

# **The John Wanless Child Care Program**

## **COVID-19 Manual**

### **Purpose**

The purpose of the *COVID-19 Response Policy* is to ensure The John Wanless Child Care Program (“JWCCP”, the “Centre” or the “child care”) adheres to the regulatory amendment to O. Reg. 137/15 under the *Child Care and Early Years Act, 2014* (“CCEYA”), as it plans for the safe reopening and recommencement of modified services under this new provision.

### **Policy Statement**

The Centre will work to achieve an environment that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of COVID-19.

### **Licensing Guidelines**

While this policy focuses on the health, safety and operational measures required to reduce the spread of COVID-19, additional amendments to existing routines and practices may be introduced in addition to those noted in this policy, as deemed necessary, or as directed by legislative and/or public health authorities.

### **Cohort Size and Ratio**

For the purpose of this policy, a cohort is defined as a group of children and the employees assigned to them, who stay together throughout the duration of the program for a minimum of five (5) business days. **Until further notice:**

- Please see the diagram below that indicates the original and current capacity with physical distancing restrictions in place.

	<b>Original</b>	<b>Current</b>
<b>School Age</b>	148	111
<b>FDK</b>	65	53

- Each cohort must stay together for the day and will not be permitted to mix with other cohorts (i.e. no visiting other child care rooms).

## **Program Set-Up and Physical Distancing**

The changes that will be implemented in all areas of the child care operations will look different from what has been in practice for some time. Change is difficult for some children and requires the joint efforts of Centre employees and families to assist children in transitioning to a new routine in a familiar, yet modified environment.

Upon recommencement of services, new signage will be placed in and around programs, entrances, hallways and other common areas to assist in transitioning employees and children to the new and modified routines and practices. New signage will include:

- [Physical Distancing](#)
- [Protect Yourself](#)
- [Information about COVID](#)
- [Wash your Hands](#)
- [Cover your Cough](#)
- [Poster for Entrances](#)

As noted in this policy, the child care will implement screening protocols for daily entry. The entrance will have a screening station. As an added measure, the screening area will have a protective plexiglass barrier, separating the screeners and families when social distancing may be a challenge at the screening station.

We recognize that physical distancing in a child care environment will be difficult at times for the children. As children acclimate to their new environment, the child care employees will:

- Continue to provide a welcoming and caring environment for children as practiced before the Centre's closure.
- Focus on physical distancing of at least 2 metres (6 feet) when setting up the play space for the assigned cohort. Where possible, between children within the same cohort, the child care employees will:
  - Spread children out into different areas, particularly at snack time and dressing time.
  - Incorporate more individual activities or activities that encourage more space between children.
  - Use visual cues to promote physical distancing.
  - Promote physical distancing so long as it does not compromise optimal supervision or a child's safety.
  - Encourage children to greet their peers and the child care employees using non-physical gestures (i.e. wave, nod or verbally with "hello", "good morning") and to avoid close greetings such as hugs and handshakes. Should a child express a strong desire to hug an employee (i.e. they are in distress,

having difficulty separating from a parent/guardian), the child care employees will throw between a protective covering prior to hugging the child.

- Gently and regularly remind children to keep "hands to yourself".
- Reinforce no sharing food, water bottles or other personal items.
- Plan activities that encourage individual play and increase space between children.
- Avoid use of shared spaces and outside play structures that cannot be cleaned and disinfected between cohorts.
- Plan for activities that do not involve shared objects and/or toys or move activities outside to allow for more space (weather permitting).

### **Staffing**

The ratio of the child care employee to children was and is dictated by the CCEYA. Until further notice, the following practices in regards to staffing are in effect as of the child care's reopening date:

- Management, designate/screener and floaters will restrict movement between programs as much as possible and whenever absolutely necessary.
- Employees and agency supply staff will be assigned to specific cohorts for a minimum of five (5) business days.
- If required, the Centre will seek approval from the Ministry of Education to designate qualified employees to assume the role of Registered Early Childhood Educator ("RECE") to ensure staffing ratios meet operational needs under new provincial guidelines.
- Employees will be scheduled for program and cleaning duties to adhere to new operating procedures and protocols. Allowance for cleaning before and after each business day, before and after use of equipment (indoors and outdoors), disinfection of high touch surface areas will be clearly defined and distributed to all employees. Changes to schedules will be implemented to address operational needs or regulatory changes that come into effect after the child care reopens.

### **Standard First Aid Training and Infant and Child Cardiopulmonary Resuscitation (CPR) Certifications**

As per the child care's *Professional Training and Development Policy*, all child care employees are required to participate in training and recertification of Standard First Aid Training and Cardio Pulmonary Resuscitation ("CPR").

Under the amended regulation and as per current Centre policy, when operations resume employees scheduled to work (including all permanent, contract, supply and agency staff) will hold a valid CPR certification. Employees that are nearing the expiration of their certification will be required to complete recertification at a Workplace Safety and Insurance

Board-approved (“WSIB”) training facility or onsite by an approved WSIB trainer. Booking and payment of required recertification is the responsibility of the child care.

### **Vulnerable Sectors Checks (“VSC”)**

As per the Centre’s *Criminal Record Check Policy*, all employees are required to undergo a VSC by Toronto Police Services upon commencement of employment and on the fifth (5<sup>th</sup>) anniversary of the most recent VSC.

If the 5<sup>th</sup> anniversary falls within the duration of the emergency period of sixty (60) days after the emergency period ends, the employee will not be required to obtain a new VSC. The employee will be required to complete an *Annual Offence Declaration Form* each year, on the anniversary of the VSC, until the 5<sup>th</sup> anniversary or until a new VSC is submitted.

### **Health and Safety Requirements**

#### **Working with Local Public Health Authorities**

The Centre will work with Toronto Public Health (TPH) as its local public health authority. As the COVID-19 pandemic evolves, TPH will advise, guide and support the Centre as COVID-19’s impact varies in different communities throughout the city and our province.

#### **Operating Hours**

Once the child care recommences, the hours of operation will be reduced to permit daily thorough cleaning of all toys and equipment, high-touch surfaces, staff bathroom and kitchen facilities prior to and after children’s arrival.

Until further notice, the hours of operation will be **8:00am to 5:30pm** from Monday to Friday.

The child care will remain closed on weekends and all statutory holidays. Any additional changes to the child care’s operating hours will be communicated to all families.

#### **Health and Safety Protocols**

In accordance with the [Ministry of Education’s](#) operational guideline during the pandemic, this policy includes procedures that will outline:

- Direction from [Toronto Public Health](#).
- Revised and/or new operational guidelines regarding:
  - Disinfection and sanitation practices of toys, equipment and high-touch surface areas.
  - Reporting procedures regarding illness (children and employees).
  - Encouragement of physical distancing.

- New employee schedules and hours of operation.
- Screening procedures.
- Drop off and pick up procedures.

### **Cleaning and Disinfecting**

The child care's *Cleaning and Sanitary Practices Policy* has served as a detailed guideline for cleaning and disinfecting practices in all areas of the child care. When child care services resume the following protocols will be implemented:

- Child care employees will focus on cleaning and disinfecting for part of their daily shift or for their entire shift (cleaning requirements and schedule and will be provided).
- A cleaning log for the staff bathroom will be introduced to outline areas that will require additional cleaning and disinfecting each day, above and beyond the duties of the school's custodial team.
- Frequently touched surfaces will be cleaned and disinfected at a minimum of twice per day and when visibly soiled (i.e., light switches, faucet handles, doorknobs, tabletops, counter tops, telephones).
- Each cohort will use their own outside toys (i.e. balls, skipping ropes etc.).
- Play structures **will not** be used as they will not be able to be cleaned between cohorts.
- Cleaning agents (Oxivir) purchased to assist with enhanced cleaning and disinfecting will be available to employees for cleaning.
- All cleaning agents purchased will be approved for use in Canada by Health Canada and will have a Drug Identification Number (DIN).
- Material Data Sheets (MDS) will be available for all newly purchased cleaning agents.
- Classrooms that are in a shared space will work with the school teachers to ensure frequency of enhanced cleaning and disinfecting can be maintained.

### **Personal Protective Equipment (PPE)**

The use of PPE is an efficient way in reducing the risk of communicable disease transmission as it acts as a barrier. In addition to existing use of PPE in the child care, the following procedures will be included in daily practice:

#### **Glove Use**

- Disposable gloves must be worn when it is anticipated that hands will be in contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces.
- Hand hygiene must be practiced before putting on and after taking off gloves.

- Gloves must be removed immediately and discarded into a waste receptacle after each use.
- Gloves will be used to handle cleaning and chemical agents.
- Only gloves that are clean and dry must be used.

### **Medical Masks and Face Shields**

- Employees must wash their hands with soap and water for a minimum of 15-20 seconds or use alcohol-based hand sanitizer (ABHS) before and after using a mask and face shields.
- Medical masks and face shields must be replaced if they become damp or humid.
- Medical masks and face shields will be worn by all employees at all times while performing their duties.
- Employees must use the child care-provided medical masks and face shields that will remain onsite and be laundered onsite daily.

### **Gowns**

- Employees assuming the role of screener and runner each day will be required to wear the provided gown for the duration of screening and/or runner duties.
- Gowns are one-time use only throughout the shift.
- Before a gown is worn, each employee is required to perform hand hygiene, wear gloves, put on the medical mask / face shield and then the gown.
- The gown must be worn as it is designed.
- Prior to removing a gown, the employee must remove gloves, perform hand hygiene, remove mask / face shield, remove gown, discard gown and perform hand hygiene.

### **Screening Protocols**

We have 2 screening stations, the Fairlawn North West side door and the main School doors on Fairlawn Ave. Each child will be allotted a screening entrance. The screening station will assist the child care in maintaining stringent infection prevention and control practices. Parents/guardians will be required to remain with their child(ren) while their child(ren) will undergo a screening process. This routine will be conducted daily each morning.

[Screening Checklist](#) - A copy of the checklist will be provided to parents for daily use as it will need to be handed to the screener before the child will be signed in to the child care. Until further notice, your child(ren) **will not be signed in into the child care unless a Parent/guardian is accompanying the child(ren).**

The screener will conduct daily screening by asking parents/guardians the [Toronto Public Health screening questions](#). If the screening process is successful, the child care appointed runner will escort the child(ren) directly to their classroom.

As per current [Toronto Public Health COVID-19 guidelines](#), should any reply to the questions be “yes”, the child(ren) **will not** be permitted into the Centre. Any child displaying symptoms of COVID-19 must remain at home while parents/guardians follow current health guidelines in regards to self-isolation for 14 days. Parents/guardians will be given references to [Telehealth](#), local [assessment centres and testing facilities](#) and self-isolation information. Parents/guardians are advised to seek medical advice from their child(ren)’s medical practitioner regarding self-isolation and COVID-19 testing.

Until further notice, parents/guardians **will not be permitted** to enter the child care unless pre-arranged and approved by Management. Parents/guardians must put requests in writing ahead of the desired entry date [Parent/Guardian Child Care Entry Request Form](#) and email your request to [thejohnwanlessccp@gmail.com](mailto:thejohnwanlessccp@gmail.com). If approved, the parent/guardian will undergo a screening prior to entry, and will be granted access **only** if the screening process is successful.

### **Record Keeping**

Accurate record keeping has always been a part of the child care’s daily routines in all programs, kitchen and in the child care office.

Upon recommencement of child care services, the following will continue and/or be introduced for contact tracing purposes, should the child care suspect a case of COVID-19 and/or an outbreak:

- Maintain daily attendance records of all individuals entering the child care centre. This includes, but is not limited to children, employees, parents/guardians, school custodial staff, TDSB personnel, government agency employees (i.e. public health inspectors, Ministry of Education - Program Advisor) and approved vendors for product delivery.
- Non-Centre individuals coming to the child care will be signed in. Their name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited will be recorded. Screening questions will be asked and noted by the screener.
- Children will be signed in by the child care employees once the screening process is complete and successful. The runners have escort the child(ren) to their program
- Attendance records for all employees will continue to be updated daily, including pre-planned absences and absences due to illness.
- Management will follow up and will document all employees’ reasons for any unplanned absences to determine if the absence is due to illness and to note any symptoms (i.e. fever, sore throat, new onset or worsen of cough).
- Management encourages both parents/guardians of children who are unwell, and child care staff who are unwell, to seek COVID-19 testing at assessment centres, and to call Telehealth or their primary care provider to determine if further care is required.

- Monitor attendance records for patterns or trends (i.e. children and child care employees in the same cohort absent at the same time or over the course of a few days).
- Attendance records must be available on-site at all times for review by TPH personnel and/or other individuals associated with outbreak management and reporting protocols.
- Keep all completed screening forms of children, employees and non-Centre individuals visiting the child care on file for a minimum of 12 months, or as otherwise required by the [CCEYA](#).

### **Protocols for Children and Employees Demonstrating Symptoms of Illness**

Enhanced health and safety protocols will aid the child care in maintaining a safe workplace for its employees and a healthy environment for all children and employees. The overall well-being of all individuals directly affected by the recommencement of child care services is our first priority and must be maintained through a collective effort.

### **Children and Employees**

Once the child care reopens, the following protocols and procedures will be in place until further notice:

- If **any** child, parent/guardian or employee exhibits symptoms of [COVID-19](#), they must not attend the child care, even if symptoms resemble a mild cold. Parents/guardians are asked to call the child care to report their child(ren)'s absence due to illness. Child care employees are to contact Management as per current sick policy requirements.
- Children will be monitored throughout the day for atypical [symptoms and signs](#) of COVID-19
- If a child or child care employee becomes sick while in the program, they will be isolated (isolation room shared with the school - Nurse's room OR library for more than one person) whenever possible (or kept at a minimum of 2 metres {6 feet} from others). Parents/guardians of the ill child will be contacted for pick-up. Ill employees will be redirected to an isolation area where they will have no or limited physical contact with others.
- Isolation areas will have a handwashing sink and/or hand sanitizer (70% - 90% alcohol concentration) available.
- If a parent/guardian cannot be reached to pick up an ill child(ren), individuals authorized to pick up the child at any time will be contacted.
- Open doors and/or windows to increase air circulation in the area.
- The ill child or employee will be provided with tissues and reminded of [hand hygiene](#) and [respiratory etiquette](#).



- If the sick person is a child, the child care employee will remain with the child until a parent/guardian arrives. If tolerated, the child should wear a medical/procedure mask. The child care employee will wear their medical mask and face shield and not interact with others. The Centre employee should also avoid contact with the child(ren)'s respiratory secretions.
- All items used by the sick person will be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container or bag for a minimum of seven (7) days. Should the sick individual be a child care employee, he/she is to provide information to Management regarding their exposure to the workplace, and:
  - Disclose all areas worked that day.
  - Disclose common areas visited during the day including restrooms, kitchen, storage areas, etc.
  - Disclose all interactions with fellow employees and children.
  - Disclose all interactions with third parties during working hours (i.e. approved vendors, TDSB personnel, inspectors).
  - Disclose any equipment or materials they used, items they handled, or surfaces they touched.
  - Disclose any areas employee visited outside their normal scope of work.
  - Provide any other relevant information.
- Toronto Public Health will be notified and their advice will be followed.
- Suspected cases of illness of any Centre employee and enrolled child will be reported to the Ministry of Education as a “serious occurrence.” Management will follow reporting procedures as detailed in the Centre’s Serious Occurrence Policy (refer to page 11).
- If advised by TPH or MOE, families currently enrolled will be notified of suspected case of illness.
- If the child care employee or child is in a shared space program (i.e. shared space with the school), notification will be given to occupants of the suspected case(s) of illness.
- Other children, siblings of sick child, and other child care employees present while the child or employee became ill should be identified as a close contact and further cohorted until they can self-isolate at home. TPH will advise on further direction on testing and isolation of the close contact.

### **Management’s Responsibilities**

If an employee reports to Management symptoms similar to COVID-19 or reports that a child(ren) exhibits one or more symptoms, it is important for Management to take all reasonable measures to isolate or assist in isolating an ill employee or ill child.

Once the employee or child is safely isolated or distanced from others socially, Management will assess or assist in assessing any symptoms the employee or child has experienced and determine when they first experienced such symptoms. Information about how long the

employee worked with the symptoms, or how long the child experienced symptoms, or whether there are any other additional factors which could explain the symptoms (i.e. failing to take chronic medication), may assist in reporting procedures with required agencies.

Ill employees will be directed to leave work, go home, and self-isolate. An employee's emergency contacts will be notified should the employee not feel well enough to drive or take public transit. Parents/guardians will be called to pick up their ill child(ren) directly from the child care as soon as possible, to keep the ill child(ren) at home, and to follow the directions of TPH. Employees and children are advised to visit a COVID-19 assessment and testing facility and will only be permitted to return once TPH advises that it is safe to do so. A written acknowledgement will be requested upon return to the child care.

### **Additional Measures re Illness**

If an employee, child or third party who has been in the workplace notifies the Centre of a positive test for COVID-19, it is important to gather the same information as with suspected symptoms.

Upon completion of self-isolation, adherence to guidelines provided by the relevant public health authorities, and clearance to return to the Centre, the employee can return to work and the child can attend the Centre. Upon notification of a positive test for COVID-19, the Centre will:

- Ensure that Management conducts a risk assessment of the possible exposure of other employees, children and third parties to the affected person.
- Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while monitoring for symptoms.
- Provide information and support to affected (or possibly affected) employees and children's parents/legal guardians during periods of self-isolation.
- Ensure that any workspaces, common areas, or other location possibly affected be immediately closed off for decontamination.
- Identify tools, toys or other equipment that could have been affected and ensure they are removed and isolated. Ensure proper disinfection and sanitization before returning to the workspace or program.
- Determine, based on the possible degree of exposure, whether a partial or complete closure of the child care is required for deep cleaning.
- Review policies, procedures and protocols in place to determine whether there are any improvements that can be implemented to better mitigate against future risks.
- Report any confirmed cases to the relevant public health authorities for further investigation.

## **Serious Occurrence Reporting**

Under the *Health Protection and Promotion Act*, the child care has a duty to report suspected or confirmed cases of COVID-19.

### **Reporting suspected/confirmed cases of COVID-19 – effective September 1, 2020**

**Policy Statement:** The John Wanless Child Care Program (JWCCP) is committed to providing a safe and healthy environment for children, families, and employees. JWCCP will take every reasonable precaution to prevent the risk of communicable diseases within our child care.

**Purpose:** To ensure that all employees are aware of, and adhere to, the recommendations established by Toronto Public Health (TPH), regarding reporting requirements for any **suspected and/or confirmed cases** of COVID-19 at JWCCP.

**Effective September 1, 2020**, and in accordance with the [Operational Guidance](#) version 3, August 2020 document, child care licensees will be required to submit a “serious occurrence” report for a suspected case of COVID-19 for individuals exhibiting **1 or more symptoms**.

A serious occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when one of the following individuals has a **confirmed case of COVID-19 OR a suspected case** involving the individual exhibiting **1 or more symptoms AND** the individual has been **tested**, or has indicated that they will be tested for COVID-19:

- (i) a **child who receives child care** at a home child care premises or child care centre,
- (ii) a home child care **provider**,
- (iii) a person who is **ordinarily a resident of a home child care premises** (eg. the home provider’s child, the home provider’s spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- (iv) a person who is **regularly at a home child care premises** (eg. the home provider’s friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- (v) a **home child care visitor**,
- (vi) a **parent of a child** mentioned in subclause (i), or
- (vii) a **staff** member at a child care centre
- (viii) a **student** at a home child care premises or child care centre.

### **Additional Information/Tips:**

- Where a serious occurrence has been reported for a suspected case (as defined above) and the individual's test results are positive, licensees must update the original serious occurrence report submitted to add this information.
- Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, licensees must update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.
- Please note: should the entire child care, part of the child care (i.e. a program room) or a home child care provider's home close due to a "confirmed or suspected case" (as defined above), a separate serious occurrence report for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the serious occurrence report and/or update the serious occurrence report when the closure occurs.
- With the change in definition to reporting Suspected COVID-19 Cases for individuals exhibiting 1 or more symptoms, the requirement for serious occurrences to be submitted under the category "Unplanned Disruption of Service", with the subtype of "Other emergency relocation or temporary closure" is no longer required.

For any suspected or confirmed case, the following procedures will be performed:

- TPH will be contacted to report the suspected or confirmed cases.
- The child care will implement TPH's list of control measures and will follow direction on monitoring of other possible infected centre employees and children.
- All suspected cases will be reported to the Ministry of Education as a serious occurrence.
- Should a program, the child care centre or entire premises close due to COVID-19, the Ministry will be notified, a serious occurrence will be filed and TPH will be informed.
- Serious occurrence notification forms will be posted unless otherwise advised by TPH.

### **Toronto Public Health Reporting Guidelines**

As per the Centre's [Toronto Public Health Guidelines - Health, Safety and Wellness Policy](#) and in accordance with updated reporting requirements as mandated by Toronto Public Health, the child care will report confirmed cases, suspected cases and outbreaks of COVID-19 to TPH's Surveillance Unit. The Centre is also required to:

- Inform TPH of clusters of suspected cases (i.e. two or more children or employees with COVID-19 symptoms within a 48-hour period).
- Inform TPH of cases of COVID-19 among employees or children attendees that are laboratory-confirmed or probable (symptom).

### **Licensed Child Cares in Schools**

The child care operates strictly on Toronto District School Board (TDSB) property.

As a tenant of the TDSB, the child care is required to adhere to the tenant agreement in place between the child care and the TDSB, as well as its existing policies and protocols. Additional policies implemented during the COVID-19 pandemic by the TDSB will be adhered to by the centre to support a safe transition of children back into its programs on TDSB property.

Should any newly-implemented TDSB policies and procedures directly affect the child care's operations, information will be distributed as soon as it becomes available.

### **Operational Guidance**

#### **Communication Plan**

As the child care prepares for the reopening and recommencement of child care services, information will be distributed regarding:

- New and updated policies.
- Information regarding screening protocols.
- Complete child care registration online [www.jwccp.com](http://www.jwccp.com).
- Instructions on protocols to address employee or children illness or display of symptoms of COVID-19.
- Resources for testing for COVID-19
- Re-entry guidelines for limited operational capacity
- Other information as deemed important for modified services

#### **Employee Training**

As per the child care's *Professional Training and Development Policy* and in accordance with TPH, Children's Services, the Ministry of Education as well as the [Ontario Health and Safety Act, R.S.O., 1990, c. 0.1](#), training on health, safety and operational measures developed for the recommencement of childcare services will be provided prior to reopening.

#### **Program Fees**

As per the provincial government's efforts to stabilize child care fees during the pandemic, monthly child care costs for 2020 will remain as noted upon registration for year 2020. (FDK

\$684.00/month & Schoolage \$512.00/month) Child care fees are subject to change for the year 2021.

In addition, as the Centre prepares for reopening and modified services, the following are in place under further notice:

- Refunds **will not** be issued should a child(ren) be sent home due to suspected illness, 14-day self-isolation or denied entry to the child care due screening process. As per the current centre policy, families accepting a spot will not be permitted to opt out of the child care services and sublet to others. Should a family choose to withdraw, 2 months written notice is still required.
- All other fees and rules pertaining to fees as noted in Centre's [Fee Payment Policy](#) are applicable when the child care reopens (i.e. late fees for late pick-up, registration and deposit fees for new enrollment).

Any changes made under this section as it pertains to legislative updates and/or contractual needs the child care has in place with governing bodies will be communicated to families as they become available.

## **In-Program Protocols**

### **Drop-Off and Pick-Up Procedures**

Centre employees and parents/guardians have a responsibility to create a calm, welcoming and safe space as children adjust to their new entry routine. As per the child care's [Parental Code of Conduct](#), *child care* employees and parents/guardians are expected to adhere to the child care's *Guiding Principle of Appropriate Behaviour* at all times by practicing the following:

- **Be Respectful** - We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of people's differences. We are respectful of the child care's environment, equipment and materials.
- **Be Safe** - We work, play and behave safely to help keep others and ourselves from harm.
- **Be Cooperative** - We solve our problems by courteously talking and listening to each other to find a solution. When we cannot solve a problem ourselves, we ask for help.
- **Be Supportive of Learning** - We learn to the best of our abilities and support the learning of others.

Beginning the first day of recommencement of child care services and until further notice, all parents/guardians dropping off children are asked to plan accordingly for longer wait times for daily entry, as screening protocols will apply for each child. [Screening Checklist](#)

- Best efforts for physical distancing will be supported (2 metres or 6 feet) both upon arrival and throughout the children's time in the child care centre program
- Parents/guardians are not to enter the child care **nor** pass the screening area (unless pre-arranged with Management and upon successful completion of screening)
- All entrances, child care classrooms, staff bathroom, child care office and kitchen will have hand sanitizer available
- All individuals will be asked to use directional signage (i.e. posted arrows, floor decals)
- Children's personal belongings must be minimized at drop-off (**Children MUST HAVE at the child care DAILY backpack, additional clothing and indoor shoes**) unless instructed otherwise. Children's belongings will remain in individual cubbies within the program.
- Other personal items belonging to children such as but not limited to, helmets, sports equipment, roller blades and scooters will not be permitted into the facility. These items left on site should be locked up at a fence or unused bicycle rack or kept at home. Items left on the property will not be monitored by child care employees. The Centre is not responsible for the possible theft or damage of any personal item left at the Centre.
- Upon pickup, and if children are indoors, parents/guardians are to call the child care at **416-488-8571** at our primary entrance and identify themselves. The designated runner will be notified of the parent's/guardian's arrival and will assist the child(ren) in getting ready. The designated runner will sign out each child and will escort the child(ren) directly to parents/guardians at entrance. If children are outdoors when parents/guardians arrive, parents/guardians are not allowed on the playground, parents asked to contact an employee on the field and your child(ren) will be escorted to you and signed out.

### **Child Care Visitors and other Non-Essential Persons**

Non-essential visitors will not be permitted to visit the child care until further notice. This includes but is not limited to, waitlisted families requesting site tours, vendors not currently used by the child care, job placement students inquiring about possible placements and parent/guardian volunteers.

Whenever possible, video and/or telephone interviews will be conducted with prospective families, vendors, students and/or volunteers.

Public officials such as TPH inspectors, Toronto Police, Toronto Fire Services, MOE employees will be permitted to enter the child care to conduct centre business, inspections and/or to handle matters as requested by Management.

Until further notice the child care will not permit volunteers or students onsite.

## **Food Safety Practices**

The child care promotes the health, safety, nutrition and wellbeing of all children enrolled.

A carefully planned after school snack menu **will be made available upon approval**. Alternate snacks will be made available to children with **anaphylaxis or dietary restrictions** parents/guardians please inform Management as soon as possible of your request.

In light of the COVID-19 pandemic and in keeping up with this primary principle, the child care will now implement the following procedures until further notice:

- FDK and Schoolage children will only receive a pm snack
- After school snack time will be modified to ensure that there is **no self-serving or sharing** of food and/or beverages
- Snacks will be served in individual portions to the children
- Child care employees will continue to use utensils to serve food
- Suspension of shared utensils or items (i.e. serving spoons, tongs, milk and water jugs, serving trays or bowls)
- Suspension of all cooking activities
- Ensure proper hand hygiene is practiced when employees are preparing food, and for all individuals before and after eating.

## **Equipment and Toy Usage Requirements and Restriction**

The child care employees have provided learning experiences for enrolled children based on their observations of the children's individual needs, desire to learn something new, topics of interest in all curriculum areas, while following program delivery expectations of governing bodies.

When the child care reopens and for the duration of modified services, indoor and outdoor programming will focus on all the principles of the child care [Program Statement](#) but with a modified approach.

### **Requirements:**

- If children are not attending morning care parents/guardians **MUST** submit the screening checklist by **10:00am** in order for the child(ren) to attend child care afterschool.
- **ONE screening checklist per child MUST be completed daily** - a hard copy of the screening checklist will be provided in advance
- Assignment of specific toys and play structures to one cohort whenever possible
- Provision of toys and equipment that are made of materials that can be easily cleaned and disinfected
- Use of large play structures will be prohibited at this time



- Disinfecting and cleaning of all toys (indoors/gym: individual use per child/in) and of all equipment (outdoors after cohort use)
- Continue cleaning and disinfecting of toys in kitchen three-compartment sinks. As per TPH, toys will be washed and rinsed prior to disinfecting. Using two sinks is acceptable if washing and rinsing are done in the first sink.
- Continued toy cleaning and disinfecting in the dishwasher, as the rinse cycle reaches a minimum of 82 degrees Celsius. As per current practice, use of the dishwasher in the kitchen for toy cleaning and disinfecting will be completed when it is not being used for any other purposes (i.e., washing dishes, food preparation).
- Continued practice of required disinfectant contact times or alternatively sufficient allowance for toys to air dry
- Ensure dry toys in a designated area and protected from sources of contamination
- Whenever possible, provide labelled individualized bins or packs for art materials and supplies for each child
- Removal of extra chairs, tables and other furniture to promote physical distancing as much as possible within each program

### **Restrictions**

- Temporary suspension of group sensory play activities with materials that cannot be cleaned or disinfected (i.e. playdough, sand, dried foods)
- Temporary suspension and/or removal of items with soft surfaces (i.e., plush toys, blankets, all carpeting, puppets, cloth dolls, pillows, dress-up clothing etc.)
- Temporary removal of porous materials that cannot be effectively cleaned or disinfected (i.e. sponges, felt, fabric, paper books)
- Temporary removal of cardboard blocks from indoor and outdoor play areas
- Temporary removal of fabric seat coverings (i.e., couch covers, blankets)
- Temporary removal of paper playing cards
- Temporary removal of games made of non-coated cardboard (i.e., board games, puzzles)
- Other items as deemed necessary for maintaining non-transference of viruses and other microbes
- We will not have access to the large or small gym.