



Parent Manual

Pandemic July 2020

Revised August 27, 2020

Introduction

St. Gabriel Child Care Centres is dedicated to protecting the health and safety of your children, our staff, partners and the community. We are closely monitoring COVID 19 and base our response and actions on the recommendations of York Public Health Health Canada, Ministry of Health, and the Ministry of Education and other relevant authorities.

While infectious prevention and control has always been an integral part of our culture we adapted and enhanced our policies and procedures in response to COVID-19 to mitigate the risk and ensure the safety of all.

All families have been provided a minimum of 14 days to decide to accept a space before resuming fees whether it is used or not.

COVID 19

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or daycare centre. There is no vaccine available to protect against the novel coronavirus

The 2019 novel coronavirus is spread through respiratory droplets:

- from person to person through coughing, sneezing, close contact; and
- touching contaminated surfaces.

Symptoms

Symptoms range from mild – like the common cold and other common respiratory infections – to severe, and can include: fever, cough, and difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose. Also, difficulty swallowing, new olfactory or taste disorder

Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

Symptoms for children could include;

- Sore throat, hoarse voice
- Diarrhea
- Look to see if exhibiting a runny nose

Atypical Symptoms/ signs of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- Unexplained fatigue/ malaise
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills, Headache
- Croup, Conjunctivitis
- Atypical signs can include:
 - Unexplained tachycardia, including age specific tachycardia for children
 - Decreased in blood pressure
 - Unexplained hypoxia (even if mild i.e. O2 sat>90%)
 - Lethargy, difficulty feeding in infants (if no other diagnosis)
 - Frost bite looking lesions on toes

For more information about COVID 19 visit the Ministry of Health Ontario -

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx

or the public health unit at <https://www.phdapps.health.gov.on.ca>

To reduce the impact of COVID-19 outbreak conditions on our children, staff and families, it is important for us to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for staff and families to reduce the potential risk for infection.

These instructions supersede SGCC childcare centres policies that are already in place. Covid-19 Pandemic plan measures/policy will be reviewed with all center staff prior to their start date. The plan will be reviewed regularly. The implementation of the policy is monitored in accordance with our Monitoring Compliance and Contraventions Policy.

Infection Prevention and Control

All current infection prevention and control practices are adhered to, this includes but is not limited to:

Toys and Equipment

- All toys used at the center must be made of material that can be cleaned and disinfected daily (e.g. no plush toys)
- For cleaning and disinfecting objects, toys and frequently touched surfaces follow guidelines of SGCC's disinfecting policy. Bleach and water or Ultra Q 128 will be used for disinfecting.

- High touch surfaces that are most likely to become contaminated, including door knobs, light switches, toilet handles, faucet handles and electronic devices must be disinfected at least twice daily.
- Low touch surfaces must be cleaned and disinfected daily
- All carpets in the children's room will be removed during a pandemic
- Tables and chairs are to be cleaned daily and as often as needed (i.e. before and after meals, snack time and activities)
- Outdoor play structure must be cleaned and disinfected at least twice per day when in use, or as often as necessary
- ALL disinfecting items MUST BE logged in a "DISINFECTING LOG CHART" posted in the room, with date, time and who and needs to be filed in a binder for safe keeping
- Washroom disinfecting logged after each use
- Disinfectant will have DIN, expiry dates will be checked
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it;
- Each cohort will have their own designated toys and equipment in their classroom, therefore there is no sharing between cohorts;
- For sensory materials, such as playdough, water, sand, etc. are permitted to be for single use, to be used by one child for the day only. Each material must be labelled with the child's name. All sensory materials must be discarded at the end of the day.
- Outdoor water play (such as a water sprinkler) will be allowed with social distancing
- Children will only use our outdoor playgrounds(including school playground) and having only 1 cohort in each outside at a time;
- Playground structure and all toys will be disinfected after each cohort uses it unless children are using individual equipment, in that case individual items will return to the child's outdoor equipment bag

General Infection control practices

- All children's personal belongings are labelled, specifically sippy cups, pacifiers, and cots
- The plastic handle of pacifier must be washed with soap and water upon arrival to the center
- Disinfect cream/lotion container with a disinfecting wipe, upon arrival to the center and then remain at the centre in a ziplock bag
- Ensure each child's individual sensory toys are cleaned and disinfected after use
- Avoid getting close to the faces of all children, where possible
- No family serving style at any time. Individual plates provided,
- If meals or snacks are provided, they should be portioned into individual servings in the kitchen/food preparation area before serving in the classroom
- Multi-use utensils must be cleaned and sanitized between uses
- At this time, will be using disposable plates and cups for Before and After School programs
- Centre play structure will be disinfected with a fog machine with approved DIN number after surfaces are and toys are washed daily or more often

Staff of St. Gabriel Child Care Centres

- Staffing will be based on qualifications and enrollment;
- We will maintain St. Gabriel Child Care Centre staff to student ratios according to the CCEYA;
- St. Gabriel Child Care Centre staff will only work at one location during a pandemic;
- Director/ Program Managers and Supervisors at B&A programs will limit their movement between rooms;
- Staff will be required to read and sign off the Return to Work Declaration
- Staff will be required to read and sign off the Pandemic Policy;
- Each staff member with the intention of returning to work at St. Gabriel Child Care Centre, will be required to attend staff trainings, where proper training and guidelines on the health, safety and operational measures will be outlined; cleaning procedures and use of equipment instructions will be provided; and how to keep records
- Staff using public transportation are required to have a change of clothes so upon entering the centre, you change; it is recommended that you wear comfortable and clean clothes

- All staff will receive training on new policies and procedures. These processes are consistent with direction of a medical officer of health and an attestation confirming all is submitted to the Ministry of education prior to reopening a program.

Social Distancing at St. Gabriel Child Care Centre & Space Set Up

- Cohort size for each room as per Ministry of Education and public health direction(including staff & children) space permitting
- Each cohort will remain together throughout the day;
- Cohort group will not mix with other cohort groups;
- Staff will encourage more physical space between children by spreading children out into different areas and incorporating individual activities with space between children; especially during meal & dressing time;
- Using visual cues to promote physical distancing;
- Alternating outdoor playtime (only 1 cohort group will make use of the outdoor playground at a time);
- When holding toddlers, staff must use a blanket or gown over their clothing and change the blankets between children;
- No singing indoors until further notice; Singing outdoors with social distancing is permitted
- Where two cohorts are using the same indoor space (for example, the school age room as a gym), the director or supervisor will ensure that the space is disinfected before the next cohort group comes to use the room;. Rooms will have one side of the gym assigned to each cohort should we have two rooms in the gym.

- During rest period, cot beds will be increased in spacing from one another and sheets will be changed daily and cots disinfected daily

Field Trips & Indoor Gatherings

- We will not be offering field trips until further notice;
- No special visitors/guest will be allowed in the centre until further notice;
- No celebration gatherings at the centre until further notice
- Grocer, licensing inspectors, custodian will require screening should they enter the building
- We will not be taking volunteers or student teachers for field placements at this time

Food & Supplies

- Children are not permitted to bring home food during a pandemic; unless there are extreme accommodations that need to be met
- Children are not permitted to bring any personal items from home, such as toys
- All baby bottles and sippy cups must be labelled and placed in a ziplock bag and provided to classroom staff by escort. Once at the centre the cups will be sanitized by our staff and will not be going back and forth to home.
- personal items with the child's name to discourage accidental sharing;
- Staff must reinforce "no food sharing";
- Children will not share soothers, bottles, sippy cups, facecloths, etc. Parents are responsible for labelling all. Meals and snacks will be prepared in-house by our cook;

Cots

- Cots must be labelled and assigned to children
- Cots should be disinfected after each use;
- Cot sheets must be laundered after each use; by someone wearing full PPE
- No blankets and/or sleeping toys are brought from home for children, centre will provide what is needed
- Increase the distance between cots and place (ideally 2 meters), If space is tight place children head-to-toe

Encourage more physical space between children by:

- Small grouping of same children and staff into different areas;
- Small grouping of same children and staff during lunchtime and outdoor playtime; and,
- Incorporating more individual activities or activities that encourage more space between children

Hand Hygiene

Staff **MUST** wash their hands with soap and warm water frequently, and **MUST** wash their hands in the following situations:

- When they arrive at the center and before they go home
- Before handling food and drink and feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing and coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (ie. runny noses, spit, vomit and blood)
- After cleaning and handling garbage
- Before putting on and after taking off a mask
- Before and after using any shared space, tools or equipment

Children will be encouraged to wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at center and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling toys/items
- After sneezing and coughing into hands
- After rotating activities/centres (ie. Drama to Block area)
- Before and after changing child's shoes or clothing

Staff should follow and role model the following steps for proper hand washing:

- Wet hands
- Apply soap
- Lather for at least 20 seconds minimum (as long as the "Happy Birthday" song) Rub between fingers, back of hands, fingertips and under nails
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel
- Use paper towel to open washroom door and throw out in garbage beside door

Refer to Hand Washing procedure for Toddlers and Preschoolers under SGCC Sanitary policy, when assisting children with hand washing

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer
- Rub hands together for a minimum of 15 seconds
- Work sanitizer between fingers, back of hands, fingertips and under nails
- Rub hands until dry

Hand sanitizer **MUST only be used on children who are over the age of two** and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Disposable Gloves and Masks

Gloves

Gloves must be worn as per routine practice such as:

- When serving food and milk/water
- When cleaning children's faces (i.e. a runny nose)
- When applying sunscreen
- When administering medication
- When dealing with body fluid (i.e. vomit, diarrhea, blood etc.)
- During washroom routine/changing diapers with children
- When disinfecting surfaces
- When doing laundry (especially when soiled)
- Changing shoes and clothes of children

**** Disposable gloves do not replace hand washing, staff must wash their hands before gloves are put on and immediately after gloves are removed****

Masks/Shields

- As of September 1st, 2020 all children grade 4 and above are required to wear masks and all school age children are encouraged but not required to wear masks.
- As of September 1st, 2020 all adults are required to wear a medical mask and eye protection while inside the child care including hallways
- All school age children are encouraged to wear masks while inside the child care premises
- The use of masks are not required while outdoors for adults or children if physical distancing of at least 2 metres can be maintained between individuals
- Mask and shield should be worn by staff who are caring for a sick child
- Mask and shield should be worn by staff who become sick (they should also go home immediately)
- Masks should be worn by sick children (only if tolerated) until their parent or guardian arrives to take them home

- Masks/cloth face coverings must not be placed on children under age of two or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove mask without assistance
- Exceptions to wearing masks indoors include when distancing is maintained, where a child cannot tolerate a mask, or for medical conditions

*****Disposable masks will be disposed of daily or as many times needed during the day*****

*****shields will be washed, disinfected daily or as many times needed by the staff*****

Please NOTE: All staff will be required to complete a training PPE session prior to reopening and returning to work. All staff will need to sign off on all training.

Staffing

- Screeners will be separate staff that will not be in the cohort unless PPE are replaced. Kitchen staff will also not enter the classroom cohort. Supervisors will enter the room sparingly.
- There will be an additional support staff in the morning and afternoon as part of the cohort. This person will be escorting, cleaning, disinfecting and supporting the classroom and break coverage as well as potential supply. (I.e. For summer camp one class of 9 children we will have two full time staff and two part time staff for support. Supply staff outside of the screeners are assigned to a room and will only supply for the one room. In regards to Before and After School Programs, staff will not be able to move from site to site. Staff will be assigned to one site and classroom)

Screening

Every person arriving at the child care center **MUST** be actively screened daily **PRIOR** to entering the center. PARENTS WILL **NOT** BE ABLE TO ENTER THE CENTRE. The screening information must be documented on the appropriate COVID-19 Daily Online Screening Forms for Staff, Parents/Guardians dropping Children off and on Sandbox

Screening & Drop Off and Pick Up Procedures

- Pick-up and drop-off of children will occur outside the centre in playground or outside playground depending on program;
- Screening staff will wear the proper PPE gear, including face shield, face mask, and gloves
- Parents will not be permitted to enter the centre;
- All individuals, including children, parents/guardians, staff and visitors will be screened upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who meets the following criteria:

- Signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, and/or fever
 - Anyone who has taken a fever suppressant in the last 5 hours
 - Anyone who has travelled outside of Canada in the last 14 days
 - Anyone has come into contact with anyone who has a positive testing of COVID-19 in the last 14 days
 - Temperature of 37.8 degrees Celsius or greater
- All staff, children and visitors will sanitize their hands upon entering the centre
 - Upon entering the classroom, staff, children and visitors **MUST** wash their hands with soap and water;
 - A touchless thermometer will be used for screening of children at the time of arrival, during attendance in the after school programs, and at dismissal (for the toddler and preschool classes). Each program has access to a no-touch Infrared thermometer. If they are using an ear thermometer it will be used with a protective cover for each child; after each use, the protective cover will be sanitized.
 - St. Gabriel Child Care Centre will not permit children who are ill to attend childcare;
 - If a child is showing any symptoms, such as cough, shortness of breath, sore throat, and/or fever, staff must notify the Director or Supervisor immediately;
 - The child will then be placed in isolation with supervision. The staff/supervisor will be equipped with a face shield, mask, gown and gloves. If the child is over 2 years of age, the child will be provided with a disposable mask. Parents will be contacted by telephone immediately and the centre will request an immediate pick up;
 - The parent will be requested to seek medical attention or call the local public health for further guidance. The child may not return to our program unless we have a physician's note and/or the child has tested negative for COVID-19. If the child continues to show symptoms, the child will not be able to return until after 24 hours of being symptom free.

Attendance Records

- A daily record of the following will be completed and made available to all authorities when required: Date of Attendance, Name of Child, Time of Arrival, Temperature at Time of Arrival in the morning, (as well as the afternoon, for the after school children) and temperature taken at time of departure (for the toddler and preschool programs); (temperature will also be recorded in the Sandbox portal)

- A daily record will be kept by administration of all visitors entering the centre and the approximate length of their stay, their active assessment and temperature
- Records will be kept at the centre in our covid screening binder
- Only ONE entrance/exit to be used for access to the child care center and one exit and entrance for School Age programs and/or Camps to ensure that each screening is confirmed.
- Screeners should maintain a distance of at least 2 meters from those being screened, and should wear appropriate personal protective equipment (PPE) (i.e. mask, gloves and shields)
- Hand sanitizer will be available at the screening station for hand hygiene. Once the child has passed the active screening s/he must complete hand hygiene with hand sanitizer; except children who are under the age of two.
- Ear Thermometers must be covered with single-use protective covers (which is disposed after each use), or cleaned and disinfected with an outbreak level disinfectant before reuse; unless they are non-contact thermometers.
- The Director must ensure that all staff are informed of and sign off on the COVID-19 Pandemic plan and travel and return to work declaration prior to their start date at the child care centre.
- Parents will receive a Pandemic Parent Manual, welcome letter with details pertaining to their site and a declaration that must be returned by the first day of class.

(1) Screening of Supervisor and Staff

Active screening must be completed for **ALL** staff at the site. A Designate (MUST be in full PPE gear ie. shield/mask/gown and gloves) will be onsite at the child care centre at all times. The Designate will be the first staff to arrive at the centre. The Designate will self-screen at home using the **COVID-19 Daily Online Screening Form** for Staff and will answer the screening questions in writing and complete the temperature check to ensure s/he is well enough to report to work. If unable to report to work, the supervisor/Program Manager or Designate will ensure a back up staff is called into work.

Once the Designate has completed the self-screening at home, s/he will arrive at the centre and complete the active screening for the second staff to arrive at the site. Once screened, the second staff to arrive will confirm the online screening completed by the Designate. The Designate will then complete active screening for all staff. The Designate on duty will ensure that active screening is completed for all staff for every staffing shift. The designate will also screen the staff arriving for their afternoon shifts.

All staff are to complete the COVID-19 Daily Online Screening Form prior to arrival for their shifts, and when arriving, should do so Centre wearing a mask in order to be screened.

Staff are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening form and to report their absence to their Supervisor immediately.

Any staff who arrive at the center and answer **YES** to **ANY** of the questions on the active screening form will be directed by the designate not to enter the center and to return home immediately.

- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The ED/Program manager/Supervisor or Designate will provide staff with contact information for York Public Health.
- The ED/ Program Manager/ Supervisor or designate will contact York Public Health to notify them of a potential case and seek advice regarding the information that should be shared with other staff and parents/caregivers.
- Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.
- Staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the child care setting for 14 days or until tested with a negative result and free of symptoms for 24 hours.

*Please note that NO third-party vendor/visitors will be granted entry into the child care centre. Cleaning services staff are considered staff for purposes of screening. These vendors **MUST** also complete the daily active screening process prior to entering the site (**use COVID-19 Daily Online Screening Form for Staff**). Entry into the child care centre is discouraged and should only be permitted if there is a need to enter the setting.

(2) Screening of Parents, Guardians and Children

The Director must inform all parents/guardians whose children are placed in child care of the screening requirements prior to the family beginning/returning to the child care at the site. Parents/guardians will be required to confirm their understanding of and consent for all screening requirements on the Parent/Guardian Agreement for Child Care Services Declaration. These forms will be emailed to parents along with the Parent Manual and discussed on a scheduled zoom call with families prior to the opening.

Online Screening must be completed and confirmed for **ALL** parents/guardians and children upon arrival at the center. Visitors are not permitted at the child care center.

COVID-19 Active Screening Form for Parents/Caregivers **MUST** be completed for all parents and caregivers and the COVID-19 Daily Online Screening Form for Children must be completed by parents for all children 30 minutes prior to arrival at the centre. Please note that SGCC will be keeping all records of daily responses on site.

The Drop off screening process will be as follows:

*****All parents MUST wear masks when dropping/picking up children from the Centre*****

- The Designate will ask parents to proceed to the screening station by the entrance to complete the temperature check and confirm online screening was completed and all responses were found to be no.
- Screeners will check the COVID-19 online screening form responses (confirming all the responses are “No”), take temperature and record all in the Screening Log and on the Sandbox portal.
 - The Designate will ensure to disinfect the thermometer after each use and complete hand hygiene (hand washing and/or hand sanitizing) before and after taking the temperature of each person.
- The Designate at the screening table will maintain a minimum 2-meter (6.5 feet) distance from those who approach for temperature checks and will wear personal protective equipment (PPE) (i.e., mask, gown, gloves and visor)
- Parents waiting to be screened must keep a safe distance from another family being screened
- Once the parent/guardian and child(ren) have all passed the screening requirements, the child(ren) will be escorted into the child care program by the Designate or another escort depending on location.
- *Please note: Parents will not be granted access to the child care or before and after school site at this time. Pick-up and drop-off of child(ren) will happen outside the child care setting unless it is determined that there is a need for a parent/caregiver to enter the centre.*
- Parents of children who do not attend the before school programs are also required to complete the **COVID-19 Daily Online Screening Form** before the start of the school day
 - The Designate and Site Supervisors will be reviewing the Daily Screening Forms received by the start of school
 - If Daily Screening Forms have been completed by the start of school, Site Supervisor will contact parents/guardians to complete the form
 - *If Parents/Guardians do not complete the daily screening, the child care will not be able to accept the child at dismissal, as we are required to have a Screening record for all children in our programs on site*

Parents should be advised that the drop off and pick up process may take longer than anticipated due to the new protocols in place. Parents/Caregivers should allow for additional time when dropping off and picking up

The Pick Up process is as follows:

- Upon pick-up, parents/guardians/caregivers will proceed to the designated screening area wearing a mask
 - *Only individuals who are noted on the emergency card as authorized pick-ups will be permitted to pick up the child(ren)*
 - *Also, if the screener is not familiar with the individual picking up, they will be required to show photo ID before the classroom is notified*
- Once the individual has been authorized, The Designate will notify the classroom teacher(s) and The Designate will proceed to the appropriate classroom(s) to pick up the child(ren)
- Child(ren) will then be escorted to the screening area to be dismissed to the parent/guardian
 - For children in the toddler and preschool programs, a dismissal temperature will be taken prior to leaving the child care
- *Please note: Parents will not be granted access to the child care or school at this time*

If an individual in the family answers **YES** to **ANY** of the active screening questions, the family (Parent and Child) will not be permitted to enter the center and should be tested for COVID-19. The Designate will provide the parent/caregiver with contact information for York Public Health.

A negative COVID-19 test or a medical note from a physician stating that either the child is fit to return to the center or the individual is free from communicable disease will be provided to access child care.

- Any family member experiencing symptoms should self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before the family can return to child care. The Designate will provide the parent/guardian with contact information for York Public Health and a referral letter for COVID-19 priority testing. Alternatively, a medical note from a physician stating that either the child is fit to return to the child care centre or the individual is free from communicable disease will need to be provided to access the centre. If a medical note is provided, the individual must still answer **NO** to Questions #2, 3 and 4 in order to pass active screening.
- The Designate will contact York Public Health to notify them of a potential case and seek advice regarding the information that should be shared with staff and other parents/guardians.
- Children with symptoms must be excluded from child care for 14 days after the onset of symptoms.
- Children who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the child care setting for 14 days.

Where a child or adult is obviously ill with **ANY** symptoms described on the [online](#) screening form, staff will refuse entry into the centre. Symptomatic individuals should self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before the family can return to child care. The Designate will provide the parent/guardian with contact information for York

Public Health. A negative COVID-19 test or a medical note from a physician stating that the child is fit to return to the child care centre or the individual is free from communicable disease can be provided to access child care. If a medical note is provided, the individual must still answer NO to Questions #2, 3 and 4 to pass active screening.

(3) Re-entry Screening of Previously Ill Individuals Tested Negative for COVID-19

If a previously ill child or staff person has:

1) tested NEGATIVE for COVID-19

AND

2) remained symptom-free for at least 24 hours, they can return to the child care centre (unless they have had close contact with a confirmed COVID-19 case or symptomatic person(s), in which case, they will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected case).

- The parent/guardian or staff must provide a copy of the COVID-19 test result to the child care centre Supervisor to verify the negative result.
- Upon phone screening: Upon return to the centre, the previously ill child must complete the re-entry screening conducted by screening staff over the phone with the parent/guardian using the COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff.
- The Designate will conduct re-entry screening for previously ill staff.
- If **YES** was answered to **ANY** of the questions in **Step 2** of the re-entry screening form, the Designate must refuse the individual entry into the child care centre. The individual will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected COVID-19 case.
- If **NO** was answered to **ALL** questions in **Step 2** of the re-entry screening form, The Designate may proceed with conducting active screening on the individual.

Please Note: Individuals tested positive for COVID-19 require direction from York Public Health on when they can return to the child care center.

*****Executive Director or Designate is responsible to report suspected or confirmed case of COVID-W9 to Public Health and follow their advice*****

Pick Up and Drop Off Health Check

Pick-up and drop-off of children will happen outside the childcare centre unless it is determined that there is a need for the parent/guardian to enter the centre.

SGCC completes a health check on a daily basis of all children upon arrival to the center to identify any possible COVID-19 symptoms listed below and a documented record is kept in a recording binder and Sandbox portal.

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough or shortness of breath

- Lethargy (lack of energy) or difficulty eating or frostbite lesions

Any of the following symptoms:

| | | |
|---|---|---|
| <ul style="list-style-type: none"> o Sore throat o Difficulty swallowing o Pink eye (conjunctivitis) o Rash | <ul style="list-style-type: none"> o Chills o Headaches o Unexplained fatigue/malaise o Abdominal pain o Croup (respiratory infection resulting in barking cough and difficulty breathing) | <ul style="list-style-type: none"> o Diarrhea o Nausea/vomiting o Decrease or loss of sense of taste or smell o Runny nose/sneezing without other known cause o Nasal congestion without other known cause |
|---|---|---|

*****Staff must ensure that hand hygiene is performed before and after each health check with each child.*****

Outbreak Management for COVID-19 Related Symptoms

Children who Display COVID-19 Related Symptoms During care

If **ANY ONE** of the symptoms related to COVID-19 are present in a child,

- Symptomatic children are immediately isolated from others in a designated isolation room until they can go home where the room will be immediately cleaned after the child leaves.
- The centre will notify the parents/guardians or emergency contacts to pick up the sick child immediately
- If the child has siblings who attend the center, they must also be excluded
- Move and group together children who were in the program room with the symptomatic child to a vacant room, and immediately clean and disinfect the impacted room.
- Increase ventilation in isolation rooms if possible (e.g., open windows).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the center
- While waiting for the child to be taken home, the child must be supervised by only one staff
- In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- Staff providing care should also wear a face mask, gown and gloves.
- Hands must be washed before and after taking off a mask.

- Staff should perform hand hygiene and attempt not to touch their face with unwashed hands.
- Disposable gloves must be used when there is close contact with the child.
- Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves.
- The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- The symptomatic child should wear a surgical procedure mask (if tolerated)
- Staff is to create an illness report for ill/symptomatic child/ren.
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Supervisor will ensure the isolation room (i.e. room where the child was separated to) and any other surfaces that the child had contact with are thoroughly cleaned and disinfected, once the child has been picked up.
- The child should be excluded from child care and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to child care. The Supervisor will provide the parent/guardian with contact information for York Public Health. **If tested negative**, and free of symptoms for 24 hours, the child must pass re-entry screening (refer to COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff) to return to child care.
- **If tested positive**, York Public Health will provide direction on when the child can return to child care.
- Alternatively, a medical note from a physician stating that either the child is fit to return to the child care center or is free from communicable disease may be provided to access child care.

*****Executive Director or designate is responsible to review all illness reports and notify Public Health*****

Staff who Display COVID-19 Related Symptoms While at Work

Any staff who presents any symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the COVID-19 Active Screening Form for Staff must not return to the center.

In the event that a staff person becomes ill while at the center:

- Staff should isolate themselves as quickly as possible until they are able to leave the center and wear a surgical-type or non-medical face mask covering the nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Director will provide the staff person with contact information for York Public Health.

- Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.
- If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.
- **If a staff person tests negative for COVID-19**, and is free of symptoms for 24 hours, s/he must pass re-entry screening (refer to COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff) to return to work.
- **If a staff person tests positive**, York Public Health will provide direction on when s/he can return to work.

Reporting

When a child or staff becomes ill, the Executive Director will report the illness to York Public Health

- The Director will contact York Public Health to notify them of a potential COVID-19 case and seek advice regarding the information that should be shared with staff and parents/guardians of children enrolled at the child care center.
- Other children and staff in the center who had close contact with a child or staff person who became ill should be grouped together. York Public Health will provide any further direction on testing and isolation of close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care setting for 14 days.

1. Ministry of Education

- Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in CCEYA and posting the SO notification form)
- If for any reason the Executive Director cannot access CCLS they MUST still notify their program advisor via telephone or email within 24 hours of becoming aware of the occurrence and complete a Serious Occurrence Report in the CCLS as soon as the system becomes available.

Positive Case of COVID-19

If the Executive Director is notified that a staff person or child has tested positive for COVID-19, the following steps will be taken:

- Continue to exclude the person with the confirmed case from the center until further notice.
- The Executive Director will call the contact provided for York Public Health to ensure an investigation is conducted and necessary measures are taken to notify each of the ill child's or staff person's contacts (i.e. other staff, children and close family). York Public Health will provide advice and the steps necessary to control the outbreak.

- The Executive Director will notify janitorial staff to increase cleaning and disinfecting practices
- A note should be posted at the front entrance of the center for at least 7 days notifying parents and caregivers of the situation (*i.e. there was one confirmed case of COVID-19 at the center on a specific date and the child or staff person affected are self-isolating for 14 days. The environment has been cleaned and disinfected*). No personal information is to be disclosed in the note
- The Executive Director will consult with York Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and the response measures taken by the center.
- In consultation with York Public Health, the center must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff person or child as a confirmed COVID-19 outbreak.
- Outbreaks should be declared in collaboration between the center and York Public Health.

Occupational Health and Safety

- St. Gabriel Child Care Centre will screen all staff members and visitors upon entering the centre. Each staff member and visitor must wash their hands once their temperature is checked. Each staff member will be provided with a cloth face mask and volunteers will be provided with a disposable mask while in the centre. Our staff will not be required to wear their mask while caring for children. Please refer to the above PPE Guidelines.
- If a childcare worker is suspected to have or diagnosed with COVID-19, the childcare worker must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.
- St. Gabriel Child nCare Centre administration will consult with the local public health unit to determine when the care provider can return to work.
- If the staff member's illness is determined to be work-related: in accordance with the *Occupational Health and Safety Act* and its regulations, St Gabriel Child Care Centre administration will provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, including an occupational infection, to the Ministry of Labour, Education and Public Health.

Provisions of Special Needs Resources Services (SNR)

- In-Person special needs services in our centre will continue as needed
- All SNR and Enhanced Staff members will be screened upon entering the centre and provided with a disposable face mask
- They will be logged into our visitor's attendance record of their time spent in our centre
- SNR's and Enhanced Staff are not included in our cohort ratio

- If and when a SNR and/or and Enhanced Staff is scheduled to enter our centre, an email will be sent to all families to advise them of this fact.

Serious Occurrence Reporting

St. Gabriel Child Care Centre has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. St. Gabriel Child Care Centre will as of September 1st, 2020 no contact our local public health unit to report a child or staff member suspected to have COVID-19. We will report a confirmed case of COVID 19 and continue to contact them for guidance with suspected cases. We will follow any and all specific guidelines provided by the health unit on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

If a child, parent, or staff member is suspected (ie. Responded yes to screening questions or has symptoms and has been sent to be tested) of having or has confirmed case of COVID-19, the Director/Program or Supervisor will report this to the ministry as a serious occurrence.

If a room, or the centre closes due to COVID-19, the Director or program Manager will report this to the ministry as a serious occurrence. The Serious occurrence notification will be posted in the CCLS as required under the CCEYA, unless the local public health advises otherwise.

Closure of Child Care Centre

St. Gabriel strives to provide a safe, healthy environment for your children and our staff. However, despite our best efforts there may be times when the centre must be closed for an extended period. Decisions to close for an extended period of time are made based on recommendations by one or more of the following ministries, the provincial and federal ministries of health and education, labour as well as municipal departments of health and child care licensing bodies.

Some reasons for closure may include but are not limited to: faulty construction, mold, flooding, serious illness outbreak and/or pandemic.

The decision to close the child care centre will depend on several factors and will be determined on a case-by-case basis in consultation with York Public Health.

Case scenarios could include but are not limited to a case with an ill staff person with exposure to multiple children, or two or more symptomatic suspected cases or one confirmed case or an advice of Public Health.

Should the centre due to recommendations from Public Health close for a period greater than 2 weeks, the centre will refrain from collecting fees until the centre reopens.

If your child is sent home or unable to attend due to symptoms of COVID-19, it will be treated as a sick day and the centre will follow our sick policy in regards to fees.

******All directions and guidelines by York Public Health must be followed******



PANDEMIC POLICY

| | |
|--------------------|--------------|
| Development Date | June 5,2020 |
| Revision Date | July 7, 2020 |
| Approval Date | |
| Next Review | |
| Executive Director | |
| Supervisor | |

PURPOSE

It is the goal of St. Gabriel Child Care Centre to provide support and services to families and children in an environment that is as safe and healthy as possible. We will make every effort to continue to operate our services and protect employees and clients/families from emergency situations including pandemics.

In the event of a pandemic, our goal is to remain available as much as possible until authorities dictate otherwise.

The purpose of this policy is to provide a framework for St. Gabriel Child Care Centre to mitigate risk and prepare for the potential impacts of a pandemic from reduced services to potential closures.

WHAT IS A PANDEMIC

A pandemic is a global event. A flu pandemic starts with a new strain of virus to which people have little or no immunity. To be considered a pandemic, the new virus must be able to spread easily from person to person and cause illness in many of the people who are infected. When it spreads around the world, it is called a pandemic. The World Health Organization (WHO) sets the pandemic alert level globally. The pandemic level is set based on the spread of the virus, not the severity of the illness.

POLICY

St. Gabriel Child Care Centre is required to follow guidelines set out by the Public Health Agency of Canada, Ontario Ministry of Health, and the Regional Public Health/Medical Officer of Health for proper infection prevention. Our responsibility is to ensure infection prevention practices are carried out properly to prevent the spread of illness among employees, placement students,

children, and volunteers. Policies and procedures are assessed and monitored to ensure our employees, placement students, and volunteers are consistently and carefully carrying them out.

St. Gabriel Child Care Centres will ensure our pandemic plan and service continuity/interruption plans align with the Public Health Agency of Canada, Ontario Ministry of Health, and the Regional Public Health/Medical Officer of Health plans.

IMPACT PLANNING

St. Gabriel Child Care Centres will review and plan for the following:

- Sudden increase in employee and child absenteeism
- Maintaining staffing ratios
- Interruption of supplies and services (food, paper product, cleaning products
- Regular program services and supplies scaled back or not available (transportation, field trips, etc.)
- Maintenance/cleaning services reduced or cancelled
- Administration activities changed, reduced, or cancelled
- Cross training additional employees to ensure organizational stability in case the Executive Director is unable to be in charge (Supervisor or Designate)
- Reduction of outside support (consultants, children's services etc.)
- Temporarily or permanently laying off employees
- Potential closure (short term and long term)
- Financial loss due to decreased revenue, funding, and increased or additional costs
- Potential changes or additional duties for employees
- Spread of the infection within the centre and within the community
- Communication of the plan with employees, families/clients, funders, and community
- Re-opening of the organization after a shutdown
- Occupational health and safety implications

INFECTION PREVENTION

St. Gabriel Child Care Centre will take all steps required to ensure a safe and healthy environment in all our programs including:

- Early identification of ill employees and children
- Isolating children who become ill during the program until they are picked up
- Sending employees home should they become ill during the day
- Sending children home if they have been exposed to an identified contagion
- Sending staff home if they have been exposed to an identified contagion
- Following all governmental/public health recommendations related to removing staff, children, and parents from the program if they have been exposed to a potential health risk

- Requiring an employee, placement student, or volunteer who has been placed in quarantine or has a contagious illness to acquire a fit for duty or medical clearance before they return to the organization
- Requiring an employee, placement student or volunteer has travelled or been in contact with someone who has travelled to areas deemed a health risk to follow government guidelines regarding self-isolation (i.e. quarantine for a number of days)
- Requiring employees to sign a declaration stating they have not traveled during a pandemic or have been in contact with someone who has travelled to areas deemed a health risk or travel advisory

EMERGENCY COMMUNICATION

The Executive Director, Program Managers and Supervisors oversee implementing the organizations emergency communication plan.

Internal communication to all employees, families/clients will be by phone or email, signs will be posted on all entrances/exits, social media and the website. We will use Hi Mama, Sandbox and Social Media sites as well.

Internal contact lists are located:

- For employees: HR Employee File, Sandbox and Mailchimp
- Families/clients: Emergency Cards and Sandbox
- Placement students & volunteers: Student/Volunteer File

Information will be specific to the nature of the situation:

- Safety and well being of everyone at the centre
- Reduction of services and programs
- Changes in delivery of services and programs
- Shutdown of the organization
- Refund/no refund policy to be shared with clients
- Status updates
- Evacuation plan/location
- Reopening of the organization

External communication to the municipal, regional, licensing bodies, and the community (possibly media) will be conducted by the Director and/or Supervisor.

The external contact information for the following agencies/individuals are located/posted by the phone in each classroom.

AUTHORITY TO SHUTDOWN THE ORGANIZATION

St. Gabriel Child Care Centre will follow all directions and recommendations from public health officials and the Provincial/Federal Government should a pandemic be declared.

The Public Health Act and The Emergency Measures Act authorize all levels of government to order a shutdown of services during a pandemic.

PROCEDURES

St. Gabriel Child Care Centre will proactively develop a contact list of alternatives to provide support and services to the organization. The list of names and contact information will be kept in our policy handbook.

- Supply Staffing
- To deliver additional supplies (cleaning, program, personal protection equipment, etc.)
- To deliver food
- To provide cleaning services
- To authorize funds to acquire emergency supplies

If a pandemic is declared and the organization remains open:

- Secure staffing to maintain ratios and safety utilizing all available part time, supply, or an outside agency staff
- Ensure additional staff are available to provide relief where required
- Modify shifts where required
- Identify which programs can be modified to accommodate possible increased or decreased needs
- Ensuring shared spaces and structures can be cleaned and disinfected
- Consult emergency health and safety supply checklist located in each classroom binder
- Secure additional cleaning supplies, routine-care supplies, and program supplies
- Ensure extra personal protection supplies are available
- Ensure policies and procedures are updated including health and safety
- Ensure food service/delivery is secure
- Secure/access reserve funding for additional expenses
- Ensure families/clients are informed as per the organization's communication plan
- Ensure any other reporting requirements (licensing, municipal, etc.) are done

If St. Gabriel Child Care Centre is ordered to close:

- If the centre is open, all parents will be contacted via email to pick up their children

- Provide a letter or send out an email with specific details including refund/no refund policy
- Ensure families/clients who are absent are informed
- Inform the required regulatory bodies
- Inform all employees who are not present
- Initiate emergency closure plan
- Ensure all confidential information, records, and files are secured and locked
- Implement business continuity plan

PANDEMIC BUSINESS CONTINUITY PLAN

Pandemics will have an impact on St. Gabriel Child Care Centre continuity of the organization and may not be evident immediately however it is important to have a plan to deal with the financial losses due to decreased revenues and increased or additional costs.

It is important for St. Gabriel Child Care Centres to continue to manage basic functions should the organization face reduced operations or complete closure. The purpose of developing a business continuity plan is to identify critical areas that require immediate decisions to reduce/minimize the financial risk to the organization. To ensure St. Gabriel Child Care Centre will be able to carry on operations in the event of a disaster or pandemic.

The following areas will require decisions to be made in the best interest of the organization and its families/clients based on the length of limited services or complete closure.

- Operating costs
- Payroll obligations (short-term)
- Temporary layoffs (refer to Extended Closure/Layoff Policy)
- Receiving grants and subsidies
- Collecting fees
- Payment of rent
- Payment of utilities (phone, internet, hydro etc.)
- Payment of suppliers and services (food, cleaning etc.)

PREPARING FOR POSSIBLE SHUTDOWN

In the case of a mandatory shutdown an off-site office will be set up by the Executive Director with the log-in and password to access information.

An electronic file of essential services and contacts is ready to be taken off-site and includes:

- Access to essential services
- Contact information, account numbers, and passwords for Financial/Banking Institution
- Contact information and policy for the Insurance Company

- Contact information for the Accountant, Bookkeeper, Lawyer
- Ensuring continued access to payroll, finances, and accounting systems
- Current list of families/clients
- Current list of employees
- Current list of suppliers, services, and service agreements
- Keys, key fob, and passwords

SECURING RECORDS AND BACK-UP OF ALL INFORMATION

- Ensure all records, documents, and computer files are backed-up to a hard drive
- Keep a back-up copy of the computer's operating system, and critical software off-site
- Ensure all filing cabinets are locked
- Ensure the office is locked
- Ensure the facilities are locked

COMMUNICATION AND MONITORING

St. Gabriel Child Care Centre will establish the following system to communicate with employees and with clients/families.

The organization will provide timely updates regarding the status of the closure by email, website and social media platforms.

St. Gabriel Child Care Centre will monitor information and updates from the local Officers of Health, and the Provincial Government.

RECOVERY

St. Gabriel Child Care Centre will follow the directions of the Government, Public Health, and the school boards regarding reopening the centre(s) once the shutdown has been lifted.

The Executive Director and Supervisor will meet regarding establishing priorities and assess what needs to be done to restore the premises, resume services and programs that were interrupted or affected by the pandemic.

St. Gabriel Child Care Centre will review their Return to Work/Recall Policies including their Risk Assessment as programs and services may not return to their previous format and should consider:

- Possible changes in staffing/children ratios
- Clients/parents who do not return
- Changes in enrolment patterns

- Increase or reduction in space requirements
- Additional costs in requiring new personal protection equipment, sanitizing equipment, cleaning services etc.
- Developing procedures for drop off and pick up that align with physical distancing measures outlined by Public Health
- Reviewing policies and procedures to reflect any updating requirements under the Ministry of Health, Ministry of Labour, and the Ministry of Education

Under the Health and Safety Act the obligation to provide a safe and health work environment includes:

- We will ensure the premises have been thoroughly cleaned and disinfected before reopening the centre
- The Executive Director and/or Supervisor will confirm with staff and families/clients once the premises are ready to be opened
- We will ensure critical supplies (cleaning products, disposable gloves, face masks etc.) are readily available and re-stocked to protect both staff and children
- Recall employees to review policies around changes in routines, cleaning protocols, ill children, and sick leave policy for staff
- Have employees read and sign the return to work declaration stating they have not traveled during a pandemic nor have they been in contact with someone who has travelled to areas deemed a health risk or have a travel advisory

BEST PRACTICES

St. Gabriel Child Care Centre Families Returning to the centre

- St. Gabriel Child Care Centre will send out an email, welcoming families/clients and thanking them for their understanding during a very difficult and challenging time
- The invitation to return will include specific details regarding start dates and what has changed
- We assure our St. Gabriel Child Care Centre Community that new practices will be put in place and how suspected illnesses will be handled
- Existing policies in the Parent Manual may have to be updated, if so, parents will be advised via email
- St. Gabriel Child Care Centre families will require to read and sign a return declaration stating they have not tested positive of the pandemic virus; they are not experiencing symptoms associated to the pandemic virus; they have not been in contact with someone who has tested positive for the pandemic virus; they have not traveled during a pandemic

or have been in contact with someone who has travelled to areas deemed a health risk or have a travel advisory



COVID-19 HEALTH & SAFETY GUIDELINES

| | |
|--------------------|---------------------------------|
| Development Date | July 7, 2020 |
| Revision Date | August 26, 2020 |
| Approval Date | |
| Next Review | September 2020 |
| Executive Director | Rosanna Lacalamita Masci |
| Program Manager | |

St. Gabriel Child Care Centres is required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the *Child Care and Early Years Act, 2014* and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any staff, children, or parents/guardians be exposed to COVID-19. All staff will be properly updated and trained on all new Pandemic Guidelines and Procedures prior to reopening.

GUIDELINES FOR HEALTH AND SAFETY PROCEDURES

1. Enhanced Cleaning and Sanitizing

St. Gabriel Child Care Centres will ensure all current infection prevention, control practices and guidelines are adhered to, this includes but is not limited to:

- all toys used at the centre are made of material that can be cleaned and disinfected (e.g. plush toys, soft books and area rugs will **NOT** be permitted);
- there will be an increased frequency of cleaning and disinfecting objects, toys and frequently touched surfaces to every four hours, or as needed; staff will use water and soap to wash all toys and materials; once rinsed, items will be sanitized with disinfected and air dried overnight.

- Any items that a child has placed in their mouth, will be removed immediately and disinfected;
- All frequently touched surfaces will be disinfected at least every 4 hours, including door knobs, light switches, toilet handles and tabletops; this will be recorded by the staff member on duty;
- A disinfecting log will be kept in each cohort tracking and monitoring clean schedules;
- In addition, staff will continue to use our regular disinfecting schedule;
- The disinfectant of preference is bleach that will be diluted with water;
- We will use disinfectants that have a Drug Identification Number (DIN);
- St. Gabriel Child Care Centre will check expiry dates of products used and always follow manufacturer's instructions;
- Performing proper hand hygiene: a minimum of 20 seconds of washing hands with soap and water (including assisting children with hand hygiene);
- Staff must continue to wear gloves and mask during washroom/diaper routines;
- Incorporating additional hand hygiene opportunities into the daily schedule (before and after meals; after play time and after washroom routine);
- St. Gabriel Child Care Centre will be fogged with an approved disinfectant every night.

2. Staff of St. Gabriel Child Care Centre

- Staffing will be based on qualifications and enrollment;
- We will follow St. Gabriel Child Care Centre ratios;
- St. Gabriel Child Care Centre staff will only work at one location during a pandemic;
- Director, Program Managers and Supervisor will limit their movement between rooms;
- Staff will be required to read and sign off on the Return to Work Declaration;
- Staff will be required to read and sign off on the Pandemic Policy;
- Each staff member with the intention of returning to work at St. Gabriel Child Care Centre, will be required to attend a staff meeting, where proper training and guidelines on the health, safety and operational measures will be outlined; cleaning procedures and use of equipment instructions will be provided; and how to keep records;
- Staff will be encouraged to social distance during breaks;
- Staff using public transportation is required to have a change of clothes so upon entering the centre, you change; it is recommended that you wear comfortable and clean clothes.

3. Use of Masks and Personal Protective Equipment (PPE)

- The Screening Staff will use a face shield, mask, and gloves;
- Staff will only use masks and gloves and during these periods of times unless guidelines change:
 - Washroom/diaper routine
 - When cleaning and disinfecting blood or bodily fluids
 - When disinfecting toys
 - Serving meals
 - And if a child is showing any symptoms of illness

When wearing a mask, you should wash your hands before donning the mask and before and after removing the mask.

4. Social Distancing at St. Gabriel Child Care Centre & Space Set Up

- Cohort size for each room return to licensing capacity.
- Each cohort will remain together throughout the day;
- Cohort groups will not mix with other cohort groups;
- Staff will encourage more physical space between children by spreading children out into different areas and incorporating individual activities with space between children; especially during meal & dressing time;
- Using visual cues to promote physical distancing;
- Alternating outdoor playtime (only 1 cohort group will make use of the outdoor playground at a time);
- No singing until further notice;
- Where two cohorts are using the same indoor space (for example, the school age room as a gym), the director or supervisor will ensure that the space is disinfected before the next cohort group comes to use the room;. Campers will have one side of gym assigned to each cohort should we have two
- During rest/sleep period, cot beds will be increased in spacing from one another and sheets will be laundered daily and cots disinfected daily

5. Equipment, Toy Usage and Restrictions and Water Play

- Toys in each cohort will be made of materials that can easily be cleaned and disinfected;
- No plush/stuffed toys will be permitted during this time;
- All area rugs will be removed;
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it;
- Each cohort will have their own designated toys and equipment in their classroom, therefore there is no sharing between cohorts;
- For sensory materials, such as playdough, water, sand, etc. we are permitted to be for single use, to be used by one child for the day only. Each material must be labelled with the child's name. All sensory materials must be discarded at the end of the day.
- Outdoor water play (such as a water sprinkler) will be allowed; however, children must be a minimum of 2 meters apart (summer, weather permitting)

6. Field Trips & Indoor Gatherings

- We will not be offering field trips until further notice;
- No special visitors/guests will be allowed in the centre;
- No celebration gatherings at the centre until further notice.

7. Outdoor Play Areas

- We will not use community playground structures until further notice;

- Children will only use our outdoor playground and having only 1 cohort outside at a time; Should two groups be outdoors on school playgrounds together they must be in clear separate areas of playground so as the groups will not be together and social distancing between the two groups are maintained. Every effort will be made to have groups alone out on playground
- Playground structure and toys in the playground will be disinfected after each cohort uses it.

8. Nap/Sleep Time

- We will be increasing the distance between nap mats, if possible. If space is tight, we will place children head-to-toe or toe-to-toe. Cots will be disinfected after each use;
- Cots and crib mattresses must be disinfected after each use.

9. Food & Supplies

- Children are not permitted to bring home food during a pandemic; unless there are extreme accommodations that need to be met
- Children are not permitted to bring any personal items from home, such as toys
- All baby bottles and sippy cups must be labelled and placed in the child's cubby
- At the end of day, all personal items such as cups and bottles will be sanitized by the centre and no cups bottles will be sent home once brought to the centre
- Children will not share soothers, bottles, sippy cups, facecloths, etc. Parents are responsible for labelling all personal items with the child's name to discourage accidental sharing;
- Staff must reinforce "no food sharing";
- Meals and snacks will be prepared in-house by our cook;
- Each child must be served on their own plate, with their own utensils.

10. Communication with Parents

- Parents will be requested to take their child's temperature and complete online screening before coming to St. Gabriel Child Care Centre;
- If the temperature is equal or greater than 37.8 degrees Celsius or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, they must stay home;
- If any screening responses are yes the child is not to come to the centre.
- Parents will be advised prior to reopening of all new policies and procedures.

11. Screening & Drop Off and Pick Up Procedures

- Pick-up and drop-off of children will occur outside the centre in playground;
- Screening staff will wear the proper PPE gear, including face shield, face mask, and gloves;
- Parents will not be permitted to enter the centre;

- All individuals, including children, parents/guardians, staff and visitors, will complete screening online prior to arrival and the screening will be confirmed upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who meets the following criteria:
 - Signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, and/or fever. Anyone has taken fever suppressant in last 5 hours
 - Anyone who has travelled outside of Canada in the last 14 days
 - Anyone has come into contact with anyone who has a positive testing of COVID-19 in the last 14 days
 - Temperature of 37.8 or greater
 - Any medication provided to the child 5 hours prior to screening
- All staff, children and visitors into the centre will sanitize their hands upon entering the centre.
- Upon entering the classroom, staff, children and visitors must wash their hands with soap and water;
- A touchless thermometer will be used for screening of children at the time of arrival in the morning, at the start of the after school program (for the school age children), and at departure (for the toddler and preschool programs). Each classroom has a thermometer that has a protective cover for each child; after each use, the protective cover will be sanitized.
- St. Gabriel Child Care Centre will not permit children who are ill to attend childcare;
- If a child is showing any symptoms, such as cough, shortness of breath, sore throat, and/or fever, staff must notify the Director or Supervisor immediately;
 - The child will then be placed in isolation in a room with an administrator. The administrator will be equipped with a face shield, mask, gown and gloves. If the child is over 2 years of age, the child will be provided with a disposable mask. Parents will be contacted by telephone immediately and request an immediate pick;
 - Parents/guardians will be requested to seek medical attention or call the local public health for further guidance. The child may not return to our program unless we have a physician's note and/or the child tested negative for COVID-19. If the child continues to show symptoms, the child can not return until after 24 hours of being symptom free.

12. Attendance Records

- A daily record of the following will be completed and made available to all authorities when required: Date of Attendance, Name of Child, Time of Arrival, temperature at time of arrival and temperature 4 hours later and temperature at time of departure;

- A daily record will be kept by administration of all visitors entering the centre and the approximate length of their stay;
- Records will be kept at the centre in our attendance binder.
- Each location will have a communication process to share screening information with the host school
- All B&A children AM or PM must complete online screening prior to the start of the school day
- Temperature checks will be conducted on PM children as they were not confirmed in the AM program

13. Management of children with possible COVID-19

If a child begins to experience symptoms of COVID-19 while attending childcare, it is recommended that:

- Symptomatic children are immediately separated from others in the office area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres;
- If a 2 metre distance cannot be maintained from the ill child, the staff member attending to the ill child will wear a face shield, mask, gown and gloves;
- The child, if older than 2 years old, will be provided with a disposable face mask;
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene;
- Environmental cleaning of the space the child was separated will be sanitized once the child has been picked up;
- Parents/guardians will be requested to seek medical attention or call York Region Public Health for further guidance;
- The child may not return to our program unless we have a physician's note and/or the child tested negative for COVID-19;
- If the child continues to show any symptoms of illness, the child cannot return until after 24 hours of being symptom free;
- Administration will be in contact with York Region Public Health when notified of a potential case and will seek input regarding the information that should be shared with other parents of children in the childcare centre;
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), will be excluded from the childcare setting for 14 days;
- Other children, including siblings of the sick child, and child care staff in the program who were present while the child became ill will be identified as a close contact and further cohorted (ie. grouped together) until they can be picked up by parents/guardians to self-isolate at home;
- York Region Public Health will provide any further directions on testing and isolation of these close contacts.

14. Occupational Health & Safety

- St. Gabriel Child Care Centre will screen all staff members and visitors upon entering our centre. Each staff member and visitor must wash their hands once their temperature is checked. Each staff member will be provided with a cloth face mask and volunteers will be provided with a disposable mask while in the centre. Our staff will not be required to wear their mask while caring for children, please refer to above PPE guidelines.
- If a childcare worker is suspected to have or diagnosed with COVID-19, the childcare worker must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.
- St. Gabriel Child Care Centre administration will consult with the local public health unit to determine when the care provider can return to work.
- If the staff member's illness is determined to be work-related: In accordance with the Occupational Health and Safety Act and its regulations, St. Gabriel Child Care Centre administration will provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, including an occupational infection, to the: Ministry of Labour, Ministry of Education and Public Health.

15. Provision of Special Needs Resources Services (SNR)

- In-Person special needs services in our centre will continue as needed
- All SNR and Enhanced Staff members will be screened upon entering the centre and provided with a disposable face mask
- They will be logged into our visitor's attendance record of their time spent in our centre
- SNR's and Enhanced Staff are not included in our cohort ratio
- If and when a SNR and/or Enhanced Staff is scheduled to enter our centre, an email will be sent to all families to advise them of this fact

16. Serious Occurrence Reporting

St. Gabriel Child Care Centre has a duty to report confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. St. Gabriel Child Care Centre will contact our local public health unit to report a child or staff member suspected to have COVID-19. We will follow any and all specific guidelines provided by the health unit on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

If a child, parent, or staff member is suspected (i.e. has symptoms and has been tested) of having or has confirmed case of COVID-19, the Director or Supervisor will report this to the ministry as a serious occurrence.

If a room, or the centre closes due to COVID-19, the Director or Program Manager will report this to the ministry as a serious occurrence. The serious occurrence notification will be posted as required under the CCEYA, unless the local public health advises otherwise.