March 15, 2020

To: All childcare centres, licensed home childcare and Early ON Child and Family centres

Re: COVID-19 Guidance for Child Care Settings

Ottawa Public Health is recommending that, where possible, a parent, guardian or caregiver stay at home with their children. If this is not a possibility, all childcare centres, licensed home childcare and Early ON Child and Family centres are asked to actively screen anyone entering the centre. This includes all children, parents, staff, visitors and delivery persons for any symptoms and travel history that may be related to COVID-19.

Active screening is the process of proactively checking for symptoms, travel history and contact with person(s) who may have COVID-19. When providing the screening, keep a distance of 2 metres (six feet) from the person(s) you are screening.

Active screening is required for anyone entering the childcare space, including:
- Staff
- Volunteers
- Delivery Persons
- Children
- Parents/Guardians of children

Anyone who has:
  a. travelled outside of Canada in the last 14 days  
     OR
  b. has any symptoms of illness (as described below)

Will be asked to stay home from daycare and self-isolate for a period of 14 days.

Symptoms being actively screened for COVID-19 include:
- Fever
- Cough
- Difficulty breathing or shortness of breath
- Other upper respiratory tract infection symptoms such as: nasal congestion, nasal discharge, sneezing and sore throat

Please find attached a screening tool and signage to be placed at the entrance.
In addition to active screening, Ottawa Public Health is asking that Child Care Centres complete the following enhanced cleaning practices to support infection prevention and control:

- Clean and disinfect high touch surfaces at least twice a day, using an enhanced cleaner/disinfectant used for outbreaks
- Avoid sensory play (e.g. water or sand activities, use of play-dough)
- Remove shared items such as toys that cannot be easily cleaned and disinfected
- Reduce clutter and limit toys to those that can be disinfected daily
- Enhance hand hygiene practices for both staff and children

We understand that the request to stay home and not attend daycare may cause a significant burden on some families, but measures like this are needed to ensure that the spread of COVID-19 in our community is limited.