



YMCA of Oakville
Child Care
Pandemic
Policies and Procedures

Updated: March 5, 2021

Junior and School Age

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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 located in the Reactivation Child Care Pandemic Procedures and Policies prior to re-opening.

Staff receive updated training on current health and safety measures according to the Operational Guidance as well as those put in place by the Public Health.

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:

- 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 Ontario COVID-19 School/Child Care Screening link, 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.
- 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.
- Screening entrance should have alcohol-based hand sanitizer with a concentration of 60-90%.
- Children should be supervised when using hand sanitizer, sanitizer should be kept out of children's reach and must be inaccessible to them.
- 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
- Personal belongings should be labeled and kept in the child's cubby/designated area. (e.g. backpack hats and mittens. etc.) While appropriate clothing for weather (e.g., jackets, hats, sunscreen) should continue to come with the child, all other personal belongings (e.g., toys) should be minimized.

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
- 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; only where a child, staff, placement student has a confirmed positive case of COVID-19**
- **Report to Public Health; see steps below**

* Please note; if you are informed of a Positive Covid-19 case in the YMCA program, follow Public Health directions in how to communicate to the families. Public Health will determine the steps to take and provide letters to be sent out to families. The YMCA of Oakville will also contact the families via phone to follow up with the email, that they received on behalf of the Health Department.

Halton Region Public Health Reporting

When to report to Public Health at 311 or 905-825-6000:

- There is a confirmed case of COVID-19
(provide any materials e.g., daily attendance records to public health officials to support case management & contact tracing)
- Diseases of public health significance *(for a full list of these, refer to Halton Region's Reportable Disease Webpage);***OR**
- Within a 48-hour period, two or more children/staff sick with unexpected cases of gastrointestinal symptoms, such as diarrhea or vomiting.
(In general, a report of two or more unexpected cases of gastrointestinal illness within a 48-hour period should be reported).

Staff can call for additional questions or require consultation with a public health nurse.

Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.

Serious Occurrence Reporting

The YMCA of Oakville has a duty to report confirmed cases of COVID-19 under the *Health Protection and Promotion Act*.

Reporting requirements to Ministry of Education as a Serious Occurrence only where a child, staff, placement student has a confirmed case of COVID-19 (i.e. A positive COVID-19 test result)

Other steps for Serious Occurrence;

- If a closure is ordered by the local public health unit and a Serious Occurrence has already been submitted for a confirmed case, the existing serious occurrence must be updated to reflect the closure.

- Should additional individuals at the child care program develop a confirmed case, director must;
 - Revise the open serious occurrence report to include the additional case or;
 - Submit a new serious occurrence report **IF** the first has been closed already.

While it is no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e. program room, entire child care centre must remain closed for a period of time) a serious occurrence report must be submitted under the “Unplanned Disruption of service” category.

Directors are required to post the serious occurrence notification form as required under the CCEYA

Outbreak Management

- **An outbreak may be declared by local public health when;**
 - within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (e.g. cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- **The local public health unit will work with the child care director/on site supervisor or team lead;**
 - to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- **If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting.**
 - the public health unit will help determine which groups of children and/or staff need to be sent home or if a partial or full closure of the child care setting is required.
 - If the public health unit determines that partial or full closure of the child care setting is required, the director must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

Programs in School Settings;

1. If a classroom is closed due to a COVID case (class sent home to isolate), the physical classroom can still be used at the school, i.e. for before and after program, provided the physical space has been disinfected. The physical classroom is not the transmission risk, but rather it is the occupants of the classroom that create the risk.
2. If a school with a child care centre is closed due to COVID, Public Health will do a separate assessment for the child care centre to determine if a closure is required. Closing the school does not necessarily mean that the child care centre will also close (and vice versa).

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 infant, toddlers, or preschool children staff may use blankets or cloth over their 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.
- Students on field placement should be assigned to a specific licensed age group.
- Staff should work at one location, and limit their movement between rooms, unless absolutely necessary
- Supply/replacement staff should be assigned to a specific group so as to limit staff interactions with multiple groups of children. One location within a 5-day period (Monday to Friday)
- All supply/replacement staff should work within one cluster, to support tracking
- Staff Director Approvals (DA) can be transferred from one child care centre to another child care centre that is operated by the same licensee. However, staff should limit their movement between each child care centre in order to reduce their interaction with multiple groups of children.
- Directors can also request a staff Director Approval 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/Disinfector. 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.

All child care staff, and students completing post-secondary placements are required to wear medical masks and eye protection (i.e. face shield or goggles) while inside the child care setting /school premises, including in hallways and staff rooms (while staff are eating the time for masks off should be limited and physical distance must be maintained). 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. The primary purpose of eye protection is to prevent respiratory droplets from entering the eye. Face shields and goggles are considered appropriate for eye protection.

All child care staff are required to wear medical masks and eye protection (face shields/goggles) outdoors (when a distance of 2 metres cannot be maintained)

** The YMCA of Oakville school age staff will align with the school board protocols regarding wearing face masks and eye protection (face shields/goggles) outdoors. Children and staff are required to wear masks outside. Staff are required to wear eye protection (face shields/goggles) outside when a distance of 2 metres can not be maintained.*

Expectations for children:

- Non-medical mask or face covering is mandatory for all children in grades 1 and above while inside, including in the hallways. All younger children (aged 2 to SK) are encouraged but not required to wear a non-medical mask or face covering while inside the child care setting/school, including in hallways.
- All children in grades 1 and above are required to wear a non-medical mask or face covering outdoors. All younger children (aged 2 to SK) are also encouraged to do this, but it is not required.
- Mask Breaks during outdoors, where physical distancing can be maintained (minimum 6 feet) will be scheduled by the staff.
- **The YMCA of Oakville will follow school board requirements for children to wear a non-medical or cloth mask.**

Parents/guardians are responsible for providing their school-aged child(ren) with a non-medical mask(s) or face covering each day. Masks during breakfast/snack must be placed belly bags or child's personal storage. Social distancing will be practiced during these times.

Masks should be replaced when they become damp or visibly soiled.

Exemptions for children.

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. If a child is exempted from wearing a mask the YMCA will record this information in the log book. Reasonable exceptions for not wearing a mask could include situations

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

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.

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

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 Halton Resource Connection (THRC) and Ministry of Education will provide disposable medical masks and eye protection.

Staff Mask Exemptions

Ministry of Education requires that all staff must wear a medical grade mask. The YMCA of Oakville child care staff are only approved to wear medical grade masks in the child care and school setting. The medical grade mask is provided to prevent the transmission of the virus to others and protect staff from the exposure of the virus.

To work in a child care/school setting there will be no exemption to wearing a non medical mask.

****If a staff receives a doctor's note stating they are unable to wear a medical grade mask which is provided by the YMCA of Oakville, the YMCA will supply a **medical grade Humanity Shield**. The shield is an alternative to wearing a mask and provides a high level of protection from droplet spread respiratory viruses.**

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
- Wash hands with soap and warm water or use hand sanitizer.
- Staff are not required to take children's temperature prior to children entering the child care/school.
- All staff and visitors will have their temperature taken prior to entering the child care/school.
- If the child appears sick or feverish, a temperature check is recommended. Use the least intrusive method (for example, non-contact thermometers) and ensure the person using the thermometer is wearing a surgical/procedure mask and eye protection. At this time, for non-contact thermometers, it is recommended that the forehead is used to take the temperature. If using a single-use protective cover for thermometers, properly dispose of the cover after each use, or clean and disinfect the thermometer before and after use.

Attendance Records

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

Each individual licensed group of children will have a daily attendance which will include;

- Daily attendance of each child in the licensed age group
- Who was in the group each day
- The hours during which they were in the group
- Time of arrival and the time of departure of each child or if a child is absent

Children's time of arrival will also be recorded on the Screening Record.

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/phone number
- 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.**

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 staff will communicate between school/core day and the YMCA regarding absenteeism. 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;**

• **If there is a confirmed case of COVID-19**

• **When the number of children or staff with gastrointestinal symptoms, such as diarrhea or vomiting, exceeds the usual number (baseline).**

(In general, a report of two or more unexpected cases of gastrointestinal illness within a 48-hour period should be reported).

• **Staff can call for additional questions or require consultation with a public health nurse.**

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.

**Please be advised that regions may have different protocols when it comes to screening, and/or self-isolating. Staff and children are to follow self-isolation in their region of residence.

If the screening and/or self-isolation requirement is heightened in Halton, Halton Region guidelines must be followed.

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 Ontario School self-screening LINK <https://covid-19.ontario.ca/self-assessment/> 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 have completed the Ontario School 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 who are symptomatic, do not pass screening, or have been advised to self-isolate by the local public health unit must not be permitted to attend the program and should stay home (this includes students completing post-secondary placements) 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.

Symptoms for staff, most common symptoms of COVID-19 include:

- fever and/or chills (Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher)
- 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)
- muscle aches that are unusual or long lasting
- extreme tiredness that is unusual (fatigue, lack of energy)
- falling often

Results of Staff Screening

If staff are experiencing any of the above symptoms:

Contact your supervisor to inform them of your symptoms

Staff should isolate (stay home) and only leave to get tested or for a medical emergency.

Talk with a doctor/health care provider to get advice or an assessment, including if you need a COVID-19 test.

The ill individual is advised to use the on line assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19.

Note; the individual does not require a medial note or proof of negative test to return back to program. The YMCA of Oakville will accept an attestation completed by the staff.

If you answered “NO” to all questions on the screening tool, you may go to school/child care.

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 experience;

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.

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
- 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.

Children who are symptomatic, do not pass screening, or have been advised to self-isolate by the local public health unit must not be permitted to attend the program and should stay home and 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, decrease or loss of smell or taste, sore throat, runny nose, nasal congestion, headache, nausea/vomiting/diarrhea, Fatigue/lethargy/muscle aches/malaise and a general feeling of being unwell. Children should be monitored for atypical symptoms and signs of COVID-19.

Siblings or household contacts are required to isolate if anyone has COVID-19 symptom(s) or is waiting for a test result. Everyone is to stay home until the person with symptoms gets a negative COVID-19 test result, is cleared by public health OR is diagnosed with another illness.

If a child tests positive, follow the guidance of Public Health. The child may not return to care until cleared by Public Health.

Household contacts of an individual who has tested positive for COVID-19 must self-isolate for 14 days. Public Health deems these individuals as a close contact of the positive household case.

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 Ontario Covid-19 School and Child Care Screening. Parents should complete the screening questions Ontario Covid-19 School and Child Care Screening tool. prior to arriving at the centre.

Before School Age Program (Kindergarten – age 12) parents/guardians must complete the screening questions on the Ontario Covid-19 School and Child Care Screening tool.

The following will then take place.

- One family will be asked to approach the table
- Families will be asked if they completed questions on Ontario Screening tool
- The screener will confirm the child has passed the questions on the Ontario Screening tool. The screener will confirm the child has passed the screening questions, by verifying the green s
- Screener will record on Screening Record
- 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 record arrival time and initial that active screening questions were viewed and confirmed. Children will then be welcomed into the centre.

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**.

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

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;
* 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

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 are required to wear a face covering OR non-medical mask while inside the premises.

Post-secondary placement students are permitted in the child care centre, and are required to wear medical grade masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms unless staff are eating, the time with masks off must be limited and physical distance must be maintained).

The screener will ask all the questions and record on COVID-19 Active Screening Form for all essential visitors upon arrival at the centre. Or you can provide the Ontario screening school link <https://covid-19.ontario.ca/self-assessment/> and have the essential visitor complete on line and show you the results on the screen. Record in visitor log book and state passed screening questions on line.

The third-party cleaners are not permitted to the child care centre if feeling unwell/Covid-19 symptoms. Upon arrival to the child care centre, the cleaners will sign in and record screening questions.

Provision of Special Needs Resources (SNR) Services

- The ministry recognizes that children with special needs and their families continue to require additional supports and services in child care settings.
- The provision of in-person special needs services in child care settings should continue where appropriate and the Director and Manager of Inclusion may use their discretion to determine whether the services being provided are essential and necessary at this time.
- Please work with special needs service providers to explore alternative modes of service delivery where in person delivery is not possible.
- All SNR staff must be screened before entering the child care setting and must follow all health and safety measures that staff follow, including having their attendance logged (visitor log), practicing proper hand hygiene, wearing a medical mask and eye protection, and maintaining physical distancing as much as possible.

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 COVID-19 symptoms 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.

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

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
- The Director or designate must 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.
- Any staff/child who presents with ANY ONE of the symptom(s) of COVID-19 including fever, must not return to the centre until; they visit a doctor and is diagnosed with another illness, Negative COVID-19 test result or self isolate as per Ontario COVID-19 Screening tool, and local public health.
- **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.
- Children will be supervised at all times. An educator 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.
- 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/On-Site/designate will ensure that the exclusion room (i.e. room where child was separated to) is cleaned and disinfected.

The ill individual and/or their parent or guardian be advised to use the on line assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19. Note the individual does not require a medial note or proof of negative test to return back to program. The YMCA of Oakville will accept the Back to School/Child Care Confirmation form.

Excluded for COVID-19 Symptom(s)

Children or staff are to stay home if they are experiencing ONE or more symptom(s) of COVID-19 that is new or worsening . Direct the staff or parent/guardian of the ill child to see their primary health care provider for assessment OR make an appointment at an assessment centre for testing as soon as possible, and to self-isolate at home until the test results are available.

HOUSEHOLD MEMBERS WITH SYMPTOM(S)

- Everyone in the household should stay home if anyone in the household has COVID-19 symptom(s) **OR** is waiting for a test result
- Everyone is to stay home until the household member with symptom(s) gets a negative COVID-19 test result, is cleared by public health, **OR** is diagnosed with another illness.

HOUSEHOLD MEMBERS of close contacts WITH NO SYMPTOM(S)

For individuals identified as high risk contacts, the sibling(s) can continue to attend school/childcare as long as the high risk contact does not have any symptom(s). If the high risk contact begins to show any symptom(s) the sibling will no longer be able to attend and will fail the screening tool.

VOLUNTARY COVID-19 TESTING

For individuals who decide to go for a voluntary COVID-19 test

- May return to school/child care as long as the testing was voluntary **AND**
- Did not have any COVID-19 symptoms **AND**
- Does not display any COVID-19 symptoms

Individual is tested for COVID-19;

Individual is tested for COVID-19 – NEGATIVE RESULT,

The individual can return to school/child care if **ALL** the following apply:

- They do not have a fever (without using medication) **AND**
- It has been a least 24 hours since their symptoms started improving **AND**
- You were not in close physical contact with someone who currently has COVID-19 **AND**
- The individual is not advised by Halton Region Public Health or health care provider to self-isolate

**Note Mild symptoms known to persist in young children (e.g. runny nose or mild cough that may persist following infections) may be ongoing at time of return to school/child care if other symptoms have resolved.*

Documented proof of the negative test result is not required to return to child care.

Individual is tested for COVID-19 – IF POSITIVE RESULT, report to Public Health

The individual can return to school/child care only when;

- You are cleared by your local public health unit

If a Household member tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional.

- This individual must isolate (including from others in the household) for 10 days from the date of experiencing symptoms **AND**
- All household members of the same household must isolate for 14 days from their last date of exposure with the symptomatic family/household member.

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Individual is NOT tested for COVID-19;

Individual is NOT tested for COVID-19,

You must isolate for 10 days. You may be able to return earlier if **ALL** the following apply;

- A doctor diagnosed you with another illness (Complete a back to child care/school form) **AND**
- You do not have a fever (without using medication) **AND**
- It has been at least 24 hours since your symptoms started improving

If you do NOT talk with a doctor

You must isolate for 10 days. After the 10 days, you can only return when **ALL** of the following apply;

- You do not have a fever (without using medication) **AND**
- It has been at least 24 hours since your symptoms started improving

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, you may 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 (cohort)

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 at least 2 meters to ensure that they do not interact or cross paths with each other.

- Do not use water or sensory tables
- As per Public Health approval, inground outdoor sandboxes are permitted to be used. If school does not permit, follow their practice.
- 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 (between different cohorts), they must be cleaned and disinfected prior to being shared.
- School Age play structures should not be used.
- Kindergarten play structures are permitted to be used if approved by school.
- Children 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 includes 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

Step 1 Clean — It is important to clean articles first with soap and warm water to remove any visible dirt before using the disinfectant

Step 2 Rinse — Rinse soap off tables and trollies with clean water. (All food areas are to be rinsed with water).

Step 3 Disinfect - A commercial disinfectant may be used to kill viruses.

Use a disinfectant with a Drug Identification Number (DIN).

See below products that can be used and the dwelling time

Follow the manufacturer's instructions as they apply to food contact surfaces such as tables, countertops, trollies, toys,

Step 4 Rinse — Rinse tables and trollies with clean water. All food areas are to be rinsed with water.

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)

- **AIRX – the dwell time is 5 minutes**
- **Patriot16 - the dwell time is 10 minutes**

• **Envirocleanse – the dwell time is 10 minutes Only require Step 1 to 3**

Envirocleanse DOES NOT REQUIRE RINSING

- **Bioesque Botanical Disinfectant - Dwell time 4 minutes. Only require Step 1 to 3 DOES NOT REQUIRE RINSING**

Sanitization of the Space, Toys and Equipment

Frequency of Cleaning and Disinfecting

Let's review before adding in changes Page 12 in ministry guidelines

- All Programs before and after eating, clean and disinfect tables.
- Toddler/Preschool- 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).
- Toddler/Preschool *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 programs must confirm with the school custodian the scheduled times the school washrooms are being cleaned and disinfected; cleaning and disinfection of washrooms (toilet fixtures/faucets/ high touch surfaces) performed minimum twice daily. Staff will need to assess the situation and determine the frequency and extent of cleaning/ disinfection necessary at each facility. Before and After School program, if sharing a washroom with other groups have children hand sanitize before entering and existing washrooms.
- Before and After school program will clean and disinfect toys/equipment.
- Before and After School program follow school guidelines for disinfecting procedures and complete the log forms for table and chairs.
- Before and After School program spray disinfectant on the outdoor playground vests after each use, hang to air dry. OR label with tape (inside) of individual vests.

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

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

Toddler and Preschool should 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.
- Medication must be in the sealed original package and labeled 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 and labeled.
- 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 center's 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.

* To maintain safety practices staff are required to continue to wear masks during the children's snack/lunch times. however, it is important to continue to socialize with the children while they are eating.

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)
- 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.

Child Care Tours

As noted in the Ministry of Education guidelines, there should be no non-essential visitors at the program. As an alternate to onsite tours, centres are offering virtual tours or using pictures of the centre to help parents visualize the space.

After hours' tours are strongly discouraged by Halton Region Public Health. Where this is not possible, they advise that COVID-19 preventative measures are put into place (e.g., screening, PPE, limiting the amount of visitors at one time, etc.).

