



## Protocols for Reopening -July 2020

### Pandemic Policy-COVID-19

Child care plays a critical role in our community. Growing Together Family Resource Centre is committed to providing quality child care for our community as we reopen amid the Covid-19 pandemic. Growing Together will follow the regulations and guidelines put in place by the Chatham-Kent Public Health Unit, Municipality and Childcare Ministry.

These could include but are not limited to:

- Staff to Child Ratios
- Reduced group sizes
- Capacity of people in the building
- Enhanced cleaning and Disinfecting
- Hours of operation
- Use of Personal Protective Equipment
- Daily screening of children, parents dropping of children and staff

At this time Growing Together has put the following protocols in place:

- Hours of operation have been reduced to 7:30am to 5:00pm daily Monday to Friday.
- Group sizes or "Cohorts" will have a maximum of 10 people which will include children and staff. These cohorts will stay the same for 7 days from Monday-Sunday and will not be mixed with other cohorts. Cohorts will be made up of children around the same age, ex. Toddlers, Preschool, FDK and School age.
- Staff to child ratios will stay the same as per the Childcare and Early Years Act.
- Enhanced cleaning and disinfecting will be in place. See Enhanced Childcare Cleaning and Disinfection Chart for more details, see Appendices #1.
- Screening will be completed daily with all children, parents/guardians, staff and essential visitors. See Childcare Health Screening Log, Appendices #2.
- Use of Personal Protective Equipment has been enhanced according to recommendations by the Chatham-Kent Public Health Unit. See PPE section below.

Growing Together will ensure staff are aware of, and adhere to, the policies and procedures put in place in response to the Pandemic. All staff will:

- Receive Mandatory training before commencing employment.
- All staff will sign off after receiving training and at any time where a change is made.

The Public Health Ontario and Chatham-Kent Public Health Services have developed the following videos to assist with understanding our role in stopping the spread of COVID-19 in our community. All Growing Together employees will watch the training videos before commencing employment. All staff will sign off after receiving the training.

7 Steps of Hand Hygiene - <https://www.publichealthontario.ca/en/videos/7-steps-handhygiene>

Putting on Gloves - <https://www.publichealthontario.ca/en/videos/ipac-gloves-on>

Putting on Mask and Eye Protection - <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>

Taking off Mask and Eye Protection - <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

Taking off a Gown and Gloves - <https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

Taking off Full Personal Protective Equipment - <https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

Putting on Full Personal Protective Equipment - <https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

How to properly Screen (Video) – <https://www.dropbox.com/s/etd1ld0ilv6biir/Screening2.mp4?dl=0>

The Growing Together Administrative team developed a training series titled, “Rebuilding our Village.” The training consists of four videos titled:

- Rebuilding our Village Series #1-Beginning the Journey
- Rebuilding our Village Series #2-Reopening Orientation-Health and Safety
- Rebuilding our Village Series #3-Protocols for Reopening
- Rebuilding our Village Series #4-Reopening our Programs

All staff will watch the training videos before commencing employment. The financial department will only be responsible for watching Series #2-Reopening Orientation and Series #3-Protocols for Reopening. All staff will sign off after receiving the training.

## Communication with Families

Growing Together will ensure that families are aware of the enhanced health and safety measures prior to families coming to the centre. This will ensure that families are aware of their expectations and will promote confidence in the safety measures that have been put in place. Growing Together will communicate with families via the [www.gtfrc.org](http://www.gtfrc.org) website, the Growing Together facebook page, parent e-mails and telephone calls which will ensure physical distancing. Families will read and sign the GTFRC Parent/Guardian Agreement Form before resuming child care, see Appendices #3. Families will receive their account statements bi-weekly via email and e-transfer payments will be encouraged. Growing Together will ensure that there is visible signage at the entrances and drop off areas to explain the screening process and that non-essential visitors are not permitted at this time. The following posters will be hung and will assist in communicating enhanced screening and safety measures:

- Cover your Coughs and Sneezes
- Passive Screening ‘Stop’ sign (to be posted on entrance)
- Physical Distancing Sign
- Please Sanitize your Hands Personal Protective Equipment (PPE)

## Personal Protective Equipment (PPE)

### **Intent**

Growing Together Family Resource Centre is committed to the health and safety of its employees and as such has created this policy regarding personal protective equipment (PPE). PPE is legislatively required

and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring PPE.

### **Guidelines**

All employees, guests, and visitors of Growing Together Family Resource Centre must wear appropriate CSA-approved PPE as follows:

- When handling blood, staff must wear disposable gloves and protective eye wear.
- When handling feces, eye discharge, saliva, urine and vomit, disposable gloves must be worn.
- When mixing or using chemicals in a high concentrated level, disposable gloves and protective eye wear must be worn. (Use of diluted bleach and water and diluted disinfectant for regular routine cleaning does not require the use of PPE.)
- When working in the kitchen, close toed shoes must be worn.
- When cleaning pet cages disposable gloves must be worn.

All of the PPE used and provided by the company will comply with the requirements under the Ontario occupational health and safety legislation.

PPE used by Growing Together Family Resource Centre employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the centre supervisor. All PPE that has been removed from use will be tagged "out of service" and should not be used again unless repaired and inspected by a qualified person.

No PPE should be modified or changed contrary to its manufacturer's instructions, specifications, or occupational health and safety legislation.

### **Responsibilities**

#### **Employer Responsibilities**

- GTFRC will ensure that employees use the appropriate PPE for their job duties.
- GTFRC will train and inform all employees on the use and inspection of PPE they may be required to use to perform their job duties safely.
- GTFRC will not allow any employee to perform their duties without appropriate PPE or with damaged PPE.
- GTFRC will remove any damaged or broken PPE from the workplace and submit it for repair or replacement.

#### **Employee Responsibilities**

- Employees must follow all guidelines as outlined above and wear all required PPE as required.
- PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to the centre supervisor.
- Employees must report any unsafe behaviors or potential hazards they see in the workplace to a supervisor.
- Employees may never under any circumstances modify or change an article of PPE. Uncomfortable PPE may be due to lack of fit and additional fit testing may be required.
- Employees must clean and disinfect Protective Eye wear after each use.

\*\*\*In the event of an outbreak or Pandemic, enhanced measures around the use of Personal Protective Equipment may be required. Growing Together Family Resource Centre will follow the recommendations put in place by the Chatham-Kent Public Health Unit. These enhanced measures will be provided to staff with additional training if applicable.

The Enhanced Personal Protective Measures due to Covid-19 include:

- Reusable and disposable medical grade face masks will be available to staff. Staff can wear masks if they choose as directed by the Chatham-Kent Public Health Unit.
- Medical grade disposable face masks and protective face shields will be required for staff attending to children who appear ill or have signs or symptoms of illness.
- Protective face shields and medical grade disposable face masks will be used by staff working at screening stations.
- All staff and children will be required to wear inside shoes in the playrooms.
- When changing a child's diaper on a diaper change table, staff will wear a medical grade disposable face mask and protective face shield or protective safety goggles.
- When rocking or snuggling a child, a receiving blanket will be put between the staff and the child. The blanket will be washed after each child.
- Children will not be required to wear masks as directed by the Chatham-Kent Public Health Unit. Children under the age of two should never wear a mask.
- When cleaning up bodily fluids with the risk of splashing, staff will wear disposable medical grade masks, protective face shields and disposable gloves.
- Staff providing breaks and cleaning and assigned to more than one cohort, (Up to a maximum of two as directed by the Chatham-Kent Public Health Unit) must wear a reusable or disposable face mask.

### Prioritization

Families that were enrolled with Growing Together prior to closing on March 13<sup>th</sup>, 2020 will have priority over new families wanting care. When determining prioritization of limited child care spaces, the following criteria will be used:

- Essential Workers working outside of the home requiring full time care
- Families working outside of the home requiring full time care
- Families with special circumstances that would be considered essential for children to return to care such as children with special needs or high-risk families.

Additional considerations and recommendations on prioritization policies will be discussed on an ongoing basis through Operator Update teleconferences and one-on-one meetings with the CMSM.

### Attestation Form

The Ministry of Education has provided Growing Together with an Attestation Form. Growing Together will complete and submit the form to the Program Advisor at the Ministry of Education at least two days prior to reopening.

## Parent Fees

In an effort to stabilize parent fees when re-opening, Growing Together will set fees at the level they were at prior to the closure until at least August 31<sup>st</sup>, 2020. (The Market Rate Reduction funding from the Municipality ended on June 30<sup>th</sup>, 2020.) Growing Together will not charge families or accept fees or deposits to add families to a priority list for preferred access to spaces. Growing Together will also not charge fees to parents if they do not have access to a space or decide not to accept a space.

## Arrival and Departure Policy

The following procedures will take place when children, parents/guardians, staff and essential visitors arrive and depart from all Growing Together Family Resource Centre locations.

### **Arrival**

- All children, parents/guardians, staff and essential visitors will be screened upon arrival at the designated entrance. If they do not pass the screening checklist, they will not be able to enter the building and the Public Health Unit will be contacted. Parents/Guardians dropping off children will need to take and pass the screening or their children will not be able to attend the program.
- Only essential visitors will be permitted to enter the building.
- Parents/Guardians will not be able to enter the building. Staff will walk children to their playrooms.
- Everyone entering the building will be required to sanitize their hands upon entry.
- Drop off times will be daily from 7:30am-10:00am.
- Children, staff and essential visitors will only be permitted to bring essential items into the centre. All other items will be disinfected upon arrival. It is recommended that diapers and wipes be brought in sealed containers that can be disinfected.

### **Departure**

- Parents/Guardians will be met by a Growing Together staff at the main entrance of the centre to pick up their children. Parents/Guardians will not be permitted into the building. Staff will walk children to their Parents/Guardians.
- Pick up times will be daily between 3:00pm and 5:00pm.

## Enhanced Environmental Cleaning and Disinfection

From what is currently understood about COVID-19, commonly used cleaners and disinfectants are effective against the virus. In order to prevent the spread of respiratory illnesses including COVID-19, Growing Together will maintain their routine cleaning and disinfection schedules, and also follow an updated Enhanced Childcare Cleaning and Disinfection routine with recommendations put in place by the Chatham-Kent Public Health Unit. See Appendices #1 titled "Enhanced Childcare Cleaning and Disinfection Chart." Growing Together will consult with the Chatham-Kent Public Health Unit to determine the preferred type and grade of disinfectant to use. All products including cleaners and disinfectants will be stored out of the reach of children, labelled and will have up to date Safety Data Sheets (SDS) on site. Each classroom and washroom will have its own designated disinfectant. Growing Together will ensure cleaning and disinfectant products are not expired, and will follow all manufacturer's instructions.

Cleaning: will be done primarily with soap and water which will remove dirt and grease that can hide and protect germs from disinfectants. Cleaning with soap and water will also substantially reduce the number of germs that may be on surfaces.

Disinfecting: after cleaning with soap and water, disinfectant will be sprayed on surfaces and staff will ensure the recommended contact time (time the surface stays wet) is achieved.

### Record Keeping

In addition to Child Care and Early Years Act Record keeping requirements, Growing Together will retain;

- Enhanced Cleaning and Disinfectant Chart
- Screening logs

### Enhanced cleaning frequencies:

Toys & Play Structures:

- Increase frequency of cleaning and disinfecting to daily (not weekly)
- There will be designated toys and equipment for each room/cohort
- Any shared toys or equipment will be cleaned and disinfected between cohorts.
- Any mouthed toys will be cleaned and disinfected immediately after each use. After disinfecting, the toys will be rinsed with potable water.
- Soft fabric toys and items that cannot tolerate regular cleaning and disinfection will not be used.
- Group sensory activities will be closed. Single use and dedicated to one child sensory activities are encouraged.
- Outdoor play areas, including sand boxes (as directed by Chatham-Kent Public Health Unit), will only be used by one cohort of children at a time.
- Children and staff will wash their hands before and after outdoor play.
- Play structures will only be used by one cohort at a time. Play structures will be cleaned and disinfected before use. If play structures are made of materials that cannot be cleaned and disinfected, they will not be used (i.e. wooden play structures).

Frequently touched areas:

- High touch surfaces such as door handles, hand rails, door knobs, water fountain knobs, light switches, tabletops, electronic devices, toilet and faucet handles, etc. will be cleaned and disinfected at least twice per day and more often as needed.
- Staff will adhere to diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting processes.

Other areas:

- Large equipment and shelving will be cleaned and disinfected every week
- Floors will be swept and mopped daily or more often if necessary.
- Carpeted floors will be vacuumed at least once per day
- Tables and chairs will be cleaned and disinfected twice daily and between each cohort or more often if needed
- Tables and countertops used for food preparation and food service will be cleaned and disinfected before and after each use
- Highchairs will be cleaned and disinfected before and after serving food

- Washrooms will to be cleaned daily or more often as needed
- Low touch surfaces will be cleaned and disinfected daily and between cohorts. These include window ledges, doors, sides of cabinets, furniture, etc.
- Potty chairs and diaper changing surface will be cleaned and disinfected after each use
- Cots and cribs will be labelled and assigned/designated to a single child.
- Cots and cribs will be fully cleaned, disinfected and laundered weekly and high touch surfaces daily.
- The cleaning equipment itself will be carefully cleaned and disinfected on a regular basis to avoid inadvertent cross-transmission of microorganisms during subsequent use.
- Fabric furniture coverings and throw rugs will be laundered weekly, or more often as needed
- Any shared items will be disinfected between users (phones, binders, tablets, etc.)
- Any hard surfaces such as water bottles, containers, travel mugs, cell phones, lunch containers will be cleaned and disinfected upon entry to child care (staff)
- Children will be asked to limit personal belongs to essential items only that can be easily disinfected. An example would be diapers and wipes in unopened packages, bottles, soothers, indoor shoes, and extra clothing. (Please label extra clothing as it will be washed upon arrival.)
- Soothers will be washed in soap and water upon arrival, individually labelled, and stored separately (not touching each other.) Soothers will not be shared among children.
- When using creams and lotions, staff will never put hands directly into the bottle. Single-use disposable gloves will be worn and only put into the container once per glove.

Items that cannot be properly cleaned and disinfected must not be used by children in the facility.

All items used by a symptomatic individual should be cleaned and disinfected. If the items cannot be cleaned (e.g. books) should be removed and stored in a sealed container for a minimum of Seven days.

## COVID-19 Outbreak Response

**Triggering an outbreak assessment.** Once at least one child or staff has presented with new symptoms compatible with COVID-19, Growing Together will immediately trigger an outbreak assessment and take the following steps:

1. Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

Once becoming aware of any suspected and/or confirmed cases of COVID-19 for any child, staff, or guardian, the following steps will be taken immediately:

- Notify the Chatham Kent **Public Health** at 519-355-1071 ext.1900 immediately and follow all direction they provide; including advice regarding the information that should be shared with other parents/guardians of children enrolled at the child care centre receiving Child Care. The local public health unit 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
- Notify the Municipality of Chatham-Kent, Child Care and Early Years Division 519-351-1228 ext.2429
- If the centre is located in a school, notify the school board representative.

2. Where there is a suspected or confirmed case of COVID-19 in a child, Parent/guardian, or staff, the licensee must report this to the ministry as a serious occurrence. Where a COVID-19 outbreak is declared and a play room and/or centre is closed, the licensee must report this to the ministry as a **“Serious Occurrence.”**
3. Enforce enhanced screening measures among children and staff. These could include, screening upon arrival and more frequent monitoring of staff/children throughout the day. Please refer to Child Care Centre Screening Document.
4. If the child care program is located in a shared setting (for example in a school), follow public health advice on notifying others using the space of the suspected illness.
5. Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.

#### **Individuals who are tested:**

- Children and/or staff who test negative for COVID-19 must be excluded from the child care centre until 24 hours after symptom resolution or as directed by the Chatham-Kent Public Health Unit.
- Children and/or staff 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 the Chatham-Kent Public Health Unit

#### **Individuals who are not tested:**

- Ill children and/or staff, if not tested, must be excluded from the child care centre for 14 days from onset of their symptoms

#### **Management of a Single Case in a Child and/or Staff.**

A single positive case in a child and/or staff results in an outbreak being declared at the child care centre. All members of the cohort are to be excluded from the child care centre for 14 days. In consultation with Chatham-Kent Public Health Unit, cohort members may be referred for testing.

#### **Required Steps in an Outbreak.**

If an outbreak is declared at the Growing Together, the following measures will be taken:

1. Consult with and follow directions from the Chatham-Kent Public Health Unit.
2. Notify all parents/guardians, staff, and essential visitors of the facility's outbreak status. (i.e. letters and signage)
3. Enhance cleaning and disinfecting procedures (i.e. increased frequency of cleaning)
4. Enhanced screening procedures (i.e. increased frequency of health checks)
5. More frequent hand hygiene with children and staff.
6. Review staff training on proper Personal Protective Equipment use.

#### **Management of cases in multiple cohorts.**

If there are additional positive cases in other cohorts, the facility will close. In consultation with the local Public Health Unit, all staff and children in the child care centre may be referred for testing.



**Declaring an Outbreak Over.**

In consultation with the Chatham-Kent Public Health Unit, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive case.

**Exclusion of Sick Children/Staff Protocols**

Growing Together will properly complete daily screening on all children, parents/guardians, staff and essential visitors and exclude when necessary. (See When to Exclude below.)

When Children are ill and or exhibit COVID-19 related symptoms, Growing Together will ensure the following:

- Ill children will be separated from the other children into a designated exclusion room (see How to Exclude below) to be monitored by staff until parent/guardian picks up.
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/ guardian of the ill child will be immediately notified to pick them up and take them home. Emergency pick up contacts should be readily available to pick up an ill child if required
- If the child is unresponsive, having trouble breathing, having a convulsion, or whose condition is deteriorating rapidly and must receive immediate medical attention, staff will call 911

**When to Exclude:**

A child and/or staff will be excluded when displaying any signs or symptoms of illness or if the child is unable to participate in regular programming because of illness.

Common symptoms that may be due to COVID infection include one or more of the following:

- Fever (temperature of 37.8C or greater)
- New or worsening cough
- Shortness of breath

Other symptoms include:

- Sore throat
- Difficulty swallowing
- New olfactory (lack of smell) or taste disorders
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (except seasonal allergies, nasal drip, etc.)
- Unexplained fatigue/malaise/myalgia
- Chills
- Headache
- Conjunctivitis
- Lethargy, difficulty feeding in infants

Children or staff who have been exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days

**How to Exclude:**

- If a child and/or staff becomes sick while in the program, they will be isolated and parents/guardians contacted for immediate pick-up. If the sick person is a child, a child care staff will remain with the child until a parent/guardian arrives and will not interact with others.
- The ill child will be brought to the designated isolation room for the centre and will be monitored by a Growing Together staff. The staff will wear a disposable medical grade face mask and a protective face shield. If the isolation room has windows, they will be opened for added ventilation. If the isolation room does not have a handwashing sink, hand sanitizer will be available.
- The child care staff will avoid contact with the child's respiratory secretions.
- Staff member will perform hand hygiene after any contact with the ill child.
- If a separate room is not available, the ill child will be kept at a minimum of 2 metres from others. This will be achieved by using physical barriers, floor markers, etc.
- The ill child will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- All items used by the ill person will be cleaned and disinfected by the cleaning staff designated for that cohort. Any items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container for a minimum of 7 days.
- After an ill child has been sent home, the area will be cleaned and disinfected immediately.
- Growing Together will contact the Chatham-Kent Public Health Unit for directives.

**Reporting:**

- Growing Together will contact the Chatham-Kent Public Health COVID-19 Line 519-355-1071 ext. 1900, who will provide infection control guidance and refer the child for testing.
- Growing Together will consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the Chatham-Kent Public Health Unit.

**Surveillance:**

Children and/or staff who have been in contact with a suspected COVID-19 case will be monitored for symptoms and cohorted (grouped together) until laboratory tests, if any, have been completed or until directed by the Chatham-Kent Public Health Unit. It is recommended that these individuals avoid other high-risk settings and vulnerable persons during this time.

**End of exclusion**

- Ill children and/or staff, if not tested, must be excluded for 14 days from onset.
- Children and/or staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Children and/or staff who test positive for COVID-19 must be excluded from child care for 14 days after the onset of symptoms and clearance has been received from the Chatham-Kent Public Health Unit.

## Child Care Centre Health Screening

Upon arrival at Growing Together, all individuals including children, parents/guardians, staff and essential visitors will be screened by a Growing Together staff, see appendices #2 Childcare Health Screening Log. This will include a daily temperature check. (The screener will screen themselves immediately after entering the building. They will take their own temperature and log their own information on the Staff screening sheet.) Children will also be monitored for signs and symptoms of COVID-19 throughout the day.

Parents/Guardians will be made aware of the screening process before starting back with Growing Together and visible signage will be hung at the entrances and drop-off areas as a reminder.

Growing Together will deny entry to any individual who fails the screening procedure.

Entry past the screening area at Growing Together, will be limited to staff, children, and essential visitors.

### **Screening Reception Area**

Growing Together will have one designated entrance, at each location, with a Screening Area set up. A Growing Together staff, trained on the screening procedures, will complete daily screening.

The screening area will have signage identifying the screening process and will be set up at the main entrance of each facility, blocking access to the building.

The screening area will include the following criteria:

- Location and use of a screening table will be identified.
- The staff Screening will wear a medical grade disposable face mask and a protective face shield.
- Signage regarding proper hand hygiene and respiratory etiquette will be displayed at the screening area and outside the building.
- Signage will be posted instructing parents to keep children home if they have symptoms (fever, cough, difficulty breathing, etc.), and encouraging good respiratory and hand hygiene
- The health screening area will be disinfected regularly throughout screening and the day
- Floor markers will be placed in screening areas to ensure physical distancing requirements are met.
- Growing Together will move screening tables under over hangs or directly inside main entrances if needed due to inclement weather.
- Alcohol based hand rub containing at least 60% alcohol content will be provided at screening tables.
- Anyone entering the facility will be asked to must perform hand hygiene upon entering and cohort staff will assist children with hand hygiene upon entering program.
- Temperatures will be taken by the Growing Together staff completing the screening. The staff will also ask the screening questions to all children, parents/guardians, staff and essential visitors. The Screening Staff will record all screening results on official screening formss.
- Staff screeners will advise site supervisors of any children, parents/guardians, staff or essential visitors who did not pass the screening. Site supervisors will contact the Chatham-Kent Public Health Unit for directions on how to proceed.

### **Health Screening Procedure**

All individuals entering Growing Together will be screened with the indicated questions on each of the screening sheets (Staff, Parents/Guardians, Child, Essential Visitors)

- Health screening questions are for the parent/guardian to answer on their and their child's behalf. Staff and essential visitors are to use the main entrance and be screened by the screener as well.
- Only one parent/guardian is permitted into the screening area
- Parents/guardians are not permitted past the screening area
- Staff are not permitted past the health screening area until they have been cleared to enter the child care centre
- Growing Together will provide the Municipality of Chatham-Kent's Public Health contact information to anyone failing the screening process
- The Staff screening will follow the screening checklist for each person and record the outcome (pass or fail).

If the answer to any of the questions is yes, or if a fever is identified, the individual has failed the screening process and will be refused entry into the child care centre. If the parent/guardian fails the screening process, their children will also not be permitted to enter the child care centre.

Any individual who fails the screening process will be advised to contact their health care provider as well as Chatham-Kent Public Health Unit at 519.355.1071 ext.1900.

Growing Together will keep records of each person entering the facility in a daily log book. The record keeping will take place in the screening area. The supervisor of the centre will oversee the log book. Records will include name, contact information, time of arrival/departure, and the screening results. These records will be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

### **Surveillance:**

Growing Together will monitor for an increase in above normal amount of illnesses among children.

Growing Together classroom staff will observe and record the following in the classroom communication logs:

- Children who appear ill at arrival or throughout the day
- Symptoms of illness including any complaints of sore throat, headache or stomach ache
- Date and time symptoms occur
- Attendances and absences

Any increases in the number of ill children, will be reported to Chatham-Kent Public Health

**Note:** Any children returning from absence due to illness from COVID-19 or contact with a confirmed case must do so under the guidance of Chatham-Kent Public Health in conjunction with Growing Together.

### **Daily Records**

- Growing Together will maintain daily records of anyone entering the facility and the approximate length of their stay (such as cleaners, people doing maintenance work, people

providing supports for children with special needs, those delivering food). These records will be kept on the premises.

- Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

## **Staff Safety**

### **Protecting Yourself and Co-Workers**

The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose or eyes.

Here is some general guidance and helpful tips to help prevent the spread of germs:

- Maintain physical distancing of at least 2 metres (6 feet)
- Staff are to not work at more than one child care location, though they may work at another job outside of child care.
- Promote good hand washing and respiratory hygiene
- Minimize contact with people who are sick, and stay at home if you are sick
- Where possible, wear gloves when interacting with high-touch areas, using proper donning/doffing procedures.
- Change out of work clothing at the end of each shift and wash them. Do not store your street clothes and work clothing in the same space unless both are clean.
- Limit the amount of face-to-face contact during work activities, and limit any casual interactions that normally occur at work.
- Follow posted capacity signs in lunchrooms and break rooms and follow physical distancing practices. (Several locations have secondary lunch and break rooms set up to accommodate physical distancing.)

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

- Masks are not recommended for children, particularly those under the age of two.
- When wearing a mask, you should wash your hands before donning the mask and before and after removing the mask. Refer to the training video for how to properly wear and take off masks and eye protection.

Non-medical masks or face coverings should:

- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be made of at least two layers of tightly woven material (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

**Face coverings will not protect you from getting COVID-19.** The best way to protect yourself is to:

- minimize errands to a single trip where possible
- avoid close contact with others and keep at least two meters from others outside your household
- wash your hands regularly (or using alcohol-based hand sanitizer if soap and water are not available)
- practice proper cough and sneeze etiquette (for example, sneeze and cough into your sleeve and avoid touching your eyes, nose or mouth)

### **Who should not use face coverings**

Face coverings should not be placed on or used by:

- children under the age of two
- anyone who has trouble breathing
- anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance

### **How to properly use face coverings**

When wearing a face covering, you should:

- wash your hands immediately before putting it on and immediately after taking it off (practice good hand hygiene while you are wearing the face covering)
- make sure the face covering fits well around your nose and mouth
- avoid moving the mask around or adjusting it often avoid touching the covering while using it
- not share it with others

Face coverings should be changed when they get slightly wet or dirty.

### **Remove or dispose of face coverings**

When removing a face covering, you should:

- throw it out into a lined garbage bin
- wash your hands

Do not leave any discarded face coverings in shopping carts or on the ground.

### **Cleaning**

If the face covering **can be cleaned**, you should:

- put it directly into the washing machine or a bag that can be emptied into the washing machine
- wash with other items using a hot cycle with laundry detergent (no special soaps are needed), and dry thoroughly
- wash your hands after putting the face covering into the laundry

All face coverings **that cannot be cleaned** should be thrown out and replaced as soon as they get slightly wet, dirty or crumpled.

For more information, please read the Public Health Ontario (PHO) fact sheet.

### **Summary Dos and Don'ts**

**Do:**

- wash your hands immediately before putting on and immediately after taking off a face covering or face mask
- practice good hand hygiene while you are wearing the face covering
- make sure the face covering fits well around your nose and mouth
- avoid moving the mask around or adjusting it often
- avoid touching the covering while using it
- change the face covering or face mask when it gets slightly wet or dirty

**Do not:**

- share face coverings or face masks with others
- place on children under the age of two years or on anyone unable to remove without assistance or who has trouble breathing
- use plastic or other non-breathable materials as a face covering or face mask

**Hand Hygiene**

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (at least 60% alcohol based).

Hand washing with soap and running water must be performed when hands are visibly soiled. **Hand washing using soap and water, wherever possible, is recommended over alcohol-based hand rub.**

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.

**Hand Hygiene Procedure**

Hands carry and spread germs. Touching your eyes, nose, mouth, sneezing, or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing proper hand hygiene (including assisting children with hand hygiene) when hands are visibly dirty and/or after;

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening

\*Also incorporate additional hand hygiene opportunities into the daily schedules

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands and Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled and a hand-washing station is not accessible, follow these steps for cleaning hands:

- Apply hand sanitizer (at least 60% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

### **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

### **Hand Sanitizing Information**

When your hands are not visible dirty, an at least 60% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Parent consent is required to use hand sanitizer on children. Growing Together will get consent via parent forms for school age children only, Growing Together will not administer hand sanitizer to younger children. If consent is not provided the child may not be permitted. Children under the age of 2 are not permitted to have hand sanitizer applied, instead perform hand washing frequently and gently.

### **Glove Use**

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

### **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.

Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer



## Applying Lotion

If applying lotion, sunscreen, etc. to a child, gloves are not necessary. Staff will use proper hand hygiene before and after each application.

## Space Set-Up and Physical Distancing

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

- When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort. The following are examples of ways to encourage physical distancing:
  - Spreading children out into different areas, particularly at meal and dressing time;
  - Incorporating more individual activities or activities that encourage more space between children
  - Using visual cues to promote physical distancing.
- Where two cohorts are using the same indoor space (e.g. gym), Growing Together will ensure that a floor to ceiling temporary physical barrier is in place to ensure that physical distancing of at least 2 meters between cohorts is maintained.
- In shared outdoor space, cohorts must maintain a distance of at least 2 meters between groups and any other individuals outside of the cohort.
- The distance between cots will be 6 feet or 3 feet if children are placed head to toe. In infant programs, only every other crib will be used in sleep rooms.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
  - planning activities that do not involve shared objects or toys
  - when possible, moving activities outside to allow for more space
  - avoiding singing activities indoors.
- When holding infants and toddlers, use blankets or cloths over childcare providers clothing and change the blankets or cloths between children
- Avoid getting close to faces of all children, where possible Staff will encourage more physical space between children by:
  - Spreading children out into different areas
  - Staggering, or alternating lunchtime and outdoor playtime
  - Cots are to be stacked in a manner in which there is no contact with the sleeping surface of another cot

## Addition Precautions:

- Site Supervisors will complete the Operational Requirements – Childcare Re-opening Checklist before opening and weekly after thereafter as directed. See Appendices #4.
- Windows should be opened whenever possible and fans used to disperse air in the playrooms.
- During meal times, staff will portion out and serve children.
- Chairs will be positioned as far apart as possible at tables to maintain physical distancing. (A table that typically had 8 chairs, will now have 2-4 chairs depending on the size.)

- Staff will separate the group as much as possible. Example-one group outside and one group inside.
- Limit number of children in bathroom at one time. Recommended to have only 1 child if possible.
- When changing diapers with child standing, face child away from you.
- Only disposable diapers and wipes will be permitted.
- Only kitchen staff will be permitted in the kitchens.
- Kitchen staff will deliver and pick up meal carts in the hallway outside of each playroom to limit the number of people enter rooms.

## Enhanced Childcare Cleaning Chart-Appendices #1

**\*Please record time and initial each item after completed.**

<b>Item Cleaned Daily</b>	<b>Monday Date:</b>	<b>Tuesday Date:</b>	<b>Wednesday Date:</b>	<b>Thursday Date:</b>	<b>Friday Date:</b>
All items children bring from home are disinfected					
All items staff bring from home are disinfected					
Staff wash hands or use hand sanitizer frequently.					
Children wash hands frequently.					
All toys put in child's mouth are disinfected					
Indoor Toys					
Tables, chairs & highchairs before and after use					
Food Prep areas before & after use					
High touch surfaces twice daily #1					
High touch surfaces twice daily #2					
Low touch surfaces daily					
Outdoor Toys and Play Structures					
Outdoor common touch surfaces before each use					
Water and sensory play closed or on an individual basis					
Soft fabric toys removed					
Shared items disinfected between users each time ex. I-pads					
Potty chairs, diaper mats and toilets disinfected					

after each use					
For diaper creams and lotions, use single-use gloves (only put glove in container once. If more is needed get a new glove.)					
Avoid close face contact					
High touch surfaces on cots					
<b>Items Cleaned Weekly</b> *Initial Day cleaning is complete	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Shelves					
Equipment in room					
Fabric covered furniture					
Cots and Cribs					

**Please Note:**

- High touch surfaces include surfaces such as faucets, flushing handles, toilet seats, light switches, shelving, containers, hand rails, door knobs, etc.
- Low touch surfaces include window ledges, doors, sides of cabinets, furniture, etc.
- These are all minimum requirements.



**CK Child Care  
& Early Years**

## Emergency Child Care Health Screening - CHILD

COVID-19 Active Surveillance / Health Screening Form for Children



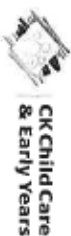
**Chatham-Kent**  
CONFIDENTIAL - CHAM-KENT IS SHARED

Facility Name: \_\_\_\_\_

**Form to be completed daily for each child**

Week of: \_\_\_\_\_

Date	Name (LAST NAME, first name)	Room	Time	Fever, new or worsening cough or difficulty breathing?	Tired / Outside of Canada in the last 14 days? If yes, where?	Identified by p. 14, with a person who is confirmed / probable COVID- 19 case?	Had close contact with a person who has been outside Canada in the last 14 days?	Has the child had any fever reducing medication in the last 5 hours?	Any atypical symptoms or signs of illness?*	Record Temperature (Must be higher than 37.8 degrees Celsius)	Onset date of first symptoms (if possible)	Comments
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# Emergency Child Care Health Screening - ADULT

COVID-19 Active Surveillance / Health Screening Form for Children



Facility Name: \_\_\_\_\_

Form to be completed daily for each ADULT dropping off child

Week of \_\_\_\_\_

Date	Time	Name (Last Name, First Name)	Child Dropping off	Fever, new or worsening cough or difficulty breathing?	Travel Outside of Canada in the last 14 days? If yes, where?	Identified by P.H. as a probable COVID-19 case?	Had recent exposure with a person with acute respiratory illness who has been outside the household?	Taken any fever reducing medication in the last 5 hours?	Temperature (Must be lower than 37.8 degrees)	Onset date of first symptom (if known)	Comments
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**CK Child Care  
& Early Years**

## Emergency Child Care Health Screening - STAFF

COVID-19 Active Surveillance / Health Screening Form for Children



Facility Name: \_\_\_\_\_

Form to be completed daily for each staff member

Week of \_\_\_\_\_

Date	Time	Name (Last name, first name)	Working in Room	Fever, run or wheezing cough or difficulty breathing?	Travel Outside of Canada in the last 14 days? If yes, where?	Identified by P.H. as a contact of a confirmed/ probable COVID-19 case?	Close contact with a person with acute respiratory illness who has been outside	Taken any fever reducing medication in the last 5 hours?	Recent Temperature (Must be lower than 37.2 degrees Celsius)	Onset date of first symptom (Symptoms)	Comments
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## Parent/Guardian Agreement-Appendices #3

Under Provincial direction, Growing Together Family Resource Centre may operate following strict health and safety protocols to prevent the spread of COVID-19 and to ensure the safety of child care staff, children and their families.

### What is COVID-19?

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

### Health and Illness Protocol for COVID-19

Children who are ill should **NOT** attend Growing Together.

Children should also not attend Growing Together if any member of their household is ill with COVID-19 symptoms.

To manage the risk of spreading illness within Growing Together, the Chatham Kent Public Health Unit has provided direction on cleaning/sanitation protocols and personal health care practices including frequent hand washing. Chatham-Kent Public Health Unit also requires daily active screening of all individuals arriving at the child care centre.

ALL CHILDREN AND PARENTS/GUARDIANS must be screened DAILY UPON ARRIVAL at Growing Together. Temperature checks will also be conducted on all children and parents/guardians at drop off. Both the child(ren) and parent/guardian must get a PASS on the screening for the child(ren) to attend the program. In addition to daily active screening, all children will be monitored throughout the day for emerging signs or symptoms of illness.

Your COVID-19 screening results, including contact information, collected by Growing Together during the screening process, may be provided to the Chatham Kent Public Health Unit, to help manage and reduce the risk of spreading the COVID-19 virus in the child care centre.

As a Parent/Guardian, you can prevent the spread of illness by keeping your child(ren) home from the program if you or your child(ren) experience any of the following signs or symptoms:

- A temperature at or above 37.8 degrees Celsius (100 degrees Fahrenheit)
- New or worsening cough
- shortness of breath

Other symptoms may include:



- Sore throat
- Difficulty swallowing
- New olfactory (lack of smell) or taste disorders
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (except seasonal allergies, nasal drip, etc.)
- Unexplained fatigue/malaise/myalgia
- Chills
- Headache
- Conjunctivitis
- Lethargy, difficulty feeding in infants

If your child(ren) experiences any of the signs or symptoms listed above while at the Growing Together, staff will contact you or one of your emergency contacts to pick up your child(ren) immediately. While your child(ren) waits for you or your designate to arrive, s/he will be separated from the other children.

- Ill children and/or staff, if not tested, must be excluded for 14 days from onset.
- Children and/or staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Children and/or staff who test positive for COVID-19 must be excluded from child care for 14 days after the onset of symptoms and clearance has been received from the Chatham-Kent Public Health Unit.

To protect the health of all individuals at Growing Together, staff will support the arrival and pick up routine for families. Upon arrival, parents/guardians and children will be screened. Once screening is completed and both the parent/guardian and child(ren) PASS, Growing Together staff will escort the child(ren) to their appropriate playrooms. Parents/guardians will not be permitted to enter the building. Pick-up and drop-off of child(ren) will occur outside the child care setting at designated Screening Stations.

As a Parent/Guardian responsible for my child(ren)'s child care placement, I agree to the following:

- ☐ I have read and understood the above information
- ☐ I understand the risk of illness associated with placing my child(ren) in child care services
- ☐ I agree to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons entering the centre.  
Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of my child care placement
- ☐ I will not administer any medication to my child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child(ren) off at Growing Together
- ☐ I agree to exclude all of my children from Growing Together immediately upon observing any of the above signs or symptoms of illness in any family member until medically deemed able to return to care
- ☐ I consent to providing copies of any of my child(ren)'s COVID-19 test results to Growing Together.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### COVID-19 Screening

##### Notice with Respect to the Collection, Use and Disclosure of Personal Health Information

The information pertaining to your COVID-19 Screening is being collected, used and disclosed under the authority of the Health Protection and Promotion Act R.S.O. 1990 c.H.7 and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure and disposal of information including the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.5 and the Personal Health Information Protection Act 2004 S.O. 2004 c.3.

\*Site Supervisors will complete the following Checklist to ensure compliance before reopening and weekly thereafter as directed. Appendices #4



### 3.COVID-19 Operational Requirements: Child Care Re-Opening

Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

1.	Entrance	Y	N	N/A
1.1	<p><b>Passive Screening and Signage:</b> There is signage at the entrance prompting staff, parents/guardians, and essential visitors to self-identify if they/their children have signs and symptoms of COVID-19.</p> <p>There are also:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reminders to perform hand hygiene.</li> <li><input type="checkbox"/> Signage for proper mask use.</li> <li><input type="checkbox"/> Reminders to follow respiratory etiquette.</li> <li><input type="checkbox"/> Access to alcohol-based hand rub (ABHR) in an alcohol concentration of at least 60% (not accessible to children)</li> <li><input type="checkbox"/> Upon entry in the childcare center, staff, essential visitors and children shall wash/disinfect their hands.</li> </ul>			
1.2	<p><b>Active Screening:</b> There is a screener present at the entrance to actively screen all staff, children, parents/guardians, and essential visitors, for signs and symptoms (including taking temperatures) as they enter the building.</p> <p>Thermometers must not be used between children/staff without single use protective covers or disinfecting between uses.</p> <p><input type="checkbox"/> Screening charts are printed from the most updated forms posted on the child care portal. <b>Do not permit children/staff who are ill to enter the childcare center.</b></p> <p>There are also:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical distancing measures in place - through physical means (2m) or Plexiglas/other barrier.</li> <li><input type="checkbox"/> Personal protective equipment (PPE) – if there is no physical barrier/distancing</li> </ul>			



	<input type="checkbox"/> Surgical/procedure mask <input type="checkbox"/> Eye protection ( <i>goggles or face shield</i> )  <input type="checkbox"/> All screening charts are to be kept as a log book of all individuals entering the facility. Including but limited to; delivery people, special needs support staff, cleaners etc. <input type="checkbox"/> A process for individuals who respond "yes" to one or more symptoms of COVID-19  <input type="checkbox"/> Screeners ask all staff if they are working at other facilities (question on the screening chart). Those who respond yes to working in another facility/location are <b>NOT</b> to enter the facility  <input type="checkbox"/> Supply/replacement staff should be assigned to specific cohorts			
1.3	<b>Ongoing Monitoring:</b> Staff are to monitor their cohort of children and themselves for symptoms and signs of COVID-19. If a child or staff member becomes sick while in program they are isolated and family members contacted for immediate pick-up – refer to the <i>Exclusion of Sick Children/Staff Policy and Procedures</i> .  <input type="checkbox"/> A written process for isolating sick children and staff <input type="checkbox"/> A designated location for isolation: _____ <input type="checkbox"/> A written process for cleaning and disinfecting items used by the sick individual <input type="checkbox"/> Staff are aware of reporting requirements. Childcare centers have a duty to report suspected or confirmed cases of COVID19 under the Health Protection and Promotion Act (HPPA) <b>Public Health COVID-19 Hotline: 519-355-1071x1900</b>			
1.4	<b>Drop-Off and Pick-up Procedures:</b> Procedures support physical distancing and separate groups as best as possible (i.e., each cohort enters through a different door, or staggered entrance times). Parents/guardians do not go past the screening area, unless necessary.  <input type="checkbox"/> Hand Sanitizers available at all entrances. Verify that wall dispensers have material <input type="checkbox"/> Physical distancing of 2 meters (using signage/markings on the ground) <input type="checkbox"/> Personal belongings minimized. If brought, are labeled and kept in the child's designated area			
<b>2.</b>	<b>Maximum Capacity, Cohort Size and Ratio:</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	A cohort is defined as a group of children and staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days.			
2.1	<input type="checkbox"/> If more than one child care program or day camp is offered per building, a separation between the programs and cohorts is maintained <input type="checkbox"/> Maximum cohort size for each room is 10 individuals (including children and staff - excludes special needs resource staff) <input type="checkbox"/> Cohorts are not mixed			



3. Use of Masks and Personal Protective Equipment (PPE): Masks are not recommended for children, particularly those under the age of two.	Y	N	N/A
3.1 Masks available for use in the screening area, for staff cleaning and disinfecting blood or bodily fluid spills, for staff caring for a sick child or a child showing symptoms of illness (if tolerated and above the age of 2).  <input type="checkbox"/> Where masks are stored: _____ <input type="checkbox"/> Staff have access to masks  Quantity of PPE: Masks _____ Gloves _____ Gowns _____ Goggles _____ Faceshield _____  <input type="checkbox"/> Staff assess and monitor the rate of use  <input type="checkbox"/> Staff are trained on and can demonstrate proper donning and doffing of PPE.			
3.2 Proper hand hygiene is performed and promoted throughout the facility. <input type="checkbox"/> Appropriate number of hand washing sinks/sanitizing stations available			

4. Cleaning and Disinfection	Y	N	N/A
4.1 Frequently touched surfaces are cleaned and disinfected at least twice a day (i.e., doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).  <input type="checkbox"/> Designated/backup cleaning staff roster has been made <input type="checkbox"/> A cleaning and disinfection log is used to track and demonstrate cleaning schedules.			
4.2 Facility uses approved, non-expired cleaning products that have a DIN number and a manufacturer's recommended contact time of less than 5 minutes. Product used: _____			
4.3 Linens (i.e., infant blankets and single-use face/hand cloths) are laundered in between children. <input type="checkbox"/> Linens are laundered after each use <input type="checkbox"/> Cot covers are laundered weekly			

5. Space Set-Up and Physical Distancing	Y	N	N/A
5.1 Physical distancing of 2m maintained between cohorts (including during outdoor play). <input type="checkbox"/> No mixing of cohorts <input type="checkbox"/> Scheduled times for each cohort in common areas (gyms, outdoor playgrounds)			



5.2	Physical distancing is promoted within cohorts <input type="checkbox"/> Spreading children out <input type="checkbox"/> Incorporating individual activities or activities that encourage more space between children			
5.3	A physical barrier is in place to ensure physical distancing when cohorts are using the same indoor space.			
5.4	Physical distance is maintained between cots/resting mats/playpens or children are placed head to toe or toe to toe if space is limited.			
5.5	Shared spaces that cannot be cleaned and disinfected are not used. (Example: outdoor sand boxes)			

6	Equipment and Toy Usage	Y	N	N/A
6.1	Toys and equipment are cleaned and disinfected at a minimum between cohorts (avoid toys/equipment that cannot be cleaned and disinfected). <input type="checkbox"/> Who is responsible for cleaning and disinfecting: _____ <input type="checkbox"/> Mouthed toys are cleaned and disinfected immediately after the child is finished using it. Mouthed toy bins are available in each cohort room <input type="checkbox"/> Each cohort has designated toys and equipment, if applicable			
6.2	Sensory materials are single use (available to the child for the activity) and labelled with the child's name, if applicable. (Exception: large outdoor sandboxes)			
6.3	Play structures are used one cohort at a time. <input type="checkbox"/> Established schedule for each cohort  Play structures are cleaned and disinfected at a minimum between cohorts. <input type="checkbox"/> Log documenting cleaning and disinfecting  <i>Community playgrounds are not to be used at this time.</i>			

7	Interactions with Infants/Toddlers	Y	N	N/A
7.1	Use blankets or cloths over clothing when holding infants and toddlers. Change the blankets or cloths between children. <input type="checkbox"/> Clean linens stored in sanitary condition <input type="checkbox"/> Laundry bin provided in each cohort room <input type="checkbox"/> Linens immediately placed into laundry bin after use			
7.2	Avoid getting close to faces of children whenever possible (ie. activities that may result in droplet spread)			

8	Food Provisions	Y	N	N/A
8.1	No self-serve or food sharing. Meals are served in individual portions, using utensils.			
8.2	Provision of food outside of the regular meals/snacks provided by the program is not permitted, except where required due to medical dietary needs (ie. allergies, etc.). Food handling and serving practices must comply with the requirements stipulated by the CCEYA and the Ontario Food Premises Regulation (O. Reg. 493/18).			



	<a href="https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/Nutrition/index.htm">https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/Nutrition/index.htm</a>			
8.3	Hand hygiene practiced by staff, food handler, and children. <input type="checkbox"/> Staff wash hands prior to serving food <input type="checkbox"/> Food handlers wash hands as needed during food preparation <input type="checkbox"/> Children wash hands before meals and snacks			
8.4	Where possible, children practice physical distancing while eating. <input type="checkbox"/> Adequate spacing in cohort rooms for food service <input type="checkbox"/> Common dining areas have separate areas for cohorts or staggered schedules			

<b>9</b>	<b>Staff Training</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
9.1	Staff are provided training on health, safety, and other operational measures. <input type="checkbox"/> Instruction on cleaning and disinfection <input type="checkbox"/> How to safely conduct daily screening and keep daily attendance records <input type="checkbox"/> Proper mask use <input type="checkbox"/> Proper hand hygiene <input type="checkbox"/> What to do if someone becomes sick			
9.2	<input type="checkbox"/> Staff Training records are available and up to date.			

<b>10</b>	<b>Visitors</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
10.1	No non-essential visitors at the program. No volunteers or students at the program.			
10.2	Ministry, public health officials and essential visitors are screened prior to entering the premises, wear PPE, and follow any other protocols.			

### Comments / Notes:

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