toddler 8:30 shift staff
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Loading (P.M)

Date: _____, 20

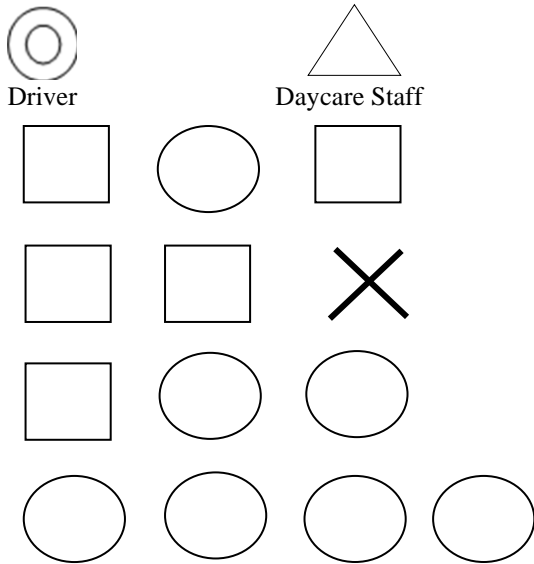
Procedures

Parents are required to initial seating chart of the van attendance form upon drop-off of their child.

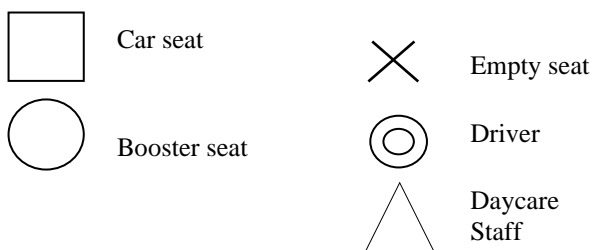
The Preschool 8:30 am shift staff will be required to initial each child's attendance on the van after the parent has initialed the van attendance form.

1. The Executive Assistant will inform staff that van has arrived and will provide the loading van attendance form to the preschool staff.	
2. The preschool and toddler 8:30 am shift staff will meet at the main entrance with the children and organize from back to front of assigned seating.	
3. The toddler staff will open both doors of the van and buckle one child at a time to their assigned car and/or booster seat beginning from back to front of the vehicle	
4. The preschool staff will direct each child to the toddler staff at the van.	
5. The toddler staff will continue buckling each individual child until all children are on the van.	
6. The toddler staff will initial that each child has been loaded onto the van.	
7. The preschool staff will board the van to escort the children home.	
8. The preschool staff and the driver will review the van attendance form to ensure each child is accounted for.	
9. Once the van returns to the Centre, the preschool staff and the driver will perform a final sweep/inspection of the van from back to front of vehicle and both staff will sign off the daily van attendance form.	<u>Initial</u>
	<u>Initial</u>
10. The preschool staff will provide a duplicate copy of the signed van attendance form once the parents have initialed that their child has been returned home. The preschool staff member is to return the van attendance form to the Executive Assistant by 4:15 pm.	

Seating Chart (Parent Initial)



Legend



Preschool Staff signature: _____

Driver Signature: _____



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Parent Fees

Policy # E.160

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding parent fees at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

In an effort to stabilize parent fees when re-opening, child care operators should set fees at the level they were at prior to the closure.

PROCEDURES

1. Effective September 1, 2020, parent fees will be reinstated as per regular policy
2. Parent(s)/guardian are to provide an email address for electronic user fee invoicing. We are not accepting cash, payment must be made at the Administration office with Accounts Receivable Clerk.
3. A copy of the receipt must be provided to SWBG for tracking purposes

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Staff Training

Policy # E.170

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding staff training at SWBG.

In collaboration with Health Canada and/or public health, First Nations must ensure that training is provided to all child care staff on the health, safety and other operational measures outlined in this document, plus and additional requirements in place prior to re-opening.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

PROCEDURES

1. Training may include the following:
 - a. Proper PPE and other protocols
 - b. Contact tracing
 - c. Cleaning Child Care Centres
 - d. First Aid and CPR and
 - e. Other training as required

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Visitors

Policy # E.180

Date Reviewed: July 29, 2020 Date Approved: September 2, 2020

POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding visitors at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

PROCEDURES

1. Non-essential visitors will not be allowed into the centre.
2. Use of video and telephone conferences may be used to interact with families where required.
3. Ministry staff and other essential visitors are permitted to enter and inspect a child care centre and premises at any reasonable time. All visits will be documented in the main office daily log book for the purposes of contact tracing.
4. Essential visitors must have PPE on and will be screened prior to entering building.
5. Essential visitors must sign in at front desk on the *Essential Visitor Contact Tracing Sign In/Sign Out Log (Form # E.030-1)*.
6. Supervisor must ensure that there are no volunteers or students at the program.
7. Deliveries are to be delivered at the main entrance door and/or kitchen door entrance.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



POLICY

Shki Waase-Aaban Binoojiinh Gamik is committed to providing a safe and healthy environment for children, families and staff. SWBG will take every reasonable precaution to prevent the risk of communicable diseases within our location.

This policy is designed to ensure that all staff are aware of, and adhere to, the directive established by Ministry of Education Child Care Re-Opening, Public Health Authorities, and local services regarding cleaning child care centres at SWBG.

This policy applies to all staff, children, community members, and any other persons engaged in business with SWBG.

DEFINITIONS

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms)

Disinfecting: Describes a process completed after cleaning in which a chemical solution material is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). Any items children may come into contact with, requires a final rinse after the required contact time is observed.

PROCEDURES

1. A cleaning and disinfecting checklists will be kept to demonstrate cleaning schedules for the following areas: *Administration Space (Form # E.190-1), Classrooms (Form # E.190-2), Custodian (Form # E.190-3), Daily Playground Cleaning (Form # E.190-4), Transportation Van (Form # E.190-5) and Bathroom (Form # E.190-6).*
2. Each cohort will also keep a log of disinfecting of classroom and toys, washrooms and outdoor play space.

To stop the chain of transmission, cleaning and disinfecting of surfaces and items play an important role.

1. Items that need to be sanitized can be cleaned using disinfectants that are routinely used at SWBG and approved by Public Health Authorities. The following steps for cleaning and disinfecting surfaces and items:
 - a) Disinfecting
 - i. Mix approved cleaning solution with proper diluting parts in labelled (name of disinfectant and the solution strength) buckets
 - ii. Place multiple microfiber cloths (using 8 fold method) in bucket. Ensure that labelled disinfecting bucket is sealed with lid
 2. High touched surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelves, containers, doorknobs, hand washing sinks/counters, etc.) These surfaces will be cleaned **at least three times per day** and as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).
 3. Enhanced hand washing routines will be encouraged throughout the day.

Cleaning and disinfecting frequency for surfaces and items:

1. Cleaning and disinfecting routines will be increased as the risk of environmental contamination is higher.



2. Upon ENTRY into centre, any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers must be cleaned and disinfected.
3. Upon ENTRY into centre, children’s personal belongings and toiletry items will be disinfected and placed into a Ziploc bag, labelled with child’s name and placed in their locker.
4. Toilet and faucet handles, soap and paper towel dispenser will be disinfected after each use by each child. If a cohort is doing a full washroom routine, the whole area will be disinfected before the next cohort is able to use the washrooms.
5. Floors will be cleaned and disinfected as required, (e.g., when spills occur) and throughout the day when rooms are available (e.g. during outdoor play).
6. Any garbage receptacles that need emptying during the day, will be removed by staff and disposed of in the garbage shed. Custodian to do evening check to ensure garbage receptacles are emptied and disinfected at the end of each day.

Clean and disinfect daily:

1. Low-touched surfaces (any surfaces at your location that has minimal contact with hands), (e.g. window ledges, doors, sides of furnishings etc.) must be cleaned and disinfected daily or as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).
2. Sleeping cots and liners must be cleaned and disinfected daily. Linens must be washed on “HOT” setting.

Category	Area	Product	Method	Responsibility	Frequency
Screening area	Table, infrared thermometer, hand sanitizer	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Executive Assistant/ Designate	After each use
Main Entrance Foyer	Door, frame and handles, window and window sills	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Custodian Supervisor and/or Executive Assistant/ Designate	Three times per day
Administrative area	Light switchers, door handles (main office & supervisor’s office), computer filing cabinet, intercom system, telephones, photocopier, computer, chairs, toddler/preschool sign in/ sign out log, essential visitor contact tracing sign in/sign out log, laptop, countertops.	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Supervisor, Executive Assistant Custodian	Three times per day



Category	Area	Product	Method	Responsibility	Frequency
Staff room	Door handles, light switches, computer and desk, telephone, fridge, microwave & stand, coffee pot, kitchen cart & chairs	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Supervisor and/or Executive Assistant/ Designate	Three times per day
Isolation room (Observation - 014)	Chair, hand sanitizer, garbage receptacle, light switches, door handles	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Supervisor and/or Executive Assistant/ Designate	After each use
Classrooms	Tables, chairs, couches, countertops, faucet handles, sinks, soap & paper towel dispenser, toys, toy shelves, puzzles, housekeeping furniture, children's supply bins, fridge, cots, sheets, blankets, pacifiers, garbage receptacle, door handles, light switches, cupboards & knobs, lockers	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	RECE's Custodian	Three times per day
Children's Washroom	Toilets, change pad, faucet handles, sinks, countertops, soap & paper towel dispenser, door handles, light switches, mirror, re-usable towels & facecloths	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	RECE Custodian	After each use Twice per day
Outdoor play space	Bikes, riding toys, push toys, balls, sand toys, swing, hand sanitizer, door handles (both in foyer to playground)	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	RECE	After each cohort use
Foyer to Playground	Door, frame and handles, light switch, garbage receptacle, window & window sills	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Custodian	Three Times per day
Kitchen	All food preparation equipment, carts and bins, countertops & work tables, refrigerator, stove, freezer, dishwasher, baby bottles & accessories, can opener, door handles, light switches, window sill, shelves, cupboard	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Cook/Housekeeper	Three Times per day



	doors & knobs, handles, garbage receptacles				
Transportation vehicle	Seats and seat adjuster, car seats and/or booster seats, Inside hand railing, floors, interior windows and wall section below passenger windows, inside and outside door handles (including manual control for service door), Inside door grab handles, pads and armrests, keys, steering wheel, shift lever and console, dashboard, turn signal and wiper stalks, any other parts that are commonly used and that may have touched.	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes Vacuum Steam cleaner or Electro static sprayer	Transportation Driver	At the end of each trip
Adult Washroom	Toilet, faucet handles, sink, soap & paper towel dispenser, garbage disposal	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Custodian	Three times per day
Laundry room	Washer, dryer, shelves, door handles,	Approved Cleaning solution	Bucket with cleaning solution and microfiber cloth and/or disinfecting wipes	Custodian	Twice per day

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff before commencing the reopening of SWBG and at any time where a change is made.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Cleaning and Disinfecting Checklists

Form # E.190-2

Date Reviewed: July 29, 2020

Date Approved: September 2, 2020

Garbage receptacle										
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Week of: _____ **to** _____, **20** _____

*Staff are required to initial *and* record time of sanitization each day.



Sagamok

Shki Waase-Aaban Binoojiinh Gamik Policies & Procedures

Section: **Pandemic Policies**

Policy Title: Cleaning and Disinfecting Checklists

Form # E.190-6

Date Reviewed: July 29, 2020

Date Approved: September 2, 2020