



Pandemic Flu & Business Continuity Plan

March 12, 2020 Version

Introduction:

This document was developed from a guideline developed by representatives of the Public Policy and Professionalism Committee (Early Learning & Child Care) and a "Pandemic Planning Template" (Mb. Family Services & Housing) provided in September 2009. This plan will be used as a guideline. As an Early Childhood Centre we have been designated as a "Critical Vendor" as we support those working in "Essential Services" and thus will make every effort to remain open during a Pandemic outbreak.

The Team Leader along with the Chair of the Board of Directors or designated alternate will monitor the progress of the pandemic, be informed of public health warnings, and recommended actions to take, implement and modify the business continuity plan as needed

- Team Leader: Donna Freeman 204-227-8103
- Designated Alternate #1: Dana Gordon 204-889-2689
- Designated Alternate #2: Ron Blatz 204-292-0898

Team Leader's Responsibilities:

- Coordinate the execution of the Pandemic Plan

When a Pandemic has been declared:

- Ensure the health, safety and well-being of children and staff
- Coordinate all aspects of the emergency situation on behalf of the Centre and the Board of Directors.
- Make all necessary decisions.
- Report all necessary decisions to the Board.
- Coordinate the continuation of critical services and management of the facility.
- Ensure information is communicated in a timely manner to staff, parents and the Board.
- Ensure that the Early Learning and Child Care Coordinator and other government officials are kept informed as necessary.
- Determine with Board consultation the necessary suspension of services for individual programs of DCC.

Chair of the Board

Board Designate #1 & #2: Vice-Chairs

If required, second alternates will designate alternates three and four; three and four will designate five and six, etc.

Other Contacts:

- | | | |
|---------------------------|-------------------|---------------|
| • Child Care Coordinator | - Dina Ducharme | 204-945-5182 |
| • Health Links | | 204-788-8200 |
| • Public Health Nurse | - Georgia Gingras | 204-781-1085 |
| • Public Health Inspector | - Pat Masterton | 204- 470-7787 |

1. **Prevention:**

Centre Management (Executive Director or Director of Program & Operations):

- Will teach centre staff basic infection control practices and expect them to follow them, including recommended cough etiquette; recommended hand washing procedures, recommended toileting procedures; avoiding contact with people who are sick, following good health practices such as diet, exercise, rest. (Reference: *Infection Control Guidelines for Early Learning and Child Care Facilities*)
- Will teach centre staff the symptoms of influenza like illness.
- Will ensure pandemic information, cough etiquette, hand washing procedures, diapering procedures is posted in applicable areas of the centre.
- Will post (on front bulletin board) all correspondence to parents from Early Learning and Child Care and/or Manitoba Health related to pandemic within 24 hours after it is received.
- Will encourage all eligible persons to follow health recommendations for getting the annual flu shot and pandemic vaccine when available.
- Will advise parents to have a backup child care plan to cover 14 consecutive days in case the facility has to close or their child needs to be excluded.
- If more than 15% of children or staff at the centre are ill the centre will minimize visitors to the program, for example students, volunteers, children's performers, etc.

Centre Staff:

- Will know and follow basic infection control practices including recommended cough etiquette; recommended hand washing procedures; avoiding contact with people who are sick, following good health practices such as diet, exercise, rest. (Reference: *Infection Control Guidelines for Early Learning and Child Care Facilities*)
- Will teach and observe children to ensure basic infection control practices, including recommended cough etiquette; recommended hand washing procedures, avoiding contact with people who are sick, following good health practices such as diet, exercise, and rest.
- Will make efforts to have children play outdoors as much as possible.

- If more than 15% of children in a program (room) are sick with flu like symptoms the staff will suspend children's activities such as baking, having children help with snack preparation, tooth brushing (Flex Program) etc.

Parents:

- Will have a backup child care plan to cover up to 14 consecutive days in case the facility has to close or their child needs to be excluded.
- Parents/guardians will ensure the child care program can contact them/alternate contacts at all times.
- Parents will require and assist their children (if help is needed) in washing their hands immediately upon entering the playrooms in the morning. We encourage parents (but do not require) to do the same.

2. Environmental Cleaning:

Centre Management (Executive Director or Director of Program & Operations):

- Will establish safety practices for play dough, sand & water play, goop, etc.
- Will monitor and implement adjustments to maintenance during a pandemic (sanitizing, cleaning)
- The Executive Director/designated alternate will report to the designated public health authority if more than 15% are absent due to illness, or as instructed by health authorities.

Centre Staff:

- Will provide tissues in every play room.
- Will provide soap and single use disposable towels by every sink.
- If more than 15% of children in a program (room) are sick with flu like symptoms the staff will suspend use of play dough, sand & water play, goop, etc.
- Will implement the Centre cleaning and sanitizing schedule (attached) for high touch surfaces such as:
 - Toys (weekly or more often)
 - Telephones, door handles, faucet handles, sinks, faucets, toilets, water fountains (twice a day)

3. Monitoring:

Centre Management (Executive Director or Director of Program & Operations):

- If more than 15% of children in a program (room) are sick with flu like symptoms the staff will be asked to implement the Health Screening Form checklist (see attached) are necessary and instruct staff accordingly.

Centre Staff:

- Will be expected to monitor their own health and the health of children for symptoms of the pandemic illness.
- Will implement a daily Health Screening Form questionnaire upon children's arrival if requested by management.
- Centre staff will observe children for any symptoms of the pandemic illness and report them immediately to the Executive Director/designated alternate.
- Will advise Centre management of any symptoms of the pandemic illness in family members residing in their home.

Parents:

- Will be expected to monitor the health of their children for symptoms of the pandemic illness, and report any symptoms of the pandemic illness to the staff of the centre upon arrival.
- Will advise the centre staff of any symptoms of the pandemic illness in family members residing in their home.

4. Exclusion:

Centre Management (Executive Director or Director of Program & Operations):

- Will exclude any adult or any child who exhibits the following symptoms of influenza like illness, for the duration of the illness:
 - **NEW COUGH, FEVER & DIFFICULTY BREATHING** (which is a temperature greater than 38 degrees Celsius or 100.4 degrees Fahrenheit) (almost always)

It is very important to determine if these symptoms are related to a new infection or if they are related to a pre-existing condition, such as allergies. This exclusion will be in effect until the adult or child for 14 days.

- Will identify the minimum number of ECE's (two ECE's – 8:30 am – 5:00 pm) that must be on duty. If this number cannot be maintained the Executive director in consultation with the Chair of the Board will consider closing the Centre.

Centre Staff:

- May conduct a Health Screening Form (see attached) prior to re-admitting any child (who has been excluded) back into the program.
- Will immediately isolate children and centre staff that become ill with symptoms of the pandemic illness while in the child care centre. Children will be isolated in the east office and supervised by an employee who will wear a mask and gloves. Centre staff will be isolated in the east office if they are unable to immediately leave the premises and will be given a mask to wear until they leave. Every effort will be made to ensure the Centre's pregnant staff do not care for children in isolation. Staff caring for staff or children in isolation will be required to wear masks and latex gloves supplied by the centre.

Parents:

- Will be expected to pick up, or arrange pick up for their ill child within 30 minutes of being contacted if traveling by car or 60 minutes if traveling by bus.
- With symptoms of the pandemic illness are expected to arrange for an alternate adult to drop off and pick up their child and to notify the centre as per current policies.
- Should be aware that children and adults may return to the child care centre once they are symptom free, without any fever reducing medications, and can fully participate in all routines and activities

5. Communicating:**Centre Management (Executive Director or Director of Program & Operations):**

- Will ensure the centre has communicated their Pandemic Flu & Business Continuity Plan to all staff.
- Will inform centre parents of the portions of the centre Pandemic Flu & Business Continuity Plan relevant to them, in writing, as well as posting a full copy of the Plan on the front bulletin board.
- Will provide all Centre staff with contact information for each other (current telephone).
- Will inform parents regarding who to contact and how to contact a representative of the child care centre (Donna Freeman – DCC@discoveryycc.com or cell (204-227-8103) after hours.
- Will advise parents/guardians to make their employer aware of the potential for needing alternate work arrangements in the event of a flu pandemic.
- Will report all necessary decisions to the Board of Directors.

Centre Staff:

- If staff are absent due to illness, they will contact the E.D. / D.P.O. / or Unit Leader to report their absence and will disclose any symptoms that are pandemic related.
- Who develop any signs of pandemic like illness during work hours must report immediately to the E.D. / D.P.O. / or Unit Leader.
- Who observe any signs of pandemic like illness in co-workers must report immediately to the E.D. / D.P.O. / or Unit Leader.
- Will monitor operations related to their job, and immediately report any change that may be pandemic related to the Executive Director/designated alternate.
- All questions, suggestions, or public inquires regarding pandemic preparedness will be referred to Management or to the designated spokesperson for the Board of Directors.

6. Reporting:

Centre Management (Executive Director or Director of Program & Operations):

- Will report any unusual levels of absenteeism (both flu and non flu related) to both Parents and ELCC. This will be done by posting information about unusually high absenteeism rates on the parent communication Boards outside of the affected classrooms.
- The above information will also be reported to ELCC by the end of each weekday that this trend continues. Information will include name of centre, number of staff and children ill on that particular day.
- Will notify parents / guardians of the presence of pandemic illness following the most current procedures from ELCC.

Centre Staff:

- Will write the information about a child / staff illness in the "Sick Log" by 10:30 a.m. and inform the E.D. / D.P.O immediately (by phone or in person) should pandemic illness be suspected.

Parents:

- Will contact the centre by 10:00 a.m. to report an absence and symptoms

7. Balancing Staff and Children:

Centre Management (Executive Director or Director of Program & Operations):

- It is recognized that changes and adjustments will be required on an hour to hour or day to day basis at the height of a pandemic. The centre has designated

management with the responsibility for planning and communicating with parents and staff.

- Will finalize a priority list for child care services. When ratio requirements cannot be met, the following are possible options that may be undertaken:
 - Combining groups of children.
 - Closing our Nursery School.
 - Altering hours of operation.
 - Closing our School-age 2 program.
 - Restricting care hours to 4.25 hours per day either in morning or afternoon.
 - Care to only a portion of the Centre's children on any given day.
 - If substitutes unavailable we may use ISP funded staff to meet child staff ratio.

Parents:

- If the centre is unable to maintain ratio in during drop off time, incoming parents will be expected to stay until additional staff are able to come on duty.

8. Closure:

The Board of Directors and Executive Director/designated alternate will make every effort to keep the child care centre open without compromising the health, safety, and well-being of children and adults.

Centre Management (Executive Director or Director of Program & Operations):

- Will close the centre if:
 - The Executive Director, in consultation with the Chair of the Board of Directors and the ELCC Coordinator decide that the program cannot operate in compliance with the license issued by the Early Learning and Child Care
 - **OR** if the Executive Director, in consultation with the Chair of the Board of Directors decide they are not confident the organization can ensure the health, safety, and wellbeing of the children and adults.
 - **OR** if management staff in consultation with the Chair of the Board of Directors decide they are unavailable to perform critical services and functions.
 - **OR** if ordered to do so by local authorities.
- Will notify the parents / guardians of a Centre closure by reporting it to CJOB (680 AM) for public service announcements, and by posting notices on the centre entrances.
- Will inform parents that once closed, the centre may remain closed until enough staff return to work and critical services and functions can once again be managed. The centre may re-open on a staggered basis as staff recover.

- The Management will continue the essential tasks required to maintain the organization, to monitor the situation, and implement plans to transition to resume regular business operations as soon as possible.

9. **Finances:**

In order to ensure the ongoing financial viability of the child care centre:

- The regular fee payment policies during children’s absences will apply.
- The centre expects the Government of Manitoba (as per the “Pandemic Planning Early Learning and Child Care Facilities” power point presentation provided at a workshop on September 28, 2009) will:
 - Continue regular operating grant, inclusion support payments, and subsidy payments.
 - Cover all overtime costs involved in maintaining services during a Pandemic.
 - Cover the costs of hiring additional substitutes or replacement staff
- Management staff will keep track of all additional expenses incurred by pandemic preparedness and business continuity procedures.

10. **Personnel:**

Centre Management (Executive Director or Director of Program & Operations):

- Employee absences (vacation, professional development, flex time) for non-health reasons will be cancelled by management if Centre staff is needed to cover for staff absenteeism.
- Employee income and employer contributions to group benefits, RRSP, MCCA dues will continue as per personnel policies if the centre is closed due to pandemic.
- In the case of a Centre closure Discovery will strive to continue wages and benefits to regular full time Centre staff for as long as financially feasible for the organization, once accrued sick time, flex time, and vacation time has been depleted.
- Will provide Centre staff with general health and wellness information and ensure they know how to contact employee support programs.

- Will seek to cross train staff to ensure that all critical services will continue:

<u>Duties</u>	<u>Presently</u>	<u>Back-up</u>
▪ Payroll :	- Karen	- Donna
▪ Subsidy Reports:	- Irmina	- Dana
▪ ISP. reports: -	- Karen	- Dana
▪ Parent Billing:	- Irmina	- Karen
▪ Banking:	- Admin. Assist.	- Admin. Assist.
▪ Flex Scheduling	- Irmina	- Sandy

- Will identify additional substitutes to maintain critical services. These individuals will be processed with an application for classification, I. A. forms, and some general orientation in advance to prepare for the possibility of their use. The list of substitutes will include:
 - Developing a list of staff who will be shared between centres (Assiniboine, Horizons, Linwood)
 - Identifying parents/guardians, who would be willing to help out.
 - Pursuing all other leads that come to the centre.
- Will know how to use online administration for as many job functions as possible, for example, subsidy, payroll, banking, bill payments, and group benefits.

Centre Staff:

- The centre's staff who are ill should apply for short term disability at the end of the Group Insurance Plan's waiting period.
- Centre staff who are not ill, but caring for sick family members who reside with them may use their accumulated sick time, flex time, and vacation time credits.
- Centre staff will likely have to absorb some alternate job responsibilities and will likely relinquish some job responsibilities during a pandemic.
- If the child care centre closes, Centre staff may be temporarily laid off and those eligible can apply for EI benefits.

11. Program Operation and Administration:

During a pandemic, it is important for us to continue operations and provide critical services and functions. As determined by ELCC in the "Pandemic Planning Template" (Sept 09) note the list of services below:

Critical Services in our Centre (that must continue):

- Health, safety and well- being of children in compliance with The Community Child Care Standards Act and Child Care Regulations.
- Health and safety of staff.
- Maintaining staff-child ratios.
- Financial administration including payroll, invoice payments, receipts/deposits and billing.
- Maintaining necessary supplies for the operation of the facility.
- Pandemic planning.
- Garbage/Compost removal and sanitization.

Non-critical services or functions are those that could be discontinued temporarily without undue hardship for the Centre. Staff and parents should be aware that these non-critical services may be suspended should a shortage of staff and availability of substitutes require it.

Non-Critical Services in our Centre (that could be discontinued):

- Student duties (class time) for “Workplace” student at RRC.
- Plan time for teaching staff.
- One hour lunch breaks for staff.
- 7.5 hour working days for staff.
- Lunch time services for School-agers.

12. Business Continuity:

Centre Management (Executive Director or Director of Program & Operations):

- Will develop an Operations Manual which describes their own essential tasks and prepare written instructions to guide designated alternates, documents the location of key information or equipment and means of access (passwords), documents contact information for essential people or organizations on which they depend.
- Will identify which additional Centre staff must develop a business continuity plan for their own job. For example, the Unit Leaders, the night supervisor, the Book-Keeper.
- Business continuity plans for each employee (if deemed necessary) will be kept in the Pandemic Planning Binder in the E.D.’s office, and will be kept current by each employee.
- Have arranged with the following centre Directors to be available for consultation should our management staff be out of service. These centres may also be contacted should a shortage of staff leave the centre unable to meet ratio:
 - Assiniboine Children’s Centre Marilyn Valgardson 204-889-3308
 - Horizons Children’s Centre Shannon Curtaz 204-837-2015
 - Linwood Children’s Centre Marion Rands 204-832-6540

13. Governance:

Board of Directors:

- The Board of Directors will approve the Pandemic Flu Business Continuity Plan.

Centre Management (Executive Director or Director of Program & Operations):

- In the case of a serious pandemic situation the management will ensure they are on duty for as many of the hours of operation of the centre as possible. They should suspend all out of centre meetings and tend to the immediate needs of Discovery Centre as a first priority.

14. Our Plan:

Centre Management (Executive Director or Director of Program & Operations):

- The management will provide copies of this plan to:
 - Unit Leaders and centre staff who have assigned responsibilities.
 - The Board of Directors
 - The School Principals at:
 - Ecole Assiniboine - 204-885-2216
 - Stevenson School - 204-832-1359
 - George Waters - 204-888-4898
 - Winnipeg Mennonite Elementary School - 204-885-1032
 - Ecole Romeo Dallaire - 204-889-4097
 - Bruce Middle School - 204-888-1990
 - Child Care Coordinator - Dina Ducharme - 204-945-5182
 - Directors of Horizons Children's Centre - Shannon Curtaz

Date Developed: September 21, 2009

Date of Board Approval: October 28, 2009

Date of Updates: October 2, 2009

October 9, 2009

October 17, 2009

October 29, 2009

November 5, 2009 (added cleaning schedules page 13-14)

November 9, 2009 (page 6 deleted "posting in link" and page 7 added "using CWD staff to meet ratio)

November 16, 2009 (page 15 was added with sub list to share with other centres)

March 12, 2020- (COVID-19)