



NEW ENHANCED HEALTH AND SAFETY PROTOCOLS IN RESPONSE TO COVID-19

New Hours of Operation
8:00am-5:00pm
(until COVID-19 restrictions have been eased off)

Daily Screening Requirements Policy

Upon **arrival** at Les Fanfans Daycare, **staff, parents, and children** will be screened daily for symptoms of ill health and temperature checks. Daily screening includes temperature taking and parents answering a brief questionnaire. A daily record of screening results will be kept on file at the Centre. Screening will take place inside the vestibule at the entrance doors and PPE will be worn by the screening staff.

Parents **are not allowed to cross the screening area** to enter the Centre. A staff member will escort your child to their classroom and will immediately have your child wash their hands before going to their cubby to put away their belongings. Hand sanitizer will be available at our entrance and screening area.

Individuals who were previously ill, have been symptom free for 24 hours, and have tested negative for COVID-19 must provide the childcare Centre Supervisor with a copy of the negative COVID-19 test result.

All staff members will be required to immediately wash their hands after being screened with soap and water and disinfect any personal items that have had services such as cell phones, water bottles, etc.

All children, parent/guardians, essential workers, and staff who are symptomatic or fail the screening will not be allowed to enter the childcare Centre.

Procedures for drop off, pick up and screening

Parents drop off and pick up procedures:

On Arrival:

- **Drop off and Screening** will take place between **8am-9am only**. Therefore, all children must arrive at the Centre by 9:00am.
- Only one adult may drop off the child at the Centre.
- Others waiting to drop off their child must remain outside until the parent in the screening area leaves the building and is at least 2 meters away from the entrance.
- If 2 meters (6 feet) cannot be maintained, parents and staff must use a face covering.
- Children will wash their hands before entering the classroom
- Personal belongings e.g. backpack, clothing etc. should be minimized.
- Toys are from home are not permitted in the Centre.

On Departure:

- Parents will need to call the Centre in advance of picking up their child so staff can get the child ready for pick up
- **All children must be picked up by 5:00pm.** Late fee policy will be in place for any child who is picked up after 5:00pm.
- All children must wash their hands before leaving the childcare Centre
- Parents should remain outside the designated screening area until a staff member brings their child outside.
- Only one parent can approach the Centre at one time. Others waiting to pick up their children must remain outside until the parent in the Centre leaves the building and is at least 2 metres (6 feet) away from the entrance.
- Parents will not be permitted inside the Centre at any time.

Staffing

Maximum cohort (group size) in each classroom will consist of 10 individuals including staff and children. Special needs resource staff does not apply to this rule. Each cohort must stay together throughout the duration of the program for a minimum of 7 days.

- Each class will stay together throughout the day
- Classes will not be permitted to mix with other groups
- Staff must work in only one childcare Centre
- Supervisor and director will limit movement between rooms
- Volunteers and students will not be permitted
- Supply staff will only be assigned to specific classrooms
- Staff will be required to be at work a minimum of 15 mins before their shift to get screened.
- Staff member's personal belongings will be disinfected and kept away from children at all times.

Procedures for drop off, pick up and screening

While physical distancing may be a challenge, every precaution and measure will be taken to reduce the spread of COVID-19. Childcare staff will maintain 2 meters (6 feet) from children. In the event, 2 meters cannot be maintained from the child, staff should wear a mask, face shield and proper PPE.

Our classrooms will be re-organized in such a way to allow for multiple, small group interactions.

Physical distancing will be encouraged in the classrooms.

- Staff will set up activities throughout the classroom
- Incorporate more individual activities that allow space between children.
- Spaced out between meals and dressing time
- Planning more activities outdoors
- Planning activities that do not involve sharing toys if possible
- Individual bins/bags with a variety of toys/art supplies labeled with the child's

name

- Physical distancing will be maintained within the classroom and playground between children and staff as much as possible.

- Avoid getting close to children's faces, where possible.
- Avoid singing indoors and ensure physical distancing for singing activities

outdoors.

- Staff will cover their clothing with blankets or cloth coverings when holding and comforting a child.

- These coverings will be changed between children.

- Parents are to provide **5 blankets or towels DAILY** to be used for holding and comforting children. All blankets and towels will be sent home DAILY and will be required to be washed before they are brought back into the Centre. Parents must still provide an additional blanket for rest periods.

Sanitization of the Space, Toys, and Equipment

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Director must be advised of any concerns regarding toys and equipment.

- Group water/sensory tables will not be used. Only individual sensory play is permitted (i.e. each child has their own separate bin).
- Ensure each child's individual sensory play toys are cleaned and disinfected between uses.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name.
- Toys that cannot be easily cleaned and disinfected will be removed, such as plush toys, costumes etc.
- Toys and equipment should be cleaned and disinfected between cohorts.
- Mouthed toys should be cleaned and disinfected immediately after child is finished using it.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Balls and loose equipment will not be permitted.
- Books, puzzles, and cardboard/boxboard that are absorbent and cannot be easily cleaned and disinfected will be removed.
- Playground toys will be cleaned and disinfected between groups.
- Tables and chairs being used are to be cleaned and disinfected before and after use and as often as needed.
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Cots and cribs

- Children will have a cot assigned to them. Cots will be placed to support physical distancing practices (ideally 2 meters/6) and children will be placed head-to-toe or toe-to-toe.
- Cots will be disinfected after each use.
- **Cot blankets** will be placed in bags and **will be sent home daily for washing.**
- Blankets/towels belonging to children will be labeled with the child's name and stored in bags in their cubby.

Enhanced cleaning and disinfecting

Cleaning and disinfecting of high touch surfaces will take place throughout the entire day.

- **High touch services** include light switches, shelving, baskets, bins, railings, door-knobs, sinks, toilets, faucets, tablets etc.
- **Low touch surfaces** must be cleaned and disinfected daily such as window ledges, doors etc.
- **Toys and play items** will be disinfected between each use.
- **Diapering and toileting** toilets and change tables will be cleaned and disinfected between each use.
 - Proper PPE will be used for diapering and toileting (mask, face shield and gloves that are changed between each use)
 - **Tables and countertops** used for food preparation must be cleaned and disinfected before and after each use.
 - **Chairs** will be cleaned and disinfected before and after serving food.
 - **Carpets** will be removed from the classrooms.
 - **Cots must be:**
 - labelled and assigned for a single child per use
 - will be cleaned and disinfected before being assigned to the child
 - high touch surfaces on cots will be disinfected as often as needed
 - linens will be sent home daily for washing
 - Children should bring their **own sunscreen** and it cannot be shared. Staff may assist to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands and before and after application and wearing disposable gloves.)

The 6 steps for cleaning and disinfecting are:

- Clean with soap and water.
- Rinse with clean water.
- Apply the disinfectant according to the manufacturer's instructions on the label.
- Allow the surface or object to soak in the disinfectant for the required contact time. A disinfectant with a Drug Identification Number (DIN) can also be used.
- Rinse with clean water if required according to manufacturer's instruction on the label. Rinsing is not required when using household bleach and water.
- Let air-dry.

- Any toys that are mouthed by young children will be removed, cleaned, and disinfected before being put back to use. Shared toys and equipment will be disinfected prior to being shared.

- Appropriate PPE must be worn during cleaning and disinfecting e.g. gloves, mask, face shield, and gowns)

Food Safety

Staff should change meal practices to ensure there is no self-serve or sharing of food at mealtimes.

- Utensils should be used to serve food.
- Meals should be served in individual portions to children
- There should be no items shared (i.e., utensils)

There should be no food provided by the family/outside of the regular meal provision of the program.

Staff must ensure proper hand hygiene is practiced when preparing food for all individuals before and after eating. Physical distancing will be practiced while eating with chairs spaced further apart.

Sanitary Precautions

Hand washing and respiratory etiquette

Staff will be required to assist and supervise children while hand washing. Children will be required to wash their hands multiple times throughout the day including and not limited to;

- When they arrive and before going home
- Before and after eating and drinking
- After a diaper change
- After using the toilet
- After outdoor time
- After sneezing or coughing
- Between activities

Staff will be required to wash their hands or use alcohol-based hand sanitizer immediately upon entering the childcare Centre.

Staff will be required to wash their hands regularly throughout the day, including and not limited to;

- When they arrive and before they go home
- Before and after handling food
- Before and after applying sunscreen or medication
- Before and after changing diapers
- After assisting a child on the toilet
- After using the washroom
- After contact with body fluids
- After cleaning tasks
- After handling garbage

Staff should increase monitoring of hand washing supplies to ensure all sinks in wash-rooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance for the Centre and throughout the Centre. Ensure hand sanitizer is readily accessible in areas where hand-washing facilities are not available. However, hand sanitizer dispensers should not be in locations that can be accessed by young children.

Disposable Gloves, Masks and Eye Protection

Wearing masks/face coverings or gloves is not required for either the children or staff in the childcare Centre. Staff may wear a mask throughout the entirety of the day if they feel they want to.

Staff must wear surgical/procedural masks, gloves, and eye protection (face shield)

- When cleaning and disinfecting blood or bodily fluids spills if risk of splashing
- When caring for a sick child

Staff must wear surgical/procedural masks, and gloves.

- Providing direct care (e.g. diapering or feeding)
- Holding or carrying a child
- Assisting a child with dressing

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them. Disposable gloves do not replace hand washing.

Protocols when a child or staff demonstrates illness or becomes sick

Staff, children, and parents/guardians should not enter the childcare Centre if they are sick, even if they show mild signs of a cold.

COVID-19 RESPONSE PLAN

To protect the health and well being of children and staff within the childcare Centre, children will be monitored throughout the day for any signs of COVID-19. Children or staff who become ill while at the childcare Centre must return home as soon as possible. If a child shows any symptoms and becomes sick at the Centre, the child will be isolated, and parents will be contacted for immediate pick up. One positive confirmed case of COVID-19 in a childcare Centre is considered an out-break.

Health Checks for Children in Care

Staff will ensure that all children in care are monitored for illness, with a temperature taken throughout the day if required, including for the following signs and symptoms of COVID-19:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Lethargy (lack of energy) or difficulty feeding/eating.
- Any of the following symptoms:
 - Sore throat
 - Difficulty Swallowing
 - Pink eye
 - Chills
 - Rash
 - Headaches Unexplained fatigue/muscle aches
 - Abdominal pain
 - Croup (respiratory infection resulting in barking cough and difficulty breathing)
 - Diarrhea and/or Nausea/vomiting
 - Decrease or loss of sense of taste or smell
 - Runny nose without other known cause
 - Nasal congestion without other known cause

Staff will ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to conduct and document the health check or take a temperature if symptoms are noted. Staff must document any symptoms observed on the child's Illness Tracking Form.

Children Who Display COVID-19-Related Symptoms During Care

If **ANY ONE** of the symptoms related to COVID-19 are present in a child, the child must be **immediately excluded from the childcare Centre** and sent home. If the child has siblings who attend the same childcare Centre, all siblings must also be excluded.

The following procedures will be in place:

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a separate room/area such as the nurse's room.
- Once the child has been removed from the classroom, all surfaces and toys will be disinfected. Remaining children in the room will wash their hands immediately.
- The child should be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.



- Ensure the child wears a surgical-type or non-medical face mask (if tolerated) to cover the child's nose and mouth. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the child should also wear a facemask.
 - Hands must be washed before and after taking off a mask.
 - In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves may be used when there is close contact with the child.
 - Staff must ensure that they wash their hands or use hand sanitizer (if hands are not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
 - The Door in the nurse's room, if possible, will be kept open to increase air circulation.
 - Staff should also wear eye protection (e.g. face shield)
 - Respiratory etiquette should also be practiced while the child is waiting to be picked up. Tissues should be provided to the child and disposed of properly after use in a lined, covered garbage container.
 - Staff will notify the parent/guardian to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
 - Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
 - Once the child has been picked up, the Director or staff who was with the separated child will ensure that the room/area where the child was separated to and any other areas/-surfaces that the child had contact with are thoroughly cleaned and disinfected.
 - Items that cannot be disinfected will be sealed and stored away for 7 days.
 - Thermometers will not be used between children/staff without single use protective covers or disinfecting between uses.
 - Contaminated items belonging to the symptomatic child will be sent home immediately for cleaning. Staff is to place items in a securely tied plastic bag and send home with child's parents/guardians. Soiled items must not be rinsed and/or washed at the Centre.
 - The child should be excluded from childcare and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to childcare. The Director will provide the parent/guardian with contact information for Public Health for information on symptoms, getting tested and self-isolation.
 - If the Covid-19 Test results is negative and the child is free of symptoms for a minimum of 24 hours, the child must pass entry screening to return to the childcare.
 - If tested positive, Public Health will provide direction on when the child can return to childcare.
 - The childcare Centre must report this to the ministry as a Serious Occurrence.
 - Other children and staff who were present while the child or staff member became ill is now considered a close contact. The children/staff members will be grouped together until they can be picked up to self isolate at home for 14 days.

*Please note that children who must self-isolate due to illness or close contact will be under our illness policy and refunds and credits are not permitted.

Staff Who Display COVID-19-Related Symptoms While at Work

Any staff person who presents symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the COVID-19 Screening Form must not return to the Centre. If a staff person becomes ill while at the childcare Centre:

- Staff should isolate themselves as quickly as possible until they are able to leave the Centre and wear a surgical-type or non-medical facemask covering the nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Director will provide the staff person with contact information for Public Health for information on symptoms, getting tested and self-isolation.
- Staff must remain off work and self-isolate for 14 days from the start of symptoms (unless tested negative). If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.
- If staff person tests negative for COVID-19, and is free of symptoms for 24 hours, they must pass re-entry screening to return to work.
- If staff person tests positive, Public Health will provide direction on when they can return to work.

When a child or staff person becomes ill

The Director will report the illness to Public Health

- In the event that two or more individuals are symptomatic in the childcare, the Director must contact York Region Public Health to notify within 48 hours and seek advice regarding information that should be shared with staff and parents enrolled in the childcare Centre.
- Other children and staff in the Centre who had close contact with a child or staff person who became ill should be grouped together. Public Health will provide any further direction on testing and isolation of close contacts.
- Children or staff who have been identified, as a close contact to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days or until laboratory test have been completed.
- Staff should seek out assessment and tested for COVID-19 at a COVID-19 assessment Centre as soon as possible after identification of the case.
- If a staff member tests negative and becomes symptomatic, the staff should be re-tested.
- If the test result is negative, asymptomatic staff must remain in self-isolation for 14 days from their last exposure to the case.
- Asymptomatic persons will only be tested as directed by York Region Public Health.

A suspect respiratory outbreak will be declared by York Region Public Health.

York Region Public Health contact information:
1-877-464-9675 ext. 73588 (office hours)
905-953-6478 (after hours)

Serious Occurrence Reporting

- Les Fanfans Daycare has a duty to report suspected or confirmed cases of Covid -19 to their local public health unit. Public health will then provide LFD with direct and specific advice and instruction on what control measures that will be implemented. They will also provide instruction on how to monitor staff and other children for other possible infected cases.
- Where a child, staff or parent is suspected or is a confirmed case of Covid-19 LFD will report this to the ministry of education
 - If the centre or classroom is to close because of a confirmed case of Covid-19, LFD will report this to ministry as a serious occurrence
 - Les Fanfans Daycare will post any reported Serious Occurrences as required by the CCEYA unless public health tells us otherwise.

Closure of the Child Care Centre

The decision to close the childcare Centre will depend on several factors and will be determined on a case-by-case basis in consultation with York Region Public Health

Communication with staff and parents

All parents/guardians will be made aware of our COVID-19 plan. They will receive a copy of our policy and procedures regarding the health and safety protocols.

COVID-19 information will be posted at the entrance and screening areas for parents. Any new information will be posted in these areas or an email will be sent out to all parents. Emergency contacts will be aware of all COVID-19 measures; they will be visible for everyone to see that enters the Centre. Parents/guardians are strongly recommended to share our new health and safety protocols to an emergency contact before arriving to the Centre. Parents must ensure that emergency contact is readily available to pick up the children in case the parent is not available for an emergency situation

Visitor Restrictions

- No non-essential visitors will be permitted to enter the childcare Centre.
- Ministry staff and other public officials will be permitted to enter e.g. public health, paramedic, special needs services etc.
- No volunteers or students will be permitted at our Centre during this time.
- Centre tours are not permitted

Attendance records

- Les Fanfans Daycare will be responsible for maintaining daily records of anyone entering the facility. The Director will deem if the person entering the facility is essential. (Cleaners, maintenance worker, supports for children with special needs).
- Records will be kept up-to-date and available to facilitate contact tracing in case of a Covid-19 outbreak.
- Records will record name, contact information, time of arrival and departure and screening results. (i.e. Temperature and questionnaire answers.)

***All parents must sign the agreement on the next page as per York Region Public Health and Ministry of Education requirements.
Please sign the agreement on the next page***