



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

Updated: September 9, 2020

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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, disinfect the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in the case that someone displays symptoms of COVID-19.

Maximum Group Size and Ratio

As of September 1, 2020, child care settings may return to maximum group sizes as set out under the Child Care Early Years Act (i.e., licensed age groups prior to the COVID-19 outbreak).

Staff and placement students are not included in the maximum group size but should be assigned to a specific group where possible. Children are permitted to attend on a part time basis, and as with children attending full time, should be included in one group and should not mix with other groups. While groups are permitted to return to the previous maximum group size, each group should stay together as much as possible and should not mix with other groups. *Children must be enrolled in the same school that they attend the before and after school program, at this time we cannot support the blending schools.

It may not be possible to limit students in the before and after school program to their groups from the core day. The ministry recommends that, in circumstances where students from different school day classes must interact to participate in the before and after school program, boards make efforts to limit interactions between students from different classes to the greatest extent possible.

Curriculum and Programming

The YMCA of Oakville continues to focus 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.
- 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, screening and more frequent cleaning and disinfecting to reduce the spread of illness.
- Children are required to wear a mask, follow School Board requirements. Staff are required to wear masks and eye protection.
- 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
- Keep siblings together (if in the same age group) where possible.
- Where possible, offer increased outdoor play while remaining within the same group
- When playing outdoors, we will not mix with community members who may be sharing parks and school yards.

Drop off Procedures

- Parents/guardians are required to check their child's temperature prior to attending child care, if the child's temperature is 37.8 degrees Celsius or above the child must remain at home.
- Toddler and Preschool parents/guardians are required to complete the screening questions on the Weemarkable App, prior to arrival at the centre.
- Before School Age Program (Kindergarten – age 12) parents/guardians will complete the screening questions on the Screening Link, prior to arrival at the school.
- 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 the child's temperature and record temperature on the Screening Log. A temperature reading of 37.8 degrees Celsius or above indicates one has failed the screening and cannot enter the building.
- When the 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/school

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.
- 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.
- Track supply staff and staff changes daily on a Staff Location Tracking Form
- Supervisors and/or designates should limit their movement between rooms, only doing so when absolutely necessary.
- Use technology (telephone, video conferencing, email) to complete meetings with families/staff/inquiries.
- Reporting to Ministry: If a child, parent or staff has a confirmed case of COVID-19 **OR** a **suspected** case involving the individual exhibiting **1 or more symptoms AND** the individual has been **tested, OR** has indicated that they will be tested for COVID-19
- Reporting to Public Health: if **2** or more children or staff with similar symptoms of COVID-19 within the same classroom **OR** Confirmed case of COVID-19.

Halton Region Public Health Reporting

- Contact Halton Region Public Health regarding any questions or advice
- Reporting of Illness regarding COVID-19 to the Health Department;
 - 2 or more children or staff with similar symptoms within the same classroom **OR**
 - Confirmed case of COVID-19.

Onsite Supervisor, Director to seek advice, regarding the information that should be shared with other staff and parents/guardians of children in the centre.

Immediately report to Public Health if a child, parent/guardian, or staff is confirmed positive for COVID-19. Follow all directions of Halton Region Public Health

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

Serious Occurrence Reporting

The YMCA of Oakville has a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. Reporting requirements to Ministry as a Serious Occurrence for any **suspected and/or confirmed cases** of COVID-19.

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when one of the following;

- Individuals has a **confirmed** case of COVID-19

OR

a **suspected** case involving the individual exhibiting **1 or more symptoms AND the individual has been tested,**

OR has indicated that they will be tested for COVID-19

- a **child who receives child care** at child care center
- a **parent of a child**
- a **staff** member at a child care centre
- a **student** at a child care centre,

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.

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.
- Record child on the attendance list.
- Track all child and staff absences and the reason for absence/symptoms of ill health on the Classroom Daily Health tracking form. 1 form per room.
- Provide play-based activities based on children’s age and interests.
- Toddler and Preschool programs are to 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.
- Placement students are required to work in 1 school location and remain in 1 classroom
- Staff should work at 1 location, and limit their movement between rooms, unless necessary
- Supply staff should be assigned to 1 location within a 5-day period (Monday to Friday)
- All supply staff should work within 1 cluster, to support tracking
- Staff DAs can be transferred from one child care centre to another child care centre that is operated by the same licensee
- Licensees can also request a staff DA for multiple age groups.
- Track supply staff and staff changes daily on a Staff Location Tracking Form

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/classroom
- Take 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 Toddler and Preschool children's belongings which have hard surfaces.
- During the day, in the Toddler and Preschool program, 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 / school
- Pick up the 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

- Staff will be assigned schedules/shifts to ensure proper ongoing cleaning and disinfection.
- 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 groups. If this is not possible, ensure the covering staff member maintains physical distancing and use a medical mask and eye protection.
- Staff (including supply staff) should work at one location and should be kept with the same group of children (within a period of 5 days (Monday to Friday) as much as possible.
- Staff should supply in 1 location during that 5-day period. Same as above
- An Assistant can help support children in different groups, if necessary, provided the assistant is wearing the appropriate PPE. However the assistant should limit their movement between rooms.

Guidance on the Use of Masks, Personal Protective Equipment (PPE)

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 is required to be used while inside the child care/school premises, including in hallways. PPE is also required 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.

All staff, essential visitors, and placement students are required to wear medical masks and eye protection (i.e., face shield) while inside in the child care/school premises, including in hallways.

Follow school board requirements for children to wear a non-medical or cloth mask while inside in the child care premises, including in hallways. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).

The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.

Exceptions to wearing masks indoors could include situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc. Staff should document their requirements and exceptions related to masks and speak to the principal of the school.

In alignment with the School Board Requirements, if a child wears a mask during the school day, they must continue to wear the mask in the YMCA program.

Masks during breakfast/snack must be placed (model school's practice) while eating. Social distancing will be practiced during these times.

Masks are not recommended for children under the age of two. Based on our local public health direction masks are not required for Toddler or Preschool children.

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

Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children.

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

- Taking care of an ill child in the isolation area

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. Staff must wash their hands before gloves are put on and immediately when gloves are removed. The YMCA of Oakville will provide disposable medical masks and eye protection.

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 your hands with soap and warm water or use hand sanitizer
- Take temperature and record on the Screening Record
- Wash hands with soap and warm water or use hand sanitizer.

Attendance Records

Each child will be marked in and out on the classroom attendance.

Children and staff's time of arrival and temperature will be recorded on the Screening Record.

*Please note for kindergarten and school age children, **ONLY** the children that arrive in the morning program will be screened by the YMCA staff and documented on the Screening Record. All children will have a wellness check completed when entering the program in the afternoon. This consists of asking questions such as; how are you feeling, observe any signs of ill health. No document is required.

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, maintenance workers, individuals 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 for one year.

Include the following information in the daily records:

- o Name of person entering the facility
- o Contact information
- o Time of arrival/departure
- o 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. 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.

A child or staff that has been screened prior to the before school program or core day program, would not need to be re-screened for the after-school program. The YMCA and the School will ensure that there is communication between school/core day and the YMCA regarding screening, and children or staff showing symptoms of COVID-19. Staff will be screened for their first shift of the day. For example, if you are only working in the afternoon, staff will be required to be screened prior to entry.

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

- *2 or more children or staff with similar symptoms within the same classroom
- * If a child, parents/guardians, or staff is confirmed positive for COVID-19.

Follow all directions of Halton Region Public Health. 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 trolley at 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 medical mask and eye protection.
- Staff must be trained on conducting the screening using the active screening forms and Weemarkable (toddler and preschool) and the Screening Link for children in the Before Program
- 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
 - ✚ Eye protection
 - ✚ 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
- Although not required, 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 LINK and record on the [Active 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, LINK 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 LINK screening questions and have temperature taken upon arrival at the screening station, to ensure they do not have symptoms of COVID-19. 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. Staff are required to get a COVID-19 test and cannot return to work until they received verification of a negative test result. If test positive see Excluded For COVID-19

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 Intake Line if you have questions or need guidance.
- Report to Health department;
 - *2 or more children or staff with similar symptoms within the same classroom
 - * If a child, parents/guardians, or staff is confirmed positive for COVID-19.

Seek advice from Health Department, 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
- On entering a child care centre (Toddler and Preschool) Each staff member when they arrive to work will clean and disinfect all 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 at 1 designated area.

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;

Toddler and Preschool parent/guardian must complete screening questions on Weemarkable. Parents should complete the Weemarkable screening questions prior to arriving at the centre.

Before School Age Program (Kindergarten – age 12) parents/guardians must complete the screening questions on the Screening Link, prior to arrival at the school.

The following will then take place.

- One family will be asked to approach the table
- Family will be asked if completed questions on Weemarkable/Link
- Toddler/Preschool 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.
- School Age screener will confirm the child has passed the questions on the Link, the Screener will look at parent phone for a green screen 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 Toddler/Preschool children and 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 the 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 temperature 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.

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 Intake Line if you have questions or need guidance.
- Report to Health department;
 - *2 or more children or staff with similar symptoms within the same classroom
 - * If a child, parents/guardians, or staff is confirmed positive for COVID-19.
- Contact Halton Region Public Health unit 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.
- Refer to Serious Occurrence policy
- Notify School Principal and Director of any child that has not passed the screening questions. Ensure to share the information with the principal in a professional and confidential manner.

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.

Placement 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.

The third party cleaners are required to not arrive to the child care centre if feeling unwell/Covid symptoms. Upon arrival to the child care centre, the cleaners will sign in and record screening questions.

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:

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

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

Symptoms of COVID-19

Symptoms of COVID-19, which is the disease caused by the 2019 novel coronavirus, range from mild — like the flu and other common respiratory infections — to severe. If **ANY ONE** of the symptoms related to COVID-19 are present parents/guardians/children and siblings must not attend the program. (They may complete a COVID-19 Test, parent may decide to seek medical attention from Health Department or Doctor) **Toddler and Preschool**
*A doctor's note will be accepted confirming that the child is permitted to return to the program. **For school age children** the YMCA will follow the school board protocol.

Advise to get a COVID-19 test. If decision not to complete a COVID-19 test, they will be required to stay home. (refer to Excluded for COVID-19)

Call 911 if you are experiencing any of the following symptoms:

- severe difficulty breathing (struggling for each breath, can only speak in single words)
- severe chest pain (constant tightness or crushing sensation)
- feeling confused or unsure of where you are
- losing consciousness

The most common symptoms of COVID-19 include:

- fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- chills, muscle aches
- cough that's new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)
- sore throat, difficulty swallowing
- runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- lost sense of taste or smell
- pink eye (conjunctivitis)
- headache that's unusual or long lasting
- digestive issues (nausea/vomiting, diarrhea, stomach pain)
- extreme tiredness that is unusual (fatigue, lack of energy)
- falling down often
- for young children and infants: sluggishness or lack of appetite
- If you begin to feel [symptoms of COVID-19](#), you should go to a [COVID-19 assessment centre](#) to get tested, OR Stay home and self-isolate

Staff/Children Protocols When Display COVID-19-related Symptoms at the Child Care Centre/School

- If a child/staff needs immediate medical attention, call 911.
- If a child, staff, placement student, displays ANY ONE of the symptoms related to COVID-19 (symptomatic) while in the program, they should be isolated in a separate room and family members contacted for pick-up
- The Director or designate will notify the parents/guardians(s) to arrange for pick-up of the child. If a parent/guardian cannot be reached, an emergency contact person will be contacted to pick up the child.
- If the child has a sibling who attends the same child care centre, the sibling will be sent home as well.
- Any staff/child who presents with ANY ONE of the symptoms of COVID-19 including fever, must not return to the centre until; see Excluded COVID-19
- **Immediately isolate the child with symptoms from other children into a designated isolation area:**
 - * ***Toddler and Preschool programs*** will stock the area/room 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. If a separate room is not available, the person who is symptomatic should be kept at a minimum of 2 metres from others.
 - * ***School Age and Kindergarten children***, the school will provide a designated room for children to be isolated with PPE accessible for the staff and child.
- The person who is symptomatic should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the person who is symptomatic is a child, a child care staff/ will remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a medical mask.
- The child care staff is required to wear a medical mask and eye protection (i.e., face shield) at all times and not interact with others and avoid contact with the child's respiratory secretions.
- All items used by the person who is symptomatic should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Contact Halton Region Public Health Intake Line if you have questions or need guidance.
- Notify the Halton Region Public Health if 2 or more children/staff have 1 or more symptoms of COVID-19 and seek advice, on notifying others using the space of the suspected illness.
- If child becomes ill in a shared space setting, notify the principal.
- Other children, and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact and grouped together. The local public health unit will provide any further direction on testing and isolation of these close contacts.
- 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 cleaned and disinfected.

COVID-19 Testing Requirements

Children, staff, parents, placement students, should be referred for testing when demonstrating symptoms of COVID-19 illness. Staff are required to get a COVID-19 test and cannot return to work until they receive verification of a negative test result. If test positive see Excluded for COVID-19 See Below. If parent chooses not to have their child tested for COVID-19, See Below.

Reference to the Screening COVID-19 Child Care Flow Chart (next page)

Excluded for COVID-19

- If **ANY ONE** of the symptoms related to COVID-19 are present in a child, parent, sibling or staff, they must be excluded.
(Complete a COVID-19 Test, parent may decide to seek medical attention from Health Department or Doctor) **Toddler and Preschool** *A doctor's note will be accepted confirming that the child is permitted to return to the program. **For school age children** the YMCA will follow the school board protocol.
- Those who do not get a COVID-19 test will be excluded for 14 days.
- 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.
- Staff who test positive for COVID-19 must inform their supervisor of the positive test result; the director will contact Halton Region Public Health and Ministry of Education (SO)
- Outbreaks will be declared by 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
- Those who have traveled outside of Canada must self isolate 14 days.

NOTE: All symptoms and illness of children and staff will be reported to the Halton Region Public Health if

*2 or more children or staff with similar symptoms within the same classroom

* If a child, parents/guardians, or staff is confirmed positive for COVID-19.

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)

If feasible, consider the following physical distancing measures:

- 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 (single use) and labelled with child's name
- Incorporate more individual activities and avoid activities that involve being close to others.
- Keep the same scheduled group of children together with the same staff, do not combine groups of children (i.e. at opening and closing).
- Toddler and Preschool rearrange chairs and tables in child care and staff rooms to ensure that physical distancing can be maintained.
- Before and After School are not permitted to rearrange classroom furniture, as school has already made the accommodations to meet social distancing.
- 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 activities, 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 to limit the spread of air borne virus
- 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).
- 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.
- Set up activities spread around the classroom.
- Avoid gathering/grouping in one area (cubbies, outside). Schedule hallway access at different times between different groups
- Avoid sharing of toys, materials between children, where possible, without disrupting play.
- Do Not share toys or materials with school
- All materials must be disinfected before use by another group.

Outdoor Play and Social distancing

Schedule outdoor play in small groups/classrooms in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, staff must separate the groups to ensure that they do not interact or cross paths with each other.

- Do not use water or sensory tables or outdoor sandboxes;
 - Outdoor play in primary care groups should be encouraged to support physical distancing.
 - Physical distancing between children may be difficult. Encourage to maintain a welcoming and caring environment for children.
 - Where possible have designated toys and equipment (e.g., balls, loose equipment) for each room or group.
 - Where toys and equipment are shared, they must be cleaned and disinfected prior to being shared.
 - Toddler/Preschool - Outdoor structures should be cleaned and disinfected before and after each use by each group.
 - School structures should not be used.
- Child should wash / sanitize their hands before and after outdoor play

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.

Interactions with Infants/Toddlers

- Continue to encourage staff to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- Consider removing or moving cribs or placing infants in every other crib and mark the cribs that should not be used in order to support physical distancing.
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include planning activities that do not involve shared objects or toys; and, when possible, moving activities outside to allow for more space.

Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children. Label these items with the child's name to discourage accidental sharing.

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.

Only one group should access the washroom at a time and the facilities be cleaned in between each use.

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)

Wash Hands – After cleaning and/or removing gloves, wash hands with soap and water or use an alcohol-based hand sanitizer with 60-90% alcohol.

Sanitization of the Space, Toys and Equipment

Frequency of Cleaning and Disinfecting

- All Programs before and after eating, clean and disinfect tables.
- Toddler/Preschool- 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.
- Toddler/Preschool -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).
- All Programs *Only one group should access the washroom at a time and it is required that the facilities be cleaned in between each use, particularly if multiple groups will be using the same washroom.
- Toddler/Preschool - 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.
- Toddler/Preschool -Carpets and runners will be removed during this time.
- Toddler/Preschool -Cots and cribs must be cleaned and disinfected between each use.
- Before and After School follow school guidelines for disinfecting procedures, and complete the log forms for table and chairs
- Before and After School spray disinfectant on the outdoor playground vests after each use, hang to air dry

Note: ALL Programs -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/sanitize their hands.
- Outdoor toys must also be cleaned and disinfected between each group.
- All surfaces sprayed with AIRX and given 5 full minutes of dwelling time to fully disinfect. A final rinse may be required using a single-use wet paper towel and allow to air dry.
- 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
- 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.

Encouraged to provide designated toys and equipment (e.g., balls, loose equipment) for each room or group of students. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared, including between groups.

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 and eye protection 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 (masks and eye protection should already be worn).
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, mask 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 and eye protection 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.
 - Utensils should be used to serve food and not shared
 - Staff serve food to children (children will not self-serve). Meals should be served in individual portions to the children. Avoid serving food at same level as child. (Food to be served from cart/trolley)
 - Monitor children No item should be shared (food, 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 assist with serving snack or handle plates, cups, utensils etc. No cooking activities.
 - Where possible children should practice physical distancing while eating. Disposable plates, cups and utensils should be used.
- As noted in the guidelines from the Ministry of Education, families are prohibited from providing food outside of the established meal provision. Exceptions may be made where required, with precautions in place for safe handling and serving of food.

Procedure for the Exception of bringing food into the Child Care Centre due to severe Allergies/Food Restrictions.

- The lunch bag and containers are labelled with child's full name
- Each container is also labelled with the food inside and when it is to be served (lunch, snack)
- Foods provided do not contain any of the known allergens that are in the child care centre
- No Nuts/Peanuts in the ingredients
- A list of all food ingredients must be emailed to the director, prior to food being brought into the centre. Including special instructions example: heating time, storage (fridge/freezer)

Additional steps;

- 1) All containers are to arrive to the centre in 1 bag that is wipeable with disinfectant wipe
****To eliminate daily transferring of food; If possible, please supply a week's worth plus a day of food.***
- 2) The lunch bag will be disinfected prior to entering the child care centre
- 3) Once containers are brought into the centre all individual containers will be wiped down
- 4) Containers will be appropriately stored (fridge/freezer/cupboard)
- 5) Return containers to parents at the end of the week in the same bag that was provided at the beginning of the week.

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.