

Resuming Care & COVID-19: Best Practice Guidelines for Home Child Care

Updated June 18th, 2020



Adjusting to the new normal of life during COVID-19 will require some serious thought and planning. Business practices, policies, and procedures will need to be amended to consider all implications—for the business itself, and more importantly for the people involved.

Depending on where you live, your local public health unit might have some guidelines, recommendations, and/or requirements already put in place. Public health directives should take priority and be followed at all times. Use this link to find your Ontario local public health unit: <https://www.phdapps.health.gov.on.ca/PHULocator/>

While each home child care business is unique, and providers will undoubtedly make decisions best geared towards their individual professional and personal needs, there are some guidelines available to help you start the planning process. These can be used in the absence of or in conjunction with specific orders from your local public health unit.

Ottawa Public Health Reference Documents:

- COVID-19 Guidance for Home Childcare Settings—June 15 2020: https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/childcare/COVID-19_Home-based-Childcare-Guidance-EN.pdf
- Directives pour les services de garde en milieu familial en ce qui a trait à la COVID-19—le 15 juin 2020: https://www.santepubliqueottawa.ca/fr/professionals-and-partners/resources/Documents/childcare/COVID-19_Home-based-Childcare-Guidance-FR.pdf
- COVID-19 Screening Checklist for Home Childcare: https://ccprn.com/wp-content/uploads/2020/06/Home-ChildCare-Screening-Checklist_EN.pdf
- Environmental cleaning and disinfection in child care centres and schools: https://www.ottawapublichealth.ca/en/professionals-and-partners/environmental-cleaningand-disinfection-in-child-care-centres-and-schools.aspx?_mid_=19892
- Bilingual Poster “Stop! Do not enter this home if...”: https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/childcare/COVID19_ChildCare_Door-Signage_Homebase.pdf

Sample Documents (attached below):

Please modify and/or update as needed. Communicate with parents that all documents are subject to change.

- **Appendix 1) Notice and Assumption of Risk**—for parents to sign prior to a child returning for care. This is a sample document—please consult your legal representative for legal advice and/or information on the enforceable nature of this type of document.
- **Appendix 2) Weekly Assessment Tool**—for parents to complete at home each morning and send to the provider via text/email scan or photo attachment.
- **Appendix 3) Active Screening Daily Log Sheet** for providers to ask each family, in person, each morning and to record provider’s own temperature (and for any household members). If the parent has sent in the child’s morning temperature, you can use this recording. This is also your opportunity to visually observe the child/family for any signs of illness. Every person who enters your home should be screened (repair person, etc.)—be sure to record their temperature and contact phone number. The OPH COVID-19 Guidance for Home Childcare Settings only references taking an initial temperature (usually in the morning prior to a child arriving for care), some providers might choose to take a second reading before nap time.
- **Appendix 4) Provider’s Plan to Reduce the Risk of COVID-19 Transmission**—Refer to [OPH COVID-19 Guidance for Home Childcare Settings](#) for recommended measures.
- **Appendix 5) COVID-19 Response Plan**—Identifies protocols in place in the event that a child, parent, childcare provider and/or provider’s household contact is exposed to COVID-19.

Communicating openly with families will be imperative and will pave the road for a smooth and successful transition.

- How and when will you present your “resuming care” plan to families?
- What new family expectations have been put in place?
- How often and when will you revisit your plan?
- Will your plan be an official amendment to your contract?

Knowing that you have the health, safety, and well-being of all children and families at heart will relay a message of care and compassion. Following provincial and/or municipal guidelines while developing your own plan to resume care highlights your expertise in the field and your commitment to quality child care.

“Do the best you can until you know better.
Then when you know better, do better.”

Maya Angelou

Additional Links: Information Compiled and Updated on June 18th, 2020

Cleaning and Disinfection:

- Ottawa Public Health: Environmental cleaning and disinfection in child care centres and schools

https://www.ottawapublichealth.ca/en/professionals-and-partners/environmental-cleaning-and-disinfection-in-child-care-centres-and-schools.aspx?_mid_=19892

- Ottawa Public Health: Cleaning and Disinfection Checklist

<https://www.ottawapublichealth.ca/en/professionals-and-partners/cleaning-and-disinfection-checklist.aspx>

- Ottawa Public Health—Stop the Spread of Germs

<https://www.ottawapublichealth.ca/en/public-health-services/stop-the-spread-of-germs.aspx#Cleaning-your-home-to-prevent-the-spread-of-germs->

- Public Health Ontario: Coronavirus Disease 2019 (COVID-19) Cleaning and Disinfection for Public Settings

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

From Health Canada: All disinfectants that have a drug identification number (DIN) have been approved for sale in Canada. While most disinfectants will work against coronavirus, the following list of hard-surface disinfectants are supported by evidence following drug review, demonstrating that they are likely to be effective and may be used against SARS-CoV-2, the coronavirus that causes COVID-19.

- Health Canada: Hard surface disinfectants and hand sanitizers (COVID-19)

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>

Examples of disinfectants from this list (**NOT necessarily recommendations, please research products carefully**):

- Spray Nine DIN 02160331 available at Home Hardware:

<https://www.homehardware.ca/en/heavy-duty-cleaner-disinfectant-650-ml/p/4521880?page=search-results%20page>

- Buckeye Lemon Quat DIN 01962051 limited availability at Ren's Pets:

<https://www.renpets.com/products/buckeye-sanicare-lemon-quat-gal>

- Maxill tb Minuteman NEX GEN Disinfectant DIN 02488981 (solution) DIN 02488973 (wipes)

<https://www.maxill.com/ca/products/infection-control/disinfectants/tb-minuteman-nex-gen-disinfectant.html>

- Swish Miracle Disinfectant Spray ‘N Wipe DIN 02242836

<https://swish.ca/default/sku2-4015-fm.html>

- Many household brands including Lysol, Clorox, Windex, Fantastik, reference DIN from the Health Canada link above to be certain.

Screening and Symptoms

- Eastern Ontario Health Unit: Daily Health Assessment

<https://eohu.ca/files/resources/12086-icd-20e.pdf>

- Ottawa Public Health: Employee Screening

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_EN.pdf

- Ontario Ministry of Health: COVID-19 Reference Document for Symptoms Version 5.0 May 25 2020

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Personal Protective Equipment On and Off Directions

- Public Health Ontario—PPE on and off

<https://www.publichealthontario.ca/-/media/documents/R/2012/rpap-recommended-ppe-steps.pdf?la=en>

- Public Health Ontario—Putting on full PPE video

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

- Ontario Workplace PPE Supplier Directory

<https://covid-19.ontario.ca/workplace-ppe-supplier-directory#no-back>

- Other options for purchasing PPE—Stock and pricing subject to change, shipping cost varies:

- Masks, Gloves, Shields: Medic Supplies

<https://medic supplies.ca/>

- Masks, Gloves, Shields, Infrared Thermometer, Hand Sanitizer

<https://www.wintergreen.ca/sanitizing-safety-solutions>

- Masks, Gloves, Shields: St. John Ambulance
<https://on.shopsafetyproducts.ca/products.php?page=1&sid=1&cid=37>
- Masks, Gloves, Shields, Hand Sanitizer: Southwest Business Products
<https://www.southwestbusiness.ca/en/corporate-supplies/ppe/>
- Masks, Gloves, Shields, Hand Sanitizer: Canada Care Medical
<https://canadacaremedical.com/medical-products/personal-protective-equipment/>
- Masks, Shields, Hand Sanitizer Dispensers: Scholar's Choice
<https://www.scholarschoice.ca/ppe.html>
- Gloves: Wellwise by Shopper's Drug Mart
<https://www.wellwise.ca/search?term=latex%2520gloves>
- Assorted Items: Ontario Medical Supply
<http://www.oms.ca/news/retail-store-reopening.aspx>
- Masks, Hand Sanitizer: CA Paradis
<https://www.chefsparadise.ca/>

Posters and Infographics

- Ottawa Public Health: Door Signage Emergency Child Care Centres Bilingual

https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/EMERG_2020-COVID19_ChildCare_8.5x14_Apr17.pdf

- Ottawa Public Health: Door Signage Emergency Child Care Centres English and French

https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/EMERG_2020-COVID19_ChildCare_8.5x11_Apr17.pdf

- Ottawa Public Health: Simple steps to prevent the spread of germs at work, home, or in the community

<https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19-WorkPlace-letter-poster-2020.pdf>

- Ottawa Public Health: Safely putting on and taking off a non-medical mask

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Safely_Putting_on_Taking_off_Nonmedical_Mask_OPH_EN.pdf

- Ottawa Public Health: Practice Physical Distancing

https://www.ottawapublichealth.ca/en/shared-content/resources/Corona/Covid-19-Physical-Social-Distancing-Poster-v2020-EN_acc.pdf

- Ottawa Public Health: Hand Washing Bilingual

https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handwashing_poster.pdf

- Ottawa Public Health Video: Wash Your Hands the Right Way

<https://www.ottawapublichealth.ca/en/public-health-services/stop-the-spread-of-germs.aspx>

- Public Health Agency of Canada: Know the Facts Coronavirus Disease (COVID-19)

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-know-the-facts/04-03-02-COVID-Know-The-Facts-EN-04.pdf>

Developmental Needs of Children

- Consider the developmental needs of the children and the importance of the caregiving role. How can/will you best meet their needs? Is enforcing physical distancing practical? How will you continue to support their social and emotional learning? How will you care for a child who is crying and/or in distress (i.e. pick up and comfort using a blanket, facing the child outwards)? How will you discuss and communicate your plans to your families?
 - This article «Lâchez le 2 mètres pour les moins de 18 ans!» discusses the idea of not having toddlers physical distance from each other: <https://www.ledevoir.com/politique/579320/il-faut-que-jeunesse-se-vive>
 - Follow-up article “Physicians demand Legault ease restriction rules for children”: <https://montrealgazette.com/news/quebec/physicians-demand-legault-ease-restriction-rules-for-children>

General Guidance for Re-Opening Child Care

- Ontario Ministry of Education: Operational Guidance During COVID-19 Outbreak Child Care Re-Opening (This is geared towards licensed centres and agencies licensed for home child care)

<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

- Toronto Public Health: COVID-19 Guidance for Child Care Settings—June 16 2020 (for both centre based and home based care)

<https://www.toronto.ca/wp-content/uploads/2020/04/9571-COVID-19-Guidance-for-Child-Care-Settings.pdf>

- Eastern Ontario Health Unit: Home-Based Child Care Operating Guidelines for COVID-19

<https://eohu.ca/files/resources/12084-2-icd-20e.pdf?125104e654>

- Public Services Health and Safety Association: Precautions when working as a childcare provider

<https://www.pshsa.ca/resources/covid-19-precautions-when-working-as-a-childcare-provid>

- Public Services Health and Safety Association: Health and Safety Guidance During COVID-19 for Employers of Child Care Centres

<https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-child-care-centre>

- Canadian Centre for Occupational Health and Safety: Coronavirus (COVID-19) Tips for Daycares

https://www.ccohs.ca/images/products/pandemiccovid19/pdf/day_cares.pdf

French Resources:

- Santé publique d'Ottawa: Fournisseurs de services de garde d'enfants

<https://www.santepubliqueottawa.ca/fr/professionals-and-partners/child-care-providers.aspx>

- Santé publique d'Ottawa: Mesures de prévention et contrôle des infections dans un service de garde d'enfants

<https://www.santepubliqueottawa.ca/fr/professionals-and-partners/child-care-ipac.aspx#Environmental-cleaning-and-disinfection-in-child-care-centres-and-schools>

- Ministère de la Santé COVID-19 - Document de référence sur les symptômes Version 5.0 - 25 mai 2020

http://www.health.gov.on.ca/fr/pro/programs/publichealth/coronavirus/docs/2019_referenc_e_doc_symptoms.pdf

- Ministère de l'Éducation: Directives opérationnelles durant l'éclosion de COVID-19 Réouverture des services de garde d'enfants

<http://www.edu.gov.on.ca/gardedenfants/reouverture-des-services-de-garde-denfants.pdf>

- Coronavirus (COVID-19) Conseils Garderies

https://www.cchst.ca//images/products/pandemiccovid19/pdf/day_cares.pdf

- Institut national de santé publique du Québec: Recommandations intérimaires concernant les travailleuses des services de garde

<https://www.inspq.qc.ca/sites/default/files/covid/2984-travailleuses-services-garde-covid19.pdf>

Appendix 1) Notice of Risk Relating to Coronavirus/COVID-19

***This Sample Waiver has been provided for information and sharing purposes only. Please feel free to modify and/or consult your legal representative for legal advice, including information regarding the enforceable nature of this type of document.**

Excerpt from Ottawa Public Health (June 15 2020): https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/childcare/COVID-19_Home-based-Childcare-Guidance-EN.pdf

With community transmission of COVID-19 in Ottawa, there is a risk that transmission from both symptomatic and asymptomatic persons may occur. While measures to attempt to control these risks may be implemented in a home childcare setting, it is important that parents and home childcare providers are made aware of, and understand, the risks. Please see the Notice of Risk below:

Notice of Risk When children from multiple families attend a single home childcare, there is an increased risk of the COVID-19 virus coming into the home childcare. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the home childcare. This means that children can bring home an infection acquired in the home childcare and put other persons at risk. This home childcare has a screening process to help detect infections when there are symptoms; however, this screening process will not detect infected children or adults who do not have symptoms at the time of screening.

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and local governments and federal and local health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups of people.

(provider's name/childcare business name) has put in place preventative measures to reduce the spread of COVID-19; however, as with any virus, (provider's name/childcare business name) cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending (my home childcare/business name) could increase your risk and your child(ren)'s risk of contracting COVID-19.

On my behalf, and on behalf of my children, I hereby release, agree not to sue, discharge, and will hold harmless (provider's name/business name), its employees or family members, of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

By signing this waiver, I am agreeing that I am fully aware of the risks and liabilities of sending my child(ren) to (provider's name/business name). With a full understanding of this and (provider's name/business name) policies, I acknowledge the contagious nature of Covid-19 and voluntarily assume sole responsibility of the risks for my child(ren) and myself to the possibility of being exposed to and contracting Covid-19 by attending (provider's name/business name).

Signature of Parent/Guardian 1

Date

Signature of Parent/Guardian 2

Date

Print Name of Parent/Guardian 1

Print Name of Parent/Guardian 2

Full Name of Child(ren): _____

Appendix 2) Weekly Assessment Tool

From OPH COVID-19 Guidance for Home Childcare Settings—June 15 2020:

https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/childcare/COVID-19_Home-based-Childcare-Guidance-EN.pdf

Screening and temperature checks should be conducted whenever possible before individuals arrive at the childcare.

Parents/guardians who are unable to do this at home must wait on site, until their child has had their temperature checked and is clear to participate in the day.

Weekly Morning Assessment Tool for: _____ (Child’s name) _____

Please complete each morning, photograph or scan, and email to: _____ (Provider’s email) _____

Parent’s Name: _____ **Cell Number:** _____

Please do not leave any blanks, indicate “yes” or “no”.

Date						
Time						
Temperature						
New or Worsening Cough						
Shortness of Breath or Difficulty Breathing						
Sore Throat						
Difficulty Swallowing						
Loss of taste or smell						
Nausea/Vomiting						
Diarrhea						
Abdominal Pain						
*Runny nose, or nasal congestion						
Loss of Appetite						
Unexplained Fatigue/Malaise						
Worsening of Chronic Conditions						
Chills						
Headaches						
Croup						
Conjunctivitis (pink eye)						
Pneumonia						
Delirium/Confusion/Odd Behaviours						
List any medications administered within the past 8 hours, otherwise indicate “none”.						
Our family is following all recommendations from Ottawa Public Health for physical distancing. Indicate “yes” or “no”.						
Parent Signature						

*Runny nose, or nasal congestion – in absence of underlying reason such as seasonal allergies, post-nasal drip, etc.

This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis, or treatment.

This assessment is to be used in addition to the daily in-person active screening of each child and family.

Appendix 3) COVID-19 Active Screening Daily Log Sheet

DATE: _____

From Ottawa Public Health: COVID-19 Guidance for Home Childcare Settings – June 15 2020 https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/childcare/COVID-19_Home-based-Childcare-Guidance-EN.pdf

Active Screening is required for anyone entering the home childcare. For COVID-19 specifically, anyone who fits the criteria below will not be allowed into the home childcare and will need to self-isolate for a period of 14 days (or as directed below related to management of symptoms):

1. Do you or your child(ren) have any of the symptoms outlined below: Fever (**temperature of 37.8 degrees C or greater**), new or worsening cough, shortness of breath? Other symptoms including – sore throat, difficulty swallowing, new olfactory or taste disorder(s), nausea, vomiting, diarrhea, abdominal pain, runny nose, or nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.) or other signs or atypical symptoms including–pneumonia, unexplained fatigue, delirium (a serious medical condition that involves confusion, changes to memory, and odd behaviours), unexplained or increased number of falls, acute functional decline, worsening of chronic conditions, chills, headaches, croup, or conjunctivitis (pink eye)?
2. Do you or your child(ren) have symptoms compatible with COVID-19 and have an inconclusive laboratory diagnosis of COVID-19?
3. Have you or your child(ren) travelled outside of Canada in the last 14 days?
4. Do you or your child(ren) live with, or have provided care for (without appropriate PPE), or spent time with someone who has tested positive for COVID-19, is suspected to have COVID-19, has an inconclusive laboratory diagnosis of COVID-19, or who has symptoms that started within 14 days of travel outside of Canada?
5. Have you or your child(ren) lived in or worked in an institution, group home, or other facility known to be experiencing an outbreak of COVID-19 (e.g., long term care, prison)?

Parent/ guardian Full Name	Child's Full Name	Parent Cell #	Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Temp.	Time	Temp.	Time
Jane Doe	Johnny Doe	613-613-6136	N	N	N	N	N	37.2	7:30am	36.9	12:20pm
Provider's name											
Household members											
Provider's own children											
Any other person entering the home		Contact #									

Appendix 4) Provider's Plan to Reduce the Risk of COVID-19 Transmission:

Complete and share with parents, your plan for reducing the risk of transmission. Your plan can be as detailed as you like and should be specific to your home/yard. Refer to [OPH COVID-19 Guidance for Home Childcare Settings](#) for recommended measures.

Here are some suggested headings and example strategies:

Health & Safety:

- i.e. only one point of entry and exit
- i.e. increased hand washing for provider and children
- i.e. minimal personal belongings to be brought to child care
- i.e. no self-serving or shared utensils during meal time
- i.e. paper towels instead of shared hand towels
- i.e. information package shared with families

Daily Screening Procedure:

- i.e. location where this will take place
- i.e. steps involved
- i.e. attach a copy of your daily and weekly assessment tools

Cleaning & Disinfection:

- i.e. clean and disinfect high touch surfaces at least twice a day
- i.e. toys and equipment to be cleaned and disinfected daily

Encouraging Physical Distancing:

- i.e. extend outdoor play
- i.e. have children nap in separate rooms
- i.e. encourage individual play

Use of Personal Protective Equipment:

- i.e. if a child shows symptoms of being ill
- i.e. if taking a child's temperature during the morning screening

Other Strategies and/or changes to your regular programming/routine:

- i.e. implement a staggered entry/exit system for families
- i.e. reduce opening hours of the daycare to allow time for extra cleaning
- i.e. removing and reducing clutter and number of toys
- i.e. removing items that are difficult to disinfect
- i.e. removing shared sensory activities
- i.e. how will you offer comfort?

Appendix 5) COVID-19 Response Plan:

This document should describe the measures and protocols to be taken in the event that a child, parent, childcare provider and/or provider's household contact is exposed to COVID-19.

Refer to [OPH COVID-19 Guidance for Home Childcare Settings](#)

Here are some considerations for this document:

- Be sure that all parent emergency contact information is up to date and easily accessible.
- Communicate your expectations regarding pick up time once an emergency phone call has been placed.
- Indicate where a symptomatic child will be placed while waiting for pick up.
- Indicate that the area where a symptomatic child was waiting will be cleaned and disinfected.
- Consider providing parents with "Management of Child, Childcare Providers and household contacts of Childcare Provider with COVID-19 Symptoms"

From [OPH COVID-19 Guidance for Home Childcare Settings](#):

"All children, childcare provider(s) and household contacts of the childcare provider who are symptomatic should be referred for testing."

"Inform parents/guardians of other children that a child has developed a symptom and has been sent home pending testing and further assessment as needed. Ask parents to please monitor the health of their child and to notify the home childcare provider if their child develops symptoms. As long as children remain symptom-free, they can continue to attend the home childcare."

Sample COVID-19 Response Plan:

Measures to be taken should a child develops symptoms of COVID-19 while in my care:

- Isolate the child by placing in a separate, supervised area: _____
- Call parent for immediate pick up. Emergency numbers are located: _____
- Comfort the child as needed, wearing PPE as needed. Emergency PPE is located: _____
- At pick up, inform parent that the symptomatic child should be referred for testing. Provide or email parent copy of "Management of Child, Childcare Providers and household contacts of Childcare Provider with COVID-19 Symptoms" from above referenced document and refer to OPH.
- If possible, immediately clean and disinfect the area where the symptomatic child had been waiting. Otherwise to be done as soon as possible.
- Notify parents/guardians of other children that a child has developed a symptom and has been sent home pending testing and further assessment as needed. Ask parents to please monitor the health of their child and to notify me if their child develops symptoms.
- Follow up with parents of symptomatic child and with OPH as needed.

Measures to be taken should I (or one of my household contacts) develop symptoms of COVID-19:

- I/my household contact will immediately wash hands & don a face mask
- Parents of children in care will be contacted immediately for pick up. While waiting, I will try to maintain a 2-meter distance while also supervising the children.
- I will refer myself/household contact for testing, will follow up with OPH, and will keep families updated.