



COVID-19 Protocols for

Child Care/Before and After School Programs

Updated April 29th, 2021

This document is subject to change in accordance with direction from the Ministry and local health officials.

The most recent updates are highlighted in yellow.

All programs will be required to continue following strict health and safety measures while operating at their full licensed capacity. Highlights of changes from the original protocol are listed below:

- Only Growing Together staff, children and essential visitors will be permitted to enter the child care at all Growing Together locations.
- All screening stations will be located outside of the main entrance at all Growing Together locations.

These protocols apply to the following:

Children attending child care, child care centre staff, post-secondary students, child care licensees/operators and Essential Visitors. These protocols will be communicated via email to all families and staff. We ask essential visitors to review the protocols via our website at www.gtfrc.org.

1. COVID-19 Requirements

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 procedures as documented in their policies and procedures as well as the regulations and guidelines put in place by the Chatham-Kent Public Health Unit, Municipality and Childcare Ministry.

Some of the precautions to reduce the spread of COVID-19 could include but are not limited to:

- Reduced 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
- Changes to minimum requirements to hold your childcare space
- Physical Distancing Measures
- Prioritization of available spaces

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

- Receive Mandatory training before commencing employment and sign off on training.

-Read and sign off on all Protocols put in place due to the Pandemic and any time a change is made to the protocols.

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

- Hours of operation will be 6:30am to 5:30pm daily Monday to Friday for all locations.
- The extended program at May Court will not be offered at this time.
- Children will be in cohorts according to their age range and will not be mixed with other childcare cohorts. Ex. Toddler, Preschool, FDK, School Age.
- The minimum requirement to maintain a space with Growing Together will be 2 full days or 3 half days a week. This will be considered part time status. 5 full days a week will be considered full time status.
- The minimum requirement to maintain a space with Growing Together during the school year is 3 sessions a week. (The am program would classify as one session and the pm program would classify as one session.)
- Staff to child ratios will stay the same as per the Childcare and Early Years Act.
- Growing Together staff will be able to complete multiple roles (ex. Screener and runner), as long as they are included in two or less cohorts. Staff are only able to work at one Growing Together location.
- Staff will receive scheduled hours weekly indicating start, end and break times.
- Enhanced cleaning and disinfecting will be in place. See Enhanced Childcare Cleaning and Disinfection Chart for more details, see Appendices #1.
- Upon arrival at the child care setting, all individuals including children, staff and essential visitors will be screened including daily temperature checks prior to entry. See Childcare Health Screening Log, Appendices #2.
- Only Growing Together staff, children and essential visitors will be permitted to enter the child care at all Growing Together locations.
- Use of Personal Protective Equipment has been enhanced according to recommendations by the Chatham-Kent Public Health Unit. See PPE section below.
- All children in grade 1 and up, all GTFRC staff and essential visitors entering a Growing Together location, must wear a face mask. All GTFRC staff and Essential visitors entering the building must wear a medical grade face masks and protective eye wear. (Adults such as electricians and plumbers in the building for short periods of time, can wear only a medical grade face mask but must social distance as much as possible.)
- If physical distancing of 6 feet can be safely maintained, staff can remove their face masks and protective eye wear. Face masks and protective eyewear must be worn in hallways.
- Volunteers will not be allowed in any Growing Together locations at this time.
- GTFRC will not be accepting students, other than GTFRC staff, until further notice.

Mandatory Training

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 Health and Safety training before commencing employment.
- All staff will receive additional training as needed/recommended by Health Unit and sign off once training is complete.

The following are the 3 areas of training put in place by Growing Together:

1. 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 and support staff (CKCS) will watch the training videos below before commencing employment and will sign off after receiving the training. (July 27, 2020)

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>

2. 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 Growing Together employees (excluding the financial team), will watch the “Rebuilding our Village” training videos before commencing employment and will sign off after receiving the training. (July 27, 2020)

New staff, staff returning to work after September 1st, 2020 and the financial team will not be responsible for watching the Rebuilding our Village training videos. They will instead complete HR downloads Personal Protective Equipment Training online and sign off before commencing employment.

3. All Growing Together employees and support staff (CKCS) will read the Growing Together Covid-Protocols for Reopening Document before commencing employment and will sign off. (July 27, 2020)

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 share

with parents, the policies and procedures regarding health and safety protocols to COVID-19, including requirements and exceptions related to masks. Growing Together will communicate with families via the www.gtfrc.org website, the Growing Together face book page, parent e-mails and telephone calls. Families will read and sign the GTFRC Parent/Guardian Agreement Form before resuming child care and before any new family starts with GTFRC, see Appendices #3. Families will receive their account statements bi-weekly via email and e-transfer payments will be encouraged. Orientations for new families and parent meetings will be conducted through Zoom online or the telephone. 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

In the event of a confirmed covid-19 case or an outbreak is declared in a Growing Together location, Growing Together will follow the direction of the CK Public Health Unit in regards to how to communicate the information to parents/guardians and staff.

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 and essential 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:

- All Growing Together staff and Essential Visitors working in program, must wear a medical grade face mask and protective eyewear. If physical distancing of 6 feet can be safely maintained, face masks and protective eyewear can be removed. Face masks and protective eyewear must be worn in the hallways. (See Recommendation for the use of PPE section with additional information around the use of face masks.)
- Medical grade face masks and protective eyewear will be used by staff working at screening stations.
- School Age children in grade 1 and above will be required to wear non-medical or cloth face masks. Children aged 2 years old-SK are encouraged but not required to wear a mask. Children under the age of two should never wear a mask. (See Recommendation for the use of PPE section with additional information around the use of face masks.)

- The ministry recognizes that some children will be unable to wear masks for medical reasons and it is expected that these will be relatively rare cases. See section on Mask Exemptions below.
- Growing Together will support children to wear masks to the greatest extent possible.
- Resources are available that can be shared with parents/guardians on supporting children in wearing masks and on health and safety practices for children who cannot wear masks. [See for example this tip sheet](#) from Holland Bloorview Kids Rehabilitation Hospital.
- All staff and children will be required to wear inside shoes in the playrooms.
- It is recommended that when rocking or snuggling a child, a receiving blanket will be put between the staff and the child. The blanket would then be washed after each child. (No longer a requirement but considered best practice.)
- When cleaning up bodily fluids with the risk of splashing, staff will wear a medical grade face mask, protective eyewear and disposable gloves.
- Adults such as electricians and plumbers in the building for short periods of time, can wear only a medical grade face mask but must social distance as much as possible.

Attestation Form

The Ministry of Education has provided all child care operators with an Attestation Form. Growing Together will complete and submit this form to the Ministry of Education Program Advisor at least two days prior to reopening our childcare locations after the pandemic.

The form confirms that Growing Together has developed and reviewed the enhanced protocols with staff, parents and visitors, and that the policy has been made available to parents.

Prioritization

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

- Growing Together Family Resource Centre Staff Children
- Working Families requiring full time care
- Working Families requiring part time care
- Families with special circumstances that would benefit from children returning to care, such as children with special needs.

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.

Children's enrollment date with Growing Together may be used in the event of limited child care spaces.

In the event that Growing Together is closed due to a Pandemic, a survey will be emailed to all Growing Together families to determine need. Priority will be given to families who complete the survey according to the time frame listed on the survey.

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 31st, 2020. Growing Together will not charge families or accept fees or deposits to add families to a priority list for preferred access to spaces.

A child who was receiving care at Growing Together, prior to the Covid closure, will be given priority over new children requiring care. Families not requiring care will be put on a secondary waitlist. Starting September 28th, families on the secondary waitlist will be given 14 days to accept or decline their childcare space. Families who accept the childcare space will be required to maintain the Growing Together minimum requirements for care. Families who decline the childcare space will be taken out of the Growing Together system. They are welcome to put their children back on the Municipal Wait List for future childcare enrollment as needed and as space becomes available.

In the event that Chatham-Kent goes into a Municipal lockdown, parents will not be required to pay a reserve fee to hold their childcare space if care is not needed.

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.

- Only Growing Together staff, children and essential visitors will be permitted to enter the child care at all Growing Together locations.
- Parents/Guardians will not be able to enter the building and a designated staff will walk children to and from their classrooms.
- Parents or Guardians will be responsible to complete on-line screening at <https://covid-19.ontario.ca/school-screening/> with their child(ren) before they arrive at their Growing Together location daily. A printed version of the screening will also be available at the screening table for parents to review if they do not have access to the online site. A Growing Together staff will complete a condensed screening with all children upon arrival which will include a temperature check. The child must pass the screen before entering the child care setting past the screening area. See Childcare Health Screening Log, Appendices #2.
- All approved individuals entering a GTFRC location must wear a face mask or face covering. This includes children in grades one and older. See PPE section above for details.
- All Growing Together staff and essential visitors will participate in active screening daily, upon arrival, which will include daily temperature checks prior to entry. See Childcare Health Screening Log, Appendices #2.
- If an individual does not pass the screening checklist, they will not be able to enter the building. See Health Screening Procedures section for more information.

- Everyone entering a Growing Together location will be required to sanitize their hands upon entry. Alcohol based hand sanitizer with a concentration of 70-90% alcohol will be available with signage demonstrating appropriate use, for adults and older children with parent/guardian assistance. Hand Sanitizer will not be accessible to children. Younger children will be asked to wash their hands upon entering their classrooms.
- Drop off times will be daily from 6:30am-10:00am. The Tecumseh School and Harwich Raleigh School locations will have screening tables open until school children are released to their school day classes. (Children can be dropped off after 10:00am but may have longer wait times as the official screener/walker will not be readily available.)
- Children, staff and essential visitors are encouraged to minimize their personal belongings brought into the centres. Belongings should be labelled and stored in children's cubbies or a designated area.
- There will be "X" placed on the ground in the entrances ways for families to stand on while waiting, to ensure physical distancing.

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 5:30pm. The Tecumseh School and Harwich Raleigh School locations will have screening tables open after school from 3:45-5:30pm daily. (Children can be picked up before 3:00pm but may have longer wait times as the official screener/walker will not be readily available.)

Liability and Insurance

All requirements under the CCEYA will be met in addition to the enhanced health and safety measures outlined in this document and by local public health.

2. Before and After School Programs (K-GR.6)

With some exceptions, these protocols apply to child care centres, licensed home child care, and before and after school programs. *For easy reference, Items referring explicitly to before and after school programs in other sections of this document will be marked in green.*

The following information is intended to provide clarification and best practices to operate before and after school programs with enhanced health and safety guidelines and/or restrictions in place for the 2020-2021 school year due to COVID-19.

All before and after school programs operated or contracted by the board should follow the health and safety requirements set out by the Ministry of Education for core-school program delivery as well as guidance provided by the school board and local public health unit.

Please refer to the Ministry of Education's documents for more information and guidance:

<http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf>.

<http://www.edu.gov.on.ca/childcare/before-and-after-school-programs-guide.pdf> .

How Does Learning Happen?

As of September 2020, the Ministry of Education has provided direction that all before and after school programs may operate with pre-COVID-19 outbreak declaration ratios and maximum group size requirements.

3. 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

These records will be kept for a minimum of one year and will be stored on the premises of the child care centre at which the child receives care. Growing Together will produce a specific cleaning and disinfecting chart for each classroom & outdoor playground, kitchen, and common areas. The checklists will be used to track and demonstrate cleaning schedules. Growing Together will have designated staff to clean and disinfect. These individuals will be responsible for keeping cleaning and disinfecting records. These staff may also perform other duties. (See Appendices #1- Enhanced Childcare Cleaning Chart)

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, while maintaining physical distancing as much as possible between children, and focus on hand washing before and after play.
- 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 are no longer required to be cleaned and disinfected between groups. Please focus instead on proper hand hygiene before and after using shared play structures. (Nov 25, 2020)

Frequently touched areas:

- Frequently touched surfaces are cleaned and disinfected at least twice a day (e.g., washrooms (toilet fixtures, faucets), eating areas (tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, water fountain knobs., etc.)
- Staff will adhere to diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting processes.
- It is recommended that shared spaces (i.e., washrooms) or shared objects, should be cleaned in between each use and only one group at a time should access the shared space/equipment.

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 and between each group usage. In the event that it is not possible to clean the washroom(s) in between the use by each group of students, focus on proper hand hygiene before and after using the washroom is advised.
- 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.
- 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.
- At this time, sanitizing outdoor structures on playgrounds is not required, but rather, before and after school programs will focus on maintaining distance and limiting total gathering size on playgrounds and following masking protocols when physical distancing cannot be maintained.

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.

4. Child Care Centre Health Screening

- Growing Together Screening stations will be set up outside the main entrance for each location.
- Parents or Guardians will be responsible to complete on-line screening at <https://covid-19.ontario.ca/school-screening/> with their child(ren) before they arrive at their Growing Together location daily. A printed version of the screening will also be available at the screening table for parents to review if they do not have access to the online site. A Growing Together staff will complete a condensed screening with all children upon arrival which will include a temperature check. The child must pass the screen before entering the child care centre. See Childcare Health Screening Log, Appendices #2.
- All staff and essential visitors will participate in active screening daily upon arrival, which will include daily temperature checks. See Childcare Health Screening Log, Appendices #2.
- The screener and all Growing Together staff, will screen themselves immediately after entering the building if the screening station is not open. 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 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. When an individual does not pass the screening and is not permitted to attend the program, this does not need to be reported to the Public Health Unit. Refer to “Info for Child Care Health Screeners” form for details around next steps for parents. Appendices #5.

Before and After School Programs:

- All individuals, including children attending before and after school program, staff and essential visitors will be screened each day before entering the centre which will include daily temperature checks. See Childcare Health Screening Log, Appendices #2.
- Staff in the GTFRC after school programs will conduct visual health checks and take the temperature of all children, before they enter the childcare program, from the school. The information will be recorded onto daily logs and kept on the premises. See Appendices #6
- Protocols are in place to allow for communication between school/core day and before and after school providers regarding screening.
- All before and after school program providers must maintain daily records of screening results, and keep these records on the premises.

Screening Reception Area

Growing Together will have one designated entrance, at each location, with a Screening Area set up outside. A Growing Together staff, trained on the screening procedures, will complete daily screening on children and essential visitors. GTFRC staff can screen themselves as needed.

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 or goggles.
- 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 or X marks will be placed in screening areas to ensure physical distancing requirements are met.
- Growing Together will move screening tables directly inside main entrances if needed due to inclement weather but staff will conduct the screening of children outside using clipboards.
- Alcohol based hand rub containing at least 70% alcohol content will be provided at screening tables.
- Anyone entering the facility will be asked perform hand hygiene upon entering and classroom 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 and essential visitors. The Screening Staff will record all screening results on an official screening form. GTFRC staff will be able to screen themselves as needed upon arrival.

- Screeners will give a copy of the “Info for Child Care Health Screeners” form to any individual who does not pass screening. The form advises them of next steps required. See Appendices #5.
- Screeners will advise site supervisors of any children, 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 Growing Together staff, children and essential visitors entering a Growing Together building will be screened with the indicated questions on the Child Care COVID-19 Screening Form.

- Health screening questions are for the parent/guardian to answer on their child's behalf.
- Staff and essential visitors are to use the main entrance and be screened as indicated above.
- Only one parent/guardian is permitted into the screening area
- **Parents/guardians are not permitted inside the buildings at Growing Together locations.**
- Staff are not permitted past the health screening area until they have been properly screened and cleared to enter the child care centre
- Screeners will give a copy of the “Info for Child Care Health Screeners” form to any individual who does not pass screening. The form advises them of next steps required. See Appendices #5.
- The Screener will ask each individual question on the screening checklist for each person and record the outcome (pass or fail).

Any individual who fails the screening process will be refused entry into the child care and advised to contact their health care provider.

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.

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.

5. Exclusion of Symptomatic Children/Staff Protocols

Growing Together will properly complete daily screening on all children, staff and essential visitors entering the child care centre 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:

Children, child care staff and essential visitors with **ANY new or worsening symptom** of COVID-19, must stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better.
- The provincial screening tool has been updated to reflect this change and is available at <https://covid-19.ontario.ca/school-screening/>. New printed copies of the screening questions will also be available at all GTFRC screening stations for parents to reference.
- Any individual that does not pass this on-site screening procedure will be asked to return home and self-isolate until they meet the criteria for return.

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

- Fever (temperature of 37.8C or greater) and/or chills
- New or worsening cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of smell or taste
- Sore throat or difficulty swallowing
- Runny or stuffy/congested nose (except seasonal allergies, nasal drip, etc.)
- Headache that's unusual or long lasting
- Nausea, vomiting and/or diarrhea
- Extreme tiredness that is unusual or muscle aches

Atypical symptoms are also listed in this document:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

As of Oct 2, revised screening direction was given:

http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_testing_clearing_cases_guidance.pdf

Isolation requirement for household contacts of symptomatic individuals

- All children, child care staff and essential visitors are now required to stay at home from child care if anyone in their household has new or worsening symptoms of COVID-19 and has been recommended for isolation and testing.
- All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:
 - receives a negative COVID-19 test result, or
 - receives an alternative diagnosis by a health care professional
- If the symptomatic individual **tests positive**, or is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

Monitoring and Responding to Reports of COVID-19 Symptoms

- All child care and early years sector partners, together with Ministry of Health and Public Health will work closely to monitor and respond to reports of COVID-19 symptoms.

How to Exclude:

If an individual becomes ill while in the child care setting:

- The ill individual must be immediately separated from others, in a separate room where possible (i.e., an isolation room). Parents/guardians must be contacted for pick-up of symptomatic children.
- Symptomatic children who are separated from others must be supervised.
- Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible (e.g., if a young child needs comfort) staff/providers should consider added PPE (i.e., gloves, gown).
- The person caring for the individual should wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
- If the isolation room has windows, they will be opened for added ventilation.
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up.
- Cleaning of the area the separated individual was in and other areas of the child care setting where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves (see above in the Cleaning section).
- Growing Together will advise the parent/guardian to contact their health care provider for further direction.
- Growing Together will contact the Chatham-Kent Public Health Unit for directives.
- Regular child care operation can continue unless directed otherwise by the local public health unit.

- Persons who test positive may not return to the child care setting until they are cleared by the local public health unit. Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

Surveillance:

- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and grouped together until laboratory tests, if any, have been completed or until directed by the CK public health unit. Avoid other high-risk settings and vulnerable persons during this time.

End of Exclusion

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 symptoms resolution. Children and staff who test negative no longer need to connect with Public Health to be cleared to go back to child care/school. They can now return after being 24 hours symptom free.
- Children and/or staff who test positive for COVID-19 must be excluded from the child care centre for 10 days after the onset of symptoms, they must be symptom free for 24 hours and must receive clearance from the Chatham-Kent Public Health Unit prior to returning.

Individuals who are not tested:

- If a symptomatic individual is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.
- They must be symptom free for 24 hours and must receive clearance from the Chatham-Kent Public Health Unit prior to returning.

6. COVID-19 Outbreak Management

- An outbreak may be declared by CK Public Health unit when:
 - within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers 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.
- CK Public Health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.

- If CK Public Health 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/providers 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 licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

If an outbreak is declared at the child care centre, the following measures must be taken:

- 1) Consult with and follow directions from Public Health. 519-351-1228 ext. 2103 or 519-350-3546
- 2) Notify the Municipality of Chatham-Kent, Child Care and Early Years Division

In the event of a confirmed covid-19 case or an outbreak is declared in a Growing Together location, Growing Together will follow the direction of the CK Public Health Unit in regards to how to communicate the information to parents/guardians and staff.

Declaring an Outbreak Over:

In consultation with Public Health, 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 staff/child.

Surveillance:

Providers must monitor for an increase in above normal amount of illnesses among children. Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness including any complaints of sore throat, headache or stomach ache
- Record date and time symptoms occur
- Record attendances and absences

Any increases in the number of ill children, must 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 the provider of the child care centre.

Where an individual is suspected of having COVID-19 in the before and after school program setting:

- 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, using disposable cleaning equipment where possible.
- Growing Together will contact the Chatham-Kent Public Health Unit for directives.

Serious Occurrence Reporting

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

Definition of Suspected for this purpose: If there are any staff, children or essential visitors in the child care going for covid-19 testing, or there are multiple children in a specific grouping that are ill.

- **Reporting Method:** by email to Erin and Cara at erinc@chatham-kent.ca ; carar@chatham-kent.ca. (Feel free to call as well if there are details you feel you need to discuss). Include the following information:
 - **Number of people (No names or personal details required)**
 - **Staff or child(ren)**
 - **Reason for testing (general symptoms/reason)**
 - **If you have specific concerns.**

- **Note:** Notifying Public Health with these reports may not trigger any specific reaction or response – it will be used as information to help them look at the community comprehensively to spot trends, etc.

Definition of Confirmed for this purpose: If any staff, child or essential visitor has a covid-19 test and the results are positive.

- Where schools have become aware of a **confirmed case of COVID-19** (i.e., a positive COVID-19 test result) associated with the school, they are responsible for reporting such a case, to the local Public Health Unit and to the Ministry of Education through the daily reporting tool, as well as associated program closures as applicable.
- In addition, licensed before and after school programs operated by a child care licensee should refer to the [Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening](#) regarding serious occurrence reporting requirements.
- Where a child, staff, or essential visitor has a confirmed case of COVID-19 (i.e., a positive COVID-19 test result), licensees must:
 - Report this as a serious occurrence to the ministry.
 - Report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the [Municipal Freedom of Information and Protection of Privacy Act](#).
- Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.
 - If a closure is ordered by the local public health unit and the licensee has already submitted a serious occurrence 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, licensees must either:
 - Revise the open serious occurrence report to include the additional cases; or,
 - Submit a new serious occurrence report if the first has been closed already.
- While licensees are 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 or 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. Please also note there are requirements of employers to let workers know if they may have been exposed in the workplace. Please see the [guide on developing a COVID-19 workplace safety plan](#) for more information.
- Growing Together will follow their usual process for serious occurrences, per the Ministry of Education (including posting).

Symptoms of COVID-19

The ministry recommends licensees refer to the [Ministry of Health COVID-19 Reference Document for Symptoms](#) which outlines the symptoms which have been most commonly associated with COVID-19.

7. 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:

- Wear Personal Protective Equipment when in a child care centre.
- Maintain physical distancing of at least 2 meters (6 feet)
- Staff will not work at more than one child care location unless absolutely necessary in an emergency situation, though they may work at another job outside of child care.
- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff should be assigned to a specific cohort so as to limit staff interaction with multiple cohorts. (Staff can be included in no more than two cohorts.)
- 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.)

8. Recommendations for the use of PPE

- All adults in a child care setting (i.e., child care staff and essential visitors) are required to wear medical masks and protective eyewear (i.e., face shield/goggles) while inside in the child care premises, including in hallways.
- School Age children in grade 1 and above will be required to wear non-medical or cloth face masks. Children aged 2 years old-SK are encouraged but not required to wear a mask. Children under the age of two should never wear a mask. (See Recommendation for the use of PPE section with additional information around the use of face masks.
- The ministry recognizes that some children will be unable to wear masks for medical reasons and it is expected that these will be relatively rare cases. See Mask Exemption Section Below.

- Growing Together will support children to wear masks to the greatest extent possible.
- Resources are available that can be shared with parents/guardians on supporting children in wearing masks and on health and safety practices for children who cannot wear masks. [See for example this tip sheet](#) from Holland Bloorview Kids Rehabilitation Hospital.
- Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).
- Growing Together will supply staff with Medical Grade Face Masks and Protective Eyewear.
- The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres or 6 feet can be maintained between individuals.
- In circumstances where a physical distance of at least 2 metres or 6 feet can be maintained between individuals indoors, face masks and protective eyewear will not be required. (This may include office staff working alone in an office, program staff cleaning toys inside while children are playing outside.) Masks and protective eye wear must be worn at all times in hallways.
- Adults such as electricians and plumbers in the building for short periods of time, can wear only a medical grade face mask but must social distance as much as possible.
- As program staff plan physical activities that support physical distancing, they will include masking for children and staff in indoor settings as well as outdoors when physical distancing cannot be maintained.
- Masks should not be worn for high intensity activity.
- Masks should be replaced when they become damp or visibly soiled.
- When wearing a mask, you should wash your hands before putting on the mask and before and after removing the mask. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.
- 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. Always use soap and water with young children. Refer to Public Health Ontario's How to Wash Your Hands fact sheet.
- An "Introduction to Wearing A Face Mask" Training Video was emailed to all Growing Together families. It was recommended that all parents view the video with their FDK and/or school age children before the start of the 2020/2021 school year.
- Reasonable exceptions to the requirement to wear face masks or other PPE will be reviewed as needed for medical conditions, etc. GTFRC will use the [Government of Ontario's Guidance on Face Coverings and Face Masks](#) as a reference.
- In the event an exemption for PPE is made for a staff, it will be documented and placed in the staff's file.

Mask Exemption

Growing Together, with the support of the Chatham-Kent Public Health Unit, will review mask exemption requests on an individual basis as needed.

In the event that a child attending a Growing Together program, a Growing Together staff member or an essential visitor requires a Mask Exemption, the following steps are required before the exemption can be put in place:

1. The Parent/Guardian representing the child, the Growing Together staff or the essential visitor will consult with a physician to get the mask exemption authorized. (A Doctor's note is not required, only confirmation that a doctor has approved the mask exemption.)
2. The Parent/Guardian representing the child, the Growing Together staff or the essential visitor will set up a meeting with the Growing Together site supervisor to complete the GTFRC Mask Exemption Form. See Appendices #7
3. A copy of the completed Mask Exemption form will be placed in the child or staff's folder. A copy of the Essential Visitor's completed form will be stored in a separate file for reference.
4. An Individual Support Plan will be completed for all children with a Mask Exemption.

The following are reasons why an individual may require a mask exemption:

- The individual has a medical condition that inhibits their ability to wear a face covering.
- The individual is unable to put on or remove a face covering without help from someone else.
- The individual is receiving accommodations according to the *Accessibility for Ontarians with Disabilities Act, 2005* or the *Human Rights Code*

Please note that Children under the age of 2 should never wear a face mask or face covering.

Who should not wear a mask?

Face Masks should not be placed on or used by:

- children under the age of two
- anyone who has trouble breathing
- anyone who has a medical condition that makes wearing a mask unsafe for their health
- anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance

Face Masks 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 Masks 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)

How to properly use face Masks:

When wearing a face mask, 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 Masks should be changed when they get slightly wet or dirty.

How to properly remove or dispose of a Face Masks:

When removing a face mask, 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 mask **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 mask into the laundry

All face masks **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 70% 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 70% 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, hand sanitizer with at least 70% alcohol base, 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. Growing Together requires Parent consent forms to be signed before staff are able to use hand sanitizer on children in our programs. Growing Together will distribute consent forms to parent for FDK and school age children only. If a consent form is not completed, the child will only sanitize their hands using soap and water. Growing Together will not administer hand sanitizer on children in preschool and younger programs. Children under the age of 2 are not permitted to ever have hand sanitizer applied in our programs.

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.

9. 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), each cohort will have their own assigned indoor space, separated from all other cohorts by a physical barrier. Growing Together will ensure that a physical barrier is in place to ensure that physical distancing of at least 2 meters between cohorts is maintained. The physical barrier will begin at the floor and reach a minimum height of 8 feet. The purpose of the barrier is to ensure the spread of respiratory droplets and reinforce physical distancing requirements between cohorts.
- 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.
- Administration will send staff their hours for the week ahead of time and a detailed schedule around staff lunch and break times. The schedule will also show in detail the separate cohorts and staff assigned to each one. Screeners, staff walking children and cleaning times for common areas will also be indicated on the schedule.
- Staff rooms have a maximum occupancy sign posted. In addition, several locations have a secondary staff room set up with maximum occupancy signs posted to accommodate staff breaks and lunches and ensure physical distancing measures are followed.
- All parent/guardian, staff and board meetings will occur via phone, computer or in person if physical distancing is maintained.
- Field trips will be minimal. If a field trip is schedule, the staff will ensure that physical distancing of at least 2 meters or 6 feet is maintained between all participants and the public at all times. All surfaces that the child care staff and/or children come into contact with will also be properly cleaned and disinfected before use.

Use of gymnasiums for before and after school programs

- Before and after school programs may provide opportunities for physical activity for children and youth. Children and staff will not be engaged in moderate to vigorous physical activity indoors. When moderate to vigorous physical activity takes place outdoors, children and staff will maintain physical distancing. Masks should not be worn for high intensity activity.
- Gymnasiums will only be used for moderate activity where physical distancing measures and current masking protocols for children and program staff can be followed.
- As program staff plan physical activities that support physical distancing, they will include masking for children and staff in indoor settings as well as outdoors when physical distancing cannot be maintained. Efforts will be made to limit the use of shared equipment. Shared equipment will be disinfected regularly and children and program staff will practice proper hand hygiene before and after participating in physical activity and equipment use.
- At this time, sanitizing outdoor structures on playgrounds is not required, but rather, before and after school programs will focus on maintaining distance and limiting total gathering size on playgrounds and following masking protocols when physical distancing cannot be maintained.

10. Provision of Special Needs Resources (SNR)

- Meeting the needs of children who require these services in a safe manner remains the priority. The Ministry of Education guidance document does not stipulate that SNR staff must limit their work to one site. Direction from local public health:
- SNR consultants who are strictly observing behaviour and can maintain 2 m physical distance during their visits can move between sites.
- Because DSWs provide direct care support without physical distancing, movement between sites must be limited. Schedules must be structured such that movement of each DSW is limited to **two sites**. All SNR staff must screen prior to entry into childcare, and they must wear medical masks and eye protection during visits.
- Movement of all SNR staff must be diligently documented.
- 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. Should questions arise in respect of which service providers are permitted to enter the premises, please consult with CK Public Health.
- 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 screen before entering the child care setting and must follow all health and safety measures that staff/providers follow, including having their attendance logged, practicing proper hand hygiene, wearing a medical mask and eye protection, and maintaining physical distancing as much as possible.
- Licensees and SNR service providers should work together to determine who will be responsible for ensuring SNR staff have appropriate PPE.
- Where SNR services are provided through external staff/service providers, licensees and home child care providers should inform all families of this fact, and record attendance for contact tracing purposes.

Enhanced Childcare Cleaning Chart-Appendices #1

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

Item Cleaned Daily	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
Children's belongings labelled & stored in designated area					
Staff sanitize hands upon arrival & frequently throughout day					
Children sanitize hands upon arrival and frequently throughout day					
All toys put in child's mouth are disinfected					
Indoor Toys that are used are disinfected daily					
Tables, chairs & highchairs before and after use					
Food Prep areas before & after use					
High touch surfaces disinfected twice daily #1					
High touch surfaces disinfected twice daily #2					
Low touch surfaces disinfected daily					
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 disinfected after each use					

Toilets cleaned frequently and between each cohort					
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					
Items Cleaned Weekly *Initial Day cleaning is complete	Monday	Tuesday	Wednesday	Thursday	Friday
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.

Common Areas Enhanced Childcare Cleaning Chart-

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

Item Cleaned Daily	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
Children's belongings labelled & stored in designated area					
Staff sanitize hands upon arrival & frequently throughout day					
Children sanitize hands upon arrival and frequently throughout day					
High touch surfaces disinfected twice daily #1 (Including staff and public washrooms)					
High touch surfaces disinfected twice daily #2 (Including staff and public washrooms)					
Low touch surfaces disinfected daily					
Shared items disinfected between users each time ex. I-pads					
Items Cleaned Weekly *Initial Day cleaning is complete	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Room Fridges					
All surfaces in staff room					

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.

Kitchen Enhanced Childcare Cleaning Chart-

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

Item Cleaned Daily	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
All items children bring from home entering the kitchen are labelled and Disinfected-including lunch pails					
Staff sanitize hands upon arrival & frequently throughout day					
High touch surfaces disinfected twice daily #1					
High touch surfaces disinfected twice daily #2					
Low touch surfaces disinfected daily					
Shared items disinfected between users each time ex. Pens					
Items Cleaned Weekly *Initial Day cleaning is complete	Monday	Tuesday	Wednesday	Thursday	Friday
Fridges					
All surfaces in kitchen					

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.

Growing Together COVID-19 Screening for Children Entering Child Care

Date: Week of _____ Site: Growing Together @ _____

Child's Name:	Date:	Have you completed the online screening with your child and did they pass?	Does your child have: -chills -cough -fatigue -sore throat -runny nose -vomiting -diarrhea	Does your child have a temperature?	Temperature:	Comments:
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		

Ministry of Health | Ministry of Education

Ontario


COVID-19 school
and child care screening

Version 4: February 24, 2021

Students and children must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy) _____

Screening Questions

- In the last 14 days, has the student/child travelled outside of Canada?
If exempt from quarantine requirements (for example, an essential worker who crosses the Canada-US border regularly for work), select "No." ☐ Yes ☐ No
- Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)?
This can be because of an outbreak or contact tracing. ☐ Yes ☐ No
- In the last 14 days, has the student/child been identified as a "close contact" of someone who currently has COVID-19? ☐ Yes ☐ No
- In the last 14 days, has the student/child received a COVID Alert exposure notification on their cell phone?
If they already went for a test and got a negative result, select "No." ☐ Yes ☐ No
- Is the student/child currently experiencing any of these symptoms?
Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	☐ Yes ☐ No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)	☐ Yes ☐ No
Shortness of breath Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)	☐ Yes ☐ No
Decrease or loss of taste or smell Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have	☐ Yes ☐ No
Sore throat or difficulty swallowing Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)	☐ Yes ☐ No
Runny or stuffy/congested nose Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have	☐ Yes ☐ No

Headache Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)	☐ Yes ☐ No
Nausea, vomiting and/or diarrhea Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have	☐ Yes ☐ No
Extreme tiredness or muscle aches Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have)	☐ Yes ☐ No
6. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?	☐ Yes ☐ No

Results of Screening Questions

- !** If you answered "YES" to question 1 or 3 do not go to school or child care.
- The student/child must self-isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.
 - If you answered "YES" to question 1, follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
 - Siblings or other people in your household must self-isolate (stay home) for 14 days.
 - If you answered "YES" to question 3, talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test. The student/child can return to school/child care after 14 days, even if they get a negative test result.
 - If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors.
 - If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information.
 - If they develop symptoms or test positive, contact your local public health unit or doctor/health care provider for more advice.
 - Contact your school/child care provider to let them know about this result.
- !** If you answered "YES" to question 2 do not go to school or child care.
- The student/child must self-isolate (stay home) and not leave except for a medical emergency.
 - Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
 - If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
 - If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors.
 - If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information.
 - Contact your school/child care provider to let them know about this result.



If you answered "YES" to question 4 do not go to school or child care.

- The student/child must self-isolate (stay home) and not leave except for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
 - If they test negative (they do not have the virus), they can return to school/child care.
 - If they test positive (they have the virus), they can return only after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit.
- Contact your school/child care provider to let them know about this result.



If you answered "YES" to any of the symptoms included under question 5 or question 6 do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- If you answered "YES" to question 5, talk with a doctor/health care provider to get advice or an assessment, including if the student/child need a COVID-19 test.
- If you answered "YES" to question 6, the student/child can return to school or child care after the individual gets a negative COVID-19 test result, or is cleared by your local public health unit, or is diagnosed with another illness.
- Siblings or other people in your household must stay at home until the student/child showing symptoms or individual tests negative, or is cleared by your public health unit, or is diagnosed with another illness.
- Contact your school/child care provider to let them know about this result.



If you answered "NO" to all questions, your child may go to school/child care because they seem to be healthy and have not been exposed to COVID-19. Follow your school/child care provider's established process for letting staff know about this result (if applicable).

Public Health Ontario – Contact Tracing

Answering these questions is optional. This information will only be used by Public Health officials for contact tracing. All information will be deleted in 28 days.

Date: _____

Name: _____

Phone or Email: _____

COVID-19 Screening for Adults Entering Child Care

COVID-19 Active Surveillance / Health Screening Form for Child Care



Facility Name:

Screening to be completed for any adult entering beyond the screening desk

[illegible]



Parent/Guardian Agreement-Appendices #3

Revised February 26, 2021

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.

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 recommends daily screening of all individuals entering the childcare centre. This includes children, staff and Essential visitors. Temperature checks will also be conducted at this time. Individuals must get a PASS on the screening to enter the building. In addition to daily screening, all children will be monitored throughout the day for emerging signs or symptoms of illness.

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 your child(ren) are ill.

Screening:

- To protect the health of all individuals at Growing Together, staff will support the arrival and pick up routine for families. Parents or Guardians will be responsible to complete on-line screening at <https://covid-19.ontario.ca/school-screening/> with their child(ren) before they arrive at their Growing Together location daily. A printed version of the screening will also be available at the screening table for parents to review if they do not have access to the

online site. A Growing Together staff will complete a condensed screening with all children upon arrival which will include a temperature check. **The child must pass the screen before entering the child care centre.** See Childcare Health Screening Log, Appendices #2.

- Once screening is completed and the 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.**

Children, child care staff and essential visitors with **ANY new or worsening symptom** of COVID-19, must stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better.
- The provincial screening tool has been updated to reflect this change and is available at <https://covid-19.ontario.ca/school-screening/>. New printed copies of the screening questions will also be available at all GTFRC screening stations for parents to reference.
- Any individual that does not pass this on-site screening procedure will be asked to return home and self-isolate until they meet the criteria for return.

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

- Fever (temperature of 37.8C or greater) and/or chills
- New or worsening cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of smell or taste
- Sore throat or difficulty swallowing
- Runny or stuffy/congested nose (except seasonal allergies, nasal drip, etc.)
- Headache that's unusual or long lasting
- Nausea, vomiting and/or diarrhea
- Extreme tiredness that is unusual or muscle aches

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.

Isolation requirement for household contacts of symptomatic individuals

- All children, child care staff and essential visitors are now required to stay at home from child care if anyone in their household has new or worsening symptoms of COVID-19 and has been recommended for isolation and testing.
- All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:
 - receives a negative COVID-19 test result, or
 - receives an alternative diagnosis by a health care professional

- If the symptomatic individual **tests positive**, or is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

End of Exclusion

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 symptoms resolution. Children and staff who test negative no longer need to connect with Public Health to be cleared to go back to child care/school. They can now return after being 24 hours symptom free.
- Children and/or staff who test positive for COVID-19 must be excluded from the child care centre for 10 days after the onset of symptoms, they must be symptom free for 24 hours and must receive clearance from the Chatham-Kent Public Health Unit prior to returning.

Individuals who are not tested:

- If a symptomatic individual is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.
- They must be symptom free for 24 hours and must receive clearance from the Chatham-Kent Public Health Unit prior to returning.

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 my child from Growing Together immediately upon observing any of the above signs or symptoms of illness until medically deemed able to return to care

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.

COVID-19 Operational Requirements

Facility Name and Date: _____

Operator Name and Signature: _____

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

1. Entrance	Y	N	N/A
1.1 Passive Screening and Signage: There is signage at the entrance prompting staff, children parents/guardians, and anyone entering (e.g. essential visitors) to self-identify if they/their children have signs and symptoms of COVID-19. There are also: ☐ Reminders to perform hand hygiene. ☐ Reminders to follow respiratory etiquette. ☐ Access to 60% - 90% alcohol-based hand rub (not accessible to children) ☐ Upon entry in the child care center, every person shall wash/disinfect their hands.			
1.2 Active Screening: There is a screener present at the entrance to actively screen all staff, children and anyone entering beyond the screening area (e.g. essential visitors), for signs and symptoms (including temperatures) as they enter the building. Thermometers must not be used between children/staff without single use protective covers or disinfecting between uses. ☐ Screening charts are printed from the most updated forms posted on the child care portal. Do not permit children/staff who are ill to enter the childcare center. - There are also: ☐ Physical distancing (2m) in place through physical means or Plexiglas/other barrier. ☐ Personal protective equipment (PPE) – if there is no physical barrier/distancing ☐ Surgical mask ☐ Eye protection (Face Shield or goggles) ☐ 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. ☐ A process for individuals who respond "yes" to one or more symptoms of COVID-19 ☐ Screeners ask all staff if they are working at other child care facilities. Those who respond yes to working in another facility/location are NOT to enter the facility. ☐ Supply/replacement staff should be assigned to specific groups.			

1.3 Ongoing Monitoring: Staff are to monitor their group 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 Exclusion of Symptomatic Children/Staff Protocols . ☐ A written process for isolating sick children and staff ☐ A designated location for isolation: _____ ☐ A written process for cleaning and disinfecting items used by the sick individual ☐ Staff are aware of and adhere to the reporting requirements.			
1.4 Drop-Off and Pick-up Procedures: Procedures support physical distancing and separate groups as best as possible (eg. staggered entrance times). Parents/guardians do not go past the entrance, unless necessary. If necessary, they must wear a non-medical mask/face covering. ☐ Hand Sanitizers available at the entrance. Verify that wall dispensers have material ☐ Physical distancing of 2 meters (using signage/markings on the ground) ☐ Personal belongings minimized. If brought, are labeled and kept in the child's designated area			

2. Maximum Capacity, Group Size and Ratio:	Y	N	N/A
Child care settings are permitted to operate using maximum group sizes (as set out under the CCEYA). Children are grouped by room and staff members are assigned to specific groups which stay together throughout the duration of the program for the week. Staff, Essential Visitors and post-secondary 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. BEFORE AND AFTER SCHOOL PROGRAMS AND GROUPS The ministry recognizes that in order for before and after school programs to be operational and viable, 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.			
2.1 ☐ A separation between the child care groups is maintained ☐ Groups are not mixed, ratios are maintained as set out under the CCEYA. ☐ Children attending on a part time basis (e.g., half days, Mondays/Wednesdays) should be kept in the same group for that week. Best practices to limit interactions between students from different classes may include: Making best efforts to group the before and after school program class with the same core day class (e.g. determining core day classes based on whether the child is enrolled in the before and after school program); and Making use of large, well-ventilated spaces (e.g. gymnasium) or outdoor spaces as much as possible for the before and after school programs. Maintain up-to-date lists of students in each before and after school program cohort to facilitate timely follow-up should a confirmed case of COVID-19 be identified.			

3. Use of Personal Protective Equipment (PPE)	Y	N	N/A
Child care centres and school age programs will be provided with masks and face shields.			
3.1 All staff in a child care setting are required to wear PPE. Staff/Students on placement/SNR: Medical mask and eye protection (Face Shield or goggles); other adults (eg. electrician): Non-medical mask / face covering); children in grades 4 and above are required to use non-medical or cloth masks, and those in grade 3 or younger are encouraged, but not required to wear masks. Home-based child care providers must also operate with these health and safety measures in place. ☐ Where masks are stored: _____ ☐ Staff have access to masks, face shields/goggles, and gloves ☐ Staff assess and monitor the rate of use ☐ Staff are trained on and can demonstrate proper donning and doffing of PPE. ☐ Any mask exceptions are to be clearly documented (what specific exception, where, when, for how long, through whom, who is overseeing it, etc.)			
3.2 Proper hand hygiene is preformed and promoted throughout the facility. ☐ 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 (e.g., washrooms (toilet fixtures, faucets), eating areas (tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, water fountain knobs., etc.) School boards are required to ensure that the classroom is cleaned and disinfected after the core day program ends and the before and after school program begins. Providers may consider scheduling outdoor play during the time that the cleaning and disinfecting takes place. ☐ Designated/backup cleaning staff roster (Cleaning staff may also perform other duties) ☐ 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 (infant blankets and single-use face/hand cloths) are laundered in between children. ☐ Linens are laundered after each use ☐ Cot covers are laundered weekly ☐ Clean linens stored in sanitary condition ☐ Laundry bin provided in each room ☐ Linens immediately placed into laundry bin after use			



5.	Space Set-Up and Physical Distancing	Y	N	N/A
5.1	Physical distancing of 2m maintained between groups (including during outdoor play). ☐ No mixing of groups ☐ Scheduled times for each group in common areas (gyms, outdoor playgrounds)			
5.2	Physical distancing is promoted within groups ☐ Spreading children out ☐ Incorporating individual activities or activities that encourage more space between children			
5.3	A physical barrier is in place to ensure physical distancing between groups when using the same indoor space. This barrier must begin at the floor and reach min. 8 ft. high, and be as wide as the space allows.			
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. (Exception: 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 groups (avoid toys/equipment that cannot be cleaned and disinfected). ☐ A schedule is set for cleaning and disinfecting			

	☐ Mouthed toys are cleaned and disinfected immediately after the child is finished using it. Mouthed toy bins are available in each room ☐ Each group 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 group at a time. ☐ Established schedule for each group ☐ Play structures are not required to be cleaned and disinfected between groups – please focus instead on proper hand hygiene before and after using shared play structures. ☐ Log documenting cleaning and disinfecting			

7	Interactions with Infants/Toddlers	Y	N	N/A
7.1	Avoid getting close to faces of children whenever possible (i.e. activities that may result in droplet spread). Mask and eye protection must be worn at all times when within 6 feet of children.			
7.2	Staff are encouraged to continue supervising and holding bottles for infants not yet able to hold their own bottle to reduce the risk of choking.			

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 (i.e. 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). https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/Nutrition/index.htm			
8.3	Hand hygiene is practiced by staff, food handler, and children. ☐ Staff wash hands prior to serving food ☐ Food handlers wash hands as needed during food preparation ☐ Children wash hands before meals and snacks			
8.4	Where possible, children practice physical distancing while eating. ☐ Adequate spacing in rooms for food service ☐ Common dining areas have separate areas for groups or staggered schedules			

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

9.3	If an individual (staff/student) is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, they must ensure the individual has applied for a VSC and put in place additional measures as set out in their reference check policy.			
9.4	Staff and post-secondary students should work at only one location. Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary. Interaction with multiple groups should be avoided as much as possible. Supply/replacement staff should be assigned to a specific group so as to limit staff interaction with multiple groups of children.			

10	Visitors	Y	N	N/A
10.1	No non-essential visitors at the program. No volunteers at the program. Students (Post Secondary only) on field placements are allowed and should be assigned to one specific licensed age group. Where the term 'staff' is used in this document, it is inclusive to the students on placement, who are subject to the same protocols.			
10.2	Ministry, public health officials and anyone entering the building are required to self-screen prior to entering the premises, wear the prescribed PPE, and follow any other protocols.			

12	Health and Safety protocols			
12.1	Every licensee must ensure that there are written policies and procedures outlining the licensee's health and safety protocols. These policies and procedures must be consistent with any direction from CK Public Health of and include information on how the child care setting will operate to prevent and minimize the impact of COVID-19 in childcare settings, including, at a minimum, the following: • how cleaning and disinfecting the space, toys and equipment will be conducted; • how to report illness; • How physical distancing will be encouraged particularly between groups; • How meetings, parent orientation and training sessions are held • requirements on the use of medical masks and eye protection, and personal protective equipment (PPE), including information on exemptions or exceptions; • How shifts and break coverage is organized and how break rooms are set for social distancing • how attendance records will be organized and maintained in order to facilitate contact tracing; • a communication plan in the event of a case/outbreak; • parent drop off and pick up procedures.			

Comments/Notes:

Info for Child Care Health Screeners

Appendices #5

If a child does not PASS screening, they will not be able to receive child care.

To pass screening the following answers are needed on the child screening form:

Have you completed the online screening with your child and did they pass?	Does your child have: -chills -sore throat -vomiting -cough -runny nose -diarrhea -fatigue	Does your child have a temperature?
☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

For a Growing Together staff or Essential Visitor to pass screening, they must answer “NO” to the indicated questions on the Staff or Essential Visitors Screening Chart.

The following are exceptions to the above:

- If there is a pre-existing or non-infectious underlying reason for the symptoms, please allow the child to pass screening, making a note in the comments and continue monitor the child for new or worsening symptoms. (Please talk to your centre supervisor in ADVANCE to complete a Medical Action Plan for your child if they have any pre-existing conditions.)
- If the child is exhibiting one symptom from the “Other Symptoms” list below, they should exclude their child for 24 hours. If the child’s symptoms have improved and they are feeling better, they can return to child care after 24 hours.

When to Exclude:

Children, child care staff and essential visitors with **ANY new or worsening symptom** of COVID-19, must stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better.
- The provincial screening tool has been updated to reflect this change and is available at <https://covid-19.ontario.ca/school-screening/>. New printed copies of the screening questions will also be available at all GTFRC screening stations for parents to reference.
- Any individual that does not pass this on-site screening procedure will be asked to return home and self-isolate until they meet the criteria for return.

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

- Fever (temperature of 37.8C or greater) and/or chills
- New or worsening cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of smell or taste
- Sore throat or difficulty swallowing

- Runny or stuffy/congested nose (except seasonal allergies, nasal drip, etc.)
- Headache that's unusual or long lasting
- Nausea, vomiting and/or diarrhea
- Extreme tiredness that is unusual or muscle aches

Isolation requirement for household contacts of symptomatic individuals

- All children, child care staff and essential visitors are now required to stay at home from child care if anyone in their household has new or worsening symptoms of COVID-19 and has been recommended for isolation and testing.
- All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:
 - receives a negative COVID-19 test result, or
 - receives an alternative diagnosis by a health care professional
- If the symptomatic individual **tests positive**, or is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

End of Exclusion:

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 symptoms resolution. Children and staff who test negative no longer need to connect with Public Health to be cleared to go back to child care/school. They can now return after being 24 hours symptom free.
- Children and/or staff who test positive for COVID-19 must be excluded from the child care centre for 10 days after the onset of symptoms, they must be symptom free for 24 hours and must receive clearance from the Chatham-Kent Public Health Unit prior to returning.

Individuals who are not tested:

- If a symptomatic individual is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.
- They must be symptom free for 24 hours and must receive clearance from the Chatham-Kent Public Health Unit prior to returning.

If Covid Testing is required, parents can contact the Chatham Assessment Centre at (519)436-2556 or online at www.assessmentbooking.ca

Growing Together After School Screening Chart-Appendices #6

- Growing Together will screen all children attending the GTFRC - FDK and School Age before school program. This includes taking each child's temperature.
- Parents/Guardians are required to screen their children daily before attending School as indicated in the **Guide to Reopening Ontario's Schools Document**. Parents must keep their children home if they do not feel well and/or they do not pass the screening checklist.
- Growing Together will conduct visual health checks and take the temperature of all children attending the GTFRC - FDK and School Age after school program. **If a child has a temperature of or above 37.8 degrees Celsius, or do not pass the visual health check, they will be sent home. The child will be isolated until their parents/guardian can pick them up.**

Please complete the form below for all GTFRC – FDK and School Age staff who attend the afterschool program.

[illegible]



Mask Exemption Form - Appendices #7

This form is to be completed in the event that a Growing Together staff, child or essential visitor requires a Mask Exemption. The following are reasons why an individual may require an exemption from wearing a mask:

- The individual has a medical condition that inhibits their ability to wear a face covering.
- The individual is unable to put on or remove a face covering without help from someone else.
- The individual is receiving accommodations according to the *Accessibility for Ontarians with Disabilities Act, 2005* or the *Human Rights Code*

Please note that Children under the age of 2 should never wear a face mask or face covering.

The following steps are required before a Mask Exemption can be put in place at Growing Together:

5. The Parent/Guardian representing the child or the Growing Together staff will meet with a physician to get the mask exemption authorized. (A Doctor's note is not required, just confirmation that a doctor has approved the mask exemption.)
6. The Parent/Guardian representing the child or the Growing Together staff will set up a meeting with the Growing Together centre supervisor to complete the Mask Exemption Form.
7. A copy of the completed Mask Exemption form will be placed in the child or staff's folder. An ISP will be completed for all children with a Mask Exemption.

Please check the boxes below that apply to your situation.

- ☐ My child attends a Growing Together program.
- ☐ I am a Growing Together staff.
- ☐ I am an Essential Visitor at Growing Together.
- ☐ I have consulted with a physician and received authorization for a mask exemption.

The following are reasons why a mask exemption is required:

The following measures will be put in place due to the Mask Exemption:

Name of person requiring a Mask Exemption: _____

Name of Child Care location attending: _____

Signature of Parent/Guardian or Growing Together Staff: _____

Date: _____

Witness Signature:

Date: _____