

COVID-19 Child Care Centre Self Auditing Checklist

Last update September 18, 2020

CHILD CARE CENTRE INFORMATION	
Name of Child Care Centre:	
Address:	
Person Completing the Checklist:	
Date:	




The purpose of the self-auditing checklist is to identify gaps where child care operators can improve their overall preparedness and management of COVID-19 through the development of policies and procedures, adherence to infection prevention and control practices and appropriate response planning to ensure the health and safety of staff, children, parents/guardians and visitors.

This self-auditing checklist is to be used in conjunction with Ministry of Education, Ministry of Health and Public Health directives, guidelines, and recommendations. For additional information refer to the [Government of Ontario, Ministry of Education](#) and [York Region](#) website

NOTE: Responses in the ‘NO’ column must be addressed to ensure key processes are in place to mitigate and reduce COVID-19 transmission risk.

Contact *York Region Health Connection* 1-800-361-5653; TTY 1-866-252-9933; Fax: 905-898-8277; Email: Health.Inspectors@york.ca

	GENERAL MEASURES	YES	NO	N/A	NOTES
1.1	<p>Enhanced Health and Safety Policy and Procedure (P&P) is developed and includes:</p> <ul style="list-style-type: none"> • Active and passive screening for symptoms, including daily temperature checks • Daily attendance records • Grouping of children and staffing • Enhanced cleaning and disinfection practices • Equipment and toy usage and restrictions • Parent drop off and pick up procedures • Staff shift scheduling • Visitor restriction • Hand hygiene and respiratory etiquette • Physical distancing • Interactions with children • Use of personal protection equipment • Food safety requirements • COVID-19 Response Plan <ul style="list-style-type: none"> ○ Management of cases and COVID-19 outbreaks ○ Isolation and exclusion of symptomatic children and staff ○ Reporting illness, cases and outbreaks to York Region Public Health <p>Communication with parents/guardians and staff/*students with regard to enhanced health and safety practices and COVID-19.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>*students is defined as someone who is completing post-secondary educational placements.</i>				
1.2	Staff/students follow the Enhanced Health and Safety P&P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Operator is aware that in the event that any person at the child care centre is exhibiting symptoms of COVID-19 or has been exposed to COVID-19, the operator shall implement a COVID-19 Response Plan, immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Staff/students are trained and familiar with the Enhanced Health and Safety P&P and COVID-19 Response Plan Refer to: Ministry of Education: Operation Guidance During COVID-19 Outbreak Child Care Re-Opening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	A copy of the Enhanced Health and Safety P&P and COVID-19 Response Plan is accessible to all staff/students, parents/guardians and emergency contacts. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SCREENING	YES	NO	N/A	NOTES
2.1	Daily screening is done electronically (e.g., via online form, survey or email), if possible. If screening done at the centre, screening station for COVID-19 is set up at main entrance/drop-off areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Screening station allows for physical distancing (minimum 2 metres) between staff/students and the person being screened or is separated by a physical barrier (e.g., Plexiglas). Screener wears full personal protective equipment (i.e., medical mask, gloves, gown and eye protection) when conducting screening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Screening checklist is posted at the main entrances/drop-off areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Equipment and supplies are provided at screening station (e.g., alcohol-based hand sanitizer, thermometer, approved disinfectant, PPE for staff conducting the screening, facial tissue and no touch waste receptacle) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Alcohol-based hand sanitizer has an alcohol content of 60-90%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Thermometers must be covered with single-use protective covers (discarded after use) and cleaned and disinfected (everyday level) after each use 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	All individuals (i.e., children, parents/guardians, staff/students and essential visitors) are screened each day before entering the centre. Staff/students parents/guardians, and essential visitors are educated on the signs and symptoms of COVID-19 and are directed to call the child care centre if	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	symptoms develop at home.				
2.8	All daily active and passive screening results must be maintained and kept on-site. Each record should include: <ul style="list-style-type: none"> Name Contact information Time of arrival and departure Screening completion/result 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	Children, parents/guardians, staff/students and essential visitors who are symptomatic or fail the screening are not allowed to enter the child care centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Children and staff/students are passively screened for symptoms during operating hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.11	Operator to conduct surveillance and maintain daily record of illness (respiratory and enteric) in the child care centre Child care centre is to report to York Region Public Health when there are two or more symptomatic individuals within 48 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MAXIMUM GROUP SIZE AND STAFFING	YES	NO	N/A	NOTES
3.1	Where there is more than one child care program is in the same building, both programs and groups <ul style="list-style-type: none"> Maintain physical separation and Adherence to all health and safety requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	The maximum group size for each room is followed as set out under the CCEYA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	The maximum capacity rule does not apply to child care staff/students and Special Needs Resource staff on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Child care staff/students are assigned to a specific group, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Children assigned to a group should stay together throughout the day and should not mix with other groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Child care operators are to refer to CCEYA regarding to maintaining ratios, mixed age grouping and reduced ratios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Child care staff/students must work at only one location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8	Supervisors and/or designates limit their movement between rooms, only doing so when absolute necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.9	Supply/replacement staff are assigned to specific	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	group and these staff should not mix and interact with other groups of children.				
3.10	Students are assigned to a specific licensed age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.11	Volunteers are not permitted at the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.12	No non-essential visitors at the program. However special needs services may continue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	HAND HYGIENE AND RESPIRATORY ETIQUETTE	YES	NO	N/A	NOTES
4.1	Proper and frequent hand hygiene practices are followed. Review and encourage hand hygiene practices with staff/students, parents/guardians and children (e.g., correct hand washing and hand sanitizer signage posted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Staff/students provide supervision for hand hygiene practices and provides assistance where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Sufficient supply of hand hygiene products (i.e., hand soap in dispenser, paper towels, sanitizer) are available in all rooms equipped with hand wash sink or alcohol-based hand sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Staff/students, essential visitors, parents/guardians and children practice proper respiratory etiquette (e.g., cover your cough and sneeze signs posted).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Hand hygiene is performed for donning and doffing PPE. Refer to PPE poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	CLEANING AND DISINFECTION	YES	NO	N/A	NOTES
5.1	Enhanced environmental cleaning and disinfection policy and procedure developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Common areas and items including high touch surfaces (e.g., door knobs, handrails, sink, toilet handles, electronic devices and tabletops) are cleaned and disinfected at least twice daily and as often as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Only use cleaners and disinfectant with a Drug Identification Number (DIN) . Household bleach and isopropyl alcohol are the only exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Disinfectant (Everyday level) is available, prepared and used as per manufacturer's instructions. Disinfectant _____ Contact time (mins) _____ DIN # _____ Expiry date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Appropriate PPE is worn during cleaning and disinfection (e.g., gloves, eye protection, gown and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	medical mask), especially when cleaning bodily fluid spills as per safety data sheet.				
5.6	A sufficient supply of cleaning and disinfecting products provided and accessible to staff. Child care operators have secured and sustained an amount of cleaning and disinfecting supplies that can support their current and ongoing operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7	A cleaning and disinfecting schedule and log are developed and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8	All rooms where the symptomatic child was present must be cleaned and disinfected (outbreak level disinfectant), in addition to all items used by the symptomatic child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	TOYS AND EQUIPMENT	YES	NO	N/A	NOTES
6.1	All toys used are made of materials that can be cleaned and disinfected (e.g., remove plush toys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Mouthed toys are cleaned and disinfected immediately after the child is finished using it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Toys and equipment are designated for each room or group of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Toys are cleaned and disinfected between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Toys and equipment are cleaned and disinfected prior to sharing with another group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Sharing of toys and equipment is minimized within group and between groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Groups are separated by at least 2 metres in a shared outdoor play area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8	Play structures/playground equipment are used by only one group of children at a time. Clean and disinfect play structures/playground equipment immediately before and after each use by each group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.9	Community/public playgrounds are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DIAPERING, TOILETING AND WASHROOM FACILITIES	YES	NO	N/A	NOTES
7.1	Toilets/potty chairs and seats are cleaned and disinfected between uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Proper diaper change procedure is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	No communal skin products used. Proper application of skin products to avoid cross contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Proper PPE is used for diapering and toileting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.5	Designated washroom is provided for each group or room. If washroom is shared, ensure only one group is used at a time. Washroom is cleaned and disinfected immediately after each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LAUNDRY AND SLEEPING EQUIPMENT		YES	NO	N/A	NOTES
8.1	Contaminated (e.g., fecal) items belonging to the child (including soiled clothing) are sent home immediately for cleaning. Place the item in a securely tied plastic bag and send home with the child's parents/guardians. Soiled items must not be rinsed and/ or washed at the centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Personal bedding/linens are labelled with child's name and not shared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Sleeping equipment (e.g., cribs, cots and mats) are cleaned and disinfected after each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Bedding (e.g., sheets and blankets) used for sleeping is laundered at least weekly or when visibly soiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PHYSICAL DISTANCING		YES	NO	N/A	NOTES
9.1	Indoor space/room is designated for each group of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Physical distancing is maintained between groups and children within the same group, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Physical distancing is maintained between different groups in the same common space (e.g., entrances and hallways).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Children and staff of different groups are separated by a distance of 2 metres in a shared outdoor space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.5	Physical distancing strategies are incorporated in the child care centre: <ul style="list-style-type: none"> • Spread children out into different areas at meal and dressing time • Incorporate more individual activities. Avoid planning activities that involve shared objects or toys • Using markings on floors and walls to promote physical distancing • Using a physical barrier when two groups are using the same indoor space (e.g., gym). Size of the physical barrier is minimum 8 feet in height and 12 inches taller than the tallest person in the centre, and as wide as the room/space allowed • Move activities outside to allow for more space • Increase distance between sleeping equipment (e.g., cots and mats) or placing children head to toe or toe to toe • Move cribs to allow for 2 metres distancing or placing infants in every other crib. Provide clear 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> marking for cribs that should not be used Avoid singing activities indoors Stagger lunch/break time for staff Re-arrange/increase spatial distance of chairs and tables in staff room to ensure physical distancing 				
	INTERACTIONS WITH CHILDREN/PARENTS	YES	NO	N/A	NOTES
10.1	Video and telephone interviews with parents/guardians are used, if possible The use of in-person communication with families should be limited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Parents/guardians do not past the screening area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Parents/guardians provide sunscreen for their own child. Sunscreen should not be shared. Staff should perform proper hand hygiene (i.e., wash hands before and after application) when helping children to put on sunscreen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Child care staff provide supervision and hold bottles for infants, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MASKS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	N/A	NOTES
11.1	All adults in a child care centre (i.e., child care staff, essential visitors and students) wear medical masks and eye protection while inside in the child care premises, including hallways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	All children in grades 4 and higher wear a non-medical or cloth mask while inside in the child care premises, including hallways. Other school aged children are recommended to wear a non-medical or cloth mask. <i>Masks are not recommended for children under the age of two.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Child care centre has communicated with parents/guardians to provide masks for their school aged child(ren).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Adults and children do not need to wear mask when outdoors if physical distancing (2 metres/6 feet) is maintained between individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.5	Risk assessment is conducted to determine PPE required for each task. As a minimum, the following PPE should be used in these situations: <ul style="list-style-type: none"> Full PPE (i.e., medical mask, gloves, gown and eye protection) is worn when screening Full PPE is used when taking care of a symptomatic child at the centre prior to pick up. Full PPE when cleaning and disinfecting area/room of a suspected or confirmed COVID-19 case 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11.6	PPE is single-use only, unless specified by manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.7	Operator has secured and sustained an adequate supply of personal protective equipment (PPE) available for use (e.g., gloves, medical masks, gowns, eye protection) which supports their current and future operations. Refer to Centre of Disease Control PPE Burn Rate Calculator to assist with maintaining a sufficient supply of PPE. Ontario Together Portal has a Workplace PPE Supplier Directory that lists Ontario businesses that provide personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.8	Staff and students are trained on the proper use of PPE including how to put on and take off PPE. Refer to PPE poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	FOOD SAFETY	YES	NO	N/A	NOTES
12.1	“No sharing” policies and procedures are reinforced. No sharing of food, water bottles or personal items and belongings. Limit personal items brought to the centre. Personal items should be clearly labelled with each child’s name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Meals or snacks are portioned into individual size in the kitchen / food preparation area before serving in the program area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	No self-serve or sharing of food at meal times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	Utensils are provided and used to serve food. No utensils (e.g., serving spoon or salt shaker) should be shared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.5	No food are provided by family/outside of regular meal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.6	Children are not preparing and providing food that will be shared with others.				
12.7	Foods are prepared, handled, stored and served in a safe manner as outlined in Food Premises Regulation 493/17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.8	Multi-use utensils must be cleaned and sanitized between uses as per requirements outlined in Food Premises Regulation 493/17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	BEFORE AND AFTER SCHOOL PROGRAMS	YES	NO	N/A	
13.1	Children are required to be actively screened only once daily. If children are screened in the before school program or core day program in the morning, they are not re-screened again for the after school program. For children who only attend After School Program, parents/guardians may submit screening results to the child care in the morning prior to the children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	attending care in the afternoon.				
13.2	Child care operator prioritizes grouping based on children's core-school programs, if possible. Limit interactions between children from different school classes, where possible. Group B&A program class with the same core day class and use large, well ventilated spaces or outdoor spaces for the B&A programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	B&A program room/area is cleaned and disinfected after the core day program ends and the B&A program begins. Outdoor play can be scheduled during this time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	COMMUNICATION WITH STAFF AND PARENTS/GUARDIANS	YES	NO	N/A	NOTES
14.1	Ensure parents/guardians are aware of following health and safety measures/information: keeping children home when they are sick; instructions of screening and protocols if a child/staff becomes ill; immediate pick-up once child begins to show symptoms of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2	COVID-19 information posted and available to staff and parents/guardians (e.g., COVID-19 fact sheets, hand hygiene, physical distancing , self-monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.3	Staff and parents/guardians ensure they conduct daily passive screening measures for COVID-19, prior to coming to the facility and on entrance to the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.4	Child care centre ensures COVID-19 messaging is adhered to by staff and parents/guardians (e.g., hand hygiene and respiratory etiquette, exclusion of symptomatic children/staff, physical distancing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.5	Non-essential visitors, volunteers and students are not at the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.6	Parents/guardians have provided an emergency contact that is able to pick up child when parent/guardian is not available. Emergency contact is aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MANAGEMENT OF CHILD OR STAFF WHO HAS SYMPTOMS OF ILLNESS	YES	NO	N/A	NOTES
15.1	Staff/child care provider, parents/guardians and children do not enter the centre if they are ill with any symptoms. Child care operator to conduct surveillance and record all illnesses (respiratory and enteric) in the centre. Child care centre is to report to York Region Public Health when there are two or more symptomatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	individuals within 48 hours.				
15.2	Symptomatic child at the centre is immediately separated from others and is supervised in a designated room/space and parent/guardian is contacted for immediate pick up. Symptomatic staff is sent home immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.3	Designated staff member providing care to a symptomatic child should maintain a distance of 2 metres, if possible. Avoid contact with the child's respiratory secretions and perform meticulous hand hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.4	A medical mask should be worn by the symptomatic child (if tolerated and above age of 2). Full PPE should be worn by the staff member who takes care of the symptomatic child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.5	Designated room/space should be equipped with a hand sink supplied with liquid soap and paper towels or hand sanitizer, and facial tissue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.6	Symptomatic child should be reminded to practice hand hygiene and respiratory etiquette while waiting for pick up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.7	Open doors or windows to increase air circulation into the designated room if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.8	Clean and disinfect (with outbreak-level disinfectant) the room/space and any items touched by the symptomatic child after they have been picked up. For items such as books or cardboard puzzles, remove from use and store in a sealed container for a minimum of 7 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.9	Child care will contact York Region Public Health to notify of two or more symptomatic individuals are in child care centre within 48 hours and seek advice on the information to be shared with parents/guardians/visitors. A suspect respiratory outbreak will be declared by York Region Public Health. York Region Public Health contact information: <ul style="list-style-type: none"> 1-877-464-9675 ext. 73588 (office hours) 905-953-6478 (after hours) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.10	If the symptomatic child has been in close contact with a confirmed case COVID-19 case or has travelled outside of Canada in the past 14 days, siblings are required to go home and self-isolate. If the asymptomatic child has not been in close contact with a confirmed case of COVID-19 and has not recently travelled outside of Canada in the past 14 days, siblings of the child can continue to attend care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.11	Contaminated items belonging to the symptomatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	child (including soiled clothing) are sent home immediately for cleaning. Place the item in a securely tied plastic bag and send home with the child's parents/guardians. Soiled item must not be rinsed and or washed at the centre				
	TESTING	YES	NO	N/A	NOTES
16.1	Symptomatic staff and children should be sent for testing. Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.2	Asymptomatic persons will only be tested as directed by York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.3	A single, symptomatic, laboratory confirmed case of COVID-19 in a staff or child is considered a confirmed COVID-19 outbreak, in consultation with the York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.4	Staff and children who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further grouped together until laboratory tests, if any, have been completed or until directed by York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.5	Staff and children waiting for test results should be excluded from child care centre or as directed by York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	OCCUPATIONAL HEALTH AND SAFETY	YES	NO	N/A	NOTES
17.1	Child care operator has a written policy and procedure to assist with preparedness and management of COVID-19 including staff safety and infection prevention and control measures. Refer to the Ministry of Health's COVID-19 website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2	Staff is trained and familiar with the child care's enhanced health and safety policies and procedures, infection prevention and control measures as directed by York Region Public Health and the Operational Guidance During COVID-19 Outbreak: Child Care Re-opening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.3	If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member should seek out assessment and tested for COVID-19 at a COVID-19 Assessment Centre as soon as possible after identification of the case. If the staff member tests negative and becomes symptomatic, the staff member should be re-tested. If the test result is negative, asymptomatic staff must remain in self-isolation for 14 days from their last exposure to the case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

17.4	Symptomatic child care staff who develop symptoms compatible with COVID-19 should be sent for testing. Additional guidance can be obtained by calling York Region Public Health at 1-877-464-9675 ext. 73588	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.5	<p>If the staff illness is determined to be work-related - in accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:</p> <ul style="list-style-type: none"> • Ministry of Labour; • Joint health and safety committee (or health and safety representative); and • Trade union, if any 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	