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YCD PANDEMIC RESPONSE PLAN 2020 (updated October 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 employees, families, students and community partners and provides general guidance on the prevention and management of COVID-19 upon reopening. In June 2020, the government announced guidelines to use in preparation of reopening child care in Ontario.

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, Health Canada and the World Health Organization provide resources, information and guidance with respect to COVID-19. Links and contact information are provided at the end of this document.

PLANNING PRIORITIES FOR REOPENING

- 1) YCD licensed child care centres will comply with updated policies, the *Child Care and Early Years Act, 2014*, all existing health and safety requirements as directed by the Medical Officer of Health and all existing requirements of Service Agreements with the government. Guidelines may be revised from time to time.
- 2) YCD is committed to support immediate and future access to child care for families returning to work and to limit the spread of COVID-19 through enhanced requirements.
In the event that we encounter a greater demand for care that encroaches our capacity, we will put in place priority access for:
 - Returning children served through emergency child care to their original placement
 - Child care for families where parents must return to work and that work outside of the home;
 - Families with special circumstances that would benefit from children returning to care, such as children with special needs; and
 - Other local circumstances.
- 3) Fees will remain at the level they were prior to the closure and we will only be charging fees for families utilizing a child care space. Our fee schedules will remain in effect for the near future. Families will be notified, in advance, of any changes to the fee schedule.
- 4) A child who was receiving care immediately prior to the closure will be offered a child care space for September 1. Families will have 14 days to accept or decline the space. Families who accept the space will be charged fees based on their scheduled return date. Those who decline care will be withdrawn from our tracking or placed on the YCD waitlist based on the parent request. No fees will be charged.
- 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. These documents are aimed at helping to keep all children, students and staff safe and healthy.
- 6) All sites will be thoroughly cleaned prior to reopening. Daily cleaning will include additional requirements under Enhanced Infection Prevention Control.
- 7) YCD will prepare and provide training to ensure that staff and students are prepared to meet escalated requirements to address the COVID-19 pandemic prior to their return to work.
- 8) Only essential visitors will be entering our programs while we operate under the Pandemic Response Plan. Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and

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inspect a child care centre, at any reasonable time. These officials will be required to follow our screening and enhanced health and safety measures.

- 9) Students, completing post-secondary educational placements, will be permitted to enter child care settings and should only attend one child care setting and be assigned to one group of children.
- 10) Students will also be subject to the same health and safety protocols as other staff members such as screening, and the use of PPE when on the child care premises, and must review the health and safety protocols.
- 11) Parents/guardians of the children or volunteers will not be permitted to enter the building due to health and safety protocols. The use of video and telephone will be used to interact with families and community supports where possible, rather than in person.
- 12) Effective September 1, 2020, child care settings returned to maximum group sizes as set out under the CCEYA, 2014 (i.e., licensed age groups prior to the COVID-19 outbreak). YCD will comply with any and all future guidance regarding operating capacities and group sizes.
- 13) Each location will identify the entrance(s)/exit(s) for all people using the site. A screening process to be completed will be posted at each designated entry. York Region Public Health information will be displayed prominently at the main entrance, with signage indicating the screening process to be completed upon entry.
- 14) While physical distancing is not possible in a child care setting, every precaution and measure will be taken to reduce the spread of COVID-19. Barriers will be implemented where possible.
- 15) All Parent/Guardian and Agency Acknowledgements and Declarations with respect to child care services during recovery from COVID-19 must be signed and submitted to YCD before the child commences.
- 16) Anyone 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.

SIGNS & SYMPTOMS OF COVID-19

YCD will ensure that the most current information, regarding the signs and symptoms of COVID-19 for both adults and children, are prominently posted in all our programs and available on our website. This information will be obtained from York Region Public Health.

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 York Region Public Health or 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 experiencing any symptoms of ill health based on the latest guidance from public health. visit york.ca (COVID-19 Resources) on signs and symptoms of COVID-19.

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.

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- 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.
- 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.

visit york.ca (COVID-19 Resources) for infection protection postings

YCD REQUIREMENTS

Polices and Procedures

All current child care policies and the requirements set out in the *Child Care and Early Years Act, 2014* apply during the pandemic response.

YCD has policies and procedures in place to:

- to ensure all individuals including children attending child care, staff, students, and essential visitors are screened each day before entering the child care setting 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 the local health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed. This includes identification of new potential cases of COVID-19.
- ensured all staff and students have reviewed and signed off on the YCD COVID-19 Pandemic Response Plan.
- developed policies and procedures to address the evolving pandemic (i.e. health and safety protocols).
- ensured families and staff are informed of all policies, guidelines and all relevant documents.
- submitted an attestation to the Ministry of Education confirming that a COVID-19 policy has been developed, reviewed with all employees and made available to parents.

Staffing

- Daily routines and schedules will be established and shared to use during COVID-19 recovery.
- Staff will be scheduled in compliance with *Child Care and Early Years Act, 2014*.
- We have established 'back-up' staffing plans to ensure child care services are sustained as long as possible.
- We will ensure that equipment and supplies are available for use during COVID-19 recovery.
- We will ensure physical distancing for staff breaks and that rooms are disinfected when staff leave the room.
- We will ensure staff schedules limit the rooms staff go into while ensuring all duties are completed, and develop extra precautions to protect staff and limit the spread of COVID-19.
- We will provide tracking sheets to record daily cleaning routines.
- We have established daily health screening protocol and an approved Daily Screening Tool, , for use by families, staff and essential visitors.
- Staff and students will review regular diapering and toileting practices with emphasis on sanitary practices.
- Staff and students will work at only one location where possible.
- Supervisors and/or designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply staff will be assigned to specific centres where possible.

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- Programs are required to ensure each group has the required number of qualified staff as set out in the CCEYA, 2014.
- We are able to request that Director Approvals for staff be transferred from one child care program to another that is operated by the same licensee.
- We are able to request a staff DA for multiple age groups.
- 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.
- A licensee is not required to obtain a new VSC from staff 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.

Staff Training

All staff 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 sanitizer (ABHR)
- how to safely conduct active health screens, read and interpret electronic screens 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 case that someone else becomes sick.

PLAN FOR OUTBREAK MANAGEMENT

Daily Health Screening

YCD will implement daily screening protocols as recommended by York Region Public Health. All children, students, staff and essential visitors must be screened for signs/symptoms of illness before entering the child care setting. This includes daily temperature checks. If any individual does not meet the screening protocol requirements, they will not be permitted to enter the child care program, and should be directed to contact York Region Public Health or their primary care provider for further direction. Pick-up and drop-off of children should happen outside the centre unless it is determined that there is a need for the parent/guardian to enter the centre. (i.e. inclement weather).

- York Region Public Health recommends that where possible, daily screening be done electronically (e.g., via online form, survey, or e-mail) prior to arrival at the child care setting.
- YCD will use the most update electronic screening tool as recommended by York Region Public Health and in compliance with the Ministry of Education, as its primary screening protocol. Active screening will be available as required.
- Parents and guardians will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- All YCD staff will complete the electronic daily screen prior to their shift.
- Parents/guardians and staff will be provided with a link to the daily screening tool and provided with an email address to use for daily submission. Support will be provided as required to use the tool effectively.
- Parents/guardians will be reminded to call the child care program if symptoms develop at home.
- All child care licensees must maintain daily records of screening results.

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Electronic Screening

YCD will assign staff responsible to review the daily electronic screens submitted by parents/guardians and staff. This screener will have daily access to the emails submitted by all those who wish to enter the child care. The screener will review the screen prior to the arrival of the child/staff.

- Parents/guardian and staff are asked to submit daily screens a minimum of 15 minutes prior to their arrival at the program.
- Parents/guardian will be asked to bring their child to the designated entry point at the child care location and the screener will indicate whether the daily screen has been reviewed and the child approved for admission.
- The screener will conduct a passive screen of the child to ensure they are not experience any signs of ill health.
- The screener will then assist the child to use the hand sanitizer prior to entering the building.

Active Screening

In the event that YCD does not receive an electronic screen from a parent/guardian, staff or essential visitor then an active screen will be conducted. YCD will assign staff responsible to conduct the active screening protocol. Staff conducting the screen will have received training on active screening processes and requirements and will take appropriate precautions when screening. The screener will be wearing personal protective equipment (PPE) (i.e., procedure mask, eye protection (goggles or face shield) and gown).

Steps for Active Screening

The following items will be available during active screening: hand sanitizer (at least 60% alcohol), public health resources, non-touch thermometer, disposal gloves, masks and eye protection.

1. Everyone will be greeted upon arriving at the screening station in a friendly, calm manner.
2. The screener will complete the daily screening checklist, for a child, by asking the parent/guardian the questions on the screen. For staff or other adults the questions will be asked to them directly.
3. In order to take the temperatures of required persons, screening staff (wearing PPE) will need to approach individuals for this task only.
4. A minimum of 2 meters distance between the person conducting the screen and those participating in the screen will be maintained where possible.
5. If in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff will be asked to use face coverings.
6. When screening is complete and the child is approved for entry to the program, the screener will assist the children to sanitize their hands. Either the screener or another educator (wearing a mask) will then accompany the child to the door of their classroom and into the care of the program staff.
7. Adults will be asked to sanitize their hands before entry.
8. If any person does not meet the criteria to participate, they must go home and the supervisor will be notified of their symptoms.
9. If the screening is in the foyer, the staff will disinfect door handles (inside and outside) immediately after each parent leaves.
10. The child care centre will maintain daily records of screening results. Records will be kept on the premises.

[visit york.ca](http://visit.york.ca) (COVID-19 Resources) for most current screening checklist

Daily Health Tracking and Attendance Records.

YCD will maintain daily records of anyone entering the facility and approximate length of their stay (essential visitors only to enter the building). Information should be included in the daily records are:

- Date of visit
- Name of person entering the facility
- Contact information

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- Time of arrival/departure
- Screening completion/result
- Whether PPE was worn during visit
- These records include the Daily COVID-19 Screening Checklist & the Visitor Sign in Log.
- Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- In addition to the YCD Daily COVID-19 Screening Checklist upon arrival, ongoing Health Monitoring for signs and symptoms specific to COVID-19 must be performed at all times for those participating in child care.
- Any health observations, for children, are noted in the classroom logbook.
- Health observations for adults will be noted in the supervisor's log.
- Early detection of signs and symptoms, through observation of individual's health, as well as concise documentation are crucial to the recognition and control of an outbreak.

Enhanced Health Monitoring

- Should the program be informed of a confirmed case of COVID-19 for any individual involved in the child care, they are to immediately contact York Region Public Health and follow their direction.
- Material will be provided to staff and students each morning with information regarding the number of co-workers who are sick and off from work.
- Hand sanitizer will be available for all staff and students.
- Public Health information will be posted / made available for distribution.

MANAGEMENT OF STAFF/STUDENTS/CHILDREN WITH POSSIBLE COVID-19

Child care staff, students and children must not attend the program if they are sick, based on the current screening guidance from York Region Public Health.

Symptomatic Individuals

Staff or students who become ill while at the child care centre should be sent home immediately and directed to follow the protocol as outlined by York Region Public Health.

If child begins to experience symptoms of COVID-19 while attending child care:

- isolate the sick child and notify parents/guardians or emergency contacts for pick up immediately.
- contaminated items belonging to the symptomatic 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.
- the sick child should be kept at least 2-metres from others.
- provide the child with tissues and remind them of hand hygiene and proper respiratory etiquette and disposal of soiled tissues.
- provide the sick child with a procedural mask if tolerable and above the age of two.
- staff who supervises an ill child must wear a gown, mask, eye protection and gloves at all times and not interact with others.
- avoid contact with the child's respiratory secretions.
- perform meticulous hand hygiene.
- clean and disinfect (outbreak level disinfectant) the space and items used by the ill child.
- for items (e.g., paper, books and cardboard puzzles) that cannot be cleaned, they should be removed and stored in a sealed container for a minimum of 7 days.
- 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 symptomatic 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 self-monitor and continue to attend care.

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Asymptomatic individuals

- Asymptomatic persons will only be tested as directed by York Region Public Health or parent/staff choice.

Testing Requirements

Children, staff and students should be referred for testing when demonstrating symptoms of illness following the current guidance.

- 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.
- a single, symptomatic, laboratory confirmed case of COVID-19 in a staff or child is considered a confirmed COVID-19 outbreak, by York Region Public Health.
- 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.
- staff, children or students with symptoms, who have not been tested for COVID-19, must be excluded from child care for 14 days after the onset of symptoms.
- staff, children or students who are being managed by York Region Public Health (e.g. confirmed cases of COVID-19, household contacts of cases) should follow instructions from public health to determine when to return to the facility.
- where a child, staff or student is suspected of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- 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) if two or more symptomatic individuals are in the child care centre within 48 hours and seek input regarding the information that should be shared with other parents of children in the child care centre.
- York Region Public Health requires child care programs to record all illnesses (respiratory and enteric) in the centre.

The supervisor will complete the Suspected COVID-19 tracking Form and Illness Tracking Sheet to document details of ill health.

visit york.ca (COVID-19 Resources) for testing requirements

Serious Occurrence Reporting

- 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:
- Should the entire child care, part of the child care (i.e. a program room) close due to a “confirmed or suspected case” (as defined above), a separate serious occurrence 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.
- Where a room centre or premises close due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

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PROCESS FOLLOWING SUSPECTED/CONFIRMED COVID-19 CASE IN THE PROGRAM

- The public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff, students and children.
- Gloves, eye protection and masks may be instituted for staff or students to reduce contact with surfaces and/or during increased exposure times.
- All areas visited by the ill persons will be closed. Outside doors and windows will be open and ventilating fans will be used to increase air circulation.
- The program will be closed until cleaning / disinfecting has been completed.
- We will wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Enhanced Cleaning/Disinfecting will occur. Thorough and frequent cleaning of equipment and surfaces will be reinforced during an outbreak. Please refer to Policy #5:27 for outbreak mode cleaning/disinfecting.
- Handwashing frequency will be increased. Use of hand antiseptics will be implemented in areas where hand sinks are not readily available.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

PUBLIC HEALTH MEASURES & ADDITIONAL MITIGATION STRATEGIES FOR HEALTH AND SAFETY

Personal Protective Equipment (PPE)

Staff and students trained on the proper use of PPE provided. A supply of face coverings will be delivered (each month) to all licensed child care centers. This shipment will include medical masks and eye protection (i.e. face shields) for all staff and students. YCD will ensure an adequate supply of PPE and cleaning supplies to support ongoing operations.

Full PPE is used in the program:

- When conducting active screens of children, staff or essential visitors
- When taking care of a symptomatic child at the centre prior to pick up
- When cleaning and disinfecting area/room of a suspected or confirmed COVID19 case
- Doing laundry
- When a staff member becomes sick at work
- When coming in contact with blood or body fluids

Medical Masks & Eye Protection

- Effective September 1, 2020, all staff and students must wear medical masks and eye protection (shields or goggles) when inside in the child care premises, including in hallways.
- The use of medical masks is not required outdoors for staff or students if physical distancing of a least 2-metres can be maintained between individuals. Eye protection is not required outdoors.
- Children grade 4 and older are not required to wear masks outdoors if physical distancing of at least 2-meters can be maintained.
- Masks are not required for children in licensed child care (toddlers & preschoolers). Masks are not recommended for children, particularly those under the age of two.
- All children in grades 4 and above are required to wear a mask while in the child care premises, including in the hallways. Parents/guardians are responsible for providing their school-aged children with a mask.
- All school-aged children (JK- Grade 3) are encouraged but not required to wear a mask while inside the school.
- Exclusions from wearing masks/eye protection will be evaluated on an individual basis.
- Exceptions to wearing masks indoors could include situations where a child or staff cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.

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- Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children.
- Signage regarding the donning and doffing of face covering will be posted throughout the centre.

Gloves and Gowns:

- Gloves and gowns should be compatible with the disinfectant products being used.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Hands will be washed prior to donning (putting on) a mask and after removing (doffing) a mask.
- Signage regarding personal protective practices will be posted throughout the centre.

visit york.ca (COVID-19 Resources) for information on PPE and correct donning & doffing protocol

Physical Distancing

As advised by the Chief Medical Officer of Health, public health officials, and outlined throughout government communications; physical distancing is required to control the spread of COVID-19. Keeping a distance of 2 metres (6 feet) from others where possible.

- Physical distancing between children in a child care setting is difficult. Child care staff and students are required to maintain a welcoming and caring environment for children.
- When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort: spreading children out into different areas.

We will encourage more physical space between children by:

- Spreading children out into different areas at meal, dressing and transition times.
- Incorporating activities that are more individual.
- Using markings on floors and walls to promote physical distancing.
- Using visual cues to promote physical distancing.
- Each cohort will have their own assigned indoor space, separated from all other cohorts by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.
- Moving activities outside to allow for more space.
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort.
- Spaces between cubbies.
- Limited chairs at tables.
- Increase distance between sleeping equipment (e.g., cots and mats) and placing children head to toe if space is limited.
- Steps will be taken to limit the number of adults in close contact with other adults (i.e. within 2 metres of another person).
- Supervising smaller groups of children (i.e. adjusting ratios to include fewer children) and offering increased outdoor play are strategies that support physical distancing.
- Please note that physical distancing between or amongst siblings in the same cohort does not need to be as strictly enforced.
- We will ensure staff and students are assigned to work to optimize physical distancing.
- We will stagger staff and student start times and breaks.
- We will convert to virtual/video appointments for visitors and community supports.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts will not be used.

visit york.ca (COVID-19 Resources) for physical distancing poster

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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.

- When there is no access to soap and water alcohol based hand sanitizer (ABHR) containing a minimum of 60% alcohol can be used, only if hands are not visibly soiled.
- Children must be supervised when using ABHR. Staff and students will be trained on the manufacture's direction for proper use.
- All individuals must clean their hands before entering the program space, after touching, eating or preparing food. Wash hands after using bathroom, returning from playing outside and sneezing/coughing into hands. Wash hands when hands are visibly soiled.
- 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.
- Avoid touching eyes, nose and mouth with unwashed hands.
- YCD will ensure hand hygiene supplies are available and easily accessible.

[visit york.ca](http://www.york.ca) (COVID-19 Resources) for hand hygiene & respiratory etiquette posters

OVERALL CAPACITY AND GROUP SIZE

While physical distancing is not possible in a child care setting, every precaution and measure will be taken to reduce the spread of COVID-19. This will be done through cleaning, sanitizing, small groups of children and cohorts.

- For the purposes of this document, a cohort is defined as a group of children and the staff members assigned to them.
- Effective September 1, 2020, child care settings returned to maximum group sizes as set out under the CCEYA, 2014 (i.e., licensed age groups prior to the COVID-19 outbreak). YCD will comply with any and all future guidance regarding operating capacities and group sizes.
- Staff and students are not included in the maximum group size, but should be assigned to a specific group where possible.
- Children are permitted to attend on a part time basis and as with children attending full time, should be included in one group and should not mix with other groups.
- Each location will identify the entrance(s)/exit(s) for all people within that cohort.
- Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios and they are not included in the maximum capacity rules).
- For any play activity room that is currently licensed for a maximum group size of less than 15 children due to square footage requirements (e.g., if a toddler room is licensed for 5 children), licensees can only have the number of children listed on the licence and ensure the cohort does not exceed 15 children.
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
- Mixed age grouping and family grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.
- Social distancing of siblings (within the cohort) does not need to be strictly enforced, as they are part of the same household.
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts.
- At no time are cohorts to mix – they must remain segregated.
- More than one child care program can be offered per building as long as they are able to maintain separation between the programs and cohorts, and follow all health and safety requirements that apply to those programs.

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INFECTION PREVENTION AND ENHANCED CONTROL MEASURES

Arrivals

Children

- Only one adult may drop off a child at one time.
- If possible, staggered entrance times will be used to support physical distancing.
- If separate entrances are available, children from one cohort will use a different entrance to children from a separate cohort.
- Active screening, if required, will occur at the designated entrance.
- Only staff, children and essential visitors (public health, fire, Ministry personnel etc.) are permitted access after passing the screening process.
- Others waiting to drop their child must remain outside (practicing physical distancing) or in their vehicles until the prior parent leaves the building and is at least 2 metres away from the entrance.
- If in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff may want to use face coverings.
- All entrances will have hand sanitizer and if required, signage/markings on the ground to direct families through the entry steps.
- Staff will disinfect door handles (inside and outside) immediately after each parent leaves- in the event that the screening station is set up indoors.
- Distancing markers may be set up outside in the event parents begin to line up.
- Daily Health Screen Requirements will be followed.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.
- We are asking that a change of clothing be brought in a sealed bag labelled with the child's name and it will be left at the centre.

Sunscreen and indoor shoes should be labelled and brought into the centre on the child's first day of attendance.

Staff

- Staff will wear clean clothes each day.
- To reduce the risk of transmission, we ask that staff come directly to the program from their home (not stopping at stores etc.)
- Prior to arrival staff will email electronic screen
- Use hand sanitizer prior to entering the building.
- Change into your shoes to be worn at the program only (kept at the centre).
- Store personal items in designated area (identified per site).
- Disinfect all personal belongings with hard surfaces and leave in a designated area (keys, phone etc.)
- Wash hands with soap and water prior to entering your program space.

Departures

Children

- When parents arrive at the centre they will notify staff of their arrival (ringing door bell or phoning)
- Parents/guardians must remain outside the designated main entrance where staff will bring their child outside to them.
- Only one parent can approach the centre at one time, others waiting to pick up their children must remain outside or in their vehicles until the parent in the program, leaves the building and is at least 2 metres (6 feet) away from the entrance.
- If necessary (inclement weather), parents/guardians may enter the vestibule or main entrance one at a time to pick up their child. If this occurs, they must wear a mask and staff must sanitize door handles (inside and outside) after each parent/guardian leaves the centre.
- All children must wash their hands before leaving the program.

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Staff

- Disinfect all personal belongings with hard surfaces to be taken home when they leave (keys, phone etc.)
- If you use personal items during the day they must be disinfected after each use
- Wash hands with soap and water before leaving the centre

The following steps are recommended for all participants in our programs to complete at the end of each day when they arrive home:

- Wash hands
- Change clothing
- Wash hands (or bathe)
- Wash clothing worn for the day
- Change into clean clothing

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 employees understand their roles and responsibilities. Updated health and safety policies will be posted for all employees. Regularly clean and disinfect objects and high-touch surfaces to prevent the transmission of viruses from contaminated objects and surfaces. To stop the chain of transmission, cleaning and disinfection play an important role.

YCD 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.

The school boards will be providing additional support to child care and school age programs for the enhanced cleaning and disinfecting needed in response to COVID-19. Caretakers will limit the number of times they enter the child care or school age rooms during program hours. A medical mask and shield/goggles will be required for caretakers to enter the rooms as per Ministry operating guidelines and YCD policy. A review of the cleaning and disinfecting responsibility for staff and caretaking personnel will be reviewed during staff training prior to opening.

- 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).
- We will launder cot sheets, blankets, face cloths, towels, smocks and bibs, on a regular basis.

High-touch surfaces: any surfaces that have frequent contact with hands (e.g., light switches, shelving, containers, table tops, hand rails, door knobs, 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, i.e., during outdoor play.

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Outdoor play equipment: will be cleaned and disinfected between cohorts, and as required (e.g. bikes, helmets, bike handles, seats, balls, sand toys). Any outdoor play equipment that is used must be easy to clean and disinfect. The communal sand play area will be used by one cohort at a time with handwashing before and after use. In larger play spaces, clearly visible markers (cones) will be used to designate individual cohort space.

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

Soft (Porous) Surfaces: Indoor area carpets and other soft (porous) items will be removed from the child care program prior to reopening.

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.

visit york.ca (COVID-19 Resources) for postings on cleaning and disinfection protocol

Laundry

- All laundry will be handled in a manner that minimizes spreading the virus.
- Staff will use appropriate PPE when handling laundry including gloves, eye protection and a gown.
- Laundering will be done with regular laundry soap and hot water (60oC – 90oC) and dried thoroughly.
- Linens (cot sheets) soiled with fecal material will be washed separately.
- Children's soiled clothing will be bagged and sent home to be laundered.
- Clothing and linen from an unwell/infected child will be sent home for cleaning.
- Washcloths, towels and linens will not be shared between children and laundered after each use.
- Daily laundering of cot sheet, blankets, towels and other reusable items will occur.

Food Service

- All food will be delivered daily, by Yummy Catering, and prepared, handled, stored and served in a safe manner as outlined in Food Premises Regulation 493/17.
- Multi-use utensils will be cleaned and sanitized between uses as per requirements outlined in Food Premises Regulation 493/17.
- YCD will dedicate a staff for kitchen duties.
- Food handlers must be in good health and practice hand hygiene and respiratory etiquette.
- Dedicated kitchen staff will not be involved in housekeeping duties or enter the classrooms.
- Physical distancing will be maintained in the kitchen.
- Lunches and snacks will be portioned onto individual plates.
- Washing hands (staff, students and children) before eating food.
- Educators will reinforce 'no sharing' food or items between children.
- Limited chairs will be spaced out around the tables.
- Educators will sit and eat with the children while role modeling and engaging in conversations.
- We regret food will not be self-serve during recovery from COVID-19.

Diapering and Washrooms

- Children's bathroom sink, counter and toilet surfaces will be cleaned initially and after the use of children.
- Only one cohort should access the washroom at a time and it is recommended that the facilities be cleaned in between each use, particularly if different cohorts will be using the same washroom
- Staff will be responsible to clean and disinfect the toilet and sink prior to and after use (adult washrooms).
- All washrooms will be stocked with soap and paper towels.
- Diaper changing areas will be cleaned before and after the use of each child.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival at the centre, wipe the cream/lotion container with a disinfecting wipe.
- Individual hygiene items such as diaper cream will be labelled and store them separately.

visit york.ca (COVID-19 Resources) for postings on diapering and toileting routines

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Sleep Routines (toddlers and preschool only)

- During rest time, we will increase the distance between cots and place children head to toe.
- Where possible cot placement will allow for a 2-metre distance between children.
- Each day after rest time cot sheets and blankets will be laundered.
- Cots will be disinfected daily after use.
- Cots will be stored in a manner where there is no contact with the sleeping surface of another cot. Laundered cot sheets and blankets will be replaced prior to the next rest period.
- Daily routine of sleep supervision will continue. (Policy 5:33)

Waste Management

- Each program room will have a hands-free garbage can to alleviate the need to touch the lid.
- Caretaking staff will be responsible to manage garbage during the day.
- A COVID -19: Waste Handling Tips poster will be visible in each program room.

visit.york.ca.ca (COVID-19 Resources) for postings on waste management

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, 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.

PROGRAM

Staff will be working with a small group of children during this reopening period. The building of supportive, caring and responsive relationships is at the forefront. We need to create a safe space where children can play and interact with adults and their peers. Stories from centres providing 'emergency child care' over the past months indicate that the children and staff have positive experiences, the ability to form strong supportive relationships and engage in more individualized programming.

Our goal will be to provide as much of the daily program, as possible, outdoors. Outdoor spaces naturally allow for greater social distancing as well as a decreased likelihood of virus transmission.

- Research tells us that during the period of pandemic shut down many children have struggled with mental health issues. We need to support these children 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 protocol.
- Children will need enhanced opportunities to reconnect and interact, however; this must be done with protocol in mind.
- Staff should sit on a chair while children are playing as much as possible.
- No singing or dancing will be permitted.
- We know children need comfort, when appropriate provide by having a child sit on a lap facing outward.
- Children express feelings through many modalities- art, telling stories, playing, talking with peers etc.
- Children's behaviour is a reflection of a need.

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- Use positive guidance strategies- redirect, give choices, resolve and reason.
- Please refer to notes in the sections 'Meals/Snacks, Equipment/Toy Usage and Outdoor Play for additional program requirements

Setting up the Space

- Environments must create opportunities to interact in a safe way with teachers and peers.
- An appropriately set up environment allows for greater success for children to meet expectations of social distancing requiring less 'direction or reminders from adults'. We know that more time must be spent connecting rather than directing or correcting.
- Physical distancing of tables for indoor play/meal time.
- Limit the number of chairs at each table.
- Use individually labelled buckets/containers for sensory play- non-verbal reminder of distancing.
- Use wipe-able placemats to define eating space per child.
- Space cubbies, that are in use, as far apart as possible. When small group (4 children) enter cubby room to prepare for outdoor, their cubbies should be far apart.
- Build handwashing times into daily routine- increased handwashing helps stop the spread of the virus.

Material and Toy Usage and Restrictions

- We are encouraged to provide toys and equipment, which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- We will remove toys and materials that cannot easily be sanitized (e.g. plush toys, fabrics)
- Shared toys and equipment will be cleaned and disinfected at a minimum between cohorts.
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.
- We are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they must be cleaned and disinfected prior to being shared.
- Individually labelled craft/sensory bags/buckets will be utilized.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be available to the child in an individual labelled container.
- We will not use communal activities/items such as sensory tables, playdough.
- Staff and students will avoid getting close to the faces of all children, where possible.
- Children must not share any personal items such as soothers, bottles, sippy cups.
- Pacifiers must be individually labelled and stored separately (not touching each other), the pacifier must be washed in soap and water upon arrival at the centre.
- Staff will reinforce "no sharing" of items between children.

Outdoor Play

- Playing outdoors should occur for the bulk of program hours, other than rest time, as weather permits.
- Outdoor play will be scheduled in small groups / by cohort in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, we may divide the space with physical markers to ensure cohorts remain separated by at least six feet.
- Outdoor structures can only be used by one cohort at a time and should be cleaned and disinfected before and after each use by each cohort. Outdoor equipment (e.g. balls, hoops) will be designated and stored for each cohort. Where toys and equipment are shared, they will be cleaned and disinfected prior to and after being shared. (i.e. bikes, helmets).
- Children are to bring their own sunscreen where possible and it will not be shared. Staff may assist to apply sunscreen to any child requiring it and will exercise proper hand hygiene when doing so (for example washing hands before and after application).

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Before & After School Programs

YCD before & after school programs will follow all the relevant protocol outlined in this document. Before and after school programs are also required to follow strict health and safety guidelines, which are equivalent to those in schools.

- The ministry recognizes that in order for before and after school programs to be operational and viable, it may not be possible to limit students in the before and after school program to their groups from the core day.
- The ministry recommends that, in circumstances where students from different school day classes must interact to participate in the before and after school program, boards make efforts to limit interactions between students from different classes to the greatest extent possible.
- Best practices to limit interactions between students from different classes and reduce transmission of COVID-19 may include:
 - Making best efforts to group the before and after school program class with the same core day class (e.g. determining core day classes based on whether the child is enrolled in the before and after school program); and
 - Making use of large, well-ventilated spaces (e.g. gymnasium) or outdoor spaces as much as possible for the before and after school programs.
- School boards are required to ensure that the classroom is cleaned and disinfected after the core day program ends and the before and after school program begins.
- Outdoor play or the use of alternative space will be used during the time cleaning and disinfecting takes place.
- All before and after school program providers must maintain daily records of screening results.
- Records are to be kept on the premises.
- If the program is located in the school or a shared space setting (e.g. community centre), follow public health advice on notifying others using the space of the suspected illness.
- The Information Sharing Consent form, required by the school board, will allow for the sharing of screening results, child's health etc. between YCD and the applicable school board as an additional mitigating strategy to reduce the spread of COVID-19.
- If any staff, student or child demonstrates, symptoms of illness it must be also be reported to the principal.

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LINKS / RESOURCES

- **Visit:** 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
- **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>