



**YMCA of Oakville
Child Care
Reactivation
Pandemic
Policies and Procedures**

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Child Care Reactivation Procedures

We will ensure that we follow and implement all reactivation procedures that have been put into place in consultation with public health to ensure that children, families and staff remain healthy, and child care can continue.

About our Early Childhood Education Team

Our team is highly trained and experienced in delivering a high-quality play-based program on a daily basis. Characterized by their caring, kindness, and love of children and their families, it is no surprise that our educators are eager to return to work to support our families and community.

About Transitions

Every day our team supports children and their families to transition into YMCA programs. We understand the individual needs of children experiencing a change to the environment and their caregivers. Our team is standing by, ready to soothe, calm, reassure and welcome all children and families to the YMCA.

Staff Training

In collaboration with Halton Region Public Health and Ministry of Education the YMCA of Oakville ensures that training is provided to all child care staff/providers on the health, safety and other policies and procedures located in the Reactivation Child Care Pandemic Procedures and Policies prior to re-opening.

This will provide instruction 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.

Curriculum and Programming

Our focus will be on developing relationships with children (social environment) and ensuring everyone is safe and healthy. We will continue to deliver Playing to Learn and A Place to Connect curriculum based on the age group and interests of the children.

Guidelines:

- Documentation will be placed on hold until further direction
- Develop a routine and schedule as it helps children feel safe and comfortable.
- Plan activities that support the interests and needs of the children. A program plan will help educators prepare for the day.
- Room capacities have been lowered therefore; educators may be flexible with the number of activities provided at one time. **For example:**
 - Some toys can be taken out of rotation and disinfected, as long as there is enough variety and toys.
 - Set-up enough table activities on individual trays for the children, not necessarily all tables will be required.
 - Some play areas may be closed in the morning for disinfecting, then opened in the afternoon, while the morning play areas are disinfected.
- Educators are supporting play by being a caring, sensitive and fun play partner.
- Children naturally play in close physical proximity. There is no requirement to separate children during play, rather we are implementing additional precautions like reduced ratios, screening and more frequent cleaning and disinfecting to reduce the spread of illness.
- When choosing small groups, we will focus on keeping the same children and staff together as much as possible to reduce the spread of illness. This is called cohorting by public health.
- Each cohort has a maximum of 15 children, staff not included in cohort count. A cohort must remain together throughout the duration of the program for a minimum of 7 days. (Monday to Friday)
- Keep siblings together (if in the same age group) where possible.
- Where possible, offer increased outdoor play while remaining within the same cohort.
- When playing outdoors, we will not mix with community members who may be sharing parks and school yards.

Access to Child Care Spaces and Prioritizing Families Policy

Reactivation Prioritization Policy

As child care centres re-open under Ontario's Reactivation plan, there will be reduced capacity in each centre. Children will be placed in cohorts of 15 children, not including staff. The YMCA will use the following criteria to plan the return of children to the centre.

The YMCA will use the following principles to plan the return of children to the centre.

Full Time Status

Families who were full time at the point of closure in March and wish to continue with full time care receive priority over part time families. Schedule change requests can be submitted however many not be guaranteed.

Parent/Guardians Working or in School

Families where all parents/guardians are working or in school will receive priority.

Prioritization

Spaces will be filled according to the order of the sequential priority list:

1. Returning YMCA children served through Emergency Child Care
2. YMCA Staff working in Essential Services
3. Families where all parents/guardians are Essential Health Care Workers
4. Families where all parents/guardians are Essential Workers
5. Families where all parents/guardians must return to work or school outside of the home
6. Families with Special Circumstances that would benefit from returning to care, such as children with special needs
7. Families where parents/guardians work or school inside the home
8. Socialization

Duration of Care

If, after the first three principles are applied and there are still more families that wish to return to child care than there are spaces, then families will be prioritized based on those that have been in care the longest.

Future Start Dates: As per the Ministry of Education Guidelines, spaces will be held for families who do not need to return to care yet or who do not have a space in the initial reactivation of the centre. As Ministry increases our capacity, we will use the principles above to bring more families back to the centre.

Requests to Change Care: Families should submit any changes to their care needs to their supervisor. As we are required to hold spaces at this time for all families registered at the time of closure, we will only be able to assess requests for changes once capacities have been expanded by the Province; full time takes priority over part time. Families who have restarted on a full time basis who wish to change to part time will be offered the first right of refusal should there be a full time family waiting to return to care.

New Enrollment: New families will be placed on a waiting list and will be contacted once a space becomes available. There is no fee for a family to be placed on a waiting list.

Drop off Procedures

- Parents/guardians are required to check child's temperature prior to attending child care, if temperature is 37.8 degrees Celsius or above child must remain at home.
- Parents/guardians are required to complete the screening questions on the Weemarkable App, prior to arrival at the centre.
- One parent/guardian per child/ren is to wait in line or approach the screening area. (social distancing)
- Ensure to follow the visual guides to assist with physical distancing (e.g. Pylons, bright colour tape on ground)
- One family will be asked to approach the screening table at a time, family will be asked a series of questions of their child.
- Screener will take child's temperature. Record temperature on Screening Log. A temperature reading of 37.8 degrees Celsius or above indicates one has failed the screening and cannot enter the building.
- When child is permitted to enter the child care centre, the child (the exception under the age of 2) must use hand sanitizer before entering.
- Parents/guardians are not permitted into the child care centre.
- Children will be greeted and escorted by an educator into the child care centre.

Pick up procedures

- Upon arrival at the centre parents/guardians will call the provided phone number to inform staff of their arrival.
- Parents/guardians are to wait at the designated pick up area for their child to be brought out by a staff member.
- Parents/guardians are to maintain social distancing.
- Individuals picking up children are required to bring Photo ID

**Please note the use of in person communication should be limited. We encourage parents/guardians to contact us via phone, email or virtual communication.

Role of Director/On-Site Supervisor

- Provide all staff with a copy of the Reactivation Pandemic Policies and Procedures and review with staff so that they understand their responsibilities. Post a copy on staff information board.
- Ensure staff know how to use personal protective equipment correctly. Post posters where PPE is commonly used.
- Screening - If many families are arriving at the same time, ensure social distancing is maintained.
- Monitor symptoms of ill health for all staff/children throughout day.
- Immediately report to Public Health if a child, parents/guardians, or staff is suspected/confirmed positive for COVID-19 or if they have the symptoms of COVID-19 (presumptive/probable case). Follow all directions of Halton Region Public Health.
- Monitor throughout the day, that staff are implementing all procedures.
- Orient staff new to the centre. Take them on a tour, review the fire/emergency plan and all children's emergency health information.
- Track all child and staff absences and the reason for absence/symptoms of ill health. Classroom Daily Health tracking form. 1 form per room.
- Use technology (telephone, video conferencing, email) to complete meetings with families/staff/inquiries.
- If a child or staff is suspected of having or has a confirmed case of COVID 19, director must report this to the Ministry as a serious occurrence.

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*. The YMCA of Oakville will contact Halton Region Public Health to report a child suspected to have COVID-19. The Halton Region Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children. *Please NOTE Below is only when to Report A Serious Occurrence; Halton Region Public Health regulations is 1 COVID-19 symptom

Required to report to Ministry as a Serious Occurrences for:

- Where a child, parent or staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19
- Where a room, centre or premises closes due to COVID-19
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

Halton Region Public Health Contacts

Contact Halton Region Public Health regarding any questions/advice/Reporting of Illness regarding COVID-19

- Business Hours: 8:30 a.m. – 4:30 p.m.
- Halton Region Public Health: 905-825-6000 www.halton.ca
- After Hours: call 311

Role of Staff

- Welcome children and assist them to wash their hands upon entering the classroom.
- Do not mix groups of children, especially at opening and closing times. The same group of children should be kept together with the same staff as much as possible. (called cohorting)
- Record child on the attendance list.
- Track all child and staff absences and the reason for absence/symptoms of ill health. Classroom Daily Health tracking form. 1 form per room.
- Show child around classroom, washrooms, introduce them to the other children, and staff and help them to engage in an activity.
- Provide play-based activities based on children's age and interests.
- Complete daily highlights in Weemarkable and post a minimum of 2 photographs per child per week.
- Use technology (telephone, video conferencing, email) to connect in with families.
- When holding infants and toddlers, use blankets or cloth over educators clothing and change the blanket/cloth between children.
- Assist with cleaning and disinfecting. Complete Cleaning/Disinfecting Form
- During lunch breaks observe social distancing in staff room, cars, and wash hands before starting work again.

Role of Runner / Sanitizer

- In the morning, greet the child at the door after they have been screened and approved to enter.
- Guide the child to their cubby
- Take preschool child/ren to their classroom to be greeted by their educator
- Take toddler child/ren to wash their hands (hand over hand handwashing) prior to joining classroom
- Disinfect all children's belongings which have hard surfaces.
- During the day, implement the sanitizing procedures and remove garbage after snacks and lunch
- Complete Cleaning/Disinfecting Form
- In the afternoon, a parent/guardian will call cell phone to inform of their arrival at the centre
- Pick up child from the classroom and escort the child to the parent/guardian outside (screening door)

****Please Note: Staff will rotate responsibilities as a Screener/Runner/Disinfecter. These are shared responsibilities, not new positions.***

Scheduling Staff

- Maximum operating capacity and ratio of staff to children will be determined by the Ministry of Education and our local health.
- Additional staff will be assigned to ensure proper ongoing cleaning and disinfection. Where possible these staff will not be included in ratio.
- Ensure that staffing is sufficient to have multiple staff assigned to one room over the course of the day without the need to move to another room.
- Staff with a current Food Handler Certificate will be assigned to food handling.
- Avoid having staff cover lunches and break for colleagues assigned to different cohorts. If this is not possible, ensure the covering staff member maintains physical distancing and use a non-medical mask.
- Staff (including supply) must not be permitted to work at more than one centre and should be kept with the same group of children (within a period of 7 days) as much as possible. Staff cannot supply in another cohort during that 7-day period unless they wear a mask the entire time. 7-day period is Monday to Sunday.

Personal Protective Equipment

Staff will be trained on the proper use of personal protective equipment.

Personal protective equipment (PPE) is designed to protect the user from coming into contact with harmful chemicals, blood or body fluids spills, risk of splashing and the germs that spread illness. PPE includes items for cleaning and disinfecting, screening and when you accompany children into the program from the screening area or taking care of a sick child or a child showing symptoms of illness.

Wearing masks or gloves at all times is not required by Public Health for either the children or staff in the child care centre. Both masks and gloves represent false security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly. Staff may wear a mask at any time, it is their personal choice. When wearing a mask, you should wash your hands before donning the mask and before and after removing the mask.

Staff are required to wear a non-medical mask/face shield

- Performing active screening
- Caring for of a sick child or a child showing symptoms of illness

Staff may require a non-medical mask in the following situations:

- Escorting children from drop off to child care area
- Cleaning and disinfecting blood or bodily fluid spills
- Providing direct care for example: feeding, assisting a child with hand hygiene or diapering)
- Consoling an upset child
- Assisting a child when dressing or changing clothes

Staff are required to wear a disposable gown in the following situation:

- Taking care of an ill child in the isolation area

** During screening process, you are not required to wear a gown, maintain social distancing. If you want to wear a gown for screening, an oversized shirt can be worn, must be taken off after screening and washed at the centre.*

Staff are required to wear gloves as per routine practices such as:

- Cleaning up bodily fluids, diapering/toileting (disposed of after each use)
- Disinfecting surfaces

Disposable gloves do not replace hand washing. Child care staff must wash their hands before gloves are put on and immediately when gloves are removed.

The YMCA of Oakville will provide disposable masks. If you prefer, personal masks may be worn; however, cloth masks will be required to be brought into the child care centre and washed on location prior to usage. Masks must remain at the child care centre and replacements must be available as needed. Masks are required to be washed at child care centre daily. Personal masks must be kept appropriate, and refrain from slogans and or advertisements. Masks are also required to be child friendly.

Health Care Procedures

Thermometers/Taking a Temperature

- Use only thermometers with disposable probe covers (for classroom use)
- Non-contact infrared thermometers will be used at the screening table
- Disinfect thermometer with alcohol prep wipes
- Before taking a temperature, wash hands with soap and warm water or use hand sanitizer
- Take temperature and record.
- Wash hands with soap and warm water or use hand sanitizer.

Attendance Records

All children will be marked in and out on the classroom attendance. Children and Staff time of arrival will be recorded on the Screening Record. The YMCA of Oakville will maintain daily records of anyone entering the child care and the approximate length of their stay (essential workers, such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food). Complete Visitor Log Document Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. Records are to be kept on the premises.

Include the following information in the daily records:

- Name of person entering the facility
- Contact information
- Time of arrival/departure
- Screening completion/result

Health Screening Policy

To ensure that all staff are aware of and adhere to the directive established by Halton Region Public Health, Child Care and Early Years Act Operational Guidance and YMCA of Oakville policy regarding the exclusion of sick staff and/or children attending the YMCA of Oakville's Child Care Sites.

This policy applies to all staff, parents/guardians, children and any other persons engaged with the YMCA of Oakville Child Care Programs.

The YMCA of Oakville has a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. The child care director or designate will contact Halton Region Public Health to report a child suspected to have COVID-19. Halton Region Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Set Up of Screening Station

Prior to beginning active screening at the reactivation child care centre, set up is required. The Director /On-Site Supervisor is required to ensure that the following steps are completed:

Identify/set up the screening station outside and assign additional staff to conduct the screening if required:

- Designate an area near the main entrance to conduct screening
- Clearly identify the area as an in-person screening station and post signs in a visible location that explain the screening process and the conditions for entry.
- Place screening table outside front entrance, visually blocking the entrance into the centre (if possible).
- Only ONE entrance/exit is to be used for access to the centre to ensure that each person is screened.
- Ensure that the area allows for a minimum of two meters (6feet) distance between staff performing screening and the individuals being screened. The screener should wear appropriate personal protective equipment including a non-medical mask and eye protection.
- Staff must be trained on conducting the screening using the active screening forms and Weemarkable
- Provide visual guides to assist with physical distancing (e.g. Pylons, bright colour tape on floor) to assist children and parents/guardians in maintain a two-meter (6 foot) distance from each other while waiting to be screened.

Items required at the screening table

- ✚ Gloves
- ✚ Non-contact infrared thermometers
- ✚ Masks
- ✚ Disposable gowns OR *over sized shirt (optional when maintaining physical distancing)
- ✚ Disinfecting spray
- ✚ Paper towels
- ✚ Alcohol based Hand sanitizer at least 60% alcohol content. **Should not be accessible to children, Keep out of children's reach,** ensure staff assists with sanitizer to children. Ages 2 and under do not use hand sanitizer
- ✚ Clip boards
- ✚ Pens
- ✚ Screening Questionnaires
- ✚ Daily screening record
- ✚ Table
- ✚ Chair
- ✚ Garbage can
- ✚ Signage identifying the screening process

*Gowns or extra clothing are not required to wear when maintaining physical distancing

- If you want to wear a gown for screening, an oversized shirt can be worn. However, the gown must be disposed of or oversized shirt must be taken off after screening and washed at the centre

First Staff Opening Child Care Centre and Screener

The first staff that opens the centre and the screener, will be in the centre prior to any children or other staff. All staff are to ensure they are arriving to work symptom free of COVID-19, (including no fever). The opening staff are required to answer the self-screening questions and record on the Screening Form for Staff at the child care centre. This includes taking temperature to ensure they do not have symptoms of COVID-19.

Screener will proceed to ensure that active screening is completed for all staff every day and recorded.

If answers NO to ALL active screening questions

Once the first staff and screener has completed the self-screening, continue to complete active screening for the remaining staff when they arrive at the screen table.

Screening of Staff

All staff are to ensure they are arriving to work symptom free of COVID-19 (including no fever). All staff will answer the screening questions and have temperature taken upon arrival at the screening station, to ensure they do not have symptoms of COVID19. Information will be recorded on the COVID-19 Active Screening Form for Staff.

Staff must not attend the program if they are sick, even if symptoms resemble a mild cold.

Reminder to maintain physical distancing when waiting for temperature check.

Once the staff have answered NO to all of the screening questions and temperature check they will proceed into the child care centre.

How to report illness for staff

If Staff answers YES to ANY of the active screening questions

If the staff answers **YES to ANY of the active screening questions**, they are not permitted to report to work. Staff must inform their director by phone that they cannot report to work and the symptoms they are experiencing.

Ontario's self-assessment tool to assess symptoms <https://covid-19.ontario.ca/self-assessment/#q0>

The Director and/or on-site supervisor will:

- Inform the GM of absence.
- Contact Halton Region Public Health to notify them of a potential case and seek advice, regarding the information that should be shared with other staff and parents/guardians of children in the centre.
- Continue to monitor for symptoms in any children or staff that have been in close contact with the staff showing symptoms of COVID-19.

Staff Personal Belongings

- Bring only what is necessary into centre
- Each staff member when they arrive to work will clean and disinfect any of their personal belongings with hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.
- Each staff is designated a space to store personal items that is separate from other staff. Each staff member is responsible for cleaning and disinfecting their area at the end of each shift.
- Staff room/washroom – each staff member is responsible for cleaning and disinfecting after each use.
- Office – each staff member is responsible for cleaning and disinfecting after each use including - desk, phone, computer, chair arms, door handles, and light switches.
- Social distancing must be followed when in the office / staff room

Screening of Children Process

The YMCA of Oakville must inform all parents/guardians of the screening requirements prior to the family beginning child care. Screening must be completed for ALL children, staff and essential visitors upon arrival at the centre every day.

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

Only one parent/guardian escort per child(ren) who are enrolled in the program is to wait in line or approach the screening area. Prior to approaching the screening area, parent/guardian must complete screening questions on Weemarkable. Parents should complete the Weemarkable screening questions prior to arriving at the centre

The following will then take place.

- One family will be asked to approach the table
- Family will be asked if completed questions on Weemarkable
- Screener will confirm the child has passed the questions on Weemarkable. Screener will have a tablet to confirm the child has passed the screening questions.
- Screener will ask face to face questions and record on Screening Record
- Screener will take temperature with a non-contact infrared thermometer of child / staff / essential visitors. Screener will record temperature on the Screening Record
- Temperature must be taken and recorded for every person prior to entry. A temperature reading of 37.8 degrees Celsius or above, indicates one has failed the screening and cannot enter the building. Individuals are recommended to self-monitor temperature at home, if experiencing any symptoms of ill health, parents/guardians and child will be required to remain at home.
- Screener will hand sanitize their hands and escort the child to the designated centre door. Parents/guardians and non-essential services will not be permitted into the child care centre. Runner will meet child at door.
- All individuals (with the exception of children under the age of 2) must use hand sanitizer before entering the child care centre.

Maintain a daily record of screening results and ensure they are available on the premise for one year

If Parents/guardians of Child answers NO to ALL active screening questions

- If the parents/guardians of the child **answer NO to ALL active screening questions**, staff will take the child's temperature. Staff will record the temperatures on the COVID-19 Active Screening Form.

How to report illness for child/ren

If a Child answers YES to ANY of the active screening questions

Staff must refuse entry to any person who **answers YES to ANY of the active screening questions**. This includes not allowing a child into program whose parent/guardian and/or sibling have answered YES to any of the active screening questions, even if the child has no symptoms. Contact Health Department for guidance.

Ontario's self-assessment tool to assess symptoms <https://covid-19.ontario.ca/self-assessment/#q0>

The Director and/or on-site supervisor will:

- Inform the GM of absence.
- Contact Halton Region Public Health unit to notify them of a potential case and seek advice, regarding the information that should be shared with other staff and parents/guardians of children in the centre.
- Monitor for symptoms any children or staff that have been in close contact with the suspected case until further direction from Halton Region Public Health.

Screening of Essential Visitors

There will be no non-essential visitors permitted at the child care centre, Ministry of Education staff and other public officials (fire marshal, public health, resource consultants) are permitted to enter and inspect a child care centre. All essential visitors must be screened prior to entering the child care centre and recorded in the Essential Visitor Log Form. All essential visitors must wear personal protective equipment when entering the child care centre.

There are no volunteers or placements students permitted in the child care centre.

The screener will ask all the questions and record on COVID-19 Active Screening Form for all essential visitors upon arrival at the centre.

Exclusion Policy

Health Checks and Tracking Symptoms of Ill Health

Staff must ensure that all children in care are monitored for illness throughout the day, with a temperature taken if any of the following symptoms of COVID-19 develop:

- Fever (Temperature of 37.8°C or greater), OR
- Any new/worsening symptoms, examples include;
 - Cough
 - Shortness of breath (dyspnea)
 - Sore throat
 - Runny nose or sneezing
 - Nasal congestion
 - Hoarse voice
 - Difficulty swallowing
 - New olfactory or taste disorder(s)
 - Nausea/vomiting
 - Diarrhea
 - Abdominal pain, OR
 - Clinical (diagnosed or radiological (x-ray) evidence of pneumonia.

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

Symptoms

- Unexplained fatigue/malaise
- Delirium (acutely altered mental status and inattention)
- Falls
- Acute functional decline (decline in physical or cognitive functions)
- Exacerbation (worse) of chronic conditions
- Chills
- Headaches
- Croup

Signs

- Unexplained tachycardia (fast heartbeat), including age specific tachycardia for children
- Decrease in blood pressure
- Unexplained hypoxia (low level of oxygen in blood)
- Lethargy, difficulty feeding infants (if no other diagnosis)

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

Staff are only required to document the health check or take a temperature if symptoms are noted.

Staff must document any symptoms observed or any absences (including planned absences) on the [Classroom Health Tracking Form](#).

Children Who Display COVID-19-related Symptoms During Care

If a child needs immediate medical attention, call 911.

Ensure a room is designated for isolation, if a separate room is not available, the sick child should be kept in an area at a minimum of 2 meters from others, the room/area is to be stocked with masks, gloves, hand sanitizer, a garbage bin with lid, lined with garbage bag, cot/mat, extra sheets, and a few toys that can easily be disinfected. Discard any items that cannot be disinfected ie paper (or seal in plastic bag for 7 days)

If ANY ONE of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the child care centre and sent home. If the child has a sibling who attends the same child care centre, the sibling will be sent home as well.

Staff are required to:

- Immediately isolate the child with symptoms from other children into a designated isolation area. If a separate room is not available, the sick child should be kept at a minimum of 2 meters from others, isolated in an area within the classroom. Office space is permitted to use as an isolation area.
- The Director or designate will notify the parents/guardians(s) to arrange for pick-up of the child (within the hour). If a parent/guardian cannot be reached, an emergency contact person will be contacted to pick up the child.
- Director or designate will immediately contact Halton Region Public Health to notify of a potential case. Follow advice and seek input regarding the information that should be shared with parents/guardians of children in the child care centre. If child becomes ill in a shared space setting, notify the principal.
- While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2 meters (6 feet) if possible.
- Move the cohort of children who were in the program room with the symptomatic child to a separate area (playground) and immediately clean and disinfect the impacted room.
- Staff and children who were exposed to the ill individual must continue to be cohorted together and monitored for signs and symptoms. Follow direction of the Halton Region Public Health.
- Increase ventilation in the exclusion room 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 centre.
- If tolerated and above the age of 2 years old, the child should wear a surgical-type face mask to cover the child's nose and mouth. The staff caring for the child should also wear a surgical-type face mask. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Although not required, disposable gloves may 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 (6 feet) distance as much as possible.
- When holding infants and toddlers, use blankets or cloths over educator's clothing and change the blanket/cloths between children.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Classroom Illness Tracking Form.
- Once the child has been picked up, the Director will ensure that the exclusion room (i.e. room where child was separated to) is thoroughly cleaned and disinfected.
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Halton Region Public Health Contacts

- Business Hours: 8:30 a.m. – 4:30 p.m.
- Halton Region Public Health: 905-825-6000 www.halton.ca After Hours: 311

Staff Who Display COVID-19-related Symptoms While at Work

If a staff needs immediate medical attention, call 911.

In the event that a staff person becomes ill while at the child care centre, the staff should isolate themselves as quickly as possible until they are able to leave the centre.

Any staff person who presents with ANY ONE of the symptoms of COVID-19 including fever, new or worsening cough or shortness of breath must not return to the centre.

The Director or designate will immediately contact Public Health and follow their advice.

If staff becomes ill when in a shared space setting (school age program), director or designate will notify the principal.

Excluded for COVID-19

All symptoms and illness of children and staff will be followed up by contacting the Halton Region Public Health and follow their recommendations of each situation.

- If ANY ONE of the symptoms related to COVID-19 are present in a child, the child is excluded until further direction from Halton Region Public Health.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms and clearance has been received from Halton Region Public Health
- Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.
- Asymptomatic contacts must remain in self isolation for 14 days from their last exposure to the case, even if they get a negative test result.
- Staff who test positive for COVID-19 inform their supervisor of the positive test result; the director contacts Halton Region Public Health.
- Outbreaks will be declared Halton Region Public Health
- Staff and children who were in the same room with the ill child will be cohorted and Halton Region Public Health will provide further direction on testing and isolation of these individuals.
- If any one of the symptoms related to COVID-19 develop in a child during care, immediately isolate child and contact parent to pick up child. If the child has a sibling who attends the same child care centre, the sibling will be sent home as well, until further direction from Halton Region Public Health.
- Children or staff who have been in contact with a child who was sent home from child care with a probable COVID-19 case should be monitored for symptoms and cohorted until test results, if any, have been completed or until directed by Halton Region Public Health

NOTE: Child care staff who are tested as part of the surveillance screening are not required to self-isolate and may return to work as long as they pass the daily screening for the workplace.

What does physical distancing look like in a child care centre?

Physical distancing may be challenging to maintain in the child care setting; however, steps should be taken to limit the number of people in close contact (i.e. within minimum 2-metres of each other) and to reduce the group sizes of children.

Cohorting will be implemented to reduce virus transmission and facilitate contact tracing should there be a confirmed case of COVID-19. 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 seven days. Monday to Sunday

If feasible, consider the following physical distancing measures:

- Reduced child to educator ratio.
- Reduced child care centre licensed capacity.
- Ensure the maximum cohort size for each room is no more than 15 children
- Staggering the children's arrival and departure times, spreading out the use of the outdoor play area to allow smaller numbers of children to play together and thus avoid large groups.
- Eliminate large group activities.
- Suspend group sensory play activities -Single use sensory materials – (playdough, water, sand) are offered, but only available for the child for the day and labelled with child's name
- Incorporate more individual activities and avoid activities that involve being close to others.
- Keep the same cohort of children together throughout the day with the same staff, do not combine groups of children (i.e. at opening and closing).
- Rearrange chairs and tables in child care and staff rooms to ensure that physical distancing can be maintained.
- Incorporating more individual activities or activities that encourage more space between children (for example prepare separate art kits for each child)
- Make sure that the children are distanced from each other during mealtime, table work, and nap time, as much as possible. Stagger these times if possible.
- When holding infants and toddlers, use blankets or cloth over educator's clothing and change the blanket/cloth between children.
- Avoid getting close to children's faces, where possible.
- Avoid singing indoors
- Limit the number of children who are in the communal areas at the same time (i.e. alternate the groups of children in the activity rooms).
- Large rooms can be divided into multiple spaces. When dividing a room create a clear barrier with shelves/ tables /dividers to ensure a minimum 2-meter (6 feet) distance between the groups.
- Incorporate outside time in daily activities and open windows (weather permitting). Outdoor play in small groups is encouraged and should be offered in staggered shifts if possible.
- Child/ren are screened outdoors and parents/guardians are not permitted into the child care centre.
- No non-essential visitors/students or volunteers allowed.
- When small groups rotate, areas are cleaned and disinfected after each group's use.
- Set up activities spread around the classroom.
- Avoid gathering/grouping in one area (cubbies, outside). Schedule hallway access at different times between different cohorts
- Avoid sharing of toys, materials between children, where possible, without disrupting play.

Outdoor Play and Social distancing

Schedule outdoor play in small groups/by cohort in order to facilitate physical distancing.

- Do not use water or sensory tables or outdoor sandboxes;
- Outdoor play in primary care groups should be encouraged into support physical distancing.
- Physical distancing between children may be difficult. Encourage to maintain a welcoming and caring environment for children.

Outdoor play spaces need to be cleaned and disinfected between groups on children. **Social distancing for Staff**

- Restricting visitors and limiting workplace entry to only essential personnel
- Suspending all group activities and gatherings, Directors will have virtual staff meetings
- Limit people in office.
- Lunchrooms and break rooms must be arranged to follow physical distancing practices.
- Consider staggered start time, lunch and break to reduce the number of employees gathering.
- If social distancing can not be safely maintained, staff are required to wear a mask.

Communication with Parents/Guardians

- Technology (telephone, video conferencing, email) will be used to complete meetings with families/staff/inquiries. In-person meetings are limited for special circumstances, these will be conducted outside to support social distancing.
- There will be no large group events

Hand Hygiene Policy and Procedures

- Hand washing is the best way to prevent the spread of illness for staff and children. Ensure an adequate supply of liquid soap and paper towels. When there is no access to soap and water, alcohol based (60-90%) hand rub can be used if hands are not visibly soiled.
- Staff are responsible for supervising children to ensure they are hand washing correctly. Toddler children will require assistance with hand over hand washing

Monitor all sinks in classroom, washrooms, kitchen/food preparation area to ensure there is an adequate supply of soap and paper towels if applicable.

When staff must hand wash	When children must wash hands
<ul style="list-style-type: none"> • After arriving to work, & before leaving. • Before and After wearing gloves. • Before & after handling food, preparing bottles, feeding children, & eating/drinking. • After coughing, sneezing, or blowing educator's nose or helping a child. • After touching own or someone else's face. • After using the toilet or helping each child to use the toilet. • After each child's diaper check/change. • Before & after administering medication, lotions, creams, to self or child etc. • Before and after cleaning/bandaging cut, scrape, wound. • After cleaning & disinfecting. • After taking a toy that has been put in child's mouth, sneezed or coughed on out of rotation. • When hands are dirty. • After playing outside. • After changing garbage bags, taking out garbage. 	<ul style="list-style-type: none"> After arriving at the centre, & before leaving. Before & after eating/drinking. After coughing, sneezing, or blowing nose. After using toilet. After diaper change. After playing outside. When hands are dirty. After handling shared toys/items.

Steps for Handwashing

1. Wet hands with warm water.
2. Apply liquid soap.
3. Lather for at least 15-20 seconds (or as long as the “Happy Birthday” song).
4. Rub between fingers, back of hands, fingertips, under nails.
5. Rinse well under warm running water.
6. Dry hands well with paper towel or hot air blower.
7. Turn taps off with paper towel, if available.

Hand Sanitizer

- Limit the use of hand sanitizer to adults only. Children under 2 must not use hand sanitizer. Older children must be supervised when using hand sanitizer, so they do not put their hands in their eyes, nose or mouth.
- Using soap and warm water is the best method of cleaning hands. Use hand sanitizer when soap and water are not available.
- If hands are dirty, they must be washed with soap and warm water.
- Minimum concentration of alcohol in hand sanitizer is 60%, the maximum is 90%.
- Use enough hand sanitizer to wet hands for 15-20 seconds.

Steps for Hand Sanitizer

1. Apply hand sanitizer.
2. Rub hands together for at least 15-20 seconds.
3. Work hand sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

Cough and Sneeze Etiquette (Respiratory Etiquette)

- Cover mouth and nose when educators cough or sneeze with a tissue (use enough tissue so that fingers do not touch mucus).
- Immediately dispose of tissue in a bin lined with a garbage bag and with a lid.
- Wash hands with soap and warm water.
- Keep hands away from face.

Sanitary Health and Safety Protocols

Cleaning and Disinfecting

A cleaning and disinfecting log will be completed daily to track and demonstrate cleaning schedules. When cleaning and disinfecting surfaces and/or items remember to

Clean – It is important to clean articles first with soap and warm water to remove any visible dirt before using the disinfectant

Rinse - Rinse items with clear water. Disinfectants do not work effectively unless soap or detergent is removed.

Disinfect - A commercial disinfectant may be used to kill viruses.

Use the regular public health recommended concentration of disinfectant for the task and ensure that educators are letting disinfectant remain on surfaces for the correct contact time (I.e. don't wipe disinfectant off immediately after spraying, wait until it dries). Use a disinfectant with a Drug Identification Number (DIN).

Contact Time – Contact time is the amount of time that a product must remain on the surface in order to kill the virus. Follow the manufacturer's instructions for recommended contact time.

When possible do cleaning and disinfecting when children are not present (to avoid children breathing in sprayed chemicals).

Kitchen will be using Bleach solution 1:10 Ratio (ensure Bleach Solution is changed every day)

Sanitization of the Space, Toys and Equipment

Frequency of Cleaning and Disinfecting

- Before reactivation the child care centre.
- Before and after eating, clean and disinfect tables.
- After children leave a room, clean and disinfect all high touch areas and shared toys/equipment (minimum every 4 hours, when visibly dirty, or after contact with body fluids/saliva from mouth, mucus from sneezing, etcetera).
- After all children have left for the day and before educators close-up clean and disinfect all cubbies.
- After a child puts a toy in their mouth, sneezes or coughs on toys, take toy out of rotation and clean and disinfect.
- Washrooms, including sink faucets, toilet flush handle, and soap dispensers should be cleaned and disinfected frequently throughout the day, especially after every group washroom routine (minimum every 4 hours), if visibly dirty, or after contact with body fluids, (urine, stool, mucus from sneezing, etcetera).
- Frequently touched surfaces such as doorknobs, light switches, handrails, must be disinfected at least twice a day.
- Electronics should be disinfected with a paper towel with disinfectant. Ensure disinfectant remains on surface as per instructions on the label.
- Carpets and runners will be removed during this time.
- Cots and cribs must be cleaned and disinfected between each use.

Note: Should any child have symptoms of COVID-19, all toys and equipment will be cleaned and disinfected as soon as possible.

Outdoor Play Area

- Before entering the playground, ensure each child has washed their hands.
- Outdoor toys must also be cleaned and disinfected before each group.
- All surfaces sprayed with AIRX and given 5 full minutes of dwelling time to fully disinfect.
- Staff are adequately supplied with wipes, facial tissues, and disposable paper towel for the children. (Do not allow the children to share the same drying towel for hands and face). Make sure there is easily accessible garbage can available
- Staff disinfecting high traffic items such as gate latches and door handles. This happens each time they enter and leave the playground, as well as after each pick up/drop off.
- Ensure each child washes their hands upon returning inside.

Cleaning and Disinfecting Body Fluids

- Treat all body fluids (e.g., saliva, urine, stool, vomit, mucus, blood), as potentially infectious.
- Wear disposable gloves when there may be contact with another person's body fluid such as when cleaning cuts or scrapes, cleaning up blood, vomit and/or stool from surfaces or contaminated linens, and changing diapers.
- In addition to gloves, staff should wear a mask when cleaning up stool or vomit from a contaminated surface
- An apron, gown or separate set of clothes may be used if direct contact with body fluids is likely to occur.

How to Clean and Disinfect Body Fluids

1. Wash hands.
2. Put on disposable gloves.
3. Clean up body fluids using a disposable absorbent cloth (e.g., paper towel).
4. Clean the area with detergent/soap and warm water, then rinse off detergent/soap with water.
5. Disinfect the area using the manufacturer recommended concentration and contact time of the disinfectant.
6. Discard contaminated paper towels, gloves, etcetera. in a plastic bag. Tie bag closed and place with regular trash.
7. Contaminated clothing can be wrapped and tied closed in a plastic bag and sent home for cleaning. Normal detergent and laundry cycles are effective.
8. Wash hands after removing gloves.

Diapering and Toileting

Only one cohort should access the washroom at a time, and it is recommended that the facilities be cleaned in between each use, particularly if different cohorts will be using the same washroom

- Provide a basket for each child to store their diapers, creams, etc.
- Wear a mask if you suspect illness/diarrhea
- Use a disposable glove to apply creams, lotions, etc.
- Seal soiled diaper in an individual plastic bag prior to disposing into the large garbage can.
- Wash hands before and after using gloves.
- Use a new pair of gloves to diaper each child.
- Assist child to wash hands after toileting and each diaper change.
- Clean and disinfect diaper change table after each child.
- Increase frequency of cleaning and disinfecting toilets, sinks, and after each toileting routine.
- Provide a garbage can with lid, lined with a garbage bag

Rest/Sleep

- In new situations it may be difficult for children to fall asleep. Prepare to give reassurance and offer alternate activities if a child does not want to lay down.
- Each child will have a cot labeled and assigned to them.
- Cots will be placed to support physical distancing practices (ideally 2 meters/6 feet spatial separation if feasible). If space is tight, place children head-to-toe or toe-to-toe.
- Use regular detergent on the regular laundry cycle.
- Cots must be cleaned and disinfected between each use.
- Cot sheets and blankets must be laundered each day.
- Ensure blankets belonging to children are labelled with the child's name and stored separately in bags and kept out of the way of everyday activities.
- Families will be permitted to bring their own small blankets for their child/ren. They will be laundered by the child care centre prior to use and remain at the centre.
- Remove sheets and blankets, daily, sanitize cots before stacking.
- Ensure children only take out plush toys/blankets at sleep time and don't share with other children.
- After soothing/assisting a child to sleep, wash hands before supporting another child.

Sunscreen

Children should bring their own sunscreen where possible and it is not to be shared. Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so. Wash hands before and after each application. Parents/guardians must complete a [Permission to Apply Form](#).

Medication

- Designated staff will be responsible for administering medication with the exception of emergency medication (I.e. epi pens, puffers) which will be administered by the educator working with the child within that cohort.
- Families are not required to bring a doctor's note for non-prescribed medications. Medications must be in the sealed original package and sealed in a clear zip lock bag.
- Medication Form must be completed.
- Non-prescribed medications will remain at the centre and will be kept in a locked medicine box.

Anaphylaxis

- Follow the regular procedure for anaphylaxis.
- Ensure medication has not expired
- Review over phone and confirm with parent the Action Plan is still current (have parent sign document)

Food Handling

- Cook or designate one staff with a current Food Handling Certificate to be responsible for handling snacks and lunches and preparing food onto trolleys.
- For children with allergies or food restrictions, plate food and individually wrap plates and label with child's name.
- Ensure proper hand hygiene is practiced before serving food and before and after eating.
- Staff serve food to children (children will not self-serve). Staff are required to serve food from the trolley, avoid serving food at same level as child.
- Monitor children so they are not sharing food or utensils.
- Food must be covered when not serving.
- For junior child care centres with high temperature sanitizing dishwasher, regular dishes can be used. School Age programs will use disposable dishes, serving utensils, etc.
- Provide a bin with lid, that is lined with a garbage bag to discard food. Remove from classroom after each snack/lunch.
- Children must not prepare or handle food, therefore no cooking activities.

Staff and Parents/Guardians will review all new Policies and Procedures

Every educator must review all new policies and procedures prior to starting in the program.

Parents/Guardians will be provided a copy of the policy via email and it will also be posted on the YMCA of Oakville website for any parent/guardian who may be considering enrolling their children/ren into the program.