

COVID-19

Action plan in the event of a second wave

EDUCATIONAL CHILDCARE SERVICES,

FAMILY COMMUNITY ORGANIZATIONS,

COMMUNITY DROP-IN DAYCARE SERVICES

AND COMMUNITY SOCIAL PEDIATRICS CENTRES

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1 A PLAN PRIORITIZING CHILD DEVELOPMENT

This action plan concerns educational childcare services, family community organizations, community drop-in daycare services and community social pediatrics centres. It will be implemented if a second wave of COVID-19 requires application by the government of new health measures.

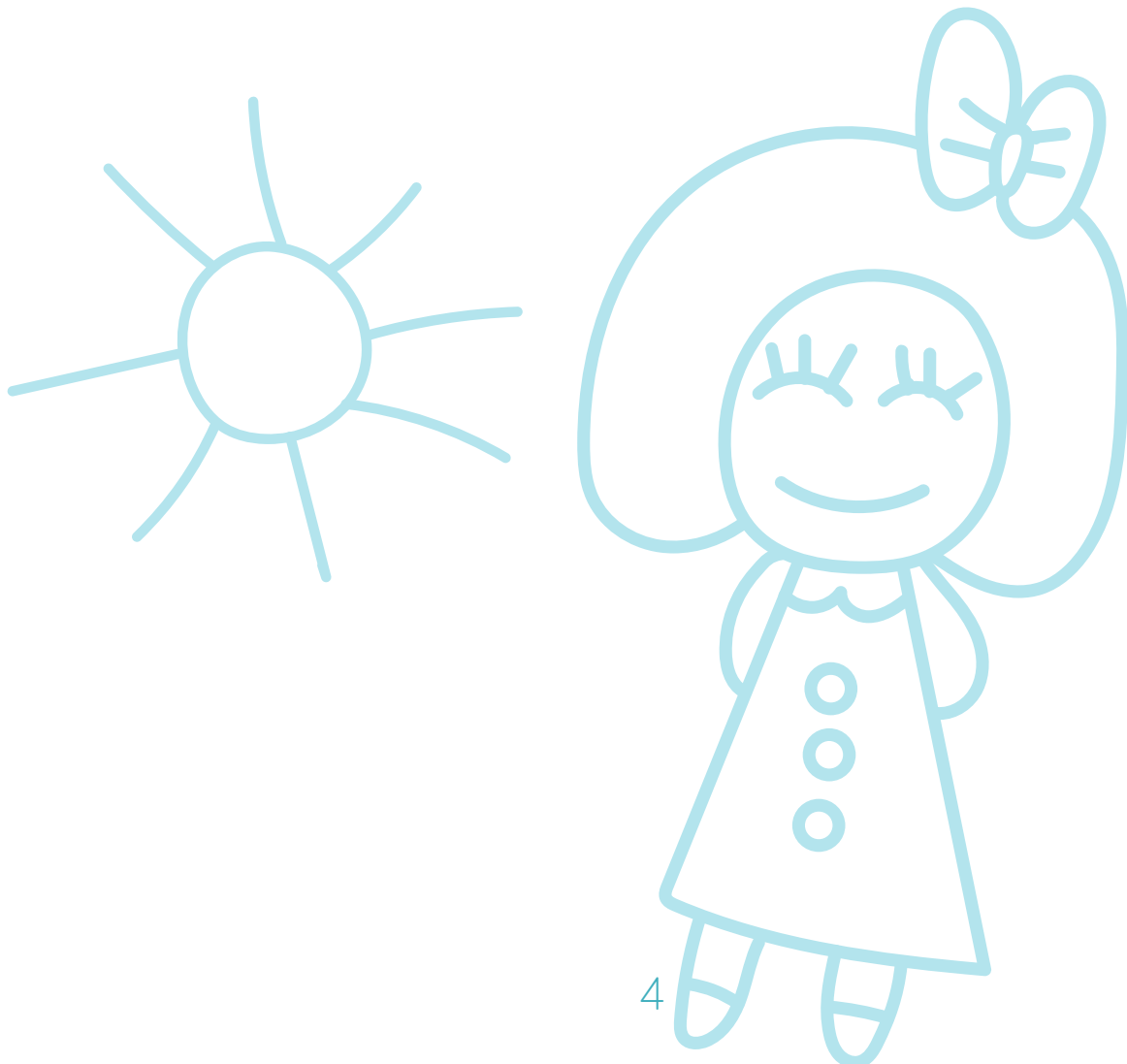
Based on the guidelines provided in the past weeks, the Québec government intends to proceed in a targeted manner, by region and/or by activity sector, if a new lockdown period proves necessary.

The actions called for in this plan prioritize ensuring the development, health and safety of children and their families. They are also aimed at enabling parents to continue carrying out their professional activities.

This plan is based on the experience of the first wave. It presents the improvements to be made and the steps to take with regard to health measures, financing measures, work relations, the sharing of responsibilities and communication between the various stakeholders.

The Ministère de la Famille's partners, in particular the Québec-wide daycare service associations, community organizations, community social pediatrics centres working with families, aboriginal representatives and union groups, were consulted. The findings and needs expressed have largely been taken into account in this plan.

Naturally, deployment of the measures proposed here will need to be based on an analysis of the situation prevailing at the time of this deployment, working closely with the Direction générale de la santé publique in the interests of children, families and staff of the organizations concerned.



2 LEARNING FROM OUR EXPERIENCE

In March 2020, when the educational childcare centres were shut down and emergency daycare services were implemented, there was only rudimentary knowledge of the degree of transmission of the virus and the protective measures to take to minimize its spread. The actions required in the event of a second wave can now be planned taking into account the experience gained.

Educational childcare services: essential services

If the usefulness of educational childcare services had to be demonstrated, the pandemic has clearly shown how essential they are to Quebec society. Educational childcare services are an integral part of our social safety net because they promote the full development of young children and enable their parents to continue working.

Putting in place emergency daycare services during the lockdown period allowed thousands of essential workers to safeguard public health and ensure the smooth functioning of our communities' key activities.

Quebecers were then able to go back to work while benefitting from the progressive reopening of educational childcare services that has since contributed to Québec's economic revival.

The health and safety of children and staff first and foremost

The implementation of adapted health measures in the emergency daycare services and educational childcare services has prevented the spread of the virus and limited the number of diagnosed cases.

The proof:

- Between April 3, 2020, the date that COVID-19 cases began being reported to the Ministère de la Famille, and May 11, 2020, the start date of the cold zone reopening, 43 confirmed cases of infection were reported in 36 educational childcare services
- From the start of the cold zone reopening up to July 31, 75 cases of infection were reported in 60 educational childcare services
- The total number of confirmed cases reported since April 3, 2020, is 118: 54 children and 64 adults
- Given that the entire network is now 100% open – 3580 facilities and a possible 306,152 places – the number of cases is considered marginal.
- Among these cases, there have been no deaths.

Furthermore, expanding knowledge now shows that the educational childcare service environment is less conducive to transmission than other environments.

Government support is vital

The Québec government took many actions between March and July to support educational childcare services, family community organizations, community drop-in daycare services, community social pediatrics centres and, thereby, families.

Worthy of mention:

- Special financial assistance totalling \$141 million has thus far been given to subsidized and non-subsidized daycare centres
- Personal protection equipment has been distributed to the educational childcare services and community social pediatrics centres (CSPCs) in all regions
- \$5 million in emergency aid has been given to family community organizations and community organizations providing community child drop-in activities to enable them to continue offering their services to families in the context of the pandemic.

Clear sharing of responsibilities and effective communication

During the past months, the Ministère de la Famille has maintained close ties with its partners. An information bulletin was sent regularly to associations and groups so that they could accompany their members in applying the guidelines. This ongoing communication, carried out as promptly as possible, greatly contributed to the smooth functioning of educational childcare services and organizations in the field.

Combining Ministère de la Famille health guidelines with those of the Direction générale de la santé publique, the Institut national de santé publique (INSPQ) and the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) will be the subject of an improved communication mechanism.

Efforts to be made to ensure workforce availability

The pandemic situation impacts organizations' workforce needs. There was already a staff shortage in educational childcare services before the crisis began, thus the Ministère de la Famille will continue working with its partners to ensure workforce availability, in particular in non-subsidized daycare services and in home childcare services.

Challenges to be met concerning continuity of services to families

Maintaining the services that family community organizations, community drop-in daycare services and community social pediatrics centres offer to often-vulnerable clients is also important and merits special attention.

DECISIONS BASED ON THE FINDINGS OF SCIENTIFIC MONITORING¹

This action plan is based on learning derived from experience, recommendations from partners and rigorous scientific monitoring, from which emerge these findings:

- Few young children appear to be infected by COVID-19 and youngsters appear to experience few complications related to this disease and to be least likely to transmit it. Based on these results, there appears to be a lower risk associated with opening educational childcare services in the event of a second wave than was anticipated at the time of the first wave. This question is still under study by scientists.
- The pandemic and lockdown have negative impacts on families. These impacts appear to be greater among families with one or more children age 5 or younger and even greater among those presenting with vulnerability factors. These families' difficulties appear to be heightened by the additional constraints imposed by the pandemic. Access to daycare services in the context of a second wave could act as a social safety net protecting families and children, especially those most vulnerable.

¹ Information collated by the Ministère de la Famille in August 2020 from scientific studies listed at the end of this document.

3 LOOKING OUT FOR FAMILIES

In light of the learning done during the first wave and with the goal of continuing to provide educational childcare services because they contribute to the full development of young children, the following plan would be followed in the event of a second wave.

Maintaining health measures and strengthening them as required

In all scenarios, the health measures currently in place will be maintained:

- Size and stability of the groups contributing to prevention
- Physical distancing, wearing of personal protection equipment, frequent hand washing, etc.
- Vigilance, access control and management of cases
- Maintaining of guidelines concerning the integration of vulnerable children and handicapped children

The Ministère de la Famille will facilitate access to personal protection equipment among family community organizations by sharing with them the list of its suppliers.

Based on the guidelines of the Direction générale de la santé publique or the Commission des normes, de l'équité, de la santé et de la sécurité du travail, certain measures may be added or strengthened. Such adjustments should be applied in a targeted manner according to regional realities.

Information and tools for parents and daycare services

The Ministère de la Famille works together with public health authorities to provide a seamless response to questions from families and childcare network stakeholders on the monitoring and management of symptoms and cases. In this section you will find a summary of useful information and references.

For families

How to assess symptoms?

Assessing symptoms is a crucial step in preventing the spread of the disease in daycare centres. Parents are invited to use the **assessment tool** found at Quebec.ca/decisioncovid19 to determine if their child can attend the daycare or if other actions involving a health professional are required. The automated questionnaire will facilitate a targeted analysis based on certain factors specific to each situation. It can be used by the entire family as often as needed.

What happens when a case is identified in a daycare centre?

Each situation being different, public health authorities are the persons who determine the appropriate actions to take.

Any child presenting with symptoms in a group will be quickly isolated. A single staff member will take care of the child while awaiting the arrival of the parents, who must call 1 877 644-4545 without delay and follow the guidelines they are given.

If a child in a group receives a positive result or if a number of cases are diagnosed in the educational childcare service, regional public health officials will give detailed guidelines to the daycare. Regional public health officials, in collaboration with the management of the educational childcare service, will make recommendations, i.e. if it is necessary to shut down a group or a daycare service.

In all cases, daycare services will be responsible for informing parents and staff pursuant to the public health authorities' recommendation.

A document describing the procedure to follow in the event of **COVID-19** in a daycare centre is available at the following address: www.quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19.

For daycare services

Links with public health branches

To facilitate rapid joint action to ensure safe daycare environments, daycare services will receive an updated list of contacts in their regional public health branch, as well as emergency telephone numbers to call outside regular operating hours.

Vigilance-symptoms

Parents and staff are invited to use the symptoms assessment tool at [Québec.ca/decisioncovid19](https://quebec.ca/decisioncovid19). Daycare services must not hesitate to do likewise in any situation where doubt exists about a person on site.

Case management procedure to follow

Daycare services will continue to work closely with the public health authorities to tailor their responses to the demands of each situation. They may, however, consult a general process in the document describing the **procedure to follow in the event of COVID-19 in a daycare centre**. This document is available at: www.quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19.

Information to parents

In all situations where a case has been declared in their centre, the daycare service manager or other person responsible must inform the parents upon recommendation of the public health authorities. In this regard, daycare services have access to models for what should be communicated to the parents (appended to the action plan).

Screening prioritization

In the event of an outbreak, staff and the children attending the daycare service will have priority access to testing. Currently, all persons needing to be tested can now have rapid access to tests and results.

Reminder about good health practices

The preventive practices in force are continuing and can be consulted in the memory aid recently updated on the basis of the health guidelines. Whether it's managing access to the site, site set-up, distancing, the wearing of protective equipment, questions to ask parents or employees, or the guidelines to follow for someone presenting with symptoms on site, there are important things to keep in mind to maintain a safe daycare environment.

Planned actions in the event of a targeted renewed lockdown period

If the Québec government decides to proceed with a targeted renewed lockdown aimed at a specific region or activity sector, the plan would be as follows.

Full opening of all educational childcare services

The stability of services provided to children is a major factor to consider. Thus, to ensure children's full development and enable parents to work, no educational childcare services will be shut down except in the case of an outbreak in a facility.

Current procedures for assessing particular needs in terms of shutting down educational childcare services will be continued under the leadership of the regional public health branches concerned. Sharing of information between the regional public health branches and the Ministère de la Famille will be improved. Providing information to parents will be prioritized and will come under the responsibility of the daycare services involved, which will have standardized tools provided by the Ministry.

The maintaining of safety services will also be based on speedy access to screening tests and results for staff and children attending educational childcare services.

Any child presenting with symptoms in a group will be quickly isolated. A single staff member will take care of the child while awaiting the arrival of the parents, who must call 1 877 644-4545 without delay and follow the guidelines they are given.

If a child in a group receives a positive result or if a number of cases are diagnosed in the educational childcare service, regional public health officials will give detailed guidelines to the daycare. Regional public health officials, in collaboration with the management of the educational childcare service, will make all necessary recommendations and indicate whether a group or a daycare service needs to be shut down. Daycare services will be responsible for informing parents and staff. Persons considered at moderate or high risk by the Direction régionale de la santé publique when it analyzes the situation will be removed from the setting and tested.

Information tools regarding symptoms to monitor and the procedure to follow in the event of COVID-19 in educational childcare services are available at: [Québec.ca//famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19](https://quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19).

Voluntary attendance and applicable rate paid by parents

If public health authorities order renewed lockdown measures, in the lockdown zones attendance at educational childcare services will be voluntary. The rate in effect will be paid by parents, whether their child attends the service or not.

Regular childcare services for essential workers

Children of essential workers will benefit from their place at their usual daycare service or will be able to take a temporarily vacant place.

Continuity of services offered by family community organizations, community drop-in daycare services and community social pediatrics centres

Contrary to the first wave and considering the essential nature of the support given to the most vulnerable families, the Québec government will help maintain the services provided by community partners such as community organizations and community social pediatrics centres.

The family community organizations, community drop-in daycare services and community social pediatrics centres will thus be able to continue serving vulnerable children and families while complying with public health guidelines.

The Ministère de la Santé et des Services sociaux will make available the tools required to maintain telemedicine services offered by community social pediatrics centres.

APPROACH ADAPTED TO THE ABORIGINAL COMMUNITIES

The aboriginal communities, having a certain autonomy, will need to be the subject of a targeted and adapted approach in the event of circumstances requiring the imposition of significant health measures and/or a major renewed lockdown. Communications addressed to them will be translated promptly and sent to them without delay.

4 CONTINUING TO WORK TOGETHER

Implementation of communication and dialogue mechanisms

The Ministère de la Famille will continue to work closely with the different Québec-wide associations, the representative associations of daycare service providers and the unions, and with the community sector.

The Ministère de la Famille will also gather from them the information required for decision-making.

As the health situation develops, the Ministère de la Famille will promptly provide the specific applicable guidelines and procedures (opening, shutdown, procedures for providing priority services, health guidelines, ratios, regional differences, etc.).

Apart from establishing clear lines of communication and using the appropriate mechanisms, the Ministère de la Famille will put in place a distinct formal group to regularly bring together community partners and community social pediatrics centres. This dialogue group will allow for discussing the situation, difficulties encountered and potential solutions to meet the needs of families, children and organizations.

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ANNEXES

CHILDREN AND COVID-19

STAY ALERT TO KEEP THE VIRUS FROM SPREADING

If your child shows symptoms on this list, it is recommended that they stay home and avoid contact with other people. After **24 hours**, re-evaluate the situation to see if there is any change in their symptoms.

Before sending your child back to their educational childcare centre or school (including school daycare), please use the **self-assessment tool** available on [Québec.ca/decisioncovid19](https://quebec.ca/decisioncovid19) or call **1-877-644-4545** and follow the guidelines provided to see if your child must be tested, or if they can return to school, school daycare or educational childcare centre.

 <h3>Fever</h3> <p>Children ages 5 and under:</p> <ul style="list-style-type: none">• Rectal temperature of 38.5°C (101.3°F) or higher <p>Children ages 6 and older:</p> <ul style="list-style-type: none">• Oral temperature of 38.1°C (100.6°F) or higher	 <h3>General symptoms</h3> <ul style="list-style-type: none">• Sudden loss of sense of smell without nasal congestion, with or without a loss of taste• Major fatigue• Significant loss of appetite• General muscle pain (not related to physical exertion)	 <h3>Respiratory symptoms</h3> <ul style="list-style-type: none">• Cough (new or worse)• Shortness of breath, difficulty breathing• Sore throat• Runny or stuffy nose	 <h3>Gastrointestinal symptoms</h3> <ul style="list-style-type: none">• Nausea• Vomiting• Diarrhea• Stomach aches
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Do not send your child to school, school daycare or educational childcare centre if:

- you have received instructions from your public health authorities to self-isolate at home (your child and the people they have been in contact with)
- there is a chance that your child is infected, or you think they have been in contact with someone who has COVID 19
- you are in quarantine following travel outside Canada

For all other conditions, meaning an illness other than COVID-19, the standard health criteria for attendance at educational childcare centres, schools and school daycares apply. Therefore, children who are generally in good health (i.e. able to engage in their regular activities) can attend their educational childcare centre, school or school daycare (in particular, children with colds are permitted to attend).

COVID-19 procedure to follow in educational childcare centres

1 If a child shows symptoms¹ while with their group:

- The child is automatically isolated.
- A single staff member cares for the child while waiting for the parent.
- An emergency kit containing the necessary materials (masks, glasses, gloves, etc.) is used.
- The room in which the child is isolated while waiting to be picked up must be ventilated, cleaned and disinfected afterward.
- The parent must contact 1-877-644-4545 as soon as possible and follow the guidelines that are provided. The child showing symptoms must remain in isolation at home until further public health guidelines have been received.

2 If a child shows symptoms¹ while at home:

- It is recommended that the child stay home and avoid contact with other people. After 24 hours, the parents must re-evaluate the situation to see if there is any change in the child's symptoms.
- Parents are encouraged to use the self-assessment tool available at [Québec.ca/decisioncovid19](https://quebec.ca/decisioncovid19) or call 1-877-644-4545 and follow the guidelines provided to see if their child should be tested or sent to their childcare centre.

3 If another child in my child's group tests positive for COVID-19:

- With help from the parents of the child concerned and the childcare centre, the regional public health authorities will follow up with contact tracing.
- Anyone considered to be at moderate to high risk will be contacted by the regional public health authorities and will be removed from the childcare centre and tested.
- Anyone considered to be at low risk will receive a letter from the childcare centre. They may continue to attend the childcare centre and monitor their symptoms over a period of 14 days.

4 If there are several cases of COVID-19 in the same group or if the outbreak involves several groups:

- The regional public health authorities will provide detailed instructions to the childcare centre, which will be responsible for informing all the parents and staff of the centre.
- In collaboration with the administration of the childcare centre, the regional public health authorities will assess the situation and make the necessary recommendations in the event that a group or childcare centre must be closed.
- With help from the administration of the childcare centre attended by the child concerned and the child's parents, the public health authorities will follow up with contact tracing at the childcare centre.
- Anyone considered to be at moderate to high risk is removed from the childcare centre and tested.

* It is possible that intervention measures may be intensified (closing an educational childcare centre, etc.) based on the public health authorities' analysis of virus transmission in the centre and on the epidemiological factors specific to the community or region.

1. The symptoms to watch for are: fever, cough (new or worse), shortness of breath, difficulty breathing, sore throat, runny or stuffy nose, sudden loss of sense of smell without nasal congestion, with or without a loss of taste, major fatigue, significant loss of appetite, general muscle pain (not related to physical exertion), nausea, vomiting, diarrhea and stomach aches.

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Reminder of Good Health Practices for Educational Childcare Establishments – Facilities

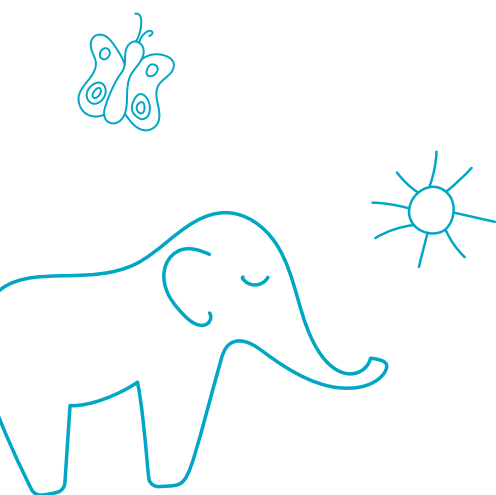
The following good health practices align with the COVID-19 prevention measures recommended by the Direction générale de la santé publique (DGSP). These practices are designed to assist childcare establishments in the task of organizing their premises and daily activities so as to reduce the number of interpersonal contacts and ensure stability in the children's groups and staff, as well as better traceability of individuals exposed to a case of COVID-19, if applicable.

To find out about these measures, please visit the following websites:

- Measures recommended by the Direction générale de la santé publique:
www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/reponses-questions-coronavirus-covid19/isolement-symptomes-traitements-covid-19/
- Toolkit for the childcare services sector from the CNESST (documents in French):
www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils-secteur-services-garde.aspx

The following tools are available to childcare establishments to help them prevent and manage cases and to handle a possible second wave:

- COVID-19 Symptom Self-Assessment Tool (online tool for determining the steps to take if symptoms present):
Quebec.ca/decisioncovid19
- Procedure to follow if COVID-19 present in an educational childcare facility:
www.quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19/
- Action plan in the event of a second wave of COVID-19:
www.quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19/
- Sample letters informing parents and staff of the presence of confirmed cases of COVID-19 in the childcare facility, or of the need to temporarily close the facility in the event of an outbreak (appended to the action plan).
- Self-Care Guide for Parents – COVID-19:
<https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/guide-autosoins-covid-19/#c68340>



Entry of parents and staff members

- Whenever possible, take charge of the children when they arrive at the main entrance door.
 - As much as possible, limit the access of any individuals who are authorized to drop off or pick up a child occasionally and who do not live at the same address.
 - Minimize parents' access to the childcare facility (e.g. parents should not enter the room where their child's group is).
 - Parents whose child is new at the childcare facility or who needs reassurance in the morning should have permission to accompany their child inside and stay with him or her for as long as necessary. In this case, the parents must practise hand hygiene before entering and when leaving, must respect the two-metre physical distancing rule between themselves and other adults or other children, and must wear a face covering.
- Try to stagger the children's arrival and departure times to avoid too many families congregating at once. Arrival and departure times can be agreed upon with parents when their workplaces give them this flexibility.
- Set up a triage system for allowing or refusing entry to people coming to the childcare facility (children and staff members) by means of a daily questionnaire designed to identify anyone who should not be allowed to enter (e.g. has symptoms or contact with a confirmed case).
- Whenever possible, send the daily questionnaire to parents and staff members electronically (e.g. automated emails or text messages) to prevent bottlenecks during peak morning arrival times.
- Ask parents and staff members, **before** they arrive at the childcare facility, to consult the self-assessment website to check whether they are allowed to enter the facility if they have symptoms.
- If you have any questions about the criteria for refusing entry to a child or staff member, or if the facility is exposed to someone who has COVID-19, please contact the Direction régionale de santé publique (DRSP) in your area.



Questions to ask staff members before they arrive or when they arrive at the childcare facility

QUESTIONS	ANSWERS
Have you been diagnosed with COVID-19 ?	<p>If so, and the diagnosis was made less than 10 days ago, the person must not be allowed into the childcare facility.</p> <p>If so, and the diagnosis was made 10 or more days ago, the person may be allowed into the facility provided that he or she has not had a fever in the past 48 hours and there has been an improvement in his or her acute symptoms in the past 24 hours (excluding a cough and residual losses of taste or smell).</p>
If you have symptoms , have you consulted the online COVID-19 Symptom Self-Assessment Tool, called 1-877-644-4545, or consulted a health professional?	Remind the person that it is his or her responsibility , if he or she has symptoms, to consult the online COVID-19 Symptom Self-Assessment Tool at Québec.ca or to call 1-877-644-4545 to assess whether he or she should have a COVID19 test.
Are you waiting for the result of a COVID-19 test ?	<p>If so, and the person has symptoms, he or she must not be allowed into the childcare facility.</p> <p>If so, but the person has no symptoms, he or she may be allowed into the facility, unless he or she is in isolation due to contact with a confirmed case.</p>

Questions to ask staff members before they arrive or when they arrive at the childcare facility (continued)

QUESTIONS	ANSWERS
<p>Has anyone living in your home been diagnosed with COVID-19?</p>	<p>If so, and the diagnosis was made less than 14 days ago, the staff member must not be allowed into the childcare facility.</p> <p>If so, and the diagnosis was made 14 or more days ago, the staff member may be allowed into the facility.</p>
<p>Is anyone living in your home waiting for the result of a COVID-19 test?</p>	<p>If so, and the person has symptoms of the disease, the staff member must not be allowed into the childcare facility. If the test result comes back negative, the staff member may be allowed into the facility.</p> <p>If so, but the person has no symptoms, the staff member may be allowed into the facility.</p> <p>In case of doubt, call 1-877-644-4545.</p>
<p>Have you or has any member of your family (with whom you live) travelled outside Canada within the past 14 days?</p>	<p>If the staff member has travelled outside Canada within the past 14 days, he or she must not be allowed into the childcare facility.</p> <p>If the staff member has not travelled outside Canada, but someone in his or her family with whom he or she lives has done so, the staff member may be allowed into the facility.</p>

Questions to ask parents before they arrive or when they arrive at the childcare facility

QUESTIONS	ANSWERS
Has your child been diagnosed with COVID-19 ?	<p>If so, the child must not be allowed into the childcare facility.</p> <p>Recommend that the parent contact the Direction régionale de santé publique in his or her area to obtain instructions about a possible date when the child may return to the facility.</p>
If your child has symptoms , have you consulted the online COVID-19 Symptom Self-Assessment Tool, called 1-877-644-4545, or consulted a health professional?	<p>Remind the parent that it is his or her responsibility, if the child has symptoms, to consult the online COVID-19 Symptom Self-Assessment Tool at Québec.ca or to call 1-877-644-4545 to assess whether the child should have a COVID 19 test and find out whether he or she can return to the childcare facility.</p>
Is your child waiting for the result of a COVID-19 test ?	<p>If so, and the child has symptoms, he or she must not be allowed into the childcare facility.</p> <p>If so, but the child has no symptoms, he or she may be allowed into the facility, unless he or she is in isolation due to contact with a confirmed case.</p>
Has one of the child's parents or a person living in the home been diagnosed with COVID-19 ?	<p>If so, the child must not be allowed into the childcare facility.</p> <p>Recommend that the parent contact the Direction régionale de santé publique in his or her area to obtain instructions about a possible date when the child may return to the facility.</p>
Is one of the child's parents or a person living in the home waiting for the result of a COVID-19 test?	<p>If so, and the parent or other person has symptoms of the disease, the child must not be allowed into the childcare facility. If the test result comes back negative, the child may be allowed in.</p> <p>If so, but the parent or other person has no symptoms, the child may be allowed into the facility.</p> <p>In case of doubt, call 1-877-644-4545.</p>

Questions to ask parents before they arrive or when they arrive at the childcare facility (continued)

QUESTIONS	ANSWERS
<p>Has the child or a family member with whom he or she lives travelled outside Canada within the past 14 days?</p>	<p>If the child has travelled outside Canada within the past 14 days, he or she must not be allowed into the childcare facility.</p> <p>If the child has not travelled outside Canada, but someone in his or her family with whom he or she lives has done so, the child may be allowed into the facility.</p>

Keep a detailed record of everyone who is present each day, specifying the children in each group and the educators paired with these groups. Do not mix the groups.

Mandatory wearing of a face covering by parents and visitors

- Pursuant to Order in Council 810-2020 dated 15 July 2020, it is prohibited for the operator of a place accessible to the public, and accordingly of childcare establishments, to allow a person who is not wearing a face covering to enter the public place, or to tolerate the presence in the public place of a person not wearing a face covering. Parents and visitors must therefore wear a face covering when they enter a childcare establishment.
- The Government has created two sample posters for businesses and companies (one generic and the other mentioning exemptions), both available in colour and in black and white. These downloadable and printable posters are available at the following address: Quebec.ca/masque

Physical distancing

- Adults must keep two metres apart (that is, between educators and between educators and parents) whenever possible. This distance is not required between children, or between children and educators in the same group (maximum of 10 children). These rules apply regardless of the region where the childcare facility is located.
- Keep the groups separate from each other as much as possible.
- In small spaces, maintain a distance of at least one metre between groups.
- Give priority to modifying the facilities and activity schedules to ensure appropriate distances between groups rather than carrying out one-on-one interventions with the children. For example:
 - mark out the different sections in the outdoor play area using cones or other physical barriers;
 - rotate the groups among the shared spaces (e.g. physical activity room, outdoor play area or library);
 - encourage outings and outdoor play (e.g. excursions to parks or splashpads, picnics or walks) because this makes physical distancing easier and reduces the risk of virus transmission.

Personal protective equipment (PPE)

- Staff members must wear personal PPE when the two-metre distancing rule cannot be respected between them and the children or between them and other adults, both inside and outside the childcare facility.
- The PPE recommended by the CNESST are medical procedure masks and eye protection (goggles or mask with visor attachment).
- Face coverings (non-certified handcrafted masks) are not considered equivalent to procedure or surgical masks as their effectiveness varies enormously from one model to the other. Their use is NOT recommended.
- It is important that educators be able to continue rocking, cuddling and picking the children up and talking to them in close proximity when needed. Wearing PPE helps minimize the risk of transmission if it turns out that either the child or educator has COVID-19.

Organizing and using the premises

- Put up posters reminding everyone of the importance of hand hygiene, respiratory etiquette and physical distancing in heavy-traffic areas (entrance hallway, rooms, washrooms, outside doors, etc.).
 - www.mfa.gouv.qc.ca/fr/publication/Documents/MFA-Affiche_Mains.pdf
 - Other posters (*Respiratory Hygiene – Protect the Health of Others* [<https://publications.msss.gouv.qc.ca/msss/document-000450>], *Let's continue to protect ourselves!* [<https://publications.msss.gouv.qc.ca/msss/document-002469/%5D>], etc.).
- Install hand hygiene stations in the outdoor play areas and the entrance hallway to the childcare facility, for handwashing or applying an alcohol-based solution (make sure that these stations are out of the children's reach). Remind staff, children and parents regularly of the importance of practising hand hygiene.
- When the weather is good and space allows, morning arrivals and end-of-day departures can take place outside. Pay particular attention to areas where bottlenecks form (e.g. entrance to the cloakrooms, door leading outside to the play area, or stairs).
 - If possible, organize the schedules to limit the number of people present in common areas at the same time.
 - Create one-way "traffic lanes" if possible.

- Rethink the organization of daily activities and routines to prevent line-ups from forming and children from different groups from mixing together (we don't all go at the same time to get a drink of water, wash our hands, get our mat, look for a toy, etc.).
- If possible, reserve one washroom strictly for staff members (not accessible to the children). Make sure that the physical distancing rule is respected when the washrooms are used.
- Identify a safe space where a child who **has symptoms** of the virus can be isolated from the other children under an adult's supervision, while waiting for the parent to arrive. Provide the required PPE, as the case may be.

Managing schedules and groups

- Organize the children's groups and schedules according to the prescribed educator/child ratios to ensure continuity in services.
- Try to ensure stability among the educators working with the same group and in the same room. When the work shift is shared by two or more educators, avoid rotations among different rooms or with different children.
- Try to ensure stability among the children in the same group. However, new children may be integrated as long as the prescribed ratios are not exceeded. Ideally, children who attend the childcare facility part-time should always be part of the same group.
- Try to assign siblings to the same group, when the children's ages allow.
- Minimize the rotation of staff members among the different facilities run by the same childcare establishment. Try to ensure stability among the staff members in charge of morning arrivals.
- Maximize outings and outdoor activities as they make physical distancing easier and reduce the risk of virus transmission.

Managing, cleaning and disinfecting objects and equipment

- Generally speaking, all toys and equipment can be used and shared by the children (e.g. books, crayons, puzzles, costumes, dolls, swimming pools, and play modules). Cleaning and disinfection activities in general must be increased (at least once a day), and emphasis placed on the importance of practising regular hand hygiene. Ideally, each group should use specific toys. In this case, the toys must be cleaned and disinfected once a day. If toys are shared among different groups, they must be disinfected before being passed from one group to the other. Toys can be placed in a bin while awaiting disinfection.
- Clean and disinfect the tables, counters, high chairs, little benches, play areas, washrooms (both adults' and children's), door handles, light switches, taps, and floors in the toddlers' rooms, as well as any other pertinent areas or materials, using the normal disinfection product, at least once during every work shift, or more often depending on how much the rooms are used.
- Where possible, provide specific sandbox toys (pails, shovels, etc.) for each group to limit the frequency of having to clean and disinfect them to once a day. If this solution is not possible, clean the tools used in the sandboxes at the end of the morning, then clean them again and disinfect them at the end of the day (the same as for the outdoor play modules). It is not necessary to disinfect the toys used for the sandboxes between groups.
- Disinfect the outdoor play module and any other outdoor equipment (such as bicycles or swimming pools) regularly, that is, at the end of the morning, then clean

them again and disinfect them at the end of the day. Concentrate on disinfecting the frequently touched surfaces (e.g. bars of the play module, edges of the swimming pool, and bicycle handlebars).

- Do not share utensils, dishes and glasses.
- As much as possible, prevent staff and children from bringing in objects from home on a regular basis. Water bottles, however, are permitted.
- Children are allowed to have comfort items (stuffed animals or teddy bears), but ideally these items should stay on the premises and be cleaned by the childcare facility.
- Make sure that bedding (blankets and covers) is washed on a regular basis, approximately once or twice a week.
- Clean and disinfect frequently touched surfaces on a regular basis (door handles, taps, light switches, etc.), at least once a day, and when pertinent, between each user (e.g. telephone).

Children's personal care needs

- Basic care activities such as brushing teeth and applying sun screen are allowed. When brushing the children's teeth at the childcare facility, assist one child at a time and clean the sink surfaces between each child. Staff must wash their hands before and after these care tasks and must wear the required personal protective equipment.

Latest update: August 28, 2020

Reminder of Good Health Practices for Educational Childcare Establishments – Home Childcare Providers (HCPs)

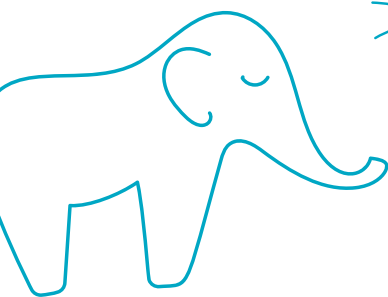
The following good health practices align with the COVID-19 prevention measures recommended by the Direction générale de la santé publique (DGSP). These practices are designed to assist childcare establishments in the task of organizing their premises and daily activities so as to reduce the number of interpersonal contacts and ensure stability in the children's groups and staff, as well as better traceability of individuals exposed to a case of COVID-19, if applicable.

To find out about these measures, please visit the following websites:

- Measures recommended by the Direction générale de la santé publique:
www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/reponses-questions-coronavirus-covid19/isolement-symptomes-traitements-covid-19/
- Toolkit for the childcare services sector from the CNESST (documents in French):
www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils-secteur-services-garde.aspx

The following tools are available to childcare establishments to help them prevent and manage cases and to handle a possible second wave:

- COVID-19 Symptom Self-Assessment Tool (online tool for determining the steps to take if symptoms present):
Quebec.ca/decisioncovid19
- Procedure to follow if COVID-19 present in an educational childcare facility:
www.quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19/
- Action plan in the event of a second wave of COVID-19:
www.quebec.ca/famille-et-soutien-aux-personnes/servicesgardeeducatifsenfance-covid19/
- Sample letters informing parents and staff of the presence of confirmed cases of COVID-19 in the childcare facility, or of the need to temporarily close the facility in event of an outbreak (appended to the action plan).
- Self-Care Guide for Parents – COVID-19:
<https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/guide-autosoins-covid-19/#c68340>

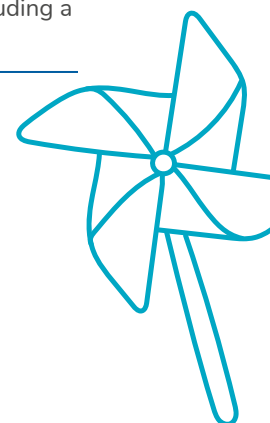


Entry of parents and staff members

- Whenever possible, take charge of the children when they arrive at the entrance to the residence.
 - As much as possible, limit the access of any individuals who are authorized to drop off or pick up a child occasionally and who do not live at the same address.
 - Minimize parents' access to the HCP's residence (e.g. parents should not enter the residence).
 - Parents whose child is new at the HCP's residence or who needs reassurance in the morning should have permission to accompany their child inside and stay with him or her for as long as necessary. In this case, the parents must practise hand hygiene before entering and when leaving, must respect the two-metre physical distancing rule between themselves and other adults or other children, and must wear a face covering.
 - Try to stagger the children's arrival and departure times to avoid too many families congregating at once. Arrival and departure times can be agreed upon with parents when their workplaces give them this flexibility.
- When the weather is good and space allows, morning arrivals and end-of-day departures can take place outside. Pay particular attention to areas where bottlenecks form (e.g. entrance to the cloakroom, door leading outside to the play area, or stairs).
- Set up a triage system for allowing or refusing entry to people coming to the HCP's residence (children, parents, assistant, replacement, professionals and other service providers) by means of a daily questionnaire designed to identify anyone who should not be allowed to enter (e.g. has symptoms or contact with a confirmed case).
- Whenever possible, send the daily questionnaire to parents and staff members electronically (e.g. automated emails or text messages) to prevent bottlenecks during peak morning arrival times.
- Ask parents and staff members, **before** they arrive at the HCP's residence, to consult the self-assessment website to check whether they are allowed to enter the facility if they have symptoms.
- If you have any questions about the criteria for refusing entry to a child or staff member (assistant or replacement), or if the HCP's residence is exposed to someone who has COVID-19, please contact the Direction régionale de santé publique (DRSP) in your area.

Questions to ask staff members (replacement or assistant), if any, before they arrive or when they arrive at the HCP's residence

QUESTIONS	ANSWERS
Have you been diagnosed with COVID-19 ?	<p>If so, and the diagnosis was made less than 10 days ago, the person must not be allowed into the HCP's residence.</p> <p>If so, and the diagnosis was made 10 or more days ago, the person may be allowed into the residence provided that he or she has not had a fever in the past 48 hours and there has been an improvement in his or her acute symptoms in the past 24 hours (excluding a cough and residual losses of taste or smell).</p>



Questions to ask staff members (replacement or assistant), if any, before they arrive or when they arrive at the HCP's residence (continued)

QUESTIONS	ANSWERS
<p>If you have symptoms, have you consulted the online COVID-19 Symptom Self-Assessment Tool, called 1-877-644-4545, or consulted a health professional?</p>	<p>Remind the person that it is his or her responsibility, if he or she has symptoms, to consult the online COVID-19 Symptom Self-Assessment Tool at Quebec.ca or to call 1-877-644-4545 to assess whether he or she should have a COVID19 test.</p>
<p>Are you waiting for the result of a COVID-19 test?</p>	<p>If so, and the person has symptoms, he or she must not be allowed into the HCP's residence.</p> <p>If so, but the person has no symptoms, he or she may be allowed into the residence, unless he or she is in isolation due to contact with a confirmed case.</p>
<p>Has anyone living in your home been diagnosed with COVID-19?</p>	<p>If so, and the diagnosis was made less than 14 days ago, the staff member must not be allowed into the HCP's residence. If the test comes back negative, the staff member may be allowed in.</p> <p>If so, and the diagnosis was made 14 or more days ago, the staff member may be allowed into the residence.</p>
<p>Is anyone living in your home waiting for the result of a COVID-19 test?</p>	<p>If so, and the person has symptoms, the staff member must not be allowed into the HCP's residence. If the test comes back negative, the staff member may be allowed into the residence.</p> <p>If so, and the person has no symptoms, the staff member may be allowed into the residence.</p> <p>In case of doubt, call 1-877-644-4545.</p>

Questions to ask staff members (replacement or assistant), if any, before they arrive or when they arrive at the HCP's residence (continued)

QUESTIONS	ANSWERS
<p>Have you or any member of your family (with whom you live) travelled outside Canada within the past 14 days?</p>	<p>If the staff member has travelled outside Canada within the past 14 days, he or she must not be allowed into the HCP's residence.</p> <p>If the staff member has not travelled outside Canada, but someone in his or her family with whom he or she lives has done so, the staff member may be allowed into the residence.</p>

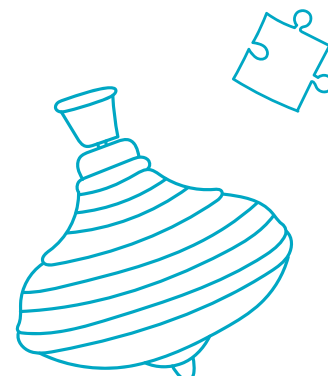
Questions to ask parents before they arrive or when they arrive at the HCP's residence

QUESTIONS	ANSWERS
<p>Has your child been diagnosed with COVID-19?</p>	<p>If so, the child must not be allowed into the HCP's residence.</p> <p>Recommend that the parent contact the Direction régionale de santé publique in his or her area to obtain instructions about a possible date when the child may return to childcare.</p>
<p>If your child has symptoms, have you consulted the online COVID-19 Symptom Self-Assessment Tool, called 1-877-644-4545, or consulted a health professional?</p>	<p>Remind the parent that it is his or her responsibility, if the child has symptoms, to consult the online COVID-19 Symptom Self-Assessment Tool at Quebec.ca or to call 1-877-644-4545 to assess whether the child should have a COVID 19 test and find out whether he or she can return to childcare.</p>
<p>Is your child waiting for the result of a COVID-19 test?</p>	<p>If so, and the child has symptoms, he or she must not be allowed into the HCP's residence.</p> <p>If so, but the child has no symptoms, he or she may be allowed into the residence, unless he or she is in isolation due to contact with a confirmed case.</p>
<p>Has one of the child's parents or a person living in the home been diagnosed with COVID-19?</p>	<p>If so, the child must not be allowed into the HCP's residence.</p> <p>Recommend that the parent contact the Direction régionale de santé publique in his or her area to obtain instructions about a possible date when the child may return to childcare.</p>

Questions to ask parents before they arrive or when they arrive at the HCP's residence (continued)

QUESTIONS	ANSWERS
<p>Is one of the child's parents or a person living in the home waiting for the result of a COVID-19 test?</p>	<p>If so, and the parent or other person has symptoms of the disease, the child must not be allowed into the HCP's residence. If the test result comes back negative, the child may be allowed into the residence.</p> <p>If so, but the parent or other person has no symptoms, the child may be allowed into the residence.</p> <p>In case of doubt, call 1-877-644-4545.</p>
<p>Has the child or a family member with whom he or she lives travelled outside Canada within the past 14 days?</p>	<p>If the child has travelled outside Canada within the past 14 days, he or she must not be allowed into the HCP's residence.</p> <p>If the child has not travelled outside Canada, but someone in his or her family with whom he or she lives has done so, the child may be allowed into the residence.</p>

Respect at all times the maximum number of children permitted and keep a detailed record of everyone who is present each day.



Mandatory wearing of a face covering by parents and visitors

- Pursuant to Order in Council 810-2020 dated 15 July 2020, it is prohibited for the operator of a place accessible to the public, and accordingly of childcare establishments, to allow a person who is not wearing a face covering to enter the public place, or to tolerate the presence in the public place of a person not wearing a face covering. Parents and visitors must therefore wear a face covering when they enter a childcare establishment.
- The Government has created two sample posters for businesses and companies (one generic and the other mentioning exemptions), both available in colour and in black and white. These downloadable and printable posters are available at the following address: Quebec.ca/masque
- Members of the family of the person recognized as the Home Childcare Provider (HCP) who live in the residence where she offers childcare services are not required to wear a face covering. However, as we must remain vigilant in order to effectively slow the spread of COVID-19, contact between these individuals and the children served by the HCP, their parents and visitors must be minimized. The basic recommendations and health guidelines (handwashing, physical distancing, etc.) must be followed at all times.

Personal protective equipment (PPE) for the HCP, her replacement or her assistant

- HCPs (their replacements and assistants) must wear PPE when the two-metre distancing rule cannot be respected between them and the children or between them and other adults, both inside or outside the HCP's residence.
- The PPE recommended by the CNESST are medical procedure masks and eye protection (goggles or mask with visor attachment).
- Face coverings (non-certified handcrafted masks) are not considered equivalent to procedure or surgical masks as their effectiveness varies enormously from one model to the other. Their use is NOT recommended.
- It is important that HCPs and their replacements and assistants be able to continue rocking, cuddling and picking the children up and talking to them in close proximity when needed. Wearing PPE helps minimize the risk of transmission if it turns out that either the child or the person taking care of the child has COVID-19.

Physical distancing

- Adults must keep two metres apart whenever possible. This distance is not required between children. These rules apply regardless of the region where the HCP is located.
- Maximize outings and outdoor play (e.g. excursions to parks or splashpads, picnics or walks) because this makes physical distancing easier and thus reduces the risk of virus transmission.

Organizing and using the premises

- Put up posters reminding everyone of the importance of hand hygiene, respiratory etiquette and physical distancing in heavy-traffic areas (entrance hallway, rooms, washrooms, outside doors, etc.).
 - www.mfa.gouv.qc.ca/fr/publication/Documents/MFA-Affiche_Mains.pdf
 - Other posters (*Respiratory Hygiene – Protect the Health of Others*: [<https://publications.msss.gouv.qc.ca/msss/document-000450>], *Let's continue to protect ourselves!* [<https://publications.msss.gouv.qc.ca/msss/document-002469/>], etc.).
- Provide a space in the front hallway of the residence where everyone can wash their hands or apply an alcohol-based solution (make sure that these stations are out of the children's reach). Remind staff, children and parents regularly of the importance of practising hand hygiene.
- If possible, reserve one washroom strictly for the HCP and the members of her family (not accessible to the children).
- Identify a safe space where a child who has symptoms of the virus can be isolated from the other children under an adult's supervision, while waiting for the parent to arrive. Provide the required PPE as needed.

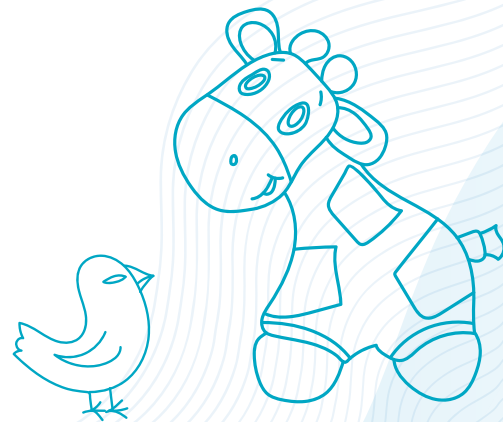
Managing, cleaning and disinfecting objects and equipment

- Generally speaking, all toys and equipment can be used and shared by the children (e.g. books, crayons, puzzles, costumes, dolls, swimming pools, and play modules). Cleaning and disinfection activities in general must be increased (at least once a day), and emphasis placed on the importance of practising regular hand hygiene.
- Do not share utensils, dishes or glasses.
- Clean and disinfect the tables, counters, high chairs, little benches, play areas, washrooms (both adults' and children's), door handles, light switches, taps, and floors in the toddlers' rooms, as well as any other pertinent areas or materials, using the normal disinfection product, at least once during every work shift, or more often depending on how much the rooms are used.
- Disinfect the outdoor play module and any other outdoor equipment (such as bicycles or swimming pools) at the end of the morning, then clean them again and disinfect them at the end of the day. Concentrate on disinfecting the frequently touched surfaces (e.g. bars of the play module, edges of the swimming pool and bicycle handlebars).
- Disinfect the sandbox toys (pails, shovels, etc.) once a day.
- As much as possible, prevent outside staff (replacement or assistant) and the children from bringing in objects from home on a regular basis. Water bottles, however, are permitted.
- Children are allowed to have comfort items (stuffed animals or teddy bears), but ideally these items should stay in the residence and be cleaned by the HCP.
- Make sure that bedding (blankets and covers) is washed on a regular basis, that is, approximately once or twice a week.
- Disinfect frequently touched surfaces on a regular basis (e.g. door handles, taps or light switches), at least once a day, and when pertinent, between each user (e.g. telephone).

Children's personal care needs

- Basic care activities such as brushing teeth and applying sun screen are allowed. HCPs (and their assistants and replacements) must wash their hands before and after these care tasks and must wear the required personal protective equipment.
- When brushing the children's teeth at the HCP's residence, assist one child at a time and clean the sink surfaces between each child.

Latest update: August 28, 2020



Date

To Parents and Staff Members

Name of the childcare establishment

Address

Subject: Confirmed case of COVID-19 in the childcare establishment

Dear Madam or Sir,

A positive result on a COVID-19 test has been reported to the childcare establishment. In order to limit transmission, parents of the children who were in close contact with the person concerned have been asked to keep their child at home, call the 1-877-644-4545 line, and follow the instructions given by the public health authorities. The staff members working with the group affected have been removed and will also have to undergo a COVID-19 screening test.

The childcare establishment remains **open** and continues to apply all necessary measures to prevent any new cases.

We ask that you closely monitor your health and symptoms and those of your child.

If you or your child display **one or more** of the symptoms listed below, please call 1-877-844-4545 immediately to find out whether or not you should make an appointment for a COVID-19 screening test.

Here are the symptoms to watch for:

- Fever (for children aged 3 months to 5 years: rectal temperature of 38.5 °C or more (101.3 °F); for adults: oral temperature of 38 °C (100 °F) or more, or 1.1° higher than their usual temperature
- Cough (new or worsening)
- Sudden loss of smell with no nasal congestion, with or without loss of taste
- Shortness of breath, difficulty breathing
- Generalized muscle pain not related to physical exertion
- Extreme fatigue
- Major loss of appetite
- Sore throat
- Congestion or runny nose
- Vomiting
- Diarrhea
- Nausea
- Stomach aches

You may rest assured that we are following the situation closely in collaboration with the regional public health authorities. Our priority remains the health of the children and staff.

Thank you for your cooperation.

Yours truly,

Name of the responsible person:

Title:

Signature: _____

Date

To Parents and Staff Members

Name of the childcare establishment

Address

Subject: Temporary closure of the childcare establishment due to an outbreak of COVID-19

Dear Madam or Sir,

Some cases of COVID-19 have been confirmed at our childcare establishment. After analyzing the situation, the public health authorities have recommended the temporary closure of the establishment to prevent the virus from spreading.

With the help of the director and staff members, the Direction régionale de la santé publique will identify the close contacts that occurred at the establishment and communicate with the persons concerned.

If you or your child displays **one or more** of the symptoms listed below, you must call 1-877-644-4545 immediately to assess whether or not you should have a COVID-19 screening test.

Here are the symptoms to watch for:

- Fever (for children aged 3 months to 5 years: rectal temperature of 38.5 °C or more (101.3 °F); for adults: oral temperature of 38 °C (100 °F) or more, or 1.1° higher than their usual temperature)
- Cough (new or worsening)
- Sudden loss of smell with no nasal congestion, with or without loss of taste
- Shortness of breath, difficulty breathing
- Generalized muscle pain not related to physical exertion
- Extreme fatigue
- Major loss of appetite
- Sore throat
- Congestion or runny nose
- Vomiting
- Diarrhea
- Nausea
- Stomach aches

Our priority remains the health of the children and staff. You may rest assured that we are following the situation closely and that we will notify you as soon as we can re-open our doors in total safety.

Thank you for your cooperation.

Yours truly,

Name of the responsible person

Title

Signature: _____

[QUÉBEC.CA/CORONAVIRUS](https://quebec.ca/coronavirus)