

---

Sept 1, 2020 update.

## INTRODUCTION AND PURPOSE

The information found within this guidance document is meant to support partners in meeting requirements set out under the *Child Care and Early Years Act, 2014* (CCEYA) and to provide clarification on operating child care programs with enhanced health and safety guidelines and/or restrictions in place to re-open. This guidance document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice at that time.

This guidance document has been designed for use in conjunction with the Child Care Centre Licensing Manual, the CCEYA and its regulations. **In the event of a conflict between this document and the Child Care Centre Licensing Manual, this document will prevail. Advice of the local public health unit must be followed, even in the event that it contradicts this guidance document.** Additionally, the Ministry of Health has provided guidance on the development of this document and has also created a Ministry of Health guidance document for child care, for additional support.

Discovery Preschool will visit the provincial COVID-19 website regularly for current pandemic information, resources to help stop the spread, sector specific resources, including helpful posters, mental health resources, and other information.

Parents with children attending the schools are currently on an email system for updates and notifications from the Director. These lists will be updated to include only the children returning upon our re-opening and parents will receive daily notifications and reminders to inform them of preparations we will all take to make and keep our schools safe.

## RESPONSIBILITY

It is the individual and collective responsibility of all employees to follow strict precautions aimed at ensuring a safe and healthy environment for everyone. Centre staff are responsible for following all measures outlined, and for reporting to their managers any breach of policy. Supervisors are responsible for following all measures outlined, for reviewing and monitoring the implementation of the policy, and for responding promptly to incidents in which there is a breach of policy.

## POLICY

This policy is intended to be used in conjunction with Discovery Preschool's *Sanitary Practices: Infection Prevention and Control and especially P&P 3.5 and 3.22*. In the event of a conflict between this policy and the Sanitary Practices Policy, this policy will prevail.

Definitions

Cohort: See below

Personal Protective Equipment (PPE)

Clothing or equipment worn by individuals designed to protect the wearer from injury or the spread of infection or illness. There are 2 types of recommended combinations for different situations:

- Full PPE – Includes medical mask, clean gown, gloves, face shield/goggles.
- Partial PPE – Includes medical or non-medical mask, gloves

### Physical Distancing

Physical distancing refers to the practice of maintaining a minimum distance of 2 meters between subjects

## Maximum Cohort Size and Ratio

For the purposes of this document, a “cohort” is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 1 week.

- Maximum cohort size for each room in a child care centre (including each family age group) resume to our pre-COVID occupancy.
- Maximum capacity rules will not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratio they are not included in the maximum capacity rules).
- Infant Room will maintain no more than 10 children and 3 staff.
- Toddler Room will maintain no more than 15 children and 3 staff.
- Preschool Room will maintain no more than 24 children and 3 staff.
- Each cohort will stay together throughout the day and will have limited contact between cohorts if any at all. Possible times of mixed cohorts may include early morning and evening.
- Ratios will be maintained as set out under the CCEYA.
- Mixed age grouping may be used to coordinate cohorts as per our licence.
- Reduced ratios will be maintained at times laid out in CCEYA. Reduced ratios will not be permitted at any time for infants.

## Staffing – Organization

- Staff will work at only one location within the organization. During the pandemic we have ensure the staff only work for Discovery Preschool.
- Supervisors and/or designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff will be assigned to specific schools.
- Only essential staff and services will be allowed to enter the school.
- Program staff must continue to have valid certification in Standard First Aid, including Infant Child CPR. All certifications that have expired after March 1, 2020 have been automatically temporarily extended by WSIB until December 31, 2020.
- Centre Supervisors must have a current copy (within 5 years) of a VSC for all staff and other persons interacting with children at the centre. Supervisors are not required to obtain a new VSC from a staff or person interacting with children where the fifth anniversary of the individual's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.

---

## Working with Local Public Health

Discovery Preschool will follow the advice of York Region Public Health when establishing health and safety protocols, including how to implement the provincial direction for health and safety.

- Contact York Region Public Health at 1-877-464-9675 ext. 73588 office hours or after hours 1-905-953-6478.

## Healthy Staff

- Will not report to work if they are exhibiting any of the symptoms or are under self-isolation or quarantine
- Limit the amount of face-to-face contact during work activities and practice physical distancing whenever possible.
- Use technology for communication (text messaging and mobile phones rather than in-person conversations)
- Avoid sharing equipment/supplies where possible. Disinfect regularly if sharing cannot be avoided
- Limit any casual interactions that normally occur at work. Use only approved areas in the centre for breaks and/or have lunch outside.
- Will not use cell phones during time in the classroom. It will be recommended that staff wipe phones with disinfecting cloth before work followed by handwashing.
- Staggered start times and lunches will be scheduled. We will ask that staff refrain from shopping during school hours.
- Change out of work clothing at the end of each shift and wash them. Do not store your street clothes and work clothing in the same space unless both are clean
- Staff must tie long hair back in a bun.
- Must wear close toed shoes- no sandals or flipflops.
- Consider discussing any underlying medical conditions that might place you at a higher risk for severe illness from COVID-19 with your Supervisor/Director
- Work with your supervisor to establish flexible work hours or alternative hours where possible.
- Additionally, the COVID-19 outbreak is a unique and unprecedented scenario for many workers. Ensure you are taking care of both your mental health and psychological well-being, as well as your physical health, during this time. Discovery will find out helpful tips and coping strategies.
- Practice stringent hand hygiene practices. Health Canada recommends following basic hygiene practices:
  - Wash hands before shift and frequently wash hands during the day
  - Thoroughly wash hands with soap and water for at least 20 seconds
  - If soap and water are not available, use an alcohol-based hand sanitizer containing at least 70% - 90% alcohol preferred
  - Avoid touching your eyes, nose and mouth
  - Practice respiratory etiquette and sneeze or cough into your sleeve or a tissue and discard it
  - Use a clean tissue or your knuckle/elbow to touch light switches, doors, buttons, etc.
  - Use PPE as directed
  - Medical face masks and face shields must be worn throughout day.
  - Any staff that must exchange between a cohort will wear PPE while in their visiting cohort.
  - Supervisors, assistant supervisors, designates, cooks and all other non-program staff will limit their movement between rooms, doing so only when absolutely necessary. Where it is necessary for these individuals to be in a classroom, they will maintain physical distancing and wear PPE.

- Educators must practice physical distancing in common areas of the childcare centre, including hallways, staff rooms, storage rooms etc., and must not congregate to talk. Staff should communicate with one another using centre phones, walkie talkies, and where necessary, personal cell phones. Physical distancing must be practiced when in person conversations are necessary.

## **Healthy Children**

- Fresh water will be available all day for children in disposable paper cups after each use. Water bottles from home will not be accepted.
- Children will have their temperatures taken each morning before entry to school and 3:00PM. Children will not be admitted with a fever of 100.6 F or C
- Sick parents are not to bring their children to school.
- Parents are asked to wear a mask into the school at all times if they must enter.
- Staff or Parents must notify the school immediately if they are known to have come into contact with COVID – 19.
- Outdoor activities will help keep children naturally at length from each other. Many activities will be moved outside. Outdoor clothing will be appropriate to encourage children and staff to go for a walk or in the garden after rain.
- Doors and windows to the classroom will be opened as much as possible to let fresh air into the classroom.

## **Cleaning Child Care Centres**

Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are most likely to become contaminated. Children's bed sheets and blankets will be removed and washed daily at the centre. Each bed will be disinfected daily. Discovery will ensure that an enhanced disinfecting policy will include the following areas:

**Disinfecting two times per day and/or after each use:**

<p><b>Classroom Frequently Touched Areas include:</b></p> <ul style="list-style-type: none"> <li>• Doorknobs,</li> <li>• Light switches,</li> <li>• Toilet and faucet handles,</li> <li>• Electronic devices,</li> <li>• Tabletops</li> <li>• Telephones</li> <li>• Brooms/Mop handles</li> <li>• Sinks for adults and children</li> <li>• Soap dispensers</li> <li>• Paper towel dispensers</li> <li>• Attendance board and pens</li> <li>• Emergency bag and Pouches</li> <li>• Gates</li> <li>• Medication boxes</li> <li>• Water dispensers</li> <li>• Computer/tablets/camera</li> <li>• Toys</li> <li>• Shelves</li> <li>• Garbage pails</li> </ul> <p><b>After each use/2 times per day</b></p>	<p><b>Kitchen Frequently Touched Areas Include:</b></p> <ul style="list-style-type: none"> <li>• Microwave</li> <li>• Fridge Handles</li> <li>• Cupboard handles</li> <li>• Dishwasher handle</li> <li>• Garbage pail</li> <li>• Trollys</li> <li>• Oven</li> <li>• Toaster</li> </ul> <p><b>After each use/2 times per day</b></p>
<p><b>Washrooms for children and Staff Frequently Touched Areas Include:</b></p> <ul style="list-style-type: none"> <li>• Toilet handles</li> <li>• Toilet seats</li> <li>• Sinks</li> <li>• Faucets</li> <li>• Soap dispensers</li> <li>• Paper towel dispensers</li> <li>• Door handle with lock – inside and outside handles</li> <li>• Diaper change tables</li> </ul> <p><b>After each use/2 times per day</b></p>	<p><b>Office Frequently Touched Areas Include:</b></p> <ul style="list-style-type: none"> <li>• Phone</li> <li>• Computer</li> <li>• Photocopier</li> <li>• Log book door handles</li> <li>• Desk tops</li> </ul> <p><b>After each use/2 times per day</b></p>
<p><b>Playground Frequently Touched Areas</b></p> <ul style="list-style-type: none"> <li>• Inside &amp; Outside door handle</li> <li>• Bike handles</li> </ul> <p><b>After each use/2 times per day</b></p>	<p><b>Hallway and Entry Frequently Touched Areas Include:</b></p> <ul style="list-style-type: none"> <li>• Door handles – both sides of vestibule, classroom, office, kitchen</li> <li>• Key pads</li> <li>• Cubby area</li> </ul> <p><b>After each use/2 times per day</b></p> <p><b>Laundry Rules for Frequently used items:</b></p> <ul style="list-style-type: none"> <li>• Use dedicated laundry basket for dirty items and a different basket for clean items</li> <li>• 1 staff should be dedicated to do laundry and follow protocol for</li> <li>• Clean laundry should not be cross-contaminated with dirty laundry</li> <li>• Staff must wear full PPE while doing laundry</li> <li>• Linens must be laundered between children</li> </ul> <p><b>After each use/2 times per day</b></p>

Discovery Preschool will continue to use the recommended disinfecting agents as per York Region Public Health. Currently the Discovery Preschools use Javex Bleach (ensured DIN #) as per the recommended concentrations and will ensure that the product best before date and not expired. Fresh solutions will be made each morning by a designated staff prior to opening and distributed to each classroom. All bottles will be stored “Up and Away” from the reach of children.

Discovery Preschool will follow the manufacturer’s instructions and Safety Data Sheet requirements for proper use of cleaning and disinfecting products. Particular attentions should be paid to contact time, dilution, material compatibility, shelf-life, storage, first aid, and PPE.

Cleaning equipment itself requires careful and regular cleaning and disinfection to avoid inadvertent cross-transmission of microorganisms during subsequent use.

Discovery Preschool will ensure that cleaning materials do not transfer to other rooms. Separate cloths will be used in each room. All bathroom materials for cleaning will be disposable.

All Classrooms will keep an **enhanced** cleaning and disinfecting log to track and demonstrate cleaning schedules.

- We will refer to Public Health Ontario’s Environmental Cleaning fact sheet and the Public Services Health and Safety Association’s Child Care Centre Employer Guideline for more information on cleaning.

## **PPE Guidance on the Use of Masks and Personal Protective Equipment**

- Masks will not be recommended for children, particularly those under the age of two (see information about the use of face coverings on the [provincial COVID-19 website](#)).
- Discovery will follow local public health guidelines regarding the use of masks.
- A face shield will be used in the screening area and when accompanying children into the program from the screening area. See the screening section of this guidance document for more information;
- FULL PPE will be used when cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- FULL PPE will be used when caring for a sick child or a child showing symptoms of illness. See the section in this guidance document on protocols when an individual is sick for more information.
- When wearing a mask, staff will wash your hands before donning the mask and before and after removing the mask.
- Discovery has ample PPE and will maintain PPE and cleaning supplies that will support our current and ongoing operations.
- Staff will perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water will be practised over alcohol-based hand rub for children.

All staff will be trained on proper donning and removal of all PPE equipment as per Public Health Ontario resources for how to properly wear and take off masks and eye protection.

## Screening for Symptoms

- All individuals including children attending child care, staff and child care providers, parents/guardians, and visitors must be screened each day before entering the school, including daily temperature checks.
- Only essential personnel will be allowed to enter the schools.
- Discovery Preschool will remind parents of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- Children will be screened at the child care setting, and screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 meters (6 feet) from those being screened when possible, and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield) and smock that will be laundered after screening for the drop off is complete.
- Discovery will follow advice from York Region Public Health regarding precautions to have in place.
- Alcohol-based hand sanitizer containing at least 60% alcohol content will be placed at all screening stations. Dispensers will be stored “UP and AWAY” and not be in locations that can be accessed by young children.
- Will maintain daily records of screening results.
- The Supervisor will record any refusals to school on an Incident/Accident/Illness form in addition to the screening record.
- By 10am (or as soon as possible) the supervisor will follow up with any refusals to school from the day prior for any change or updates to the child’s/parents symptoms. If symptoms worsen or advice is needed, Discovery will call Public Health for guidance.
- All Screening and Illness forms will be kept on the premises in a RED Binder.
- Discovery will consult the Province’s COVID-19 website for information and resources on COVID-19 symptoms, protections, and seeking health care.
- Any suspected case of COVID – 19 will be reported to York Region Public Health and all children and adults in the cohort will be closely monitored for symptoms.

### Screeners will:

- Prepare screening area each morning to ensure supplies are refilled.
- Wear FULL PPE PROTECTION for the duration of the screening.
- Be prepared prior to the arrival of the first person
- Have Screening attendance, pen, touchless thermometer, gloves and extra masks ready
- Screen all staff, children, parents and essential visitors before entering school
- Take temperature of each person as named above
- Ask screening questions to parents before allowing entry to child, eg, Have you had a temperature in the last 24 hours, do you have any symptoms of COVID-19, does anyone in your household have any symptoms of COVID-19.
- Unless it is necessary to support the individual needs of a child, parents will not be permitted to enter the centre. Screening staff will escort the child to their classroom once they have passed the screening process.
- Visual marking cues (e.g. tape, pylons) should be placed 2 meters apart leading to screening station to promote social distancing while families wait to be screened

- Supervisors will arrange staggered drop-off and pick-up times for children to support physical distancing through these transitions. Entry will be denied to any person who meets the following criteria:
- Experiencing any signs of fever (>37.8C), new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, unexplained or prolonged headaches, unexplained fatigue/malaise/muscle aches, nausea/vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause, altered mental status and inattention, headaches, croup, unexplained fast heartbeat sluggishness or lack of appetite/difficulty feeding in infants;
- lives in the same household as someone experiencing the symptoms above
- has travelled outside of Canada, including the United States, within the last 14 days
- has had close contact with a confirmed or probable COVID-19 case
- has had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days

## **Attendance Records**

- Discovery will be responsible for maintaining daily records of anyone entering the facility/home and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food). Any night cleaners will be required to sign in and self-screen.
- Records will be kept on the premises.
- 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.

## **COVID-19 Testing Requirements**

- Staff will not be required to have COVID-19 testing prior to their return to work. They will have daily screening performed by the screener before beginning their shift each day.
- Please refer to the [provincial testing guidance](#) for updated information regarding the requirement for routine testing in a child care setting.
- Please see the protocols when a child or staff/home child care provider becomes sick for information on testing in the event of a suspected case.



## **Protocols When a Child or Staff Demonstrates Symptoms of Illness or Becomes Sick**

Staff, parents/ guardians, and children **must not attend the program if they are sick, even if symptoms resemble a mild cold.**

- A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member, home child care provider or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit. Outbreaks **WILL** be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.
- Children, child care centre staff, students, who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program.
- Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of the York Region Public Health Unit.
- Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
- If a child or child care staff/provider becomes sick while in the program, they will be isolated and family members contacted for pick-up.
- If a separate room is not available, the sick person should be kept at a minimum of 2 meters from others.
- The sick person will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a child care staff/provider will remain with the child until a parent/guardian arrives.
- If tolerated and above the age of 2, the child will be encouraged to wear a surgical/procedure mask.
- The child care staff/provider will wear FULL PPE PROTECTION including surgical/procedure mask, eye protection and a smock at all times and not interact with others. The child care staff/provider will also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days. The area will be cleaned thoroughly after the child has been picked up.
- York Region Public Health will be notified, and their advice will be followed.
- Symptomatic and/or tests positive for COVID-19, Public Health will be notified and their advice on next steps should be followed (including closing the cohort class and/or the entire program and notifying all families).
- Where a child or staff, is suspected of having (has been ordered by practitioner to have COVID test) or has a confirmed case of COVID-19, Discovery will report this to the ministry as a serious occurrence as defined by current definition by Ministry.
- Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by

parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.

- Outbreak cleaning and disinfecting procedures will be performed in FULL PPE PROTECTION as outlined in the Sanitary Practices (Policy # 3.22) will be followed if an outbreak is declared by York Region Public Health.

## KEY POINTS

**A Suspect respiratory outbreak will be declared by York Region Public Health: 1-877-464-9675 ext. 73588 or 905-953-6478 after hours.**

**Symptomatic staff or children testing NEGATIVE for COVID must be excluded for 24 hrs after symptom resolution.**

**COVID POSITIVE cases must be excluded for 14 days after onset. Public Health clearance is needed prior to return.**

**A single symptomatic case of confirmed COVID19 is considered an outbreak in consultation with Public Health.**

**Discovery Preschool will contact Public Health if one or more symptomatic individuals in the school within 48 hours**

## Serious Occurrence Reporting

Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. Discovery will contact York Region Public Health to report a child suspected to have COVID-19 and follow the specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children. Discovery will report this to the ministry as a Serious Occurrence.

**Effective September 1, 2020**, and in accordance with the August 2020 [Operational Guidance](#) document, child care licensees will be required to submit serious occurrences for a suspected case of COVID-19 for individuals exhibiting **1 or more symptoms** (previous requirements were for 2 or more symptoms).

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

- a **staff** member at a child care centre
- a **student** at a home child care premises or child care centre,

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

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

### **Symptoms of COVID-19**

The ministry recommends licensees refer to the [Ministry of Health COVID-19 Reference Document for Symptoms](#) which outlines the symptoms which have been most commonly associated with COVID-19.

## **Communication with Families**

Discovery Preschool confirms that:

- Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. New policies have been shared with families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy.
- The policies and procedures regarding health and safety protocols to COVID-19 have been shared with parents
- Understood that this COVID Policy will take precedence over our program statement, full parent handbook and other policies until such time as the Emergency Orders are lifted, or by notification through Ministry or Public Health.

- We will provide links to helpful information, as well as detailed instructions regarding screening and protocols if a child or child care staff/provider becomes ill.
- Priority/waitlist policies will be updated to account for limited capacity when re-opening. Any changes to policies will be communicated to families so they are aware of the changes. An equitable approach will be implemented to assess priority for care.
- Where possible, the use of in-person communication will be limited.

## **Parent Fees**

- In an effort to stabilize parent fees when re-opening, child care operators will maintain set fees at the level they were at prior to the closure.
- Additionally, until we are able to amend these enhanced measures, when re-opening:
- We will not charge or accept fees or deposits to add families to a priority list for preferred access to spaces;
- operators are prohibited from charging fees to parents if they do not have access to a space or decide not to accept a space.

## **Access to Child Care Spaces and Prioritizing Families**

When determining prioritization of limited child care spaces, Discovery will consider the following:

- Returning children served through emergency child care to their original placement and continuity of service for these families;
- 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.

## **Staff Training**

- All Staff will be instructed on how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in the case that someone becomes sick before re-opening the school. Any staff returning to work at a later date will be included in the initial training AND retrained before entering the school.
- All staff will be consulted individually to ensure that each person understands the requirements and is able to ask questions in confidentiality if any concerns are present.
- Above all, Discovery staff will be instructed to maintain calm and caring to children, families and co-workers.

## **Liability and Insurance**

- 
- All requirements under the CCEYA must be met in addition to the enhanced health and safety measures outlined in this document and by local public health.
  - Discovery Preschool will notify CCV Insurance prior to reopening to notify them of the date to re-open and or any additional closures that the school may endure.

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

Discovery Preschool will follow procedures that support physical distancing and separate groups as best as possible during drop off, pick up, transitions to/from playground including:

- Refraining parents from going past the screening area.
- All entrances will have hand sanitizer and if in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff/providers will use face coverings.
- Discovery will post signs and signage/markings on the ground to direct families through the entry steps.
- Personal belongings (e.g., backpack, clothing, etc.) will be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.
- Strollers and car seats will be stored outside in safe area.
- Floor markers and arrows will be used if necessary, to direct children through shared spaces eg. hallway to playground. Every effort will be made to organize 1 group in the spaces at a time.
- Children will wash hands before entering and before leaving the classroom of cohorts.
- Children will be supervised and/or hand over hand technique to ensure hands are properly washed.

## **Visitors**

- There will be no non-essential visitors at the program.
- The provision of special needs services will continue if applicable. If questions arise in respect of which service providers are permitted to enter the premises, we will consult with York Region public health unit.
- Use of video and telephone interviews will be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) will be permitted to enter and inspect a child care centre, at any reasonable time and will be screened and their visit and duration recorded before entering.
- As much as possible, parents will be requested to not go past the screening area.
- There are no volunteers at the program.

- 
- Students may be accepted upon Directors/Owners approval.

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

The ministry recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff to maintain a welcoming and caring environment for children.

- Discovery Preschool play spaces will promote physical distancing of at least 2 metres, will be maintained between cohorts and should be encouraged, where possible, between children within the same cohort:
- Spreading children out into different areas, particularly at meal and dressing time will be strategic by spacing chairs/removing chairs, working in smaller groups;
- incorporating more individual activities or activities that encourage more space between children; and using visual cues to promote physical distancing.
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort.
- Will increase the distance between cots/resting mats/playpens or place the children head to toe or toe to toe if the space is limited.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
  - planning activities that do not involve shared objects or toys;
  - when possible, moving activities outside to allow for more space; and
  - avoiding singing activities indoors.

## **Equipment and Toy Usage and Restrictions**

- We will provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys, costumes/dress up, puppets etc.).
- Toys and equipment will not be shared between cohorts if possible or be cleaned and disinfected between cohorts.
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be provided for single use (i.e. available to the child for the day) or labelled with child's name, if applicable. For use throughout the week.
- Outdoor bikes and equipment will be cleaned and disinfected and or proper hand hygiene will be followed before and after use.

- Classrooms will be de-cluttered to maximize easy cleaning of floors.
- Counter tops will be clutter free – to ease washing and disinfecting
- Carpets will be removed where possible to maximize cleaning strategies.

## **Program Statement/Activities**

Discovery will continue to implement their Program Statement **with revised and new considerations that may change as per York Region Public Health, ministry and/or as the situation arises.**

## **Outdoor Play**

Discovery Preschool will schedule outdoor play in small groups/by cohort in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, licensees may divide the space with physical markers to ensure cohorts remain separated by at least 2 metres.

- If play materials/toys are to be used by more than one cohort, they can only be used by one cohort at a time and should be cleaned and disinfected before and after each use by each cohort. We will rotate toys per week per cohort (ie, bikes for 1 cohort for 1 week, then rotate to balls and hoops the next week.) They will be cleaned and disinfected prior to being shared.
- Children will be required to have sunscreen on prior to being brought to school. Staff will touch up child's face in the afternoon with the child's own sunscreen where possible and it should not be shared.
- Staff may provide assistance 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).

## **Interactions with Infants/Toddlers**

- Staff will supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- Supervisor will create safe sleeping plan that will include removing cribs or placing infants in every other crib and mark the cribs that should not be used in order to support physical distancing.

Recognizing that physical distancing is difficult with small children and infants, we will support physical distancing by:

- planning activities that do not involve shared objects or toys; and,

- when possible, moving activities outside to allow for more space.
- Children will not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys will be removed immediately for cleaning and disinfecting and will not be shared with other children.
- Labelling these items with the child's name to discourage accidental sharing.

## **Food Provision**

Licensees and home child care providers will change meal practices to ensure there is no self-serve or sharing of food at meal times.

- Utensils should be used to serve food.
- Meals will be served in individual portions to the children.
- There should be no items shared (i.e., serving spoon or salt shaker).
- There will be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- Birthday cakes etc. will not be accepted into the school. Discovery has designed a special celebration for children.
- Children will neither prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- Where possible, children should practice physical distancing while eating.
- There should be no sharing of utensils.
- All children will sit at the same time for snacks – open snack will not be planned until further notice.
- All dishes used will be disposable to minimize the handling of food and equipment.

## **Provision of Special Needs Resources (SNR) Services**

- The ministry recognizes that children with special needs and their families continue to require additional supports and services in child care settings.
- The provision of in-person special needs services in child care settings will continue where appropriate. Should questions arise in respect of which service providers are permitted to enter the premises, please consult with your local public health unit. Discovery will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.
- Where SNR services are provided through external staff/service providers, Discovery Preschool will inform all families of this fact, and record attendance for contact tracing purposes.



- All SNR staff must be screened before entering the child care setting, as per the protocol in the screening section above.

## **Inspections**

Ministry staff will conduct in-person monitoring and licensing inspections of child care centres, home child care agencies, home child care premises and in-home services where necessary.

Ministry staff must:

- be screened prior to entering the premises following the protocol determined by the licensee (see screening section below);
- wear personal protective equipment; and, follow any other protocols requested by the licensee or home child care or in-home service provider.
- Ministry staff will use technology (e.g., telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate.

## **ENFORCEMENT**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **SUPPORTING DOCUMENTS**

- Ontario Ministry of Health: COVID-19 Guidance: Emergency Childcare Centres
- Public Services Health and Safety Association: Health and Safety Guidance During COVID-19 for Employers of Child Care
- York Region Public Health: COVID-19 Information for Re-opening Licensed Child Care Centres

All staff will be required READ AND SIGN Form and will have an individual interview with the Director or Supervisor so that they may ask any questions in a private manner. The following questions will be discussed and reviewed:

Evaluation for Staff after training:

- Ask and evaluate:
- Are the proper hygiene facilities (soap and water or alcohol-based hand sanitizer) available to you?
- Are you able to practice physical distancing?
- Are you disinfecting (i.e. disposable wipes) frequently touched surfaces routinely?
- Will you use or wear the PPE that your employer requires you to use or wear to protect you while you do your job?
- Have you been provided training on the proper use of PPE and the limitations of the PPE?
- Do you know what to do if you have symptoms of COVID-19?

**Screening Checklist to be posted at the front door:**

**Materials for use:**

- Alcohol Based Hand Sanitizer
- Extra Gloves
- Extra Masks
- Thermometer
- Disinfecting Wipes
- Red Binder w/Attendance
- Clipboard for Screening/Staff & Visitors and Family Screening

**Screener to wash hands, then donne PPE in order of:**

- Gown
- Mask
- Face Shield/Goggles
- Disposable Gloves

**Screener will ask parent/staff/essential worker  
See Screening Form for entire list of questions.**

**Screener will perform:**

- Own Screening
- All Essential Staff/Children Screening/Allowed visitors if any
- Touchless Temperature Check on child only. Temperature check on adult if they must enter building. (Wipe down handle of Thermometer after using)
- Visual Health Check and record it.

**Record Screening:** Name, Contact Info, Time of Arrival and Departure, Results on chart provided.

**If Child is not admitted to school, it will be recorded on the screening records AND an Illness/Accident/Incident Form will be completed. Supervisor will follow up with family by 10:00am the following day for an update.** Any COVID related symptoms will be reported to York Region Public Health at: 1-800-361-5653.