



**Waterloo Infant Toddler Daycare
Association
Pandemic
Policies and Procedures
Included COVID-19 Vaccination &
Testing Policy
For Parents and Staff**

WITDA Pandemic Policies and Procedures Included COVID-19 Vaccination & Testing Policy for Parents and Staff

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Waterloo Infant Toddler Daycare Association Pandemic Policy

Policy Statement: In response to the pandemic WITDA will provide safe, quality child care to all our families. Our program will follow all guidelines set out by the Ministry of Education and the Region of Waterloo Public Health.

Licensing Details:

1. All licensing requirements will be met to satisfy the Ministry of Education and program advisor.
2. Our hours of operation will be Monday to Friday 8:00am to 5:00pm for the duration of the pandemic.
3. WITDA may have to develop staggered drop offs and pick up times to support physical distancing if the current pick up and drop off routine is not working.
4. Parents will not be able to enter pass the screening area, unless otherwise indicated by the Director or Supervisor.
5. Any pre-planned group event and in person meetings will be cancelled. Use of video and telephone interviews should be used to interact with families, rather than in person.
6. A hallway floater will pick up and drop off the children at the screening area.
7. We will continue to implement our program statement recognizing that there may be approaches outlined in the program statement which may not be possible due to physical distancing and or safety protocols.
8. We will provide a hot lunch and morning and afternoon snack daily. Meals will be prepared to meet the dietary needs of all children. If there are specific dietary restrictions, the Centre staff will work with the parent to accommodate the menu. In some situations, it may be necessary for the parent to provide the food for the child following the normal procedures around labelling, etc.
9. Children's daily attendance will be taken. Arrival and departure times will be indicated on the weekly attendance log.
10. WITDA will maintain daily records of anyone entering the centre and the approximate length of their stay (such as people doing maintenance work, people providing support for children with special needs). Records will be kept on the premises for one year.
11. Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
12. All WITDA staff have to log on the Daily Staff Close Contact to keep track of who staff may have come into close contact with (less than 2 meters and for 15 minutes or longer), and whether or not any PPE was being used during this close contact. Recording this information can help Public Health in the event of a positive COVID-19 case to support contact tracing. Records will be kept on the premises for one year.

COVID-19 Waiting List & Waiting List Priority

This policy will be in effect for the duration of the pandemic.

When determining prioritization of limited child care spaces, WITDA will be considering the following:

- Returning children whose parents served through emergency child care to their original placement and continuity of service for these families if there are any;
- Existing families where parents must return to work and that work outside of the home;
- Existing families with special circumstances that would benefit from children returning to care, such as children with special needs;
- Rest of existing families who wish to attend care
- Any new families on our waiting list and any other's need to register on OneList.

Cohort Size and Ratio:

For the purposes of this document, 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 minimum 7 days.

1. As of September 1, 2020, child care settings may return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to the COVID-19 outbreak).
2. Staff and students are not included in the maximum group size, but should be assigned to a specific group where possible.
3. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
4. If possible, increase the distance between cribs/cots or place the children head-to-toe or toe-to toe if the space is limited.
5. Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include:
 - planning activities for smaller groups when using shared objects or toys;
 - when possible, moving activities outside to allow for more space; and,
 - singing is permitted indoors
6. Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc.
7. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children. Label these items with the child's name to discourage accidental sharing
8. Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.
9. Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.
10. Children attending WITDA must not attend other daycare centres including home care.

Staffing:

1. Movement of supervisor and/or designates are allowed between licensed age groups when necessary.
2. Reducing the movement of staff and placement students where possible is encouraged to minimize potential for transmission.
3. Staff will be responsible to ensure that all children are supervised at all times.
4. Staff are expected to follow all new policies related to the provision of care, and all other required policies and procedures as used during normal business operation.
5. Staff are required to have valid certification in first aid training including infant and child CPR.
6. Licensees are required to obtain Vulnerable Sector Checks (VSCs) from staff and other persons who are interacting with children at the centre.
7. Any new employee who has not received their Vulnerable Sector Check before their start date but can provide proper documentation that is has been requested may begin work, however, they are not allowed to be left alone with the children or child. WITDA will ensure they are on a middle shift and that they will not be alone with any child until all required paper work has been received.
8. If at all possible extra staff will be hired to help with the extra cleaning procedures within the classrooms and hallways.

Infection Prevention:

Infection prevention and control measures that will be taken to help reduce the risk of respiratory infections, including COVID-19, are as follows:

1. All staff and children must self-screen every day before arrival at WITDA and will be screen at mid-day (See Screening Policy). Any person who fails the screen will not be permitted into the centre or sent home if they develop any symptoms during the day.
2. All entrances should have hand sanitizer.
3. Limited visitors & delivery personnel are permitted into the centre as long as they follow WITDA's safety requirements to protect staff and children during the pandemic.
4. Personal belongings should be labeled and kept in the child's cubby/designated area. (e.g., backpack, hats and mittens, etc.). While appropriate clothing for the weather (e.g., jackets, hats, sunscreen) should continue to come with the child, each day and other personal belongings (e.g., toys) should be minimized.
5. Dry sensory group materials are now permitted in a group setting. Like sand, feathers, pinecones etc. are offered, and emphasis should be placed on hand hygiene before and after play.
6. Sensory like water and playdough still need to be set as individual play. However individual playdough can be kept in an air tight for each child for the week.
7. Staff will regularly engage proper hand hygiene protocol, which includes but is not limited to prior to entering and before leaving a room. Hand washing with soap and water is the preferred method, hand sanitizer is also acceptable. (See Infection Control Policy).
8. All child care staff, visitors and students on educational placement are required to wear medical masks (e.g. surgical/ procedural) while inside the centre, including in hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained).
9. Eye protection (e.g. face shield or goggles) is required for individuals working in close contact with children. Inside and out

Exceptions

No medical masks or eye protection

- Office staff when working in the office and separated by a barrier.
- In the staff room and separated by a barrier while eating lunch only
- Or in space that gives more than 6 feet distance between desks and work stations.

No medical masks but cloth mask

- If somebody has a medical condition that prevents them from wearing a medical mask, they could wear a cloth mask that was approved by Public Health in July 2020.
- In the event we do not receive the centre's PPE supplies from the province, WITDA will buy our own medical masks and if none are available or too expensive then we will have to wear cloth masks (that were previously approved by Public Health in July 2020) until it arrives.

Masks should be changed as soon as possible if it gets damp or dirty.

10. Cleaning in the form of disinfecting will take place a minimum of twice per day (more often if visibly soiled) on high traffic touch spots (Examples include doorknobs, light switches, toilet handles, counters, handrails, touch screen surfaces and keypads). General thorough cleaning of the rooms will take place at least once daily. All cleaning products used will meet Public Health guidelines. (See Infection Control

Policy). Our nightly cleaning staff will be the second time of high touch areas and full room cleaning done daily.

11. Every effort will be made for social / physical distancing between staff to staff, child to child and for all other people in the Centre.
12. When in the same common space (e.g., entrances, hallways), physical distancing of at least 2 metres must be maintained between different groups and should be encouraged, as much as possible, between children within the same group by:
 - Spreading children out into different areas, particularly at meal and dressing time as best we can with full ratio;
 - incorporating more individual activities or activities that encourage more space between children when possible;
 - and using visual cues to promote physical distancing
13. Ensure there is no self-serve or sharing of food at meal times.
14. Cooks and support staff will avoid entering program.
15. Family style meals are permitted to operate provided that food handlers use adequate food handling and safety practices
16. Where possible, children should practice physical distancing while eating.
17. A washable barrier should be used to separate every other toilet and sink and if not possible then, only every second toilet or sink should be used if no separation available.
18. When classrooms share a bathroom space a floor to ceiling temporary physical barrier will be put into place.
19. Symptomatic child/staff at the centre is immediately separated from others and is supervised in a designated room/space and parent/guardian is contacted for immediate pick up. (See Isolation Protocol and Reporting for Symptomatic Persons)

Laundry

1. Staff must use appropriate PPE when handling dirty laundry (e.g., gloves, mask, eye protection, apron etc.)
2. All laundry should be handled in a manner that minimizes possibly spreading the disease/virus.
3. Wash with regular laundry soap and hot water (60°C - 90°C) and dry thoroughly.
4. Clean and disinfect laundry hamper/container that comes in contact with heavily soiled laundry.
5. Clothing and linen from an unwell/infected child can be washed with other laundry.
6. Linens and children's clothing soiled with fecal material should be washed separately.

Outdoor Play

1. Licensees 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, licensees may divide the space with physical markers to ensure cohorts remain separated by at least 2 metres.
2. Play structures can now be used by all cohorts without sanitization between cohorts. Children should practice good hand hygiene before entering the playground and when they return from play.
3. All riding toys must be sanitized between each cohort. Individual cohort toys must be washed weekly. Any items that are shared between cohorts ~~but~~ must be sanitized between each cohort use. Hand hygiene should be performed before and after play.
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)

Music

Singing is permitted in and outdoors only within the cohort. Masking is required by Educators at all times. When singing work hard to keep 2 meters away from children.

Field Trips

WITDA will still not take any field trips during the pandemic. Walks are permitted only around the block and only with in the cohort. Maintain attendance records at all times during the day.

Provision of Special Needs Resources (SNR) Services

1. The provision of in-person special needs services in child care settings should continue where appropriate.
2. WITDA will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.
3. All SNR staff must screen before entering the child care setting and must follow all health and safety measures that WITDA staff follow, including having their attendance logged, practicing proper hand hygiene, wearing a medical mask and eye protection and maintaining physical distancing as much as possible.

Screening Policy

Policy

To prevent the spread of COVID-19 and reduce the potential risk of exposure at the centre. Screening questions will be required for all individuals prior to entry. Screening requirements apply to every WITDA employee, child attending childcare, parents/guardians and essential visitors before entering the centre, including temperature checks. In addition to this, children and staff will be screened mid-day.

Operating Details

Greeting and Explanation

- 1) A greeting and explanation will be posted on the entrance, notifying staff, parents and visitors of the requirements for screening prior to entry.

Screening Details

- 1) Pick-up and drop-off of children should happen in the vestibule unless it is determined that there is a need for the parent/guardian to enter the setting.
- 2) All staff and children must self-screen every day before arrival at WITDA using our COVID-19 Online screening tool. Parents are sent a link upon enrollment or there is a QR code at the front door entrance.
- 3) The screener will check everyone's temperature before entering the centre. The screener will also do a visual check of anyone entering the facility. Where a child/staff is obviously ill, vomiting, diarrhea, fever, they must refuse entry into the facility to promote health and wellness at the centre. (See Failed Screening Guidance)
- 4) Any person who fails the screening will not be permitted into the centre or sent home if they develop any COVID-19 symptoms during the day.

- 5) Screeners should take appropriate precautions when screening including maintaining a distance of at least 2 meters (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier), and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection).
- 6) Parents/guardians and staff are encouraged to check their temperatures (and children's temperatures) daily before coming to the childcare setting.
- 7) Staff who are experiencing any of the COVID-19 symptoms are expected to stay at home and report their absence to their supervisor.
- 8) No visitors, including deliveries, will be permitted into the childcare centre during the pandemic. Deliveries shall be left in the designated location outside the entrance.
- 9) We will keep a record of essential visitors. Each record will include: name, contact information, time in/out and reason for visit. These records will be kept on premises for one year.
- 10) Upon passing the screening, the hallway floater (wearing surgical mask, eye protection) will receive the child/children at the drop off zone.
- 11) If a child or staff member has been absent from the program due a positive case of COVID-19, Public Health will provide further guidance for self-isolation and return to WITDA.
- 12) The Supervisor/Director or designate will tell the screener if anyone is not eligible to enter the building this means a child or staff member.

Screening Questions for Children Updated

1. Is your child currently experiencing any of these symptoms?

- Fever and/or Chills (Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills)
- Cough or Barking Cough (Croup) (Continuous, more than usual, making a whistling sound when breathing (not related to asthma, post-infectious reactive airways or other known causes or conditions)
- Shortness of Breath (Out of breath, unable to breathe deeply, not related to asthma or other known causes or conditions)
- Decrease or loss of taste or smell (Not related to seasonal allergies, neurological disorders or other known causes or conditions)
- Nausea, vomiting and/or diarrhea (Not related to irritable bowel syndrome or other known causes or conditions)

If you answered “YES” to any of the symptoms included under question 1:

- Do not attend WITDA and contact them to let them know about this result.
- Your child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if your child needs a COVID-19 test.
- Siblings or other people in your household must stay home until the student showing symptoms tests negative, or is cleared by Public Health, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

2. Do any of the following apply?

- You are fully vaccinated against COVID-19 (it has been 14 days or more since your final dose of either a two-dose or a one-dose vaccine series)
- You have tested positive for COVID-19 in the last 90 days (and since been cleared)

If you answered “YES” to question 2, skip questions 3,4,5.

Personal health information is not collected when you complete this screening tool. The purpose of this question is to provide accurate isolation instructions, which are based on vaccination status and previous infection history.

3. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Children (<18 years old): fever and/or chills, cough or barking cough, shortness of breath, decreased or loss of taste or smell, nausea, vomiting and/or diarrhea

Adults (>18 years old): fever and/or chills, cough or barking cough, shortness of breath, decreased or loss of taste or smell, tiredness, muscle aches

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing only mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No"

4. In the last 10 days, has your child been identified as a "close contact" of someone who currently has COVID-19? (If Public Health has advised you that you do not need to self-isolate, select "No")

If you answered “YES” to question 4:

- Do not attend WITDA and contact them to let them know about this result.
- Your child must isolate (stay home) for 10 days and not to leave except to get tested or for a medical emergency.
- Follow the advice of your local public health unit or a health care provider, including which symptoms to monitor for and when to get a COVID-19 PCR test. Please note that rapid antigen testing is not to be used for contacts of known COVID-19 cases.
- Your child can only return to WITDA after 10 days, even if they get a negative test result, as long as they do not develop any symptoms.
- Siblings and other people in your household can go to daycare, school or work but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- If the child develops symptoms listed above or tests positive, contact Public Health Unit or doctor/health care provider for more advice.

5. In the last 10 days, has your child received a COVID alert exposure notification on their cell phone? (If they already went for a test and got a negative result, select "No")

If you answered “YES” to question 5:

- Do not attend WITDA and contact them to let them know about this result.
- The child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
- If they test negative (they do not have the virus), they can return to WITDA.
- If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by Public Health.
- If they develop symptoms, contact Public Health unit or doctor/health care provider for more advice.

- Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

6. Do any of the following apply?

- In the last 14 days, has your child travelled outside of Canada AND: was told to not attend childcare
- In the last 14 days, has your child travelled outside of Canada AND: was told to quarantine

If you answered “YES” to question 6:

- Do not attend WITDA and contact them to let them know about this result.
- The child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.
- If the child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the Government of Canada’s website.
- If the child develops symptoms and/or tests positive, contact Public Health unit or doctor/health care provider for more advice.

7. Has a doctor, health care provider, or public health unit told you that your child should currently be isolating (staying at home)? (This can be because of an outbreak or contact tracing.)

If you answered “YES” to question 7:

- Do not attend WITDA and contact them to let them know about this result.
- Your child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Follow the advice of Public Health. Your child can return to WITDA after they are cleared by Public Health.
- If the child develops symptoms, contact your Public Health or doctor/health care provider for more advice.
- Siblings or other people in your household must stay at home until the child tests negative, or is cleared by Public Health. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

8. In the last 10 days, has your child tested positive on a rapid antigen test or a home-based self-testing kit? (If the child has since tested negative on a lab-based PCR test, select “No”)

If you answered “YES” to question 8:

- Do not attend WITDA and contact them to let them know about this result.
- Your child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
- If they test negative (they do not have the virus), they can return to WITDA.
- If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by Public Health.
- If they develop symptoms, contact your Public Health or doctor/health care provider for more advice.

- Siblings or other people in your household must isolate until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by Public Health. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.

9. Have you taken any medication for fever or pain?

If Yes, Please let us know which medication and the reason why?

Steps to Screening for Participants (Mid-day) Children

- 1) Each Educator will be required to complete a mid-day screening on the children to ensure they have not become symptomatic throughout the day.
- 2) The Educator will log the screening information on the program active screen Form
- 3) The Educator will take the temperature of each participant under her/his care.
- 4) Throughout the day, Educators will monitor children's general conditions, including all symptoms per the most recent MOH COVID-19 Symptoms guidance document. This would include, but is not limited to:
 - Fever and/or Chills
 - Cough or Barking Cough (Croup)
 - Shortness of Breath & Difficulty breathing
 - Decrease or loss of taste or smell Nausea, vomiting and/or diarrhea
- 5) If the child fails the mid-day screen, or if their condition changes at any time throughout the day, the Educator will notify the Supervisor immediately so the caregivers can arrange to have the child picked up. Educators are encouraged to follow the quick checklist for what to do with a child who is showing symptoms before contacting the Supervisor or designate. The child will be isolated until pick up.

Screening Questions for Staff/Visitors Symptoms

Staff will have a mid-day temperature check. They will also monitor themselves including all symptoms per the most recent MOH COVID-19. This would include, but is not limited to:

1. Are you currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- *Fever and/or Chills:* (Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills)
- *Cough or Barking Cough:* (Croup) (Continuous, more than usual, making a whistling sound when breathing (not related to asthma, post-infectious reactive airways or other known causes or conditions))
- *Shortness of Breath:* (Out of breath, unable to breathe deeply, not related to asthma or other known causes or conditions)
- *Decrease or loss of taste or smell:* (Not related to seasonal allergies, neurological disorders or other known causes or conditions)
- *Tiredness:* (unusual, fatigue, lack of energy. Not related to depression, insomnia, thyroid dysfunction or other known causes or conditions you already have) If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild fatigue that only began after vaccination, select "No"

- *Muscles aches*: (Unexplained, unusual, or long lasting. Not related to sudden injury, fibromyalgia, or other known causes or conditions) If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild muscle aches/joint pain that only began after vaccination, select "No"

If you answered “YES” to any of the symptoms included under question 1 :

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if your child needs a COVID-19 test.
- Other people in your household must stay at home until you test negative, or are cleared by Public Health, or are diagnosed with another illness. Household members who are fully immunized or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

2. Do any of the following apply?

- You are fully vaccinated against COVID-19 (it has been 14 days or more since your final dose of either a two-dose or a one-dose vaccine series)
- You have tested positive for COVID-19 in the last 90 days (and since been cleared)

If you answered “YES” to question 2, skip questions 3,4,5.

Personal health information is not collected when you complete this screening tool. The purpose of this question is to provide accurate isolation instructions, which are based on vaccination status and previous infection history.

3. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Children (<18 years old): fever and/or chills, cough or barking cough, shortness of breath, decreased or loss of taste or smell, nausea, vomiting and/or diarrhea

Adults (>18 years old): fever and/or chills, cough or barking cough, shortness of breath, decreased or loss of taste or smell, tiredness, muscle aches

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing only mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No"

If you answered “YES” to question 3:

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
- You can return to WITDA after the individual with symptoms tests negative, is cleared by Public Health or is diagnosed with another illness.

4. In the last 10 days, have you been identified as a "close contact" of someone who currently has COVID-19?

(If Public Health has advised you that you do not need to self-isolate, select "No")

If you answered “YES” to question 4:

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.

- Follow the advice of your local public health unit or a health care provider, including which symptoms to monitor for and when to get a COVID-19 PCR test. Please note that rapid antigen testing is not to be used for contacts of known COVID-19 cases.
- You can only return to child care after 10 days, even if you get a negative test result, as long as you do not develop any symptoms.
 - Other people in your household can go to daycare, school or work but must not leave the home for other non-essential reasons. Household members who are fully immunized or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- If you develop symptoms or test positive, contact Public Health or doctor/health care provider for more advice.

5. In the last 10 days, have you received a COVID alert exposure notification on your cell phone? (If you have since tested negative on a lab-based PCR test select "No")

If you answered “YES” to question 5:

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
 - If you test negative (you do not have the virus), you can return to WITDA
 - If you test positive (you have the virus), you need to continue isolating and can return only after you are cleared by Public Health.
- If you develop symptoms, contact Public Health or doctor/health care provider for more advice.
- Other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative on a PCR test, or is cleared by your local public health unit. Household members who are fully immunized or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

6. In the last 14 days, have you travelled outside of Canada and been advised to quarantine as per the federal quarantine requirements?

If you answered “YES” to question 6:

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.
- Follow the advice of Public Health. You can return to WITDA after you have completed your federal quarantine requirement.
- If you develop symptoms and/or test positive, contact Public Health or doctor/health care provider for more advice.

7. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)? (This can be because of an outbreak or contact tracing.)

If you answered “YES” to question 7:

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.

- Follow the advice of Public Health. You can return to WITDA after they are cleared by Public Health.
- If you develop symptoms, contact your Public Health or doctor/health care provider for more advice.
 - Other people in your household must stay at home until you tests negative, or are cleared by Public Health. Household members who are fully immunized or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

8. In the last 10 days, have you tested positive on a rapid antigen test or a home-based self-testing kit? (If you have since tested negative on a lab-based PCR test, select “No”)

If you answered “YES” to question 8:

- Do not attend WITDA and contact them to let them know about this result.
- You must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
 - If you test negative (you do not have the virus), they can return to WITDA.
 - If you test positive (you have the virus), you need to continue isolating and can return only after you are cleared by Public Health.
- If you develop symptoms, contact your Public Health or doctor/health care provider for more advice.
- Other people in your household must isolate until you test negative on a PCR test or are cleared by Public Health. Household members who are fully immunized or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.

9. Have you taken any medication for fever or pain?

If Yes, Please let us know which medication and the reason why?

If any symptoms occur in a staff member mid-day they will inform the Supervisor or designate right away and will be covered and sent home.

SPECIAL NOTE: WITDA has decided for the protection of the children and other staff members if someone in your household test positive and you are fully vaccination and able to come to work, we will ask that you rapid test each day you come to work for 10 days. This will hopefully ensure we catch any asymptomatic outcome. You will only need to arrive 10 minutes before your shift. Please do not go into any classroom until your results are known.

Isolation Protocol and Reporting for Symptomatic Persons

Operating Details

To ensure the health and well being of children within WITDA. Children and staff who become ill while attending the program will be required to leave the program.

Staff must assess the situation to determine the need for pick up by using the WITDA Protocols to Managing Illness. This can be determined through either the noticeable onset of symptoms, or from the mid-day screening activity. Staff will self monitor their own health throughout the day.

PROCEDURES

- 1) Any child who develops symptoms of ill health including symptoms of ill health related to COVID-19 must leave the child care program.
- 2) The Educator will notify the Director/Supervisor immediately for contact to be made to the parent/caregiver. Pick-up shall be arranged for the child. If the parent cannot be reached, the emergency contact person will be contacted to pick up the child.
- 3) Symptomatic children are immediately separated from others in a supervised area until they can go home. An Educator from the program room will accompany the child and provide supervision at all times. The Educator must use appropriate PPE including gown, gloves, surgical mask and face shield. If willing and above the age of 2, the child should wear a mask.
- 4) Every effort will be made to keep the child comfortable until someone arrives to take him or her home.
- 5) Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- 6) Once the child has been picked up, the Educator will remove and dispose of appropriate PPE.
- 7) Reusable PPE such as blanket, cloth or lab coat should be laundered immediately.
- 8) Reusable PPE such as face shield will be disinfected or quarantined.
- 9) Disinfecting both, the program space and isolation space.

Full Face Shield Disinfection After removal

- Put on clean gloves.
- Disinfect front side of shield.
- Turn shield over, wipe inside of shield and other areas, e.g. strap or ear loops.
- If face shield appears damaged or torn – discard and obtain a replacement

Cleaning post-symptomatic child

- A sign will be posted on the door of the isolation room indicating that the room is closed until a thorough cleaning can be done.
 - Contaminated articles belonging to the symptomatic child (including soiled clothing) are sent home immediately for cleaning. Do not rinse or launder at the centre, roll and place items separately in a sealed plastic bag (take care not to contaminate the surrounding environment).
 - Cleaning will include disinfection of all toys and surfaces including tabletops, chairs, washrooms, cots, and equipment.
 - All linens and bedding touched/used by the symptomatic child at the centre must be laundered immediately.
 - Staff must use appropriate PPE when handling dirty laundry (e.g. gloves, eye protection, apron etc.).
 - Items unable to be disinfected will either be disposed of or quarantined in a storage area for a minimum of 3 days.
- 10) **If a child/staff becomes symptomatic while at the centre and any of the following apply**

- All WITDA staff have to log on Daily Staff Close Contact to keep track of who staff may have come into close contact with (less than 2 meters and for 15 minutes or longer), and whether or not any PPE was being used during this close contact. Recording this information can help Public Health in the event of a positive COVID-19 case to support contact tracing.
- Symptomatic child/staff must follow Public Health recommendations (See Symptomatic Child/Staff)
- Where a child, staff, student has a confirmed case of COVID-19 (i.e., a positive COVID-19 test result), licensees must:
 - report this as a serious occurrence to the ministry.
 - report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.
- The Director/Supervisor will follow the regular Serious Occurrence (SO) reporting requirements which includes submitting a SO report in Child Care Licensing System (CCLS) within 24 hours of being notified of the SO and posting the SO notification form. If the Ministry of Education site is down or working slow and can't upload an SO. The Director will email the centre's Program Advisor and inform them of the issues.
- While licensees are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e., program room, or entire child care centre must remain closed for a period of time), a serious occurrence report must be submitted under the "Unplanned Disruption of Service" category.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.
- For illnesses not COVID-19 related, children must be 24 to 48 hours symptom free depending on the illness, before returning.

Staff Illness

1) Any staff person who suspects that they have an infectious disease should not attend the child care program if they are not well, particularly if their symptoms include any outlined in the most recent Ministry of Health COVID-19. Staff must pass the active screen process to work at the site.

If a staff member becomes ill while at the centre they should let their Director/Supervisor know and remove themselves from the program as soon as possible.

2) A staff person who presents with symptoms of ill health (non COVID related) must follow normal procedures and not return to the centre until they have been symptom free for 24 to 48 hours.

3) Public health will provide direction for self-monitoring or self-isolation as determined by the exposure and inform any childcare wide measures.

Outbreak Management

An outbreak may be declared by Waterloo Public Health unit when within a 14-day period, there are one or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room) where at least one case could have reasonably acquired their infection in the child care setting.

- Public Health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If Public Health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting.
- Public Health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.
- If Public Health unit determines that partial or full closure of the child care setting is required, then the existing serious occurrence report for a confirmed COVID-19 case must be revised to include information about the closure.

Pandemic Plan Infection Control Protocol

POLICY

In addition to routine practices for dealing with blood/body fluids and blood/body fluids by-products, all staff must strictly adhere to sanitary precautions in all aspects of the program.

Infection Control Protocol

1. All child care staff and students completing post-secondary placements are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained). All other adults (i.e. parents/guardians, and visitors) are required to wear a medical mask provided by the centre. Visitor who have to go into the classrooms will have to wear eye protection along with a face covering supplied by the centre while inside the premises.
2. Visitors and service workers who need to enter the centre during hours that children are in attendance will need to show proof of vaccination to enter the rooms to do any work. If they are not vaccinated work can only be done after hours.

Exceptions

No masks or eye protection

- a. Office staff when working in the office at their desk and separated by a barrier. Or able to work at over a 2 meter distance from others. When they leave their desk they must be fully protected.
- b. In the staff room and separated by a barrier while eating lunch only.

No eye protection

- a. In the kitchen while washing dishes in hot water and or hot steam from the Dishwasher and dealing with steaming hot food over the stove or oven. This is so staff can see what they are doing to protect themselves from cuts or burns.
- b. When it is raining or too cold outside, fogged goggles can be removed to be cleaned so staff can see the children and are aware of where they are walking. This is to ensure the safety of all parties. When cleaning goggles ensure you are away from children.

No medical masks but cloth mask

If somebody has a medical condition that prevents them from wearing a medical mask, they could wear a WITDA cloth mask that was approved by Public Health in July 2020. They must wear a shield for extra face and eye protection. If they cannot wear either then they may not work in the building as all children are unvaccinated. See Director for employment requirements.

3. If play structures are to be used by more than one group, the structures should only be used by one group at a time. Hand hygiene should be performed before and after use.
4. Staff shared spaces including shared lunch tables, microwave, sinks, taps, toilets no longer need to be disinfected between users. However individual people may wish to be disinfected before they use the item if they so choose. Disinfectant and clothes will be provided.
5. We will clean and disinfect with either hospital grade or regular household cleaners with a Drug Identification Number (DIN) and that is effective against viruses. A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Check the expiry date of products you use and always follow manufacturer's instructions.
6. If a diluted bleach solution is used, it should be prepared according to instructions on the label or if using bleach that has a concentration of 5% hypochlorite, add 5 mL (1 teaspoon) of bleach in 250 mL (a cup) of water, or add 20 mL (4 teaspoons) bleach in 1 litre (4 cups) of water to give a 0.1% sodium hypochlorite solution. Be sure to prepare the solution fresh, when you are intending to use it, and only dilute bleach in water (and not with additional chemicals).
7. We will ensure we have an adequate amount of PPE and cleaning supplies that can support our current and ongoing operations on hand at all times.
8. Each room will have a cleaning and disinfecting log to track and demonstrate cleaning schedules that must be signed.

Cleaning toys and play equipment

1. Staff will wear gloves when cleaning / disinfecting any toys, equipment or furnishings.
2. Staff must ensure that all toys and equipment are in good repair, clean and sanitary.
3. The Supervisors/director or designate must be advised of any concerns regarding toys and equipment.
4. Avoid the use of plush toys as they cannot be readily cleaned and disinfected. Personal comfort toys can be brought to centre and used during nap time. They must be placed back in a bag in the designated container or in the child's cubby with the child's name on it. This would include an outside blanket brought in by a child.
5. Sensory materials commonly shared such as sand, feather and dry material can now be shared. It is recommended that water, playdough and moist sensory material still stay as individual play. For example playdough should be played with individually and when the child is finished the playdough is bagged and with the child's name and can be used for the week. When the week is finished the child's playdough can be sent home or must be thrown away.
6. Licensee child care providers 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 should be cleaned and disinfected prior to being shared. Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
7. Play structures, including those located outdoors can only be used by one cohort at a time. Hand hygiene should be performed before and after use.

Standard Cleaning protocols will be followed when children in care are asymptomatic:

1. Toys will be cleaned a minimum of once per week or daily for items that are handled frequently.
2. Mouthed toys must be cleaned and sanitized after every use.
3. Large equipment and shelving must be cleaned and disinfected every week
4. Encourage more physical space between children by spreading out activities
5. Floors must be kept clean and dry throughout the day. Sweeping must be done carefully to avoid spreading particles into the air. Floors must be damp mopped as necessary by staff.
6. Tables, including underside, and chairs being used are to be cleaned and disinfected at least twice daily and more often as needed. This can be done by fogging the classrooms.
7. Tables used to eat meals should be cleaned and disinfected before and after each meal.
8. Meals can now be served family style if the room chooses. The Educator can choose the style of lunch service they feel works for their group. However the whole room must do the same style of service. Children should not serve themselves.
9. Re-enforce not sharing food amongst the children.
10. Ensure sippy cups, bottles, soothers are labelled to avoid accidental sharing.
11. Food can be served by staff but children cannot help themselves or serve themselves. Food is not allowed to be placed on the tables where children are eating.
12. Children's cubbies are to be kept neat and checked weekly by staff. Items should go home each evening.

Cleaning post-symptomatic child

1. A sign will be posted on the door of the isolation room indicating that the room is closed until a thorough cleaning can be done.
2. Cleaning will include disinfection of all toys and surfaces including tabletops, chairs, washrooms, cots, and equipment with which the child interacted and not just in the isolation room.
3. All linens and bedding touched/used by the symptomatic child at the centre must be laundered immediately.
4. Staff must use appropriate PPE when handling dirty laundry (e.g. gloves, eye protection, apron etc.).
5. All laundry should be handled in a manner that minimizes possibly spreading the disease/virus
6. Wash with regular laundry soap and hot water (60°C - 90°C) and dry thoroughly
7. Clothing and linen from an unwell/infected child can be washed with other laundry
8. Linens and children's clothing soiled with fecal material should be washed separately.
9. Items unable to be disinfected will either be disposed of or quarantined in a storage area for a minimum of 7 days.

Hand Hygiene

Hand hygiene is a key practice for staff and children to prevent transmission and spread of COVID-19. We will use our standard practice as stated in our Health & Safety Policy. We will be adding additional measures relate to hand hygiene and COVID-19. Hand washing using soap and water is recommended over alcohol based hand rub for children.

1. Staff must wash their hands with soap and warm water in the following situations:
 - Before handling food, drinks or medication
 - Before and after eating
 - Before and after diaper check and change

- Before and after toileting
- Before and after contact with bodily fluids
- Before and after using gloves
- Immediately following the disposal or laundering of any contaminated PPE.
- Before and after touching theirs or someone else's face
- When entering and leaving a classroom
- After touching contaminated articles such toys that have been mouthed
- If staff cannot access soap and water, hand sanitizer 60-90% alcohol based can be used, only if the hands are not visibly soiled.

Staff provides supervision for hand hygiene practices and provides assistance where necessary.

2. Children should wash their hands with warm soapy water:
 - Before and after eating
 - Before and after toileting, including after a diaper change
 - After putting their hands in their mouths

Washrooms

1. A washable barrier should be used to separate every other toilet and sink and if not possible then, only every second toilet or sink should be used.
2. If more than one cohort uses the same washroom, thorough disinfection must be performed between cohorts. Physical distancing

Close Contact

1. Efforts should be made to maintain physical distancing between staff to staff, and staff to children (2m minimum) as best we can with full enrollment.
2. Avoid close contact with a child's face as much as possible.
3. When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort:
 - Spreading children out into different areas, particularly at meal and dressing time as best we can with full enrollment.
 - Incorporating more individual activities or activities that encourage more space between children
 - Using visual cues to promote physical distancing
 - For younger children who are crying and drooling or nose is running due to excessive crying then educators should put a barrier between them and the child. This can be done with a blanket or dress shirt put on backwards. The blankets or dress shirt will need to be laundered between each use.

Sleep/Rest areas

1. Children should have a crib, cot, or mattress assigned to them. Beds should be placed 2 metres apart if possible to support physical distancing practices. If 2 metre separation is not possible, children should be placed head-to-toe or toe-to toe.
2. Bedding must be changed between each user. Bedding, if used by same user, must be cleaned weekly or more frequently as needed.
3. Beds must be cleaned and sanitized between each user if they are shared among children.

4. Beds must be cleaned and sanitized weekly or more frequently as needed.

Personal Protective Equipment (PPE)

Staff are to adhere to proper don/doffing of any mandatory or optional personal protective equipment and practice hand hygiene immediately following the disposal or laundering of any contaminated PPE.

Masks

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. Wash your hands before putting on a mask and after removing a mask using soap and water or hand sanitizer 60-90% alcohol based.

How to wear your mask:

1. Wash your hands with soap and water for at least 15 seconds or use hand sanitizer 60-90% alcohol based before putting on your mask.
2. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
3. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
4. Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 seconds or use hand sanitizer 60-90% alcohol based if you accidentally touch your mask.

How to throw away your mask:

1. Do not touch the front of your mask to remove it.
2. Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
3. Hold only the loops or strings and place the mask in a garbage bin with a lid or laundry container with a lid for the reusable masks.
4. Wash your hands with soap and water for at least 15 seconds or use hand sanitizer 60-90% alcohol based after you have discarded your mask.

Disposable Gloves

1. Gloves must be worn in the following circumstances and disposed after use:
2. Administering first aid
3. Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces
4. Rinsing wet clothing or linen
5. Diaper changing
6. Gloves are used alone or in combination with other PPE to prevent exposure. Gloves should be put on just prior to the interaction with the child and removed immediately and disposed of in the appropriate receptacle when the interaction has ended.

How to put on gloves:

1. Perform hand hygiene
2. Put on gloves, taking care not to tear or puncture glove

How to remove gloves:

Remove gloves using a glove-to-glove/skin-to-skin technique

1. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
2. Reach under the second glove and peel away
3. Discard immediately into waste receptacle
4. Perform hand hygiene

Food preparation

1. Any staff member can prepare food for children while wearing a mask and eye protection at all times and must wash hands before serving any food. Children may not serve themselves any food. Food may not be placed on the table where the children are eating.
2. Limit the number of staff in the kitchen (one at a time if possible) and maintain physical distance in the kitchen.
3. Food handlers must be in good health and practice hand hygiene and respiratory etiquette.
4. No food provided by the family, outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
5. Children should not prepare food or provide food that could be shared with others.
6. Proper hand hygiene is practiced during food preparation and before and after eating.
7. Children and staff should practice physical distancing while eating, if possible.

WITDA Protocols for managing illness – COVID-19

Symptom	Monitor	Actions by Educator	Action by Supervisor
Fever	<p>Fever and/or Chills (Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills) Monitor low grade fever for at least 30 minutes. Must be over 37.8C for contact parents.</p> <p>If temp is over 37.8C, take every 10 minutes to ensure it's not climbing</p> <p>Considerations: temperatures in children may be higher coming in from outside, after big gross motor activities, or just waking up from a nap (wait at least 20 minutes after nap)</p>	<p>If fever 37.8C or higher, contact Supervisor. Record in log book.</p>	<p>Please contact parents</p> <ul style="list-style-type: none">• Your child must isolate (stay home) and not leave except to get tested or for a medical emergency.• Talk with a doctor/health care provider to get advice or an assessment, including if your child needs a COVID-19 test.• Siblings or other people in your household must stay home until the student showing symptoms tests negative, or is cleared by Public Health, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

<p>Cough</p>	<p>Cough or Barking Cough (Croup) (Continuous, more than usual, making a whistling sound when breathing (not related to asthma, post-infectious reactive airways or other known causes or conditions) Monitor for at least 30 minutes. Check for fever or other symptoms. Look for the following: Is the cough continuous? How does it sound (croup like, dry sounding cough versa a wet cough</p>	<p>If consistent for more than 30 minutes, contact Supervisor. Record in log book.</p>	<p>If no known cause, please contact parents</p> <ul style="list-style-type: none"> • Your child must isolate (stay home) and not leave except to get tested or for a medical emergency. • Talk with a doctor/health care provider to get advice or an assessment, including if your child needs a COVID-19 test. • Siblings or other people in your household must stay home until the student showing symptoms tests negative, or is cleared by Public Health, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
<p>Difficulty Breathing</p>	<p>Shortness of Breath (Out of breath, unable to breathe deeply, not related to asthma or other known causes or conditions) If not from physical activity, contact Supervisor ASAP Check for other symptoms</p>	<p>Comfort child. Contact Supervisor and record in log book.</p>	<p>Call parents ASAP.</p> <ul style="list-style-type: none"> • Do not attend WITDA and contact them to let them know about this result. • Your child must isolate (stay home) and not leave except to get tested or for a medical emergency. • Talk with a doctor/health care provider to get advice or an assessment, including if your child needs a COVID-19 test. • Siblings or other people in your household must stay home until the student showing symptoms tests negative, or is cleared by Public Health, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
<p>Symptom</p>	<p>Monitor</p>	<p>Actions by Educator</p>	<p>Action by Supervisor</p>
<p>Nausea, Vomiting and or diarrhea</p>	<p>Nausea, vomiting and/or diarrhea (Not related to irritable bowel syndrome or other known causes or conditions) One vomit, the child should be sent home. Check for other symptoms Upset stomach. Monitor and check for fever or other symptoms.</p>	<p>Contact Supervisor and record in log book.</p>	<p>If no known cause, please contact parents.</p> <ul style="list-style-type: none"> • Child must isolate (stay home) and not leave except to get tested or for a medical emergency. • Talk with a doctor/health care provider to get advice or an assessment, including if your child needs a COVID-19 test. • Supervisor discretion to send a child home with only one bout of diarrhea depending on consistency, smell or colour.

	<p>2 bouts of diarrhea is considered “Diarrhea” Check for other symptoms.</p> <p>Considerations: Did the person/child just run or eat?</p>		<ul style="list-style-type: none"> • Siblings or other people in your household must stay home until the student showing symptoms tests negative, or is cleared by Public Health, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
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If we get a doctor’s note or parent direction to indicate **allergies**, we must have a clear list of symptoms and the allergy. It has to be in writing.

<p>Allergy Considerations</p>	<p>Allergic reactions can cause: Stuffy nose, sneezing, itching, or runny nose, and itching in ears or roof of mouth Red, itchy, watery eyes Red, itchy, dry skin Hives or itchy welts Itchy rash Asthma symptoms, such as shortness of breath, coughing, wheezing A severe, life-threatening allergic reaction (anaphylaxis). This can cause trouble breathing, vomiting, diarrhea, low blood pressure, fainting, or death.</p> <p>**Next steps- Parents/Guardians to complete an Allergy form that clearly indicates the child’s specific allergy and list of symptoms**</p>
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Guiding Principles by Public Health

The guiding principles listed below are based on general public health infection control and prevention principles. These principles should be considered when applying the Operational guidance during COVID-19 outbreak: child care and were used to inform the recommendations in this document.

- **Elimination of the hazard** – screening, not permitting individuals in the child care settings who have symptoms or who have come into contact with a COVID-19 case and implementing increased cleaning and disinfection protocols
- **Substitution** – replacing high-risk activities (e.g. water and playdough sensory play with low-risk activities (e.g. individual water and playdough play)
- **Hand hygiene** – washing hands with soap and water or using an alcohol-based hand rub
- **Environmental controls** – making changes to areas within the child care settings to restrict access and reduce contact (e.g. barriers), promoting physical distancing (altering layouts of rooms, controlling flow of people into, around, and out of the child care settings), and ensuring access to water, soap or alcohol-based hand rub for hand hygiene. This also includes physical or mechanical engineering controls such as ventilation
- **Administrative controls** – health and safety training, providing education, altering schedules, class cohorting, posting signage around the child care settings, and creation of policies and procedures
- **Personal protective equipment (PPE)** - PPE protects people when used in conjunction with environmental and administrative controls. This is the last line of defense and its effectiveness is dependent on wide-spread use by an entire group and the ability of the group to adopt a series of measures like distancing and hygiene practices in addition to protective equipment.

Waterloo Infant Toddler Daycare Association COVID-19 Vaccination & Testing Policy

Purpose

Waterloo Infant Toddler Daycare Association is committed to safeguarding the health, wellbeing, and safety of our employees including supplies, children, their families, and the community at large. Under the *Occupational Health and Safety Act (OHSA)*, the organization is obligated to take all reasonable precautions to protect the health and safety of workers in the workplace including hazards posed by infectious disease such as COVID-19 and associated variants. Now by memorandum dated September 7, 2021, Ontario's Chief Medical Officer of Health and the Ministry of Education has instructed Waterloo Infant Toddler Daycare Association to develop, implement and ensure compliance with a "COVID-19 immunization disclosure policy. WITDA recognizes the importance of immunization as a key element of keeping our children safe. This COVID-19 Vaccination & Testing Policy aims to protect all WITDA's students, staff, and the community against risks posed by COVID-19.

The purpose of this policy is to outline expectations with respect to COVID-19 immunization disclosure for staff, volunteers, third party contractors, student, frequent visitors and other professionals who provide in-person services at WITDA and WITDA locations premises or work locations and who have direct contact with WITDA staff and/or children.

Due to the close proximity of staff are to our young children, staff are at increased risk of contracting and or possibly spreading COVID-19 and for this reason, Waterloo Infant Toddler Daycare Association Board of Directors implemented mandatory vacation policy for COVID-19 back in May of 2021 to keep everyone as safe as possible. All staff had until September 1, 2021 to get their full vaccination.

All eligible individuals are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason not to receive a vaccine.

Background

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age, but is not limited to the elderly and is elevated in those with underlying medical conditions.

Application of the Policy

- This Policy applies to the following Individuals, except where the individual works remotely and the individual's work does not involve in-person interactions:
- All WITDA employees / staff, students, outside agencies who may come in to support or be with children.
- Members of WITDA's Board of Directors if we have in person meetings. Currently all meeting are done via an on line format.
- Currently WITDA will not have volunteers until the pandemic is over.
- Visitors, including third-party contractors that come during the day must be vaccinated. If work can be done after hours then Vaccine is optional.

- Any new hires by WITDA will be required to be fully vaccinated for COVID-19 or show proof of medical exception by a physician. Failure of this will result in employment not commencing.

Policy

This Policy requires all Individuals to provide one of the following:

1. Proof of full vaccination¹ against COVID-19, in a form acceptable to WITDA Director/Supervisor in addition to a duly executed Consent to Disclosure and Retention of Immunization Records Form, attached as Appendix B; or
2. Written proof of a medical reason, provided by a physician.
 - a. A documented medical reason for not being fully vaccinated against COVID-19; and
 - b. The effective time period for the medical reason.

Unvaccinated Employees Policy

3. Prior to declining vaccination for any reason other than a medical reason, proof of completing a compliant educational session about the benefits of COVID-19 vaccination that has been selected by WITDA and the Ministry of Education. The Educational Session shall, at a minimum, address:
 - a. How COVID-19 vaccines work;
 - b. Vaccine Safety related to the development of the COVID-19 vaccines;
 - c. The benefits of vaccination against COVID-19;
 - d. The risks of not being vaccinated against COVID-19; and
 - e. Possible side-effects of COVID-19 vaccination.

In accordance with the Instructions, the Education Session shall be administered off-site (virtually) and outside of the Covered Individual's working hours.

Compliance Deadlines

a) Partially Vaccinated or Medically Exempt

By no later than September 1, 2021, individuals must provide WITDA Director/Supervisor with proof of having received at least their first dose of a Health Canada approved two-dose COVID-19 vaccine, their first dose of a single series COVID-19 vaccine, or written proof of a medical reason that they cannot be vaccinated.

¹ For the purposes of this document, "fully vaccinated" means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

These individuals may continue to work at the centre temporarily, however they must participate in every other day rapid antigen testing, as per the requirements set out below.

By no later than 5:00pm on October 12, 2021, Covered Individuals who had only received a single dose of a two-dose series vaccine as of September 30, 2021, must provide WITDA Director/Supervisor with written proof of being fully vaccinated against COVID-19, or written proof of a medical reason that they cannot be vaccinated.

b) Declining Vaccination for Non-Medical Reasons

Individuals who decline vaccination for any reason other than a medical reason, and who have not received at least one-dose of a two-dose series vaccine by September 30, 2021, will be placed on a leave of absence, without pay, effective October 1, 2021

The Individual shall remain off work on an unpaid leave of absence until the earlier of (a) the day on which they provide written proof to WITDA's Director/Supervisor that they have been fully vaccinated; or (b) December 31 2021.

If proof of full vaccination is not provided by December 31 2021, the employment or engagement of the Covered Individual will be terminated effective January 1, 2022.

Employees returning from a Medical Leave, Leave of Absent or Maternity leave.

Any employee who is off on a medical, maternity or just a leave of absent will have to follow the guideline above and have to meet the requirement 30 days before returning to their position at WITDA. Current employees will be given at least two months, notice of these new policies before their return. Any employee returning after January 1, 2022 will have to be fully vaccinated to return to work.

Employee who are off for a leave and not vaccinated by the time of return they will stay off on an unpaid Leave of Absent for up to 35 weeks and will have to follow Unvaccinated Employee Policy. If they still choose to be unvaccinated after the 35 weeks their employment with Waterloo Infant Toddler Daycare Association will be terminated.

Rapid Antigen Testing Requirements

Waterloo Infant Toddler Daycare Association is committed to safeguarding the health, wellbeing, and safety of our employees, children, their families, and the community at large. Under the *Occupational Health and Safety Act* (OHSA), the organization is obligated to take all reasonable precautions to protect the health and safety of workers in the workplace including hazards posed by infectious disease such as COVID-19 and associated variants. Now by memorandum dated September 7, 2021, Ontario's Chief Medical Officer of Health and the Ministry of Education has instructed Waterloo Infant Toddler Daycare Association to develop, implement and ensure compliance with a "COVID-19 rapid Antigen testing.

Staff who are on a temporary leave of absence, medical leave, or Maternity leave or as a result of declining vaccination for any reason other than a medical reason are not required to submit to Rapid Antigen Testing during their time away from the centre.

Staff who are not fully vaccinated as a result of a proven medical reason must complete regular point of care antigen testing ("Rapid Antigen Testing") for COVID-19 in order to enter WITDA's premises or work locations.

Procedures for Rapid Antigen Testing

The Director, a Supervisor or designate will be available to assist the employees, supplies, student or volunteer to administer the self-administer COVID-19 rapid test. The test will take place twice a week, Monday mornings 30 minutes before your shift starts or on the first day you arrive to work for the week. This will happen again on Wednesday afternoon before you leave for home. WITDA's Board of Director has made the self-testing mandatory for the protection of all staff, supplies, children and their families.

WITDA will pay all staff and supplies an extra 30 minutes for the Monday or first day you arrive to work for the week.

- Upon arriving in the morning you will screen and then go to the Gross Motor room for COVID-19 rapid self-testing or designated area in your location.
- When the test is complete you will leave and sit in your car for 15 minutes or sit in a safe space away from other staff (Social Distance of 2 meter). You will be contacted if they test is positive. If you don't hear from the office you are free to come in and prepare for our shift.
- Any positive results will be reported to the Chamber of Commerce's and Waterloo Region Public Health.
- If there is a positive case the person will have to go for a proper PCR test given out by Waterloo Region Public Health.
- WITDA will then follow all in centre protocols required with a prospective positive case of COVID until it is confirmed.

If any person who has had COVID-19 we will not be tested with the rapid tests as they will test positive for the first 3 to 5 month after contracting the virus. The Director will inform any person when we will start the self-testing them. This information has come from Waterloo Region Public Health and we will follow all their guidelines to ensure the safety of our staff, children and families.

Unvaccinated Staff and Rapid Antigen Testing Requirements

In accordance with the Instructions, current Rapid Antigen Testing requirements are below:

1. **Frequency and Timing** – Covered Individuals who are not fully vaccinated must submit to two (2) Rapid Antigen Tests per week, implemented at least three (3) days apart and conducted from Sunday to Friday.
Sample testing schedules:

- i. Test 1 – Monday; Test 2 – Thursday
- ii. Test 1 – Friday; Test 2 – Tuesday
- iii. Test 1 – Sunday; Test 2 - Wednesday

In all cases, a Rapid Antigen Test must have been completed no more than 48 hours before the Individual will attend any of WITDA's sites.

2. Testing Procedure

- a. **Consent** – Prior to submitting to Rapid Antigen Testing, each Covered Individual will be required to complete a consent form, attached as Appendix C;

- b. **Off-site Testing:** Covered Individuals will be informed of the requirement to self-administer a COVID-19 Rapid Antigen Test and the method for self-administering testing. Testing must occur at the individual’s residence and before their attendance to any of WITDA locations.
- c. **Verification of Test Results** – Covered Individuals must provide verification of a negative Rapid Antigen Screen.

Next steps after Rapid Antigen Testing – Only individuals who test “preliminary negative” will be permitted to attend WITDA sites. In the event that an Individual tests “preliminary positive”:

- I. They will not be permitted to enter any of WITDA premises or work locations and must self-isolate immediately;
- II. The “preliminary positive” test result will be reported to the local public health unit;
- III. The Covered Individual must seek a confirmatory PCR diagnostic test (ideally within 48 hours) at a designated testing centre, or as otherwise directed by the local public health unit;
- IV. The Covered Individual will not be permitted to return to any WITDA’s premises until cleared to do so by the local public health unit, and after they have received a negative result on a confirmatory PCR diagnostic test at a designated testing centre.

Confidentiality Statement

WITDA will ensure the information regarding those unable to be tested will be kept confidential.

Employees will be reminded not to question other employees regarding their self-test’s status as this information is considered confidential information.

WITDA will not disclose personally identifiable information shared by an Individual with any third party, unless authorized by the employee or required to do so by law notably Public Health.

WITDA is required, pursuant to the Instructions, to report certain statistical information to the Ministry of Education, in de-personalized (i.e. non-identifiable), aggregate form on a monthly basis. WITDA recognizes that the Ministry of Education may further disclose (non-identifiable, de-personalized) Statistical Information and make it publicly available.

Information WITDA is required to provide to Ministry of Education:

- 1. Collect and maintain statistical (non-identifiable) information (collectively the “Statistical Information”) that includes:
 - a) The number of employees that provided proof of being fully vaccinated against COVID-19;
 - b) The number of employee that provided a documented medical reason for not being fully vaccinated against COVID-19;
 - c) The number of employees that completed a compliant Educational Session;

- d) The total number of employees to whom these instructions apply; and
2. Disclose relevant Statistical Information pursuant to the Chief Medical Officers of Health’s discretion, to the Ministry of Education in the manner and within the timelines prescribed by the Ministry of Education, including:
- a) The total number of employees subject to this Policy;
 - b) The number of employees that have provided proof of being fully vaccinated against COVID-19;
 - c) The number of employees that provided a documented medical reason for not being fully vaccinated against COVID-19;
 - d) The number of employees that completed an Educational Session about the benefits of COVID-19 vaccination; and
 - e) The number of employees who do not fit into the above categories (e.g. partially vaccinated, have not yet submitted documentation, etc.).
3. WITDA must cooperate with any request by the Ministry of Education for additional detail regarding the Statistical Information provided.

Employees are reminded not to question other employees regarding their vaccination status as this information is considered confidential information. Further, employee are asked not to disclose to parents their vaccination status or the vaccination status of other staff members to the outside community.

Non-compliance with this Policy

Non-compliance with the requirements of this Policy can trigger substantial risk to WITDA staff, children, and the community at large. Accordingly, and in line with WITDA’s policies, directives and applicable legislation, any non-compliance with this policy may result in discipline up to and including termination of employment.

This Policy does not provide Medical Advice

Any information contained within this Policy or the attached enclosures regarding COVID-19 vaccines is provided for informational purposes only and does not constitute medical advice. No material within this Policy is intended to be a substitute for medical advice, diagnosis or treatment. Always seek the advice of your physician or other qualified health care provider with respect to any questions you may have regarding COVID-19 vaccines, and never disregard professional medical advice or delay in seeking it because of something you have read in this Policy.

Changes to this Policy

This Policy shall be revised as needed based on risk assessments, WITDA discretion, and applicable laws, regulations, set by the Ministry of Education and Public Health orders, or other governing bodies we must adhere to directives and recommendations.

Waterloo Infant Toddler Daycare Association Consent to Disclosure and Retention of Immunization Records Form

By signing below, I _____, attest that, effective _____, 2021 (**Date of last dose received**), I have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and that I have received the final dose of the COVID-19 vaccine at least 14 days ago.

Attached hereto are true copies of my COVID-19 immunization records (“**Proof of Vaccination Records**”). By signing below, I hereby consent to providing my Proof of Vaccination Records freely and voluntarily to Waterloo Infant Toddler Daycare Association (WITDA) for the express purposes of WITDA’s COVID-19 Vaccination and Testing Policy (“**Compliance Requirements**”), subject to the additional terms and conditions set out below:

- 1. Strict Confidentiality** – WITDA will treat my Proof of Vaccination Records, and any communications or information relating to my COVID-19 immunization status (collectively the “**Information**”), as strictly confidential. Unless required to do so by applicable law and or Public Health, WITDA will not disclose the Information to any third party.
- 2. Limited Disclosure may be Required by Law** – I understand that WITDA is bound to regulatory and legislative requirements under applicable laws and guidelines, which may require WITDA to disclose the Information (in identifiable or de-personalized format) and my identity (including my name, address, and contact information) to third parties including the Ministry of Health, the Ministry of Education, the Ministry of Labour, and the local public health unit (including for the purposes of a contact tracing investigation). By signing below, I hereby authorize such disclosure, in the event that applicable law should require it.
- 3. Permitted Uses of the Information** - I understand that the Information may also be used internally by WITDA for the purposes of administering my employment relationship, including for the purposes of workplace health and safety, and, more specifically, for the purposes of administering the Compliance Requirements. I understand that WITDA will take every precaution reasonable in the circumstances to maintain the confidentiality of the Information, including implementing appropriate data security measures and limiting access to only those individuals responsible for administering the Compliance Requirements, or dealing with the appropriate regulatory authorities.
- 4. Retention of the Information** – I understand that the Information will be stored in accordance with WITDA’s standard practices and procedures that govern the collection, and retention of worker health information, and in accordance with the statutory requirements of the *Health Protection and Promotion Act*, and any other applicable law. I understand that the Information will primarily be stored in and subject to the laws of the province of Ontario, Canada.
- 5. Retention Period** – By signing below, I understand that WITDA will retain the Information for either: (1) a period of two (2) years, or (2) until such time as the information is no longer necessary for the purposes of the Compliance Requirements and/or the administration of my employment relationship.
- 6. Waiver and Release** – I expressly waive, release and forever discharge for myself, my heirs, estate, executors, administrators, successors and assigns, WITDA and its workers, owners, representatives, agents, subsidiaries or related corporations, successors, and assigns (each a “**Releasee**” and collectively the “**Releasees**”) of and from any and all claims, demands, actions and causes of action, now known or hereafter known in any jurisdiction throughout the world, on account of injury, death or property damage arising out of or attributable to the Compliance Requirements, whether arising out of the acts or omissions

of WITDA or any Releasee or otherwise. I further agree to indemnify, defend and hold harmless the Releasees from any litigation expense, attorney fees, or claim for personal injury in connection with the Compliance Requirements and/or the Policy.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read, understand, and agree to the terms contained within this Form. I have been informed about and understand the purposes of the Compliance Requirements, and/or the Policy. I consent freely and voluntarily to collection and retention of the Information for the purposes of the Compliance Requirements, and/or the Policy, and hereby authorize the retention and required disclosure of the previously mentioned personal information including my Proof of Vaccination Records, as contemplated above. I understand and agree that misrepresentation of my COVID-19 immunization status is a serious matter that may result in discipline up to and including termination of my employment or engagement with WITDA.

Employee Name Printed

Employee Signature

Date

Address

City

Postal Code

Email Address

Phone Number

Waterloo Infant Toddler Daycare Association COVID-19 Rapid Antigen Testing Consent and Release Form

Waterloo Infant Toddler Daycare Association has implemented private sector Rapid Antigen Testing in accordance with the province of Ontario's *COVID-19 Guidance: Considerations for Privately Initiated Testing* and in order to achieve compliance with the Province of Ontario's mandatory requirements for designated high risk workplaces, including Childcare Centres.

By signing below, I _____, hereby consent to undertake a Rapid Test administered by WITDA, and further agree to the following terms:

Mandatory Health Screening: I will complete a self-assessment using the WITDA employee online screening tool provided to me. If I have answered "yes" to any of the mandatory questions on the Screening Tool, I will not attend WITDA's facility or any of WITDA's sites for any reason. Instead, I will self-isolate immediately, and follow the directions provided to me by the Screening Tool and Public Health.

Rapid Testing is not intended for symptomatic individuals: By signing below, I confirm that I am not suffering from any of the symptoms listed on the WITDA employee online screening tool, as amended from time to time when required by the Ministry of Education, Public Health etc. If I have symptoms of COVID-19, I will immediately schedule a PRC diagnostic test or contact my family physician for advice. By signing below, I further confirm:

- i. I do not have any of the symptoms associated with COVID-19;
 - ii. I have not been advised of a possible exposure to COVID-19 through the COVID Alert App, or by public health authorities;
 - iii. I have not been advised to self-isolate by a public health authority because of living or working in a setting that has an active COVID-19 outbreak.
- b. **Consent to Rapid Testing:** I voluntarily consent and authorize WITDA to conduct specimen collection and analysis for the purposes of Rapid Testing. I acknowledge and understand that my Rapid Test will require the collection of an appropriate sample through an anterior nasal swab.
 - c. **Informational Purposes Only:** I understand that there are risks and benefits associated with undergoing Rapid Testing, and there may be a potential for false positive or false negative Rapid Test results. Any results I receive are for informational purposes only and do not constitute a medical diagnosis.
 - d. **Communication:** I consent to receiving emails, text messages, and phone calls from the Centre's Director/Supervisor at the email address and phone number provided below. Of any irregular test results may be reported to me through any of the foregoing means or any other reasonable mechanism, including text messages or web-based applications.
 - e. **WITDA's Reporting Obligations:** I understand that my identity (name, address, and all contact information) and positive results may be reported to the local public health authorities, in accordance with applicable law. In the event that I screen "preliminary positive", I understand that WITDA may be obligated to report my Rapid Test result to the local public health unit.
 - f. **My Responsibilities:** I assume full responsibility to seek and obtain medical and other advice relating to Rapid Testing and any results I receive. In the event of a "preliminary positive" Rapid Test result, I will be solely and exclusively responsible for:
 - g. **Completing a COVID-19 Rapid antigen self-test:** I will take part in self-rapid testing twice a week at the centre or WITDA location I work at. Monday mornings 30 minutes before your shift starts. Or on the first day you arrive to work for the week. Then again on Wednesday afternoon before you leave for home. Or on the Thursday of a long weekend. Supplies will test the first day they work during the week and again on the

third day of work. If there is a positive case the person will have to go for a proper PCR test given out by Waterloo Region Public Health.

I will be paid for the 30 minutes that I arrive early to do the rapid self-test before my scheduled shift. If I arrive late for testing I will not be paid. However your test needs to be complete before you start your shift. I am aware that the results can take up to 20 minutes to be completed so I need to ensure I arrive in enough time to complete the test and be able to start my shift on time.

Complying with all applicable public health protocols and guidelines: Any positive results will be reported to the Chamber of Commerce’s and Waterloo Region Public Health. including but not limited to self-isolating immediately after being advised of a “preliminary positive” Rapid Test result, and participating in any required contact tracing in accordance with applicable law; and

Refraining from attending at or entering a WITDA’s sites in contravention of the Compliance Requirements.

Should I have questions or concerns regarding my results, or a worsening of my condition, I shall promptly seek medical advice, in accordance with current public health guidelines and requirements, and treatment from an appropriate medical provider.

I expressly waive, release and forever discharge for myself, my heirs, estate, executors, administrators, successors and assigns, WITDA and its workers, owners, representatives, agents, subsidiaries or related corporations, successors, and assigns (each a “**Releasee**” and collectively the “**Releasees**”) of and from any and all claims, demands, actions and causes of action, now known or hereafter known in any jurisdiction throughout the world, on account of injury, death or property damage arising out of or attributable to my participation in Rapid Testing and any associated matters relevant to the Compliance Requirements, whether arising out of the acts or omissions of WITDA or any Releasee or otherwise. I further agree to indemnify, defend and hold harmless the Releasees from any litigation expense, attorney fees, or claim for personal injury in connection with the Compliance Requirements.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read, understand, and agree to the terms contained within this Form. I have been informed about the purpose of the Rapid Testing, procedures to be performed, potential risks and potential benefits and the relevance of Rapid Testing to the Compliance Requirements. I consent freely and voluntarily to Rapid Testing, and to the collection and possible disclosure of my personal information, including my Rapid Testing results as noted above, to third parties including the local public health authorities.

Employee Name Printed

Employee Signature

Date

Address

City

Postal Code

Email Address

Phone Number

Closing Comments

If any parent, staff member have questions regarding Waterloo Infant Toddler Daycare Association Pandemic plan they should contact the Director at 519-746-7510. WITDA works very hard to ensure the safety of the Children, Staff and Families of WITDA. We want to work with everyone to ensure everyone's safety during these trying and unprecedented time. WITDA has the right to change any policy as they see fit at any time with little notice to families and or staff. WITDA follows all guidelines set out by The Public Health, Ministry of Education and the Ministry of Labour.