

Bloorcourt Village Early Learning Centre

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Pandemic Policy--COVID 19 Health and Safety Procedures

PURPOSE

It is the goal of Bloorcourt Village Early Learning Centre to provide support and services to families and children in an environment that is as safe and healthy as possible. We will make every effort to continue to operate our services and protect employees and clients/families from emergency situations including pandemics.

WHAT IS A PANDEMIC

A pandemic is distinguished as an infectious disease/illness that becomes a worldwide epidemic. It spreads easily and rapidly through many countries and regions of the world affecting a large percentage of the population. A pandemic occurs when an infectious disease emerges to which the population has little or no immunity. It may spread easily from person to person and may cause serious illness and death.

Pandemics are unpredictable and can affect any age group differently and with varying severity. During a pandemic, infectious diseases or illnesses can be prevented through appropriate hygiene, sanitation, and infection prevention/control practices. Provisions of daily health screenings for children/staff and heightened disinfecting are put in place to protect the health, safety, and well-being of children and staff.

POLICY

Bloorcourt Village Early Learning Centre must adhere strictly to the guidelines and practices set out to us by the Public Health Agency of Canada, Ontario Ministry of Health, and Toronto Public Health/Medical Officer of Health for proper infection prevention in order to reduce the risk of contracting or transmitting an infectious disease or illness during a pandemic.

Our responsibility is to ensure infection prevention practices are carried out properly to prevent the spread of illness among employees, placement students, children, and volunteers. Policies and procedures are assessed and monitored to ensure our employees, placement students, and volunteers are consistently and carefully carrying them out. The Pandemic Policy and Procedures are required to be reviewed with employees, before they begin their employment and reviewed annually thereafter. Policies and procedures will be available and reviewed with staff and early childhood educator students and training will be conducted prior to beginning work and/or placement, and whenever changes take place, to ensure infection prevention and control measures are followed.

Pandemic Procedure

The Supervisor will review and train all staff and students on the Pandemic policy and procedure.

Health and Safety Protocols

Staff and Students will make themselves aware of the pandemic by:

- Partaking in all required training to maintain current information on health and safety related to the pandemic. Supervisors must ensure that training is provided to all staff and students on the Health and Safety protocols (Policy and Procedures)
- Reading all memos/emails posted and emailed out; in particular; Toronto Public Health Guidelines for childcare centres, Toronto Children Services webinars, Ministry of Education Guidelines.
- All staff and students must review training modules developed by Toronto Children Services, and collaborate with Toronto Public Health, prior to opening of the centre.
- Centre must keep a record of staff and students that have reviewed the training modules, policies and procedures(asking staff to sign and acknowledge that they have reviewed applicable training modules and Covid-19 related policies and procedures)
- Reading the centre's communication logbook daily and initial.
- Reply back on all emails sent out by the supervisor to acknowledge receipt.
- Staff meeting will be done in person (if applicable) or on Zoom
- Staff shifts will be schedule and emailed out weekly or bi-weekly
- Lunch breaks—30 minutes in staff room Max 2 staff(or staff go out for their lunch); 30 minutes outside(encouraged to go for a walk); plexi glass provided for staff to be able to both eat in the room facing each other
- All childcare staff will be expected to wear masks (i.e. medical mask) and eye protection (e.g. face shields, safety glasses and safety goggles) while inside in the childcare centre, including hallways.
- All school age children will be expected to wear non-medical masks or face coverings while indoors at the child care centre

Infection Prevention

Bloorcourt Village Early Learning Centre will take all steps required to ensure a safe and healthy environment in all our programs including:

- Early identification of ill employees and children.
- Isolating children who become ill during the program until they are picked up.
- Sending employees home should they become ill during the day.
- Sending children home if they have been exposed to an identified contagion.
- Sending staff home if they have been exposed to an identified contagion.
- Following all governmental/Toronto Public health recommendations related to removing staff, children, and parents from the program if they have been exposed to a potential health risk.

- Requiring a staff, children or an essential visitor who has been placed in quarantine or has a contagious illness to acquire a medical clearance before they return to the centre

Authority to Shut Down the Organization

Bloorcourt Village Early Learning Centre will follow all directions and recommendations from Toronto Public health, Ministry of Education, City of Toronto and the Provincial/Federal Government when a pandemic/state of emergency is declared.

Visitors and Students on Placements--NEW

- All visitors to the centre, including parents, students completing educational placements, or others, are subject to the health and safety protocols outlined by the Ministry of Education and Toronto Public Health guidelines
- Bloorcourt Village Early Learning Centre will require all visitors and students or others to complete a screening prior to entering the childcare centre
- Use of video and telephone interview should be used to interact with families where possible, rather than in person
- Ministry of Education staff and any other public official (e.g. Fire, TPH inspectors) are permitted to enter and inspect the childcare centre at any reasonable time
- At any time if Toronto Public Health advises the childcare centre to restrict visitors access Bloorcourt Village Early Learning Centre will immediately follow their advice

Attendance Records--NEW

Bloorcourt Village Early Learning Centre will maintain daily attendance records of all children and staff entering the childcare centre.

The attendance records must include all individuals who enter the premises (e.g. parents and guardians dropping off children, maintenance workers, cleaning/environmental staff, resource consultant supporting children with individual needs, government and city agency employees (e.g. public health inspectors, fire inspectors).

- Records are to be kept on the centre and along with the name and contact information must include date and time of arrival/departure, reason for visit, rooms/areas visited, and screening has been completed for each individual
- Records will be updated when a child, staff or student is absent.
- The supervisor/designate will follow-up with all individuals to determine the reason for any unplanned absences, and determine if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough).
- Will encourage parents/guardians of ill children, and ill child care staff to communicate with their Telehealth or their primary care provider to determine if further care is required.
- Records must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (i.e. records will need to be provided to Toronto Public health within 24 hours of confirmed COVID-19 case or outbreak)
 - Follow any other protocols requested by the centre
- Child care centre will keep a record of attendance + contact information for all staff for 30 days and then shred—**updated July 30, 2021 NEW.**

Tours

- Use of video and telephone interviews will be used to interact with families, and other non-essential visitors, where possible, rather than in person

- Virtual tours will be done either with Facetime or WhatsApp with parent permission

Field Trips--NEW

- Field trips are permitted as per the Reopening Ontario Act
- School age children will maintain small groups throughout the duration of the trip. Ratios must be maintained as set out in the CCEYA. Health and safety requirements set out in the guidelines and regulations (e.g. masking, eye protection) and of the place being visited would continue to apply
- Daily attendance records of the children and staff attending the field trip (name, contact information, time of arrival/departure, transportation (if applicable), location visited) is required to facilitate contact tracing

Physical Activities--NEW

- School Age children can take part in high contact physical activities; these activities will take place in outdoor settings only. Masking is not required outdoors for high contact physical activities.
- Low contact activities are permitted indoors. For children in JK and up, masking is encouraged but not required if a minimum of two metres distance can be maintained between groups and as much as possible within a group.

Staffing--NEW

Movement of supervisor/designate, staff and students on educational placement between childcare locations and between age groups (classrooms) is permitted.

- Reduce the movement of staff and students on placement where possible is encouraged to minimize potential transmission risks

Staff shifts will be scheduled to minimize the risks with respect to the coronavirus (COVID-19)

- Staff schedule will be given out weekly or bi-weekly by email
- Staff shifts will be staggered to minimize staff entering the building at the same time (i.e. start times staggered 730 AM; 8AM ;830 AM and 9 AM, etc)
- Meal breaks will be staggered to minimize staff eating at the same time (i.e. start times for one hour meal breaks 11 am; 12 PM; 1230 PM; 1 PM; 130 PM and 2 PM)
- Meal breaks will be spread out with 2 staff limit in the staff room (plexi glass provided on the table); 1 staff per table in the school age room staggered around both the north and south side. All staff must clean and disinfect their eating area (when SA is Not in the building); otherwise staff will need to stagger themselves outside or inside the building accordingly.

Personal Belongings and Strollers

- All of the children's personal belongings MUST be clearly labeled. All of children's belongings will be kept in their cubby/designated area. We ask that their belongings be placed in a backpack. While appropriate clothing for the seasons (jackets, hats, and sunscreen) should continue to come with your child to the centre, other personal belongings (toys, books, etc) should be minimized. Personal belongings should be labeled and kept in the child's cubby/designated area. (e.g., backpack, hats and mittens, etc.). While appropriate clothing for the weather (e.g., jackets, hats, and sunscreen) should continue to come with the child, other personal belongings (e.g., toys) should be minimized.
- Water bottles must be labeled with your child's name; water bottles will remain at the centre and will be cleaned and disinfected daily

- It is strongly encouraged that all blankets or stuffy animals remain at home. We understand that this may be unsettling; nevertheless, this step will ensure that the childcare setting remains free of infection. However the number one priority is the ensuring that all children feel safe and secure and at times they require a blanket or stuffy from home. Please communicate with the child's teacher or supervisor if your child must have a security item from home (we will place it in a zip lock bag for them to use only during sleep time) and will be sent home weekly for washing.
- Strollers will be left in the under the A/C unit at the back of the driveway. There is limited space for strollers therefore we strongly encourage our families to please take their stroller home or not bring one to the centre.

Maximum Cohort Size and Ratio

- As of September 1, 2020, child care settings may return to maximum group sizes as set out under CCEYA
- Staff and students are not included in the maximum group size
- We will maintain operations with a maximum program occupancy and class sizes that are given to us to follow by The Ministry of Education. Note these numbers may be subject to change on advice from Toronto Public Health, Ministry of Education and/or Toronto Children Services.

For the purposes of this document, a cohort is defined as a group of children and the staff members assigned to them

- Maximum cohort size for each room in will consist full capacity regular capacity per age group as per Ministry of Education guidelines individuals ("a cohort"), space permitting. **This will be children plus staff plus students on placement**
- Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).
- We will continue to maintain ratios as set out under the CCEYA.
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the license.
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohort. Reduced ratios are not permitted at any time for infants

Physical Distancing Measures

Physical distancing may be difficult to maintain in the child care setting, however, steps should be taken to limit the number of people in close contact (i.e. within minimum of 2 metres of each other) and to reduce the group sizes of children. Where feasible, the following physical distancing measures will be in places:

- Use of tape to ensure parents line up respecting distancing when dropping off and picking up their child outside of the centre
- Keep the same cohort of children together throughout the day, do not combine groups of children (i.e. at the opening and closing times)
- Practice physical distancing (i.e. a two metre/six feet distance) between children, staff/students that are assigned to different cohorts as best as possible in common areas and shared spaces
 - Visual markers/cues spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) to assist children, parents/guardians, staff and students to maintain a two metre/six foot distance from each other
- Physical distancing must not compromise supervision or a child's safety, emotional or psychological well-being
- Ensure the children are distanced from each other during mealtime, table activities and nap time, as much as possible.

- Where possible move activities outside to allow for more space
- Encourage children to greet each other using non-physical gestures (e.g. wave or not or a verbal “Hello”) and to avoid close greetings (e.g. hugs, handshakes).
 - Refer to Toronto Public Health’s <https://www.toronto.ca/wp-content/uploads/2020/09/8fbf-10-Ways-to-Greet-From-6-Feet.pdf>

Recognizing that physical distancing is difficult with small children including infants, additional suggestions include:--NEW

- planning activities for smaller groups when using shared objects or toys;
- when possible, moving activities outside to allow for more space; and,
- **Singing is permitted indoors**; masking is encouraged but not required for singing indoors if a minimum of two metres distance can be maintained between cohorts and as much distancing as possible maintained within a cohort.

Staffing

Qualified Staff --NEW

- Licensees are required to ensure each group has the required number of qualified staff as set out in the CCEYA. Licensees may submit requests for staff director approval (DAs) to the ministry.
- Staff DAs can be requested from one child care centre to another child care centre that is operated by the same licensee.
- Licensees can request a staff DA for multiple age groups.

Certification in Standard First Aid Training, including Infant and Child CPR

- Staff that are included in ratios are required to have valid certification in first aid training including infant and child CPR, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB).
 - The WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended (**current extension ends December 31, 2021**)
 - Students on field placement should be assigned to a specific cohort
 - Certification in Standard First Aid Training, including Infant and Child CPR

Vulnerable Sector Checks (VSCs)

- Licensees are required to obtain VSCs in accordance with the CCEYA from staff and other persons who are interacting with children including students on educational placement.
- If an individual 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

Screening Set up

Screen all staff, students and any other adult visitors prior to entering the childcare centre which is outlined in the Ministry of Health Covid-19 Screening Tool for workplaces, including daily temperature checks.

- Refer to the COVID-19 Decision Tool for Child Care staff—**updated July 30, 2021 NEW**
- Refer to the COVID-19 Decision Tool for Child Care (child)—**updated July 19, 2021 NEW**
- Drop off(front main entrance for all children); **Summer time only; drop off Infant/toddler front door and Preschool/School Age side emergency door--NEW**
- Pick up (Infant and Toddlers front main entrance; Preschool and School Age side emergency exit)

- Main entrance of the childcare centre has a screening station for in-person screening to conduct screening when applicable to enter the building
- Hand sanitizer is available at the front and side emergency door for children to use when entering and leaving the building
- Signs are posted in a visible location clearly explaining the screening process and the rules and conditions for entry (e.g. posters for entrances by City of Toronto)—signage on centre entrance way doors
 - Visual markers/cues spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) to assist children, parents/guardians, staff and students to maintain a two metre/six foot distance from each other
- Alcohol based hand sanitizer (70-90% alcohol) is provided in all the rooms/program areas/main entrance way (wipes are available for infants).
- Wall sanitizer dispensers are available on each level in the centre for the staff/students/essential visitors not in reach for any children to use
- Ensure it is visible to staff/students/children entering the building and they are asked to hand sanitize
- Toronto Public Health resources are available for anyone who does not pass the screening

Screening for Symptoms --NEW

All children, staff and students on placement prior to entering the child care premises must complete the online screening tool emailed out through HiMama each morning. The province and Toronto Public Health will continue to provide a COVID-19 screening tool for use by for the childcare centre to follow, and may update this frequently throughout the year. All individuals must follow the monitoring and isolation advice outlined in the screening tool. Toronto Public health units may designate a more restrictive screening tool for local use, such as during a period of potential higher transmission (for example, after a holiday period).

Bloorcourt Village Early Learning Centre is expected to have a process in place to validate the daily self-screening of these individuals prior to or upon their arrival at the child care premises if directed to do so. Confirmation or proof of self-screening should be in a form deemed appropriate and accessible by the licensee (e.g., proof of completed paper copy of screener, mobile application indicating a “pass”).

Bloorcourt Village Early Learning centre will assign runners/Staff to escort children into the childcare centre and to their assigned rooms. Prior to families starting at the childcare centre discussing the expectations for screening and arrangements in advance with the child’s parent/guardian and staff

Screening for Staff and Students --NEW

All child care centre staff, students on educational placement, and visitors must complete the online screening daily. Any individuals that do not pass the screening procedures will be asked to return home and self-isolate. See the provincial COVID-19 screening tool for symptom screening, monitoring and isolation procedures. At the advice of Toronto Public Health, licensees may choose to implement additional screening measures based on local circumstances.

- Screen ALL child attendees prior to entry; following the **Ministry of Health COVID-19 Screening tools for Children in School and Childcare—updated July 19, 2021 NEW**
- Screen all staff/students and any other adult visitors prior to entry; follow the **Ministry of Health COVID-19 screening tool for workplaces—updated July 30, 2021 NEW**

Screening for Children--NEW

Parents and guardians are to screen their children for symptoms of illness every day. The provincial COVID-19 screening tool is available to support parents and guardians to meet this requirement. Parents or guardians of any child that has not completed the screening for symptoms prior to arriving at the child care setting will be required to complete screening prior to entry. Any child that does not pass the on-site screening procedures will be asked to return home and self-isolate. See the provincial COVID-19 screening tool for symptom screening, monitoring and isolation procedures. At the advice of the Toronto Public Health, licensees may choose to implement additional screening measures based on local circumstances.

General Screening Requirements--NEW

It is the responsibility of Bloorcourt Village Early Learning Centre to ensure that all screening procedures (including on site screening) are completed and to ensure that no individual enters the premises unless they have completed the screening and the result of that screening has indicated that they are allowed to proceed.

Bloorcourt Village Early Learning Centre will post signs at entrances to the child care setting to remind staff, parents/guardians, students, and visitors of screening requirements.

Bloorcourt Village Early Learning Centre will make self-assessment tools available to staff to ensure awareness of possible symptoms of COVID-19.

Bloorcourt Village Early Learning Centre may wish to consult the Province's COVID-19 website for information and resources on COVID-19 symptoms, protections, and seeking health care.

For screening an individual at the child care setting and escorting children to the program, Bloorcourt Village Early Learning Centre will take appropriate precautions maintaining a distance of at least 2 metres from those being screened, which could include being separated by a physical barrier (such as a Plexiglas barrier), and providing alcohol-based hand rub containing 60% to 90% alcohol content at all screening stations.

- Record screening results daily; all results are submitted online with google docs and saved online.
- Refer to the health screening questionnaire for childcare centres as a screening tool for children
- Keep all screening available onsite
- Hand sanitizer available at the main entrance for individuals who answered NO to all questions to use prior to entering the child care centre (infants have wipes available for them to sanitize their hands prior to entering the building)
- Individuals who answer YES to any of the symptoms outlines under question 1 on our online screening must stay home to isolate immediately and contact your child's health care provider for further advice or assessment
- If the parent/staff has any of the symptoms in Question 1 within the 48 hours after getting the COVID-19 vaccine, they should select "NO" and wear a fitted mask (staff) at the childcare centre. If the symptoms last longer than 48 hours or worsen select "YES" —**updated July 19, 2021 NEW**
- If "Yes to Questions 2, 3, 4 or 5 Stay home + follow Toronto Public Health Advice —**updated July 19, 2021 NEW**
- **COVID-19 screening questions link for you to refer to (updated July 19, 2021 NEW)**

Child Screening questions

[994c-Screening-Questionnaire-Child-Care-Day-Camp-School.pdf \(toronto.ca\)](#)

Staff Screening questions—updated July 30, 2021 NEW --

<https://www.toronto.ca/wp-content/uploads/2021/06/9072-Screening-Questionnaire-Staff-Visitor-Child-Care-Day-Camp-School.pdf>

NEW—on the staff screening decision tool (second page) —updated July 30, 2021 NEW

Under Positive section on the chart

- You can return to work after 10 days EVEN if someone else at home develops symptoms
- Household members and close contacts that are NOT fully vaccinated must self-isolate for at least 14 days

Under Negative section on the chart

- Yes ___ If you are not fully vaccinated: you need to self-isolate for 14 days from last exposure to the person who was positive
- Yes ___ If you are fully vaccinated: you may return to work 24 hours after your symptoms have started improving
- Yes ___ If you only received an exposure notification through the COVID Alert app you can return to work 24 hours after your symptoms have started improving

Under Not Tested section on the chart

- Everyone in the household who is NOT fully vaccinated must self-isolate until the person gets a negative COVID-19 test or 14 days have passed

Screening of Centre Staff

- The Ministry of Education and Toronto Public Health has updated the screening guidelines which indicates that screening can be done online by individuals plus taking your own temperature. Each morning a scheduled email will be sent to you no later than 6:00 AM.

All staff is to have a profile on HiMama with your name plus “Staff” beside it including your email that you have daily access. Each morning a scheduled email will be sent no later than 6:00 AM.

You will need to CLICK the link in the email and complete the screening including taking your temperature. If I do not receive your email prior to your shift starting you will NOT be allowed to enter the building.

ALL staff will be responsible for the following:

- Click on the link in your email that was sent to you from HiMama @6:00 AM
- Complete the health screening online by answering all of the questions
- Take your temperature and submit it on the health screening (if your temperature is 37.8 or greater you cannot attend work and must contact me immediately)
- Supervisor or designate must complete the screening prior or no later than 7:00 AM prior to their arrival to work
- Email the screening prior to the start of your scheduled shift Monday to Friday when the childcare centre is open. Staff are required to stay home if they are experiencing ANY of the symptoms identified on the active screening form and to report their absence to the Supervisor immediately. Unless they are within 48 hours after getting COVID-19 vaccine and are still able to take part in their daily requirements at the center —**updated July 30, 2021 NEW**
- Any staff that arrives at the centre and answers **YES** to ANY of the questions on the active screening form will be directed by the Supervisor or designate not to enter the centre and to return

Updated August 4, 2021

home immediately.

- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Supervisor or designate will provide staff with contact information for Toronto Public Health.
- The Supervisor or designate will contact Toronto Public Health to notify them of a potential case and seek advice regarding the information that should be shared with other staff and parents.
- Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.
- Staff who have been exposed to a confirmed case of COVID-19, symptomatic person(s), or is tested positive for COVID-19 will be excluded from the childcare and will be required to follow Toronto Public Health advice

Screening for Symptoms of Staff, Students and Children—updated July 19, 2021 NEW child —updated July 30, 2021 NEW staff

The Ministry of Education and Toronto Public Health have adopted to support a more comprehensive and enhanced childcare screening program. **Child care staff, students and children with ANY NEW or WORSENING SYMPTOMS** as indicated in COVID-19 School and Child Care Screening tool, **even those with only ONE symptom** 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 self-isolated for 10 days since their symptom onset and they no longer have an new, different or worsening symptoms

In addition, if any household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child, childcare staff, and student must not attend the centre.

Daily self-screening process

- Screening will be done online by staff, students and parents will complete the screening for each of their children that are enrolled at the childcare centre. Bloorcourt Village Early Learning Centre also requires all individuals to take their temperature prior to arriving to the centre and document it on the online screening. Each morning a scheduled email will be sent to you no later than 6:00 AM. Families should allow extra time upon arrival for screening to be completed. Families will be required to complete the questionnaire electronically that is emailed out to you daily through HiMama.
- The supervisor or designate reviews the screening each morning to ensure that each of the staff, students and children have completed the health screening prior to their arrival. All completed screening is emailed directly to Google docs. Spread sheet.
- Any staff, student or child that does not pass the screening procedure will be asked to return/stay home and follow Toronto Public Health Guidelines (refer to the Screening Tool)

Self-screening---Form emailed thru HiMama

- **Staff, student and Parent (completing the screening for their child) will need to CLICK the link in the email and complete the screening including taking your temperature.** If I do not receive your email prior to your child will NOT be allowed to enter the building.
- **The staff in each of the rooms will take the child's temperature when they arrive into the room and document it in HiMama.**

ALL Parents will be responsible to complete the following for EACH of their children in the centre:

- Click on the link in your email that was sent to you from HiMama @6:00 AM

- Complete the health screening online by answering all of the questions
- Take your child (ren) temperature and submit it on the health screening (if your temperature is 37.8 or greater your child cannot attend the centre and you should email me directly) **If they have a temperature they will be sent home immediately and will be required to follow the illness protocols.**
- Email the screening prior to your child arriving to the centre each day Monday to Friday when the childcare centre is open

Attendance Records

In addition to attendance records for all children receiving child care, all child care licensees are responsible for maintaining daily records of anyone entering the child care centre.

These records must include all individuals who enter the premises (e.g., parents and guardians dropping off children, cleaners, people doing maintenance work, people providing supports for children with individual needs, those delivering food).

- Records are to be kept at the centre and along with name and contact information must include an approximate time of arrival and time of departure, and screening completion for each individual.
- Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (i.e., records can be made available to public health within 24 hours of a confirmed COVID-19 case or outbreak).

Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting— NEW

All staff, children, visitors and students must follow the monitoring and isolation advice outlined in the screening tool provided by Toronto Public Health.

Any individual who test positive for COVID-19 must follow the guidance of Toronto Public Health and health care professional regarding direction for isolation and returning to a child care setting. The individual cannot return until cleared by Toronto Public Health

- Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

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 by a staff member in the room the child attends
- 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 should wear additional PPE

- The person caring for the individual must wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
 - If tolerated, the ill child should also wear a medical mask.
- Hand hygiene and respiratory etiquette should be practiced while the ill child is waiting to be picked up.
- Cleaning of the area the ill child was in and other areas of the child care setting where the ill child was should be conducted as soon as reasonably possible after the ill child has been picked up by their parents/guardian (see above in the Cleaning section).
- The ill child and/or their parent or guardian should be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice and/or going for testing for COVID-19.
 - Communication protocols to update and inform necessary stakeholders within the child care community while maintaining confidentiality of the ill individual should be initiated (e.g., contact the school, City of Toronto and/or ministry through a Serious Occurrence Report as applicable).
 - Regular child care operation can continue unless directed otherwise by the Toronto Public health
 - An ill individual who has a known alternative diagnosis provided by a health care professional may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.

All child care together with Ministry of Health and local Public Health units, will work closely to monitor and respond to reports of 21 COVID-19 symptoms.

Return to Bloorcourt Village Early Learning Centre you must complete the Return to Child Care Form prior to your child being accepted back to the centre.

Please click on the link complete and email it to bloorcourtvillage@bellnet.ca the morning your child is to return.

[98ef-Attestation-for-Return-to-Child-Care-Day-Camp-School-Parents.pdf](#)

Cleaning Child Care Centres--NEW

Cleaning Protocols

Bloorcourt Village Early Learning Centre will review their cleaning protocols to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning.

The centre will refer to Public Health Ontario's Environmental Cleaning fact sheet for best practices for cleaning and disinfecting, including:

- which products to use, including disinfectants with Health Canada Drug Identification Numbers (DINs);
- how to clean and disinfect different materials, including minimum surface contact time; and,
- other items to remember, including checking expiry dates of cleaning and disinfectant products and following the manufacturer's instructions.

Public Services Health and Safety Association's Child Care Centre Employer Guideline provides information on cleaning and Health Canada's Hard-surface disinfectants and hand sanitizers (COVID-19) webpage provides information on approved products.

Cleaning Products--NEW

Products that provide both cleaning and disinfection action are preferable due to ease of use (for example, hydrogen peroxide products). Only use cleaning and disinfectant products that have a Drug Identification Number (DIN). Check the expiry date of the agents prior to use. These should be used according to the manufacturer's instructions.

Cleaning

- Use soap and water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm temperature preferred) to ensure soap is removed
- Let the surface dry

Disinfecting

Chlorine Bleach solutions to be used for disinfection if appropriate for the surface. The commercial dishwasher in the kitchen may be used to disinfect small toys

- Prepare chlorine bleach solutions according to the instructions on the label or in a ratio of:
- 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
- Ensure a minimum of two minutes contact time and allow to air dry.
- Prepare fresh bleach solutions daily.
- Educate staff on how to use cleaning agents and disinfectants:
- Required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
- Safety precautions and required personal protective equipment (PPE).
- Directions for where and how to securely store cleaning and disinfectant supplies.
- It is strongly recommended that operators assign or designate staff to conduct environmental cleaning and disinfecting throughout the day.
- **Tables and countertops** used for food preparation must be cleaned and disinfected before and after each use
- **Spills** must be cleaned and disinfected immediately

- **Hand wash sinks** staff and children washrooms areas must be cleaned and disinfected at least two times per day and as often as necessary (i.e. when visibly dirty or contaminated with body fluids)
- **Floor cleaning and disinfecting** must be performed as required (i.e. when spills occur, and throughout the day when possible)
- **Clean and disinfect all high-touch surfaces** and objects (e.g. doorknobs, light switches, toilet handles, sink faucets and tabletops) at least twice a day or when visibly dirty.
- High-touch surfaces any surfaces that has frequent contact with hands (i.e. faucets, toilet handles, light switches, shelving, containers, handrails, doorknobs, sinks, toilets, phones, tablets, keyboards, etc) These surfaces must be cleaned twice per day and as often as necessary (i.e. when visibly dirty or contaminated with body fluids)
- **Cots and cribs** that are assigned to an individual child must be cleaned and disinfected weekly and as often as necessary (e.g. when soiled or after use by a symptomatic child)
- **Blankets/sheets** must be assigned to an individual child, stored separately to prevent accidental sharing and in manner that prevents contamination. Launder blankets/sheets weekly and as often as necessary (i.e. when soiled).

Cleaning Program--NEW

Child care centres should be cleaned frequently. Focus shall be on regular hand hygiene to reduce the risk of infection related to high touch surfaces. Cleaning plus disinfection twice daily is suggested at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soil age.

- Frequently touched surfaces include but are not limited to washrooms (for example toilet fixtures, faucets), eating areas (for example, tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, water fountain knobs.
- **Maintain logs to track cleaning and disinfecting** activities for each room/area, individual/play items and sleeping equipment such as cots and cribs.
- If the child care program is located in a shared space (e.g. a school) make arrangements with other users/stakeholders to ensure enhanced cleaning and disinfecting practices can be maintained (e.g. frequency of cleaning appropriate disinfecting agents are used).

Shared Spaces/Objects--NEW

The risk associated with transmission with shared objects is low. Instead of regular cleaning of shared objects, the focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to sharing equipment. This is especially the case for young children where shared equipment is important for learning (for example, toys for imaginative play, manipulates for math).

Where an individual is suspected of having COVID-19 in the child care setting:

- Establish a protocol to determine contaminated areas and carry out cleaning and disinfection, including timing, when to return to use, methods of cleaning, PPE to be used while cleaning, and waste disposal.
- Identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through).

Hand Hygiene and Respiratory Etiquette--NEW

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. Child care staff, visitors and students on educational placement should be trained and able to assist children on appropriate hand hygiene and respiratory etiquette, including the use of alcohol-based hand rub (ABHR)/hand sanitizer, and reinforcing its use.

Hand hygiene should be conducted by anyone entering the child care setting and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).

Child care staff, visitors, students on educational placement and children should be provided with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette (books on hand washing). Toronto Public Health can provide additional guidance. Age-appropriate posters will be placed around the child care setting.

- Soap and water are preferred as the most effective method and least likely to cause harm if accidentally ingested.
- ABHR can be used by children over the age of 2. It is most effective when hands are not visibly soiled.
- For any dirt, blood, body fluids (urine/feces), it is preferred that hands be washed with soap and water.
- Safe placement of the ABHR to avoid consumption is important, especially for young children. Always out of reach of the children
- Support or modifications should be provided to allow children with individual needs to regularly perform hand hygiene as independently as possible.
- Tissues and lined, no-touch waste baskets (for example, foot pedal-operated, hand sensor, open basket) are to be provided, where possible.
- ABHR with a minimum 60% alcohol concentration must be available (60-90% recommended, including ideally at the entry point to each child care room) and/or plain liquid soap in dispensers, sinks and paper towels in dispensers.

Refer to Public Health Ontario's How to Wash Your Hands (PDF) fact sheet and respiratory etiquette info graphic.

[Coronavirus Disease 2019 \(COVID-19\) - How to Wash Your Hands \(publichealthontario.ca\)](https://www.health.gov.on.ca/en/publications/20190601-how-to-wash-your-hands.pdf)

Refer to Health Canada's Hard-surface disinfectants and hand sanitizers (COVID-19):

- List of hand sanitizers authorized by Health Canada, including which sanitizers may be appropriate for different groups of staff and students.

Serious Occurrence Reporting

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

1. Changes to serious occurrence reporting for COVID-19 related matters

Effective **November 9, 2020**, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for:

- Confirmed COVID-19 cases; or
- **Closures ordered by Toronto Public Health**(i.e., where a closure is ordered for a centre, program room/s or provider’s home due to a **confirmed** or a **suspected** COVID-19 case(s)).

To support these changes, the serious occurrence categories related to COVID-19 have been updated in the Child Care Licensing System (CCLS):

Confirmed COVID-19 cases

For a Confirmed Case of COVID-19 with **no** Related Public Health Ordered Closure

- Submit a serious occurrence in CCLS under “Confirmed COVID-19” category

For a Confirmed Case of COVID-19 **with** a Public Health Ordered Closure

- Submit a serious occurrence in CCLS under ‘Confirmed COVID-19’ category, including information about the closure in the fields provided; or
- Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under “Confirmed COVID-19” category is still open, please revise the existing serious occurrence to include the closure information in the fields provided; or
- Where a closure is ordered by public health after the serious occurrence has been closed, submit a new serious occurrence for an “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure” (as per information below).

PLEASE NOTE: Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, please do not submit a new/additional serious occurrence for the new confirmed case.

Instead, licensees must revise the existing/open serious occurrence report to add the information related to the new confirmed case.

Closures Ordered by Toronto Public Health

- Where Toronto Public Health orders a closure with no confirmed COVID-19 case, submit a serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’
- Where there is an existing/open serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’ and an individual develops a confirmed case of COVID-19, submit a new serious occurrence in CCLS under the ‘Confirmed COVID-19’ category

2. Existing Serious Occurrences reported for COVID-19 Matters Prior to November 9, 2020

Existing Serious Occurrences for Confirmed Cases

Where there is an open serious occurrence for a previously reported confirmed case of COVID-19, this serious occurrence **will remain open** until it is resolved.

Existing Serious Occurrences for Suspected Cases

Where there is an open serious occurrence for a previously reported **suspected case**:

- If this suspected case did not result in a public health ordered closure, this serious occurrence will be closed in CCLS by the ministry.
- If this suspected case resulted in voluntary closure by the licensee, this serious occurrence will be closed in CCLS by the ministry.
- If this suspected case resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

3. Changes to individuals to be reported for confirmed COVID-19 cases

Moving forward, a **serious occurrence is not required for a parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

- i. a **child who receives child care** at a home child care premises or child care centre,
- ii. a home child care **provider**,
- iii. a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- iv. a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- v. a **home child care visitor**,
- vi. a **staff** member at a child care centre
- vii. a **student** at a home child care premises or child care centre,

Existing Serious Occurrences for Parents with Confirmed or Suspected Cases of COVID-19:

Where there is an open serious occurrence for a previously reported **confirmed or suspected case of COVID-19 for a parent of a child:**

- If this case did not result in a public health ordered closure, this serious will be closed in CCLS by the ministry.
- If this case resulted in voluntary closure by the licensee, this serious occurrence will be closed in CCLS by the ministry.
- If this case has resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

Communication Plan

- Where a positive COVID-19 result is received communication will be sent out by direction of Toronto Public Health to all individuals impacted (cohort/centre) using HiMama, written letter and/or supervisor calling families directly impacted
- We will follow any direction given by Toronto Public Health and communicate any directions as required
- Communication with Dovercourt Public School (TDSB), St. Anthony Catholic Elementary School (TDCSB) and Francophone School Boards to ensure collaborative response to CONFIRMED COVID-19 in children who are in both the school and child care centre

Outdoor Play--NEW

Bloorcourt Village Early Learning Centre will incorporate outside time in daily activities and open windows periodically during the day. Outdoor play is encouraged and will be offered with a staggered schedule.

- children are not required to wear masks
- Children must perform hand hygiene before and after using the outdoor play structure
- Preschool and School Age children shall find alternate outdoor arrangements (e.g., community walk) where there are challenges securing outdoor play space. Physical distancing practices when possible.

- **Children should bring their own sunscreen where possible and it should not be shared. Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (e.g., washing hands before and after application).**
- **We encourage the parents to apply sunscreen on their own child/ren prior to their arrival in the morning daily**

Interactions with Infants/Toddlers---NEW

- Bloorcourt Village Early Learning Centre will continue to encourage staff to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- Infants will be placed in their own crib to rest head to toe
- Toddlers will be placed in their own cots head to toe to rest
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include:
 - planning activities that do not involve shared objects or toys; where possible, moving activities outside to allow for more space.
- Children in the infant room must not share food, feeding utensils, soothers, bottles, sippy cups, etc.
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
- Label these items with the child's name to discourage accidental sharing.

Food Provision ---NEW

- follow regular food preparation guidelines
- family style meals are permitted
- all staff must use adequate food handling and safety practices
- ensure proper hand hygiene is practiced by staff when serving the food
- ensure proper hand hygiene before and after each meal for all children
- where possible, the children will practice physical distancing while eating

Food is prepared by a certified food handler. If the cook is not available another certified food handler will prepare meals.

Furthermore, the following will be adhered to:

- Kitchen will not be accessed by staff/children/non-essential visitors;

Equipment and Toy Usage and Restrictions

Licenses are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys) as much as possible.

Mouthed toys should be cleaned and disinfected immediately after the child is finished using them.

Licenses and home child care providers are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or group of children.

If sensory materials (e.g., playdough, water, sand, etc.) are offered, emphasis should be placed on hand hygiene before and after the use of materials

- Clean and disinfect toys in a three compartment sink. Toys must be washed and rinsed prior to disinfection. Using two sinks is acceptable if washing and rinsing are done in the first sink.
- Ensure required disinfectant contact times are achieved or alternatively allow toys to air dry.
- Dry toys in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.
- Indoor/outdoor play equipment must be cleaned and disinfected daily, between use by cohorts and as often as necessary (e.g. when visibly dirty, contaminated or if used by a symptomatic individual).
- Alternatively, batch/outdoor play equipment and rotate weekly
- Indoor/outdoor play structures must only be used by one cohort at a time
 - Items that cannot be readily cleaned and disinfected (e.g. books) should be batched. Batched items can be rotated on a weekly basis
 - Items should be taken out of rotation after use, placed in a sealed container and set aside for seven days before reusing.
 - Consider providing individualized bins or packs for art materials and supplies for each child. Label these bins to prevent accidental sharing.

Guidance on the Use of Masks and other Personal Protective Equipment (PPE)--NEW

Bloorcourt Village Early Learning Centre will include information on the use of PPE in their health and safety protocols that is consistent with the information in this section as well as any direction provided by Toronto Public Health

At the advice of Toronto Public Health, Bloorcourt Village Early Learning Centre may choose to implement additional masking measures based on local circumstances.

Reasonable exceptions to the requirement to wear masks are expected to be put in place. Exceptions to wearing masks indoors could include situations where a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions, etc.

- The centre will ensure their masking exceptions policies support children and staff to wear masks to the greatest extent possible.
- The centre will discuss with parents/guardians, in consultation with the child's health care professional, whether other types of face coverings might work for the child.
- The centre will consider ways to support nutrition breaks/mask breaks in a safe manner (i.e., a space where staff/providers can maintain at least 2 metres distance to remove masks and eat).
- The centre will document their requirements and exemptions related to masks (e.g., within their COVID-19 policy).

Expectations for adults in a child care setting:

- All child care staff, visitors and students on educational placement are required to wear medical masks (e.g. surgical/ procedural) while inside a child care setting, including in hallways and staff rooms (unless eating – but time with masks off should be limited and

- physical distance should be maintained).
- Eye protection (e.g. face shield or goggles) is required for individuals working in close contact with children who are not wearing face protection (children younger than grade 1). Eye protection is not required for individuals working with children who wear face protection (children attending school JK and above).
 - All child care staff, home child care providers, home child care visitors and students on educational placement are required to wear medical masks when providing transportation for children. Eye protection for drivers should not interfere with the safe operation of vehicles and is intended to protect drivers during close contact with children, such as during boarding and exiting.
 - Masking and eye protection are not required outdoors. Physical distancing is strongly encouraged between groups.

Expectations for children and staff and students on placement:

- All children attending school from JK and above are required to wear a properly-fitted non-medical or cloth mask while inside a child care setting, including in hallways
- Children younger than JK are encouraged to wear a non-medical or cloth mask while inside a child care setting, including in hallways.
- Masks are not recommended for children under the age of two.
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask in a child size fanny pack
- Masking is not required outdoors. Physical distancing is strongly encouraged between groups.
- Where a School Age child cannot tolerate wearing a mask or needs a mask break for a short period of time; short period of time will be determined by the School Age staff and child during these times
- In situations where a staff/student is not wearing a mask due to an approved exemption, a face shield must be required as an alternative measure of protection
- Exceptions to wearing a mask and eye protection indoors may include medical conditions that make it difficult to wear a mask or eye protection (e.g. difficulty breathing, low vision, headaches); cognitive condition or disability that prevents wearing a mask or eye protection; hearing impairments or when communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication;
- Kitchen staff will be required to wear a mask and eye protection when delivering the food to the rooms
- Kitchen staff is not required to wear a mask if they are alone in the kitchen. However if they leave the kitchen at any time, or if anyone needs to enter the kitchen they will be required to wear a mask and eye protection
- Supervisor and Director must wear a mask and eye protection outside of the office, however when alone in their office they are not required to wear a mask or eye protection
- During nap time, staff and early childhood students may remove their mask and eye protection if they can maintain a minimum of 2 metres distance. While conducting sleep checks or if not able to maintain the 2 metre distance they will be required to keep the mask and eye protection on

Proper use of Masks and PPE:

- Refer to Public Health Ontario resources and the Public Health Agency of Canada (PHAC) website for how to properly wear and take off masks and eye protection.
- You may also wish to view a helpful video by Toronto Public Health on how to properly put on and take off masks and eye protection. [Putting on Mask and Eye Protection | Public Health Ontario](#)
- Keep in mind that it may be difficult to put on a mask and eye protection properly (i.e. without contamination) after having removed them, given the frequent and spontaneous need for close interactions with young children in a child care setting. [COVID-19 non-medical masks: How to put on, remove and clean - Canada.ca](#)
- Masks should be replaced when they become damp or visibly soiled. We encourage our families to provide a child size fanny pack for their child to wear to keep their clean and used masks
- The use of medical masks and eye protection is for the safety of child care staff/providers and the children in their care. This is especially important when working with individuals who may not be wearing face coverings (i.e. young children under the age of two).

Sourcing PPE:

- Bloorcourt Village Early Learning Centre will secure and sustain an amount of PPE (including but not limited to face shields or goggles, medical masks, gloves, etc.) and cleaning supplies that can support their current and ongoing operations.
- To support healthy and safe operation of child care programs, a supply of medical masks and eye protection (i.e., face shields) is being procured and delivered through the Ministry of Government and Consumer Services to licensed child care centres and home child care agencies on a monthly basis.
- A back-up supply of non-medical or cloth masks will also be provided for school age children in child care in case they cannot bring one from home.

The Ontario Together Portal has a Workplace PPE Supplier Directory that lists Ontario businesses that provide PPE and other supplies.

Staff Room

Staff room or alternate space (school age room when children are at school only) must have a clear posted sign identifying the number of people allowed in the space at any one time. There should be clearly labeled designated seating areas that ensure physical distancing can be maintained (signage posted in staff room and school age rooms)

- Masks and eye protection may only be removed while eating on lunch breaks, and a 2 metre distance must be maintained. Masks must remain on at all other times in the staff room. Plexi glass has been provided in the staff room to allow 2 staff to eat with masks off in the staff room

Staff and Early Childhood Students are responsible for cleaning and disinfecting their space (tables, chairs, etc)

Pandemic or State of Emergency Order closure

Access to Child Care Spaces and Prioritizing Families

- When determining prioritization of limited child care spaces, during reduced cohorts and as cohorts increase
- Returning children served through emergency child care to their original placement and continuity of service for these families;
- Care for families where parents must return to work and that work outside of the home;
- Families with special circumstances that would benefit from children returning to care, such as children with special needs; and
 - Other local circumstances.
- Assessing demand for care prior to re-opening, for example the centre Supervisor and will conduct a family survey via email or calling families.

When cohorts increase or when full capacity is permitted

Families who were registered prior to closing who did not return when reopening occurred will be contacted to begin.

- Based on room prior to closure and enrolment to centre.
- Children who are aging out of their room will be moved to the appropriate age group if space is available or the supervisor will request overage approval.

Outbreak Management

An outbreak may be declared by Toronto Public Health when:

- within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- Toronto Public Health will work with the childcare centre Supervisor/staff to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If Toronto Public Health declares an outbreak, they will determine what happens next. This could include closing particular child care rooms/cohorts or the entire child care setting.
 - The public health unit will help determine which groups of children and/or staff need to be sent home or if a partial or full closure of the child care setting is required.
 - If Toronto Public Health determines that partial or full closure of the child care setting is required, the childcare centre must communicate to the families, Ministry of Education and Toronto Children Services about the closure

Before and after school programs

- Children that attend Dovercourt Public School, St. Anthony Catholic Elementary School and Francophone schools must complete the childcare daily screening in the morning to allow access to our program in the morning and in the afternoon.
 - Children are not required to be screened again when returning to the after school program. This applies to children that only attend after school programming (e.g. parents/guardians may submit screening results to the child care centre in the morning prior to the child attending care in the afternoon).
- Child care centres operating before and after school care may adjust cohorting/grouping requirements where

operationally required (e.g. combining groups/cohorts when walking children to school to ensure adequate supervision).

- School age children who attend different schools or from different classrooms may be accepted into care at a child care centre location.
 - Child care centre supervisors should try to prioritize grouping based on their core-school program if possible. For Example the **North Side cohort is for Dovercourt PS and both Francophone schools; South Side cohort is for St. Anthony CES at our location**
- Child care operators/supervisors should try to implement scheduling to prevent mixing between before and after school groups/cohorts and full day groups/cohorts whose child attendees do not attend a core-school program.
 - Ontario Ministry of Education (2020). Before and After School Programs Kindergarten – Grade 6: Policies and Guidelines for School Boards for the 2020-2021 School Year. Retrieved from: <http://www.edu.gov.on.ca/childcare/before-and-after-school-programs-guide.pdf>

Care during program activity days (PA days) and holiday programs

- The child care centre will continue to maintain children within their regular cohorts (e.g. St. Anthony's CES South side with Bus A and Dovercourt PS North side with Bus B) when providing care during regular daily program activity days.
- Mixing of cohorts will be avoided as much as possible. However the Licensees and child care operators may consider combining cohorts on case by case basis when operationally required (e.g. due to low enrollment or staffing coverage).
- If cohorts will be combined during PA days, we will email the families:
 - Notify parents/guardians that child care cohorts will be combined and will continue to follow Toronto Public Health Guidelines
 - Maintain physical distancing within the combined cohort
 - Provide outdoor programming as much as possible
- Licensees providing care during holidays must ensure that cohorts/groups (i.e. Child attendees, staff and early childhood education students) stay together for the duration of the program

Mental Health

The ministry recognizes the detrimental impact of the COVID-19 pandemic on children's mental health and well-being. The ministry's Building on How Does Learning Happen? supports the operation of early years and child care programs in Ontario during the COVID-19 outbreak. It provides information on how early years settings can support the social and emotional health and wellbeing of children and families, in addition to safe and healthy environments.

Early years and child care program providers are also encouraged to collaborate with child and youth mental health agencies to support strong connections and make the best use of mental health resources and supports across the integrated system of care.

Ventilation--NEW

Bloorcourt Village Early Learning Centre will implement best practices and measures to optimize ventilation (see Public Health Ontario's guidance: Heating, Ventilation and Air Conditioning (HVAC) Systems in Buildings and COVID-19). Adequate ventilation should be provided by opening windows, moving activities outdoors when possible, and through mechanical ventilation including HVAC systems.

Heating, ventilation and air conditioning systems (HVACs) and their filters are designed to reduce airborne pollutants, including virus particles, when they circulate through the system.

- Ensure HVAC systems are in good working condition.
- Keep areas near HVAC inlets and outlets clear.
- Arrange furniture away from air vents and high airflow areas.
- Avoid re-circulating air.

While ventilation is important, it must be used along with other public health measures. There is not one public health measure that can guarantee protection from COVID-19; multiple strategies are needed. Other measures include symptom screening and self-isolation for people with symptoms, practicing physical distancing, wearing a mask, and practicing good hand hygiene and respiratory etiquette.

Handling used toys

- Toys that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been mouthed) will be taken out of circulation immediately and cleaned and disinfected immediately.
- Toys that cannot be cleaned and disinfected immediately will be placed in a designated dirty toy bin. The bin will be clearly labeled and inaccessible to children.
- Toys must be cleaned and disinfected between users

Hand Hygiene

Ensure that employees and children are always practicing good 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

**** Avoid touching your face, nose and mouth with unwashed hands****

Hands will 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
- 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, follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% 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 visibly dirty, a 70-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Parental consent is required to use hand sanitizer on children. Children under the age of 1 are not permitted to have hand sanitizer applied, instead perform hand washing frequently and gently.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Vinyl gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after 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

Gloves when Cleaning/Disinfecting

Employees must wear these gloves when immersing toys in diluted disinfectant when toy washing.

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 (70-90% alcohol-based) regularly and after using a tissue on yourself or others

References:

- Centres for Disease Control and Prevention (2020). Detailed Disinfection Guidance: Interim Recommendations for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019 (COVID19). Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaningdisinfection.html>
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