

Table of Contents		Page
<b>Background</b> .....		2
<b>Overview</b> .....		2
<b>Planning Priorities for Reopening</b> .....		3
<b>Signs &amp; Symptoms of COVID-19</b> .....		4
<b>How COVID-19 Spreads</b> .....		4
<b>Reducing the Spread of Infection – Including COVID-19</b> .....		4
<b>YCD Requirements</b> .....		5
Policies and Procedures.....		5
Staffing.....		5
Staff Training .....		6
<b>Plan for Outbreak Management</b> .....		6
Daily Health Screening.....		6
Program Registration & Attendance Record .....		6
How to Conduct Daily Screens .....		7
Enhanced Health Monitoring .....		7
<b>Management of Possible COVID-19</b> .....		7
Protocol on Testing and Confirmed Cases.....		8
Reporting Confirmed Cases to the Ministry .....		8
<b>Health and Safety Requirements</b> .....		9
Health and Safety Protocol .....		9
Cleanings of the EarlyON Programs.....		9
Guidance on the use of Masks and PPE.....		9
First Aid and PPE Kits .....		10
Physical Distancing .....		10
Hand Hygiene & Respiratory Etiquette.....		10
<b>Overall Capacity &amp; Group Size</b> .....		11
<b>Infection Prevention &amp; Enhanced Control Measures</b> .....		11
Cleaning and Disinfecting Surfaces & Other Items .....		11
Food Service .....		12
Diapers & Washrooms.....		12
Waste Management .....		13
Blood / Bodily & Fluid Spills.....		12
Equipment and Usage of Toys.....		13
<b>Programming</b> .....		13
Overview.....		14
EarlyON Programs .....		14
Outdoor Programs .....		15
Communication with Families.....		15
Mental Health Supports for Children and Families.....		15
<b>Links / Resources</b> .....		16
<b>Appendices</b> .....		17- 37

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### BACKGROUND

On January 30, 2020, the World Health Organization (“WHO”) declared a Public Health Emergency of International Concern resulting from an outbreak of pneumonia cases from an unknown cause, which originated in Wuhan, China. Over a week later, on February 11, 2020, the WHO then announced a name for this new disease called the coronavirus (“COVID-19”). On March 11, 2020, the WHO declared COVID-19 to be a global pandemic and a worldwide health concern to all of humanity. As a result, governing countries and their leaders around the world acted to mitigate the spread of this virus by restricting travel, testing and quarantining symptomatic individuals, enforcing social distancing, closing schools and non-essential businesses and requesting residents to stay inside their homes.

York Child Development & Family Services Inc. (YCD) was closed effective March 16, 2020 due to the pandemic. This document provides a framework to mitigate risk for educators, families, children, students and community partners and provides general guidance on the prevention and management of COVID-19 upon reopening.

On July 30, 2020, the Ministry of Education (ministry) informed The Regional Municipality of York (York Region) that effective September 1, 2020, EarlyON Child and Family Programs (EarlyON) will be permitted to reopen with in-person programming with additional health and safety protocols in place. The ministry released a guidance document to steer the safe reopening of EarlyON province wide.

Under Ontario law, employers have the duty to take every reasonable precaution to keep workers safe, informed and ensure the use of the appropriate protective equipment.

York Region Public Health (public health), Health Canada and the WHO provide resources, information and guidance with respect to COVID-19. Links and contact information are provided at the end of this document.

### OVERVIEW

The ministry released guidelines, *Operational Guidance during COVID-19 Outbreak: EarlyON Re-opening August 2020*, to protect children, families, and educators from COVID-19. The information found within this guidance document is intended to support partners in reopening EarlyON programs (EarlyON) and to provide clarification on operating with enhanced health and safety measures. It is intended to support the following partners: Consolidated Municipal Service Managers and District Social Service Administration Boards (CMSMs and DSSABs) (YR EarlyON Team), EarlyON Child and Family Centre service providers (e.g., YCD) and District School Boards.

The ministry is requesting school boards, YR EarlyON Team and EarlyON providers, in collaboration with local public health units, to work together to ensure EarlyON in schools are able to re-open safely. These partners should work together to align protocols and procedures where necessary in order to support the health, safety and well-being of children and families.

The guidance document has been designed for use in conjunction with the Child Care and Early Years Act, 2014 (CCEYA) and its regulations, and the Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline 2020 (2020 Guideline). In the event of a conflict between the guidance document and the 2020 Guideline, the guidance document will prevail.

Advice of the local public health unit must be followed, even in the event it contradicts this guidance document. In addition, EarlyON must adhere to provincial rules regarding limits on gathering/group sizes and physical distancing requirements. This guidance document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice at that time.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### PLANNING PRIORITIES FOR REOPENING

1. YCD EarlyON will comply with the ministry guidance document, all existing health and safety requirements as directed by the Medical Officer of Health, updated YCD policies and all existing requirements of Service Agreements with the government.
2. YCD is committed to support immediate and future access to EarlyONs for families and to limit the spread of COVID-19 through enhanced requirements.
3. The ministry recognizes that not all EarlyONs may be able to resume immediately for public health reasons and/or due to other community related considerations. YCD will take a gradual approach based on direction from York Region, the local school boards and our ability to ensure we take care and consideration for a safe reopening.
4. YCD EarlyONs will continue offering virtual services so that children and families can access programs and services without having to attend an EarlyONs in person.
5. YCD will communicate with families our updated policies and procedures regarding the enhancement of health and safety measures as well as expectations including the requirement to keep children home when they are sick. This will be done through e-blasts, Facebook posts and posted on our website page yorkchild.ca
6. YCD will prepare and provide training to ensure that educators and students are prepared to meet escalated requirements to address the COVID-19 pandemic prior to their return to work.
7. YCD will ensure that our EarlyONs continue delivering mandatory core services including:
  - supporting early learning and development,
  - engaging parents and caregivers, and
  - making connections for families.
8. YCD recognizes that service delivery methods may have shifted due to COVID-19; however, we will strive to continue delivering high quality programs and services that support early learning and development, engage parents and caregivers and make connections for families through a variety of methods that support the health, safety and well-being of children and families.
9. YCD recognizes educators as leaders who are capable, competent, curious, and rich in potential. We will ensure that the voice of the educators is at the forefront of planning during the re-opening period.
10. There will be a thorough cleaning of all sites prior to reopening. Daily cleaning will include additional requirements under Enhanced Infection Prevention Control.
11. YCD will have policies and procedures in place to notify public health when there is an increased number of children and/or parents, caregivers or educators experiencing enteric/ respiratory symptoms.
12. Each location will identify the entrance(s)/exit(s) for all people using the site. A Public health poster will be displayed prominently at the main entrance with signage indicating the screening process to be completed prior to entry.
13. While physical distancing can be challenging in EarlyONs, every precaution and measure will be taken to reduce the spread of COVID-19.
14. YCD will comply with collecting information on the data elements outlined in the 2020 Guideline, as requested and where possible; however, the ministry understands that this may be difficult to do during this time. The ministry will provide further information on the collection of data elements for 2020 later.
15. YCD will provide up-to-date records, for the YR EarlyON Team, of EarlyON sites and their re-opening status. The ministry will collect information on the re-opening of sites across the province from YR EarlyON Team. More information will be shared with YR EarlyON Team once it becomes available.
16. Any educator who needs to travel outside of Canada or lives with a person who needs to travel outside of Canada must notify YCD immediately. The government expects YCD employees, students, children and families returning to Canada to self-isolate for a minimum of 14 days upon return.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### SIGNS & SYMPTOMS OF COVID-19

Typical symptoms of COVID-19 include:

- Fever (temperature of 37.8 °C or greater)
- New or worsening cough
- Shortness of breath
- Sore throat or difficulty swallowing
- Altered smell or taste
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (unrelated to seasonal allergies, postnasal drip etc.)

Other symptoms of COVID-19 in children include:

- Unexplained fatigue (tiredness, feeling unwell, or muscle aches)
- Exacerbation of chronic conditions (worsening)
- Chills
- Headaches
- Croup
- Pink eye
- Red/purple discolouration to hands, fingers, feet and /or toes, and skin may peel (COVID-toes)
- Difficulty feeding in infants

According to Health Canada, symptoms can appear in as little as a few days, or as long as 14 days after being exposed to someone with the disease. For some people, the symptoms are like having a cold; for others they are quite severe or even life threatening. It is important to check with your healthcare provider and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

Staff, students, parents, guardians and children are not permitted to attend the program if they are sick, even if symptoms resemble a mild cold.

### Appendix # 1- COVID-19 Self-Assessment

### HOW COVID-19 SPREADS

The virus typically spreads through coughing and sneezing, personal contact with an infected person, being in the same room with an infected person for more than 15 minutes, touching something with the virus on it, then touching the mouth, nose, or eyes with unwashed hands.

There is an increased risk for severe COVID-19 outcomes for those:

- Aged 65 and over, and/or
- With compromised immune system, and/or
- With underlying medical conditions

### REDUCING THE SPREAD OF INFECTION - INCLUDING COVID-19

All measures taken to prevent the spread of COVID-19 will be done in compliance with requirements under the Occupational Health and Safety Act and associated Regulations and public health directives issued by the Chief Medical Officer of Health. Recommendations for households:

- Practice physical distancing – stay 2-metres (6-feet) away from others.
- Wear a 2-layer cloth mask or face covering if you cannot maintain a physical distance of 2-metres (6-feet) from non-household contacts.
- Wash your hands well and often with soap and water, or with alcohol based hand sanitizer (don't forget to wash your wrists, under your fingernails and in between your fingers)
- Cough or sneeze into your sleeve or cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards
- Avoid touching your eyes, nose and mouth with unwashed hands.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

- Frequently clean and disinfect high-touch surfaces and shared items using regular household cleaners.
- If you are sick, stay home and avoid crowds until you are well again. Avoid sharing personal items like eating utensils and water bottles.

### Appendix # 2- COVID-19: Break the chain of transmission

#### YCD REQUIREMENTS

##### **Policies and Procedures**

YCD has policies and procedures in place to:

- ensure all individuals, attending EarlyONs, including children parents/guardians, educators, students, and visitors are screened each day before entering the program to exclude those with symptoms of ill health
- implement sanitary practices
- manage outbreaks
- indicate how employees report illness
- indicate how work will be scheduled.

YCD has:

- worked with York Region and public health to ensure appropriate protocols and guidelines, such as the reopening of programs and updated/additional guidance for cleaning and disinfection, are followed. This includes identification of new potential cases of COVID-19.
- ensured all educators and students have reviewed and signed off on the Pandemic Response Plan Sept 2020.
- developed policies and procedures to address the evolving pandemic (i.e. health and safety protocols).
- ensured families, educators and students are informed of all policies, guidelines and all relevant documents.

##### **Staffing**

- Daily routines and schedules will be established and shared to use during COVID-19 recovery.
- Educators will be scheduled to ensure adequate coverage at all programs to ensure enhanced health & safety protocol can be implemented.
- We have established educator shifts in order to comply with requirements of cohorting.
- We will ensure that equipment and supplies are available for use during COVID-19 recovery.
- We will ensure physical distancing for educators breaks, lunches and administrative duties, and that shared spaces can be disinfected between use.
- We will provide tracking sheets to record daily cleaning routines.
- We have established daily health screening protocol for educators, students and all attendees at EarlyONs.
- Educators and students will review regular diapering and toileting practices with emphasis on sanitary practices to support parents/guardians as required.
- Educators and students will work at only one location where possible.
- The EarlyON manager will limit her movement between programs, doing so when absolutely necessary.
- Supply staff will be assigned to specific sites where possible.
- Due to COVID-19 restrictions, all certifications in CPR-C that expire after March 1, 2020, are automatically temporarily extended, until December 31, 2020. We will notify staff when courses resume.
- The renewal of PVSC is not required from educators or persons interacting with children where the fifth anniversary of the staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.
- We will avoid unnecessary contact: All employees are not to participate in-person meetings; we will utilize technology such as teleconference or video conference solutions.

# YCD EARLYON PANDEMIC RESPONSE PLAN 2020

## Staff Training

All educators will be trained prior to their first day back, after re-opening, for worker protection. Updated training to address any iteration to this plan will be provided as required. Students will be trained prior to beginning an educational placement.

Training will include:

- what PPE is necessary for specific tasks
- how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE
- how to properly clean the space and equipment
- how to use alcohol based hand rub (ABHR)
- how to safely conduct daily screening and keep daily attendance and health records
- health, safety and other operational measures in effect during the re-opening period
- educating staff and students to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus
- what to do in the event that someone else becomes sick.

## PLAN FOR OUTBREAK MANAGEMENT

### Daily Health Screening

YCD will implement a passive screening protocol, provided by York Region that will be used for all EarlyONs. All children, parents/guardians, educators, student and essential visitors will be screened for signs/symptoms of illness before participating in an EarlyOn (indoor and outdoor). If any individual does not meet the screening protocol requirements, they will not be permitted to attend the EarlyOn.

- Daily screening will be completed as directed by York Region. Details to follow in a separate communication.
- Parents and guardians should be reminded of this requirement when children are first registered and when they arrive for the program and through educator dialogue and visible signage at the entrances.
- ABHR containing 60% to 90% alcohol content should be placed at all entrances or screening stations. Dispensers should not be in locations that can be accessed by young children.
- All EarlyONs must maintain daily records of screening results.
- Electronic or hard copy records will be kept at YCD Head Office.
- Information and resources on COVID-19 will be posted at all EarlyONs or available at outdoor programs.

### Program Registration & Attendance Records

- Families must register in advance of participating for programs and services.
- At this stage of re-opening there will be no 'drop-in' at any EarlyONs.
- YCD EarlyON will collect contact information (e.g., name, phone number and email address), provide screening forms and distribute health and safety policies and procedures as part of reservation/registration process. This is in the event contact tracing is required.
- The self-assessment form will be sent prior to beginning the program and families will need to send the completed screen each day they attend the program.
- Daily attendance records will include time of arrival and departure and screening completion results.
- Signage will be placed in a visible area, which clearly explains the screening process and the rules and conditions. (COVID-19 Screening Sign, self-monitoring signage) and available or outdoor programming.

Appendix # 3- Daily COVID-19 Screening Checklist

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### How to Conduct a Daily In-Person Screen

- Everyone will be greeted upon arriving at the screening station in a friendly, calm manner.
- A sign will be posted to support the need for screening: *“As you are aware, we are operating under escalated pandemic procedures due to COVID-19, as a result, we are conducting passive screening for potential risk of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of educators, children and families”.*
- The screener will complete the Daily COVID-19 Screen asking the questions pertaining to both the adult and child. When screening is complete and if the family is approved for entry to the program, the parent/guardian will then sanitize their hands and assist the child (ren) to do the same. The parent/guardian and child(ren) can then enter the program. The adults must be wearing a mask.
- If any person does not meet the criteria to participate, they must go home and the manager will be notified of their symptoms.
- If the screening is indoors, the screener will disinfect door handles (inside and outside) immediately after each family enters or exits.
- The EarlyON manager will maintain daily records of screening results. Records will be kept on the premises.

### Enhanced Health Monitoring

In addition to the EarlyON daily screen prior to arrival, ongoing Health Monitoring for signs and symptoms specific to COVID-19 must be performed at all times for those participating in the EarlyOn.

Should the program be informed of a confirmed case of COVID-19 for any individual involved in the program, they are to immediately contact public health and follow their direction. Hand sanitizer will be available for all educators and students. Public Health information will be posted / made available for distribution.

### MANAGEMENT OF POSSIBLE COVID-19 CASES

1. An educator who becomes ill while providing programming should leave the program immediately and advise YCD management staff as soon as possible. The educator may visit York Region Public Health website (or their local health unit) for more information about completing a self-assessment.
2. YCD management will notify York Region Public Health (call 1-877-464-9675 ext. 73588 between 8:00 a.m. and 8:00 p.m., seven days a week or after hours you can call 905-953-6478), if any educators informed their employer that they have tested positive for COVID-19, or if the educators has any concerns of others working while ill with COVID-19 like symptoms at their workplace.
3. If a child/parent/caregiver begins to experience symptoms of COVID-19 while attending the program:
  - Advise parents/caregivers to leave the program immediately.
  - YCD management staff will contact York Region Public Health (call 1-877-464-9675 ext. 73588 between 8:00 a.m. and 8:00 p.m., seven days a week or after hours you can call 905-953-6478) of a potential case and seek input regarding next steps.
  - The symptomatic person should wear a medical mask.
  - If a 2-metre distance cannot be maintained from the ill person, the educator should wear full PPE (i.e., medical mask, gloves, gowns and eye protection).
  - Clean and disinfect the space used by the symptomatic person once they have left the program. (If applicable). For more information on environmental cleaning and disinfection, please refer to Proper Cleaning and Disinfection Practices poster.
  - Parents in the same program as the symptomatic person should be informed, at the direction of public health, of the possible exposure, and should monitor for symptoms.
4. Educators, students, parent/guardians, or children with symptoms must be excluded from the program to self-isolate while pending test results.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

5. Please refer to the *Tested Now What* Guidance document, available at [york.ca](http://york.ca), which provides the various scenarios that outline if an individual receives testing and what the recommendations are in terms of self-isolation requirements while the individual is waiting for results, if the individual tests negative or if the individual tests positive.
6. Educators, parents/guardians or children that are being managed by York Region Public Health (e.g. confirmed cases of COVID-19,) should follow instructions from York Region Public Health to determine when to return to the program.
7. YCD needs to follow the EarlyON Serious Incident reporting requirements.

### PROTOCOL ON TESTING AND CONFIRMED CASES

1. Symptomatic children, parents/guardians or staff should be referred for testing.
2. Those who test negative for COVID-19 must be excluded from EarlyONs and services until 24 hours after symptom resolution and the local public health unit does not have to be notified.
3. If an EarlyOn participant (e.g., child and/or caregiver) or educators tests positive for COVID-19, the local public health unit should be notified, and their advice should be followed.
4. Those who test positive for COVID-19 must be excluded from EarlyONs and services for 14 days after the onset of symptoms and/or clearance has been received from public health unit or their health care provider.
5. Testing of asymptomatic persons should only be performed as per provincial testing guidance.
6. A single, symptomatic, laboratory confirmed case of COVID-19 of an educator, child or parent/guardian who was in the facility for an extended period must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit.
7. Outbreaks should be declared in collaboration between the EarlyOn and public health to ensure an outbreak number is provided.
8. If the EarlyOn is located in a shared setting (e.g. in a school), follow public health advice on notifying others using the space.
9. Where a child, parent/guardian or educators is suspected of having or has a confirmed case of COVID-19, the YR EarlyON Team must report this to the ministry as a serious occurrence as per the process in the 2020 Guideline.

[Appendix # 4- How to Lower your Risk of COVID-19](#)

[Appendix # 5- How to Self- Monitor](#)

[Appendix # 6- COVID-19 Self-Isolation Advice](#)

[Appendix # 7- Isolation Guide for Family of COVID-19 Positive Individual](#)

### Reporting Confirmed Cases to the Ministry

1. YCD EarlyON management will contact York Region Public Health to report a suspected case of COVID-19.
2. York Region Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected educators, students, parent/guardians or children.
3. Where a child, parent/guardian, student or educator is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, the EarlyON manager will report this to the York Region EarlyON Team.
4. The York Region EarlyON Team have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.



## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

5. The York Region EarlyON Team must report a confirmed case of COVID-19 to the ministry through the serious occurrence process and copy their Early Years Advisor.
6. Agencies are required to use the EarlyON Serious Incident Form effective August 17, 2020.

### Appendix # 8 EarlyON Serious Incident Form

#### **HEALTH AND SAFETY REQUIREMENTS**

While the ministry is providing guidance on how to operate EarlyONs during the COVID-19 outbreak, EarlyONs and operating agencies must follow the advice of the local public health unit when establishing health and safety protocols, including how to implement any provincial direction on health and safety guidance.

The ministry recognizes that this may result in local and regional differences in these protocols given the varying impact of COVID-19 in different communities across Ontario.

It is therefore important to follow the advice of the local public health unit to keep children, families and educators safe within your respective communities.

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

YCD will ensure that there are written policies and procedures outlining their health and safety protocols for EarlyONs, including indoor and outdoor programs. These policies and procedures must be consistent with any direction from the local medical officer of health and include information on how the EarlyOn:

- will clean and disinfect the space, toys, and equipment;
- will report illness;
- will encourage physical distancing;
- will manage requirements on the use of personal protective equipment (PPE)
- shifts will be scheduled, where applicable;
- will schedule advance reservations for registered programs;
- will screen for COVID-19 symptoms;
- will manage parent and child sign-in;
- manage indoor programs (if offered); and outdoor programs (if offered).

#### **Cleaning of EarlyON Programs**

1. Frequently touched surfaces should be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).
2. Frequently touched surfaces, including any used toys and materials, should be cleaned and disinfected in between program sessions.
3. The ministry understands that in an EarlyON setting, equipment and toys may be required to deliver programs or services, however, providers are encouraged to limit usage of equipment and toys, particularly the sharing of toys, where possible.
4. Ensure that only toys made of material that can be cleaned and disinfected are used (e.g. avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g. craft supplies).

#### **Guidance on the use of masks and PPE**

1. All educators and students are required to wear medical masks and eye protection (i.e., face shields or goggles) while inside an EarlyON premise. (We are looking to the Region to modify this to read 'when children/families are present'.)
2. All other adults (i.e. parents/guardians, and visitors) are required to wear a face covering or non-medical mask while inside the premises.
3. Masks are not recommended for young children under the age of two.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

4. The wearing of non-medical or cloth masks is encouraged for younger school-aged children, particularly in common spaces.
5. The use of masks is not required outdoors for adults or children if physical distancing of least 2-metres can be maintained between individuals.
6. Reasonable exceptions to the requirement to wear masks are expected to be put in place by EarlyONs.
7. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable expectations for medical conditions, etc.
8. YCD EarlyONs will document requirements and exceptions related to masks.
9. The province will provide medical masks and eye protection for educators working in EarlyONs. The delivery of face coverings will be made directly to the EarlyONs and will reoccur monthly.
10. YCD will secure and sustain a stockpile of PPE should it be required for EarlyON educators.
11. YCD will secure and sustain a stockpile of cleaning supplies that will support our current and ongoing operations.
12. When wearing a medical mask, you should wash your hands before putting on a mask and before and after removing the mask/face shield or goggles.

### First Aid and PPE Kits

PPE and a first aid kit will be at each program location. They will be used in the event a child, family member, student or educators is sick, requires first aid assistance or if the family has an incomplete self-assessment form.

Kits will include:

- Gloves
- Medical masks
- Gowns
- Eye protection
- ABHR containing at least 60-90% alcohol content
- Signage
- Clipboard
- Pens
- Tissues
- Bags
- Digital thermometer
- Disinfecting wipes with DIN (approved for use in Canada )

[Appendix # 9- Donning & Doffing of PPE](#)

[Appendix # 10- How to Wear a Mask](#)

### Physical Distancing

1. All YCD EarlyONs and services will be offered in a way that maintains physical distancing.
2. EarlyONs must implement a physical distancing policy of at least two metres amongst all individuals, at all times.
3. In the event physical distancing cannot be maintained outdoors, the mandatory usage of a medical mask and eye protection (for educators & students) and a face covering or medical mask (other adults) will be required as an additional protective measure. Proper hand hygiene, respiratory etiquette, and avoiding touching of the face will also be reinforced.
4. Registration protocol will be established to ensure physical distancing can be maintained at the entrance to the program.

[Appendix # 11- Physical Distancing Poster](#)

# YCD EARLYON PANDEMIC RESPONSE PLAN 2020

## Hand Hygiene & Respiratory Etiquette

Handwashing with soap and water is the preferred method for cleaning hands. We will incorporate additional hand hygiene opportunities into the daily schedule. EarlyON staff are also encouraged to perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene).

1. When there is no access to soap and water alcohol based hand sanitizer (ABHR), containing a minimum of 60- 90% alcohol can be used, only if hands are not visibly soiled.
2. Children must be supervised when using ABHR. Educators and students will be trained on the manufacture's direction for proper use.
3. All individuals must clean their hands before entering the program space, after touching, eating or preparing food. Wash hands after using bathroom and sneezing/coughing into hands. Wash hands when hands are visibly soiled.
4. Follow proper cough and sneeze etiquette. Cough or sneeze into your sleeve or cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards.
5. Avoid touching eyes, nose and mouth with unwashed hands.
6. YCD will ensure hand hygiene supplies are available and easily accessible.
7. YCD will ensure signage is posted to promote personal hygiene practices (hand washing, hand sanitizing, respiratory etiquette, how to prevent respiratory illness).

[Appendix # 12- Correct Handwashing Procedures](#)

[Appendix # 13- How to Correctly use Hand Sanitizer](#)

[Appendix # 14- How to Cover your Cough & Sneeze](#)

## OVERALL CAPACITY AND GROUP SIZE

At this time, YCD EarlyON will only be offered outdoors. Outdoor group size may not exceed 15 participants – this includes, children, students, parents/caregivers. Outdoor program offerings will need to use a 7 day same cohort system. Park program participants attending on Mondays should only attend program on Mondays etc., the group of families should be the same. One time events or celebrations held outdoors may have a maximum group size not exceeding 100 participants, which includes, children, parents/caregivers, students and staff.

When information regarding indoor programming is released this document will be updated.

## INFECTION PREVENTION AND ENHANCED CONTROL MEASURES

### **Cleaning and Disinfecting Surfaces and Other Items**

Keeping the workplace clean and disinfected is vital. It is critical to follow thorough and regular cleaning and disinfecting practices in all workplaces. These practices become particularly essential during a pandemic that involves an infectious agent.

It is important that all educators understand their roles and responsibilities. Updated health and safety policies will be provided. Regularly clean and disinfect objects and high-touch surfaces to prevent the transmission of viruses from contaminated objects and surfaces.

YCD EarlyONs will only use disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. We will ensure all products are current dated and that we follow manufacturer's instructions and respect the disinfectant kill time for germs on product label.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

- There will be a cleaning and disinfecting schedule (log to be completed) for each space.
- Cleaning and disinfecting routines will be increased where the risk of environmental contamination is higher.
- All touched surfaces will be cleaned and disinfected frequently (minimum twice per day).

**High-touch surfaces:** any surfaces that have frequent contact with hands (e.g., light switches, shelving, containers, tabletops, handrails, doorknobs, sinks, toilets etc.). These surfaces will be cleaned at least twice per day and as often as necessary.

**Low-touch surfaces:** (any surfaces that have minimal contact with hands), will be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings).

**Toys and equipment:** will be cleaned and disinfected at a minimum between cohorts. Mouthed toys will be cleaned and disinfected immediately after each use by the child.

**Tables and countertops:** used for food preparation and food service will be cleaned and disinfected before and after each use.

**Spills:** will be cleaned up and disinfected immediately.

**Floors:** cleaning and disinfecting will be performed as required, i.e., when spills occur, and throughout the day when rooms are not in use.

**Outdoor play equipment:** will be cleaned and disinfected between programs, and as required. Any outdoor play equipment that is used must be easy to clean and disinfect (balls, hoops etc.)

**Hard (Non-porous) Surfaces:** If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

**Electronics:** For electronics such as tablets, touch screens, keyboards, remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

[Appendix # 15- Proper Cleaning and Disinfection Practices](#)

[Appendix # 16- Cleaning and Disinfection Tracking Sheet](#)

### Food Service

At this stage of pandemic reopening, we will not be providing food within our programs. We recognize that small children may need to eat during their time in the program and we will support families to do this in a safe way. If parents/guardians bring food into the program, the following protocol will apply:

- We will ask parents/guardians to monitor their child (ren) while they are eating to ensure that no 'sharing of food' occurs.
- Remind parents/guardians that all our sites are peanut free.
- Any cups/dishes must be labelled with the child's name.

We will update food service protocol when we have additional guidance from YR EarlyON Team and public health.

### Diapering and Washrooms

- Educators will be responsible to clean and disinfect the toilet and sink after use (adult washrooms).
- All washrooms will be stocked with soap, cleaning products and paper towels.
- Diaper changing areas will be cleaned after the use of each child.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### Waste Management

- YCD will ensure that all EarlyONs are provided with non-touch waste receptacles.
- No other additional precautions are recommended; routine practices on waste management are sufficient.
- A COVID -19: Waste Handling Tips poster will be visible in each program room, which contains a receptacle.

### Appendix # 17- COVID-19: Waste Handling Tips

### Blood/ Bodily and Fluid Spills

In the event of blood/bodily-fluid spills, using the steps below, the surface must be cleaned first then disinfected:

- Isolate the area around the spill so that no other objects/humans can be contaminated.
- Gather all supplies, perform hand hygiene, and then put on single-use nitrile gloves.
- Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
- Clean the spill area with detergent, warm water and single-use towels.
- Rinse to remove detergent residue with clean water and single-use towel.
- Discard used paper towels and gloves immediately in a tied plastic bag.
- Spray Disinfectant in and around the spill area and allow the appropriate disinfecting contact time.
- A final rinse is required if children come into contact with the area.
- Remove gloves as directed and discard them immediately.
- Perform hand hygiene as directed.

### Equipment and Usage of Toys

YCD EarlyONs will limit usage of equipment and toys, particularly the sharing of toys, where possible. The ministry understands that in an EarlyOn this will not always be possible and that equipment and toys may be required to deliver programs or services. The following requirements should be followed regarding the use of toys and equipment:

- EarlyONs should remove and not use any toys made of porous materials (e.g., plush toys) as they cannot be effectively cleaned and disinfected.
- mouthed toys will be cleaned and disinfected immediately after the child is finished using it.
- shared toys and equipment will be cleaned and disinfected at a minimum between programs.
- if sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be provided for single use.
- items that cannot be easily cleaned and disinfected (e.g. children's books) will be used for a cohort then removed and stored in a sealed container for a minimum of 7 days. A new rotation of books will be available.
- educators will reinforce "no sharing" of items between children.
- we will have designated toys and equipment (e.g., balls, loose equipment) for each cohort.

# YCD EARLYON PANDEMIC RESPONSE PLAN 2020

## PROGRAMMING

### Overview

On September 1, 2020, EarlyONs are permitted to re-open with in person programming.

YCD EarlyON has developed policies and processes requiring families to reserve and/or register in advance of participating in programs and services. YCD EarlyON will collect contact information, provide screening forms, and distribute health and safety policies and procedures, including information regarding program operations as part of the reservation/registration process. Group size may not exceed 15 participants- this includes, children, students, and parent/caregivers.

Ensuring children's health and physical well-being is important, but we also know that early years programs play a critical role in supporting their learning, development, and emotional well-being. The values, foundations for learning and pedagogical approaches in *How Does Learning Happen Ontario's Pedagogy for the Early Years* (HDLH) can also help to guide discussions on ways to ensure children's emotional well-being and capacity for learning continue to be nurtured.

It is for these reasons that now more than ever; EarlyONs must rely on the principles of HDLH in its program delivery. EarlyONs should continue providing programs that reflect the view of children, parents, caregivers and educators as competent, capable, curious and rich in potential and experience.

The ministry has developed a new resource entitled *Building on How Does Learning Happen?* that provides pedagogical approaches to re-opening early years settings. This resource shares ideas, reflective questions and lessons learned from emergency child care to help to support early years settings as they work to provide healthy physical, social and emotional spaces for children and their families as they gradually re-open.

### Indoor in-person Program

#### EarlyON Main Site (Newmarket), Community Spaces and Schools

At this stage of reopening, we will continue to offer virtual and outdoor programming only. When we feel it is safe to do so we will open indoor in-person programming. Indoor in-person programming will operate with enhanced health and protocol; enhanced health monitoring, including management of possible COVID-19 cases; infection prevention; and enhanced control measure including overall capacity and group sizing (cohorts). This pandemic response plan provides the policies and procedures, which will be adhered to upon reopening. This plan was developed based on information from the YR EarlyON Team, York Region Public Health, the provincial government and other health tables.

School boards play a critical role in the early years sector. Schools provide an environment where services can be co-located and integrated for the purpose of reducing transitions, building cohesion and alignment across early years pedagogy and stronger connections between children, families, and early years and school professionals and educators. Now more than ever, school board leadership is vital to supporting comprehensive and continuous education.

The ministry is requesting school boards, YR EarlyON Team and EarlyOn providers, in collaboration with local public health units, work together to ensure EarlyONs located in schools are able to re-open and continue to have access to their spaces within schools. No singing or dancing will be permitted indoors.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### Outdoor Programming

Outdoor programming is strongly encouraged as a program delivery model as it can easily allow for safe, physically distanced activities for children, families and educators.

1. Where programming is being offered in a shared setting (e.g., park), YCD EarlyON will work in collaboration with municipality/town authorities and the local public health unit to follow public health advice.
2. Outdoor times can be used as opportunities to provide adults with breaks from wearing masks and face shields.
3. Families are required to register in advance for any outdoor program.
4. If space permits, visual guides should be provided to assist with physical distancing in the event that a line-up forms, while people are waiting to confirm registration.
5. Where possible, stagger arrival times to prevent a queue from forming and to allow enough time for screening information to be obtained.
6. Group size may not exceed 15 participants- this includes, children, parent/caregivers.
7. Outdoor program offerings will need to use a 7 day same cohort system.
8. Participants will be asked to use ABHR prior to starting the program.
9. Program space needs to have a clear barrier defining the program space from the public.
10. Educators should avoid direct contact with participants.
11. Staff will stay 2 metres/6 feet apart from each other and the families. If physical distancing cannot be maintained, staff is required to wear medical mask.
12. Programs must be set up to maintain distance of 2 metres/6 feet between families.
13. Incorporating individual activities to encourage additional physical space between children.
14. All equipment will be one time use or to be taken home by the participant – no shared equipment. Equipment will be disinfected between programs (e.g., hula-hoops, balls etc.)
15. Educators should remind families that during the EarlyOn, the park playground equipment is not accessible as cleaning of equipment can not be maintained as it is for public use.
16. Outdoor Special One Time Events must follow the same protocol as above however the group size will be based on provincial regulations.

### Communication with Families

Communication with families regarding enhanced health and safety measures in EarlyON Centres is important to promote transparency and to ensure children and families are safely interacting in EarlyONs. Health and safety policies and procedures, and information regarding program operation be shared with families prior to attending a program. Educators will also remind participants of health and safety measures, including requirements and exceptions related to masks, and related centre policies and procedures when they arrive at a program.

### Mental Health Supports for Children and Families

This is a challenging time for children and their families. EarlyONs can play an important role in helping children understand the current situation in a way that is honest, accurate and minimizes anxiety or fear. We need to support children and families through the pedagogy of care. Play is critical to children's mental health and caring adults in environments with materials, space and time support it. It is our role to ensure that the 'materials of play' comply with health and safety protocol. Children will need enhanced opportunities to reconnect and interact. The following resources may help to support EarlyON educators with talking to children and families about COVID-19.

## YCD EARLYON PANDEMIC RESPONSE PLAN 2020

### LINKS / RESOURCES

- **Visit:** [www.york.ca/covid19](http://www.york.ca/covid19) or **Contact:** York Region Public Health at 1-800-361-5653
- Ontario COVID-19:  
<https://www.ontario.ca/page/2019-novel-coronavirus>
- Canada COVID-19:  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario: <https://www.publichealthontario.ca/>
- Public Health Agency of Canada:  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- World Health Organization (WHO):  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Ministry of Health:  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx)
- **Follow the Public Health Agency of Canada’s steps for self-assessment:**  
<https://www.canada.ca/coronavirus>
- The following resource can be provided to families and printed for the child care site:
- *Poster: What you need to know to help you and your family stay healthy* <https://files.ontario.ca/moh-coronavirus-pec-poster-en-2020-03-09.pdf>
- **For detailed information on surface cleaning, please visit:** <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- School Mental Health Ontario – *Resources for Educators, Parents and Students Related to COVID-19, 12 Easy and Fun Mental Health Practices To Try With Your Children At Home*
- Centre for Addiction and Mental Health – *How Do I Talk To My Children about COVID-19 and Its Impact?*
- Mind Your Mind – *Staying on Top of Your Game During A Pandemic*
- Centers for Disease Control and Prevention - *Talking with children about Coronavirus Disease 2019: Messages for parents, school staff, and others working with children*