



**YMCA of
Northeastern
Ontario**

YMCA Child Care COVID-19 Operational Procedure

Created: June 26, 2020

Updated: October 2, 2020

** Please note this is a living document that will be updated as directed by local Public Health, Ministry of Education, Ministry of Labour and Local Municipalities.

*Updates from previous will be highlighted in yellow for easy review and sign off.



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OVERVIEW

Introduction

On June 9th 2020, the Government of Ontario announced child care centres across Ontario would be able to reopen effective Friday June 12th, 2020 at a reduced capacity. This decision comes after the reopening of many business and establishments, leaving many parents in need of child care. As of September 1st 2020 Child Care centres are able to operate again at full capacity with enhanced health and safety and cleaning practices in place.

The information found within this procedure is meant to support existing YMCA Policies and Procedures in meeting requirements set out under the Child Care and Early Years Act, 2014 (CCEYA) and to provide advanced guidance on operating licensed child care with enhanced health and safety protocols approved by local Public Health. This guidance document is a living document and will be modified as applicable when instructed by local Public Health.

This guidance document has been designed for use in conjunction with the Child Care Centre and Home Child Care Agency Licensing Manuals, and the regulations outlined in the Child Care Early Years Act, 2014 (CCEYA). The advice of the local public health must be followed, even in the event that it contradicts previous child care procedures.

While the focus of this procedure is on the health, safety and operational measures that are required in order to safely operate child care, please note that every effort should continue to be made to uphold the welcoming and caring environment that the YMCA provides for the children, families and our staff.

In keeping with our YMCA Core Values and to support transparency for parents, families, staff and communities, a daily summary of COVID-19 activity associated with licensed child care programs will be posted online beginning September 11, 2020. This daily summary will be found as part of the government's open data catalogue and can be viewed at the following link:

<https://www.ontario.ca/page/covid-19-cases-schools-and-child-care-centres>

As you are aware, licensed child care programs are required to report to the ministry confirmed and suspected cases of COVID-19, as well as centre and premises closures. Information from these serious occurrence reports will be used to populate the daily summary that is posted online. The information that will be posted includes:

- Number of child care centres and home child care providers with at least one confirmed case of COVID-19;
- Number of confirmed cases of COVID-19 in children;
- Number of confirmed cases of COVID-19 in staff or home child care providers;
- Total number of closed child care centres; and,
- Total number of closed home child care premises.

About our Early Childhood Education Team

Our team of professional educators are highly trained and experienced in delivering high-quality, play-based programs. All staff are trained on our child care procedures for working during the outbreak of COVID-19, which has been approved by local Public Health and the Ministry of Education.



Staff Positions

- Vice President
- Manager
- Supervisor and/or their Designate
- Screener
- Walker
- Enhanced Cleaner
- Regular Cleaning/Custodial Staff
- Cook or Prep staff if Catered
- Early Childhood Educator, as per CCEYA
- Assistant Educator, as per CCEYA

** Educator to child ratios are, as per CCEYA.

Helping Families and Children Transition Back into the Child Care Environment

Every day the YMCA team supports new children and their families to transition into YMCA programs. We understand the individual needs of children experiencing new environments and caregivers. Our team is standing by, ready to soothe, calm, reassure and welcome all children and families to the YMCA. We understand this is a time of uncertainty and are prepared to be flexible and accommodating.

Parents and/or guardians will receive an orientation (previously known as the tour) but now completed virtually to welcome you to the YMCA and go over key policies and procedures prior to your child's start date. The orientation will cover safety procedures around screening, cleaning, disinfecting practices and the important reporting requirements around signs or symptoms of illness (including our duty to report and consult with local Public Health). We feel these extra steps will assist families and children with the transition of attending a child care centre during these unprecedented times.

Registration Process

During your initial tour and orientation (virtually due to COVID-19) the centre supervisor will discuss your child's needs and review our YMCA COVID-19 Procedures and drop off and pick up procedure. As per YMCA policy prior to your child starting at the centre, you are required to complete and submit a registration package for each child attending the program. All of our centres and programs operate Monday to Friday, year-round, except for statutory/civic holidays and on Easter Monday for our annual Educator Professional Development Day. The hours of operation vary from per location, so please inquire with the on-site supervisor or visit our website at ymcaneo.ca.

Child Care Fees & Payment

All fees are due on the first of each month with pre-authorized bank account debits or by credit card. Details will be provided by the centre Supervisor and our registration team. Non-payment of fees could result in withdrawal of your child from the program. Any payment, which is declined from the bank (non-sufficient funds – NSF) is



subject to a \$30 service charge. Alternate Payment dates and bi-weekly payment plans can be set up through our registration team.

The YMCA of Northeastern Ontario has purchase of service agreements with our local Social Service Departments to provide fee subsidy for qualifying families. If you require assistance with your child care fees, our registration team will provide you with the information to apply for child care subsidy. If you are approved to receive subsidized child care, you will be responsible for paying a daily parent fee assessed by your caseworker.

Absentees

Please note that fees are based on a monthly pro-rated basis and staff are scheduled accordingly, therefore, fees will not be reimbursed or reduced due to illness, emergency closures or absences. However, we are very mindful and understanding that with COVID-19 there may be required absent days mandated (as per local Public Health and/or YMCA Policy). In these situations our Registration Supervisor will request municipal financial support to cover these costs for our families. In the event the fees are not covered by the municipality unfortunately these costs are the responsibility of the family.

In the event there is a program closure due to COVID-19, as per local Public Health guidelines if we are unable to offer alternate care or services the same process above will apply.

Withdrawal, Termination, or Changes in Care or Schedule

The YMCA of Northeastern Ontario requires 10 business day's written notice of withdrawal or changes to care required. If 10 business days' of notice is not provided, families will be responsible for paying for the difference. The YMCA may terminate care if policies are not followed, fees are not paid, or we are unable to meet your needs.

Curriculum and Programming

Our main focus is to keep you child safe and healthy while developing a trusting relationship with your child. We will continue to provide high-quality play-based pedagogy through the delivery of our YMCA curriculums based on the age group and interests of the children. Our YMCA curriculum are mirrored by the Ministry of Education's pedagogy framework.

The YMCA will continue to follow our program statement which is located on our website or at the centre. We recognize that there may be approaches outlined in our program statement, which may not be possible due to physical distancing.

In addition to YMCA curriculum, the ministry has developed a new resource entitled [*Building on How Does Learning Happen? Pedagogical approaches to re-opening licensed child care*](#), educators will use this to help guide their programming during these changing times.

Guiding Procedures and Principles:

- First and foremost, our top priority is to ensure all health and safety procedures are in place at all times, safety exceeds curriculum programming.
- Our staff are educated on COVID-19 symptoms as well as preventative measures.



- Our meals include grab-and-go serve style and school-age will continue to bring bagged lunches, if approved by local Health Unit
- All individuals that are not feeling well are to stay at home to prevent the spread of germs.
- We have developed routines and schedules as it helps children feel safe and comfortable.
- We plan activities and experiences that support the interests and needs of the children with a program plan.
- Rooms have been re-set to operate during an outbreak. For example:
 - There is a rotation of toys for required disinfecting, all while keeping enough variety and toys for the children out while things are being cleaned and disinfected.
 - Suspension of all sensory activities (water, sand, etc...) unless offered individually.
 - Set-up enough the room to allot for as much physical distancing.
 - Some play areas may be closed at times (morning or afternoon) for disinfecting.
 - Educator role model supportive play by being a caring, sensitive and fun play partner/co-learner
 - Toys that were deemed hard to clean were removed from the play environment.
- Children naturally play in close physical proximity. There is no requirement to separate children during play, rather we are implementing additional precautions like screening and enhanced disinfection to reduce the spread of illness. However, activities will be setup to allot for additional space between all children wherever possible.
- When choosing small groups, focus on keeping the same children and staff together as much as possible to reduce the spread of illness.
- When outdoors, younger children play in fenced areas or in a stroller to keep separation from the public.

Opening Staff Checklist (Before Children Arrive)

- All staff are screened.
- Masks are worn at all times indoors and outside when physical distancing cannot be practiced.
- Regular tasks associated with opening the rooms (e.g. Flush for lead, check for fire extinguishers, etc.).
- **Clean** with detergent/soap and then **disinfect** using required dilution for outbreak (see label or Manufacturer Safety Data Sheet (MPDS) for more information on correct dilution):
 - **All high touch areas** (e.g. door knobs/push bars, light switches, railings, sinks, toilets, soap/hand sanitizer dispensers, phones, computers, garbage cans, change tables, diaper genies, counter tops, table tops, chairs, mirrors) at least twice a day.
 - **All shelves, equipment, and toys.**
- **Ensure all soft/plush toys, dress-up clothes, rugs, pillows, blankets, and furnishings** that cannot be cleaned and sanitized are removed.
- **Ensure there is no “all group” sensory activities** (i.e. no group water or sand play). Only use individual sensory activities that are discarded after each child’s use.
- Ensure the **outdoor sandbox is closed**, (e.g. tarp, cones or tape).
- Make sure to only have free running water when outside playing – so no buckets or water tanks to play in – remove if water is still out.
- Take out of **cubbies** all regular children’s personal belongings from cubbies and store in plastic bags, labelled with the child’s name until our regular children return to child care. Clean and disinfect all cubbies.
- **Discard** any **expired** or opened/unlabelled **food**.



- Take out of **bins** all regular children's personal belongings from the **diapering area** and store in plastic bags, labelled with the child's name until child returns to the centre. Clean and disinfect storage baskets so they are available for the children.
- Take **inventory of personal protective equipment** including disposable covers for ear probe thermometers, vinyl gloves, masks (only procedural or surgical grade and must be minimum Class 1 or ASTM Level 1) and goggles and gowns (from blood spill kit). Inform your Supervisor/Manager well in advance if you require more supplies (before your supplies are depleted).
- Take **inventory of cleaning and disinfecting supplies** including detergent/soap, disinfectant, cleaning supplies like cloths, disposable disinfecting wipes, liquid hand soap and hand sanitizer. Inventory of all required supplies per classroom, kitchen and full centre will occur. Inform your Supervisor/Manager well in advance if you require more supplies (before your supplies are depleted).
- Take **inventory of paper products** including napkins, dishes, cutlery, disposable serving utensils, tissue, and paper towels. Inform your Supervisor/Manager well in advance if you require more supplies (before your supplies are depleted).
- Purchase back-up diapers, diaper wipes, and snacks/lunches for everyone in case families are not prepared for emergency situations.
- Rooms that do not have walls that go all the way to the ceiling between rooms should have walls 8 feet high.
- There will be one room designated as the isolation room for anyone that becomes ill during operational hours. The room will have a door that can close. All PPE must be in a place that is known by all staff in the event this process is enacted (masks, gloves, cot, lined bucket, etc.).
- Families will be informed on the procedure for drop-off and pick-up. This will allot for physical distancing. Note: There will only be one family member allowed in the screening area at one given time.
- **The screening area** as a best practice will be outdoors (front entrance), weather permitting
- **Post relevant information on the front door** including:
 - All signs and instructions.
 - Hours of operation and contact information.
 - COVID-19 screening/information.
 - List of items not permitted in child care (e.g. nut products, toys, etc.).
 - Address of short-term shelter/evacuation site.
- **Update emergency contact list** and ensure all staff know how to contact each other and all families.
- Short-term and long-term evacuation site must be contacted and accessible prior to reopening.
- **Communication Methods:** Intercoms, personal cell phones, Walkie-Talkies (ensure what needs to be charged is charged). The screener will need some form of communication to contact staff inside.
- Tour and/or training for all new persons approved to drop-off and pick-up will occur prior to their first day. Limit of 1 adult at drop-off and pick-up and consistent members and only those that are approved with the registration.

Role of Supervisor or Designate

- Provide all staff with a copy of these COVID-19 procedures and review/train staff so that they understand their responsibilities. Post a copy on the staff information board/HS Board.
- As a best practice the supervisors will not be caring for ill children in isolation.
- Ensure that staff know how to use PPE correctly, as per Public Health guidelines.



- Regular reminders for staff that medical masks/eye protection is required when unable to maintain 2m distances from staff/children. Gloves are not required during regular activities – only when cleaning and disinfecting body fluids or caring for an ill child.
- Be onsite during all hours of operation (or a designate).
- Screening and registration. Record allergies/food restrictions, medication, and individualized plans (i.e. anaphylaxis, medical, special needs). Ensure there are emergency contacts in addition to immediate family.
- Ensure all medication is dispensed by a RECE/DA
- Monitor symptoms of health of staff/children throughout the day.
- Monitor throughout the day, that staff are implementing COVID-19 procedures.
- Immediately report to the Public Health, if a child, parent, or staff is suspected/confirmed positive for COVID-19. Follow all directions of Public Health. The supervisor will also contact YMCA Child Care Management Team
- Orient staff who are new to the centre. Take them on a tour, review the fire/emergency plan and all children’s emergency health information.
- All media inquiries will go to the VP. The CEO or their designate is the only person that will speak with the media or any other person with inquires, including the public/neighbours, etc.
- Ensure all YMCA Policies and the CCEYA are being followed.
- Review PPE procedures with staff prior to working and as required thereafter.

Role of Staff

- Welcome children and help them choose a cubby to store their personal belongings and assist them to wash their hands before entering the classroom.
- Sign in and out the children coming into care.
- For many children, it will be like starting on their first day of child care all over again. Be patient with children. Allow them time to re-familiarize themselves with their environments, educators and peers.
- Provide play-based activities or experiences based on children’s ages and interests and update parents.
- Provide as many opportunities of programming as you are able to, keeping in mind current limitations or restrictions to:
 - group sensory activities
 - soft/plush toys, dress-up clothes, rugs, pillows, blankets, and furnishings
 - singing – in closed spaces, areas that are not easy to clean (singing can be directed to an outdoor activity)
 - neighborhood walks – physical distancing must be respected
 - sending art work home only after minimum 7 days of quarantine
- Assist with extra cleaning and disinfecting.
- During lunch breaks, observe physical distancing from all staff, and wash hands before starting work again.
- Send all children’s personal belongings home at end of day to be cleaned and disinfected.
- Children must not share soothers, bottles, sippy cups, facecloths, etc. Label these items with the child’s name to discourage accidental sharing.
- Report any health or safety concerns to your supervisor immediately.
- Practice and respect confidentiality at all times.



Staff Scheduling and Requirements

- The child care hours of operation are typically from 7:00 am to 6:00 pm, 5 days a week (Monday to Friday).
- Staff are scheduled to work based on the times children arrive at the child care centre and depart each day. Typically, there is an opening and early shift, middle shift and late or closing shift to ensure ratios are compliant at all times. Staff schedules could change based on arrival and departure times of the children. Staff working 5 hours or more a day receive a paid half-hour lunch. A typically day for full-time staff is 7.5 hours per day and a paid lunch break. Exceptions to these hours may be required in order to meet the required CCEYA ratios. Staff will be informed as soon as possible of any required changes to the typical work day.
- When possible staff will be assigned to work at one location with one cohort. Where this is not possible staff will change their PPE and wash their hands between cohorts/locations.
- Tracking is required for staff that move from one cohort/location to another.
- If staff work at more than one employer and or department in the YMCA the following controls must be in place;
 - The staff member's other position is not a health care worker, including student health care worker placements
 - Screening takes place before beginning work
 - Logs for contact tracing are in place
 - The staff wear medical masks and eye protection at both workplaces
- Supervisors or their designate are required to be onsite during all hours of operation.
- Child Cares can operate at their pre-COVID maximum group sizes set out under CCEYA. Children will also be able to attend part time and offset with another child.
- Reduced ratios are permitted as set out under CCEYA provided that groups are not mixed and reduced ratios are not permitted at any time for infants
- If possible, siblings should remain in the same group for Family Grouping or Mixed Age Grouping.
- Infant Groups can have a maximum group size of 10 children.
- Ratios must be maintained in accordance with the CCEYA.
- When possible, try to have additional staff to ensure proper ongoing cleaning and disinfection. Where possible, these staff will not be included in ratio.
- The cook will have their Food Handler Certificate.
- There will be a supply/back-up staff available in the event that a staff is unable to report to work.
- Staff included in ratios and all home child care providers are required to have valid certification in first aid training including infant and child CPR, unless exempt under the CCEYA
 - **Special note** – the WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended until December 31, 2020.
- All staff and others who are interacting with children at the premises are required to obtain a PRC VS.
- Students completing placements are permitted to enter the child care centre but will be assigned to only one cohort. They will be trained on all YMCA COVID-19 protocols.
- Students will be trained on all YMCA COVID-19 protocols and are required to follow the same health and safety practices as all staff (screening and wearing required PPE).



COVID-19 Parent Information *Provided to Each Parent and/or Guardian

- You and your child are required to be screened each day for COVID-19. A link will be provided to you by your child's supervisor. We ask that you screen prior to arriving at the centre.
- We encourage the same parent/guardian to drop-off/pick-up child. We request this be limited to 1 person at a time and consistent if possible (18 years of age or older).
- Parents and all adults are required to wear a mask at drop off and pick up every day.
- Bring all required diapers, wipes, creams, medications/Epi-Pen, approved food (if required for health reasons), change of clothes and clothes to play outdoors every day. Diapers and wipes can be left overnight.
- Label all items with child's name.
- If someone in the household (close contact) develops signs of COVID-19 (cough, fever, difficulty breathing), the child or staff should be encouraged to go for a COVID test, but do not need to self isolate
- Do not bring any food, especially any peanut or nut products into the centre. Special approval by the supervisor must be provided to bring food from home into the centre. As per local Public Health, School-age is still permitted bagged lunches as per CCEYA Policy.
- Parents will not be permitted to enter the child care facility (limited to the screening area only).
- Explain importance of the emergency pick-up person.
- Providers will ensure freshly laundered blankets/sleep toys are done at a minimum twice a week at the child care centre.
- Children grade 4 and above are required to wear masks in the child care, parents are required to supply their child with non-medical or cloth masks. The YMCA will have a back up supply on hand if required.
- ** Children in all grades from the Rainbow District School Board are required to wear a cloth mask

Personal Protective Equipment (PPE)

The below procedures outline the required PPE for all staff as per Public Health. The YMCA will provide staff with all required PPE and training will be provided on the below instructions.

- The screener, all staff that are with an ill child (isolation room) and staff working with a cohort they are assigned to must wear a procedural mask.
- When physical distancing can not be maintained staff within their cohort, must wear a medical mask, and eye protection (visor or approved goggles) including, but not limited to:
 - Providing direct care (for example, feeding, assisting a child with hand hygiene, diapering).
 - Consoling an upset child.
 - Assisting a child with dressing or changing clothes.
 - In hallways
 - This requirement applies within cohorts as well.
- Children grade 4 and above are required to wear a non-medical or cloth mask while in the child care and including hallways. All school-aged children are encouraged to wear a mask in the child care program **
- The use of masks and visor/approved goggle is required outdoors for adults or children (mask only) when you can not maintain physical distancing (2 meters) between individuals
- PPE should be stored in a way that it is protected from contamination (sealed bag or container).
- Reusable masks should be taken off carefully and stored in a paper bag labelled with the staff name
- Gloves should be disposed of immediately.



- Goggles and face shields can be disinfected and stored away from contamination.
- Gowns are to be laundered (disinfected) and stored in appropriate bins between uses.

**Masks should be changed when they are damp, dirty or damaged. Medical masks are not recommended to be reused and they are to be disposed of when crumpled, moist or visually contaminated.

** The use of prescription glasses is not considered PPE and is not be acceptable. Eye protection must be CSA approved and the fit must be appropriate for the staff using them. Eye protection includes safety glasses, safety goggles, a face shield or visor attached to a mask. Eye protection should be comfortable, should fit securely and should not interfere with vision

<https://www.publichealthontario.ca/-/media/documents/poster-ipac-pss-putting-on-ppe.pdf?la=en>

<https://www.publichealthontario.ca/-/media/documents/poster-ipac-pss-removing-ppe.pdf?la=en>

The supervisor will review how and when to use PPE with all staff prior to them working.

Please Note: We recognize that there may be valid health reasons that would prevent someone from wearing a mask and/or eye protection: for example, someone with autism who has sensory issues, or other underlining reason that could make breathing challenging or difficult. Staff and children that are not able to wear a mask as per the requirements of Public Health are asked to inform their supervisor/manager so an accommodations plan can be put in place in partnership with local public health.

DAILY OPERATIONS

Screening Process (Replaces Daily Health Checks)

Families will be trained on the required process for drop-off and screening to ensure all health and safety protocols are compliant (questionnaire, temperature, physical distancing, hand hygiene and facial masks are worn). The screener will have on approved personal protective equipment (PPE) as recommended by local Public Health (face mask, shield, gloves).

As a best practice, staff, children and parents/guardians will be required to complete the screening questionnaire online before arriving at the child care centre. If unwell, they are not to arrive at the child care centre and must call the supervisor immediately. Note: If the screening process can not be done electronically (e.g., via online/in advance) the screening will take place onsite before entering the child care centre.

Children attending After School Programs will be required to have their parent/guardian complete the online screening form in the morning before they go to school. An additional Wellness Check will be conducted on the children entering the child care following their core day program in the school.

Children attending a different school for Before/After School Child Care will follow the same practices. Children entering from their core day or from the bus children will wash their hands (sanitizer can be used if soap and water is not available) prior to entering the child care space. When children are off site hands will be sanitized



before they enter the school or child care facility and then hands should be washed with soap and water thereafter.

The child care centre will keep a record of the child's school information and openly communicate with the school if there are potential COVID-19 symptoms pertaining to that child during the day or time in child care.

The Screening Staff or designate is responsible for checking that screening has occurred for all staff, visitors, and children **every day (anyone entering the centre/program)**.

- Screening will be conducted outdoors (weather permitting) or in the vestibule area, or well-ventilated area (i.e. open doors or windows, proper air flow).
- We will do our best to promote staggered arrival/departure times of parents. Parents will be required to practice physical distancing until the next parent has left the screening area. (i.e. stay in car, wait until next in line)
- Parents will not be permitted to enter into the child care centre (only screening area). Unless otherwise approved and then proper PPE must be worn, and they will be screened.
- Non essential visitors will not be permitted in the centre. Unless otherwise approved and then proper PPE must be worn, and they will be screened.
- Any child or staff with COVID-19 symptoms (as per the screening tool) will not be able to enter the YMCA program. Parents will be asked to follow the directions of their local Public Health and/or their health care provider.
- YMCA staff must be notified if a child or staff has been directed to go for COVID-19 testing as it is a reportable Serious Occurrence with the Ministry of Education.

COVID-19 Screening Guidance for Schools and Child Care

Updated: October 2, 2020: In consultation with the Chief Medical Officer of Health, the Ontario government is updating its COVID-19 school and child care screening guidance. The new screening guidelines are aligned for child care and school's, as noted below.

When assessing for the symptoms below, individuals should focus on evaluating if they are new, worsening, or different from your child's or staff's baseline health status or usual state (check off "Yes").

Symptoms associated with known chronic health conditions or related to other known causes/conditions should not be considered unless new, different or worsening (check off "No"). (see examples below).

After developing symptoms, in general, children should no longer have a fever and their symptoms improving to be able to return to school/child care. Mild symptoms known to persist in young children (e.g. runny nose or mild cough that may persist following infections) may be ongoing at time of return to school/child care if other symptoms have resolved.



Guidelines as per Public Health apply for screening of all Children

Please note that these changes apply to children only. Staff and essential visitors are to continue to use the existing screening criteria and/or make use of the Ministry of Health's [COVID-19 self assessment tool](#).

The **first set of screening questions** asks about symptoms such as fever or cough. Students and children with any of these symptoms will still be advised to stay home until they are able to receive a negative COVID-19 test or are able to consult with a health care provider and receive an alternative diagnosis.

Nipissing/Parry Sound Health Department: Students and children who are not tested or unable to consult with a healthcare provider and must isolate for 10 days from the onset of their symptoms and return to school/child care once they have been fever free for 24 hours (without the use of medication) and symptoms have improved for 24 hours.

The **second set of screening questions** asks about other symptoms that are commonly associated with other illnesses, such as a runny nose or headache:

- Students or children with only one of these symptoms will be advised to stay home for 24 hours, after which they can return to school or child care if their symptoms are improving.
- Students or children with two or more of these symptoms will be advised to stay home until they are able to consult with a health care provider and receive an alternative diagnosis or a negative COVID-19 test.
- **Nipissing/Parry Sound Health Department:** Students and children with two or more of these symptoms who are not tested or unable to consult with a healthcare provider must isolate for 10 days from the onset of their symptoms and return to school/child care once they have been fever free for 24 hours (without the use of medication) and symptoms have improved for 24 hours.

In addition, based on the latest public health guidance the symptom list for children in school and child care no longer includes abdominal pain or conjunctivitis (pink eye).

Updated Screening Questions October 1, 2020

The link for the updated screening tool is here: [MOH Screening Tool for Children ONLY October 2, 2020.pdf](#)

1. Does your child have any of the following new or worsening symptoms? Symptoms should not be chronic or related to other known causes or conditions.

- **Fever and/or chills** (temperature of 37.8°C/100.0°F or greater)
- **Cough** (more than usual if chronic cough) including croup (barking cough, making a whistling noise when breathing) Not related to other known causes or conditions (e.g., asthma, reactive airway)



- **Shortness of breath** (dyspnea, out of breath, unable to breathe deeply, wheeze, that is worse than usual if chronically short of breath). Not related to other known causes or conditions (e.g., asthma)
- **Decrease or loss of smell or taste** (new olfactory or taste disorder) Not related to other known causes or conditions (e.g., nasal polyps, allergies, neurological disorders)

2. Does your child have any of the following new or worsening symptoms? Symptoms should not be chronic or related to other known causes or conditions.

- **Sore throat** (painful swallowing or difficulty swallowing) Not related to other known causes or conditions (e.g., post nasal drip, gastroesophageal reflux)
- **Stuffy nose and/or runny nose** (nasal congestion and/or rhinorrhea) Not related to other known causes or conditions (e.g., seasonal allergies, returning inside from the cold, chronic sinusitis unchanged from baseline, reactive airways)
- **Headache** that is new and persistent, unusual, unexplained, or long-lasting Not related to other known causes or conditions (e.g., tension-type headaches, chronic migraines)
- **Nausea, vomiting and/or diarrhea:** Not related to other known causes or conditions (e.g. transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel disease, side effect of medication)
- **Fatigue, lethargy, muscle aches or malaise** (general feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants) that is unusual or unexplained Not related to other known causes or conditions (e.g., depression, insomnia, thyroid dysfunction, anemia)

3. Has your child travelled outside of Canada in the past 14 days?

4. Has your child been identified as a close contact of someone who is confirmed as having COVID-19 by your local public health unit (or from the COVID Alert app if they have their own phone)?

5. Has your child been directed by a health care provider including public health official to isolate?

- After screening is complete, and the child has passed the screening, parents will leave any forms or information for the educator/supervisor. Medication must be hand-given to a YMCA staff accompanied by the completed YMCA medial form, as the medication must be locked up. Staff must have the completed medication form in order to administer the medication. Thereafter, a YMCA staff will accompany your child to their YMCA classroom/program to join their educator and group. For safety purposes at no time should the parent enter the child care centre (only in screening area). Unless otherwise approved, and then proper PPE must be worn, and they will be screened.
- Screening is only required once per day, staff leaving the building (lunch) are not required to be re-screened upon returning but are required to self-monitor for any ill symptoms throughout the day.



- Every child should be screened prior to attending a different program (i.e., before attending child care before school, before attending child care after school).

** Please Note: Temperatures have been removed from the online screening form and will be checked by screening staff upon entry into the child care centre.

Note: Based on the low number of COVID-19 cases and outbreaks across our districts, the Heath Unit advises that when a symptomatic individual is tested for COVID-19 and they are waiting for the results, their close contacts no longer requires to self-isolate, provided they do not have COVID-19 symptoms. These individuals are requested to self-monitor. Self-monitoring means that they complete their daily activities and watch for symptoms of COVID-19. If they begin to show symptoms of COVID-19, self-isolate immediately and get tested for COVID-19.

Site supervisors are responsible for printing and saving a record of their screening results weekly, and to keep a copy on-site in the “Contact Tracing Kit”.

Staff Personal Belongings & Routines

- Bring only what is necessary into centre.
- Each staff is designated a space to store personal items that is separate from other staff. Each staff member is responsible for cleaning and disinfecting their area at the end of each shift.
- Staff room/washroom – each staff member is responsible for cleaning and disinfecting after each use.
- Office – each staff member is responsible for cleaning and disinfecting after each use including - desk, phone, computer, chair arms, door handles, and light switches.
- Staff are to practice physical distancing whenever and wherever possible with one-another or wear a mask.
- As a best practice, we recommended staff to wash their hands and their clothes when they arrive home.

Cleaning & Disinfecting

- **Cleaning** – removing all visible dirt from the surface of an object. Use detergent/soap and water and do not forget to rinse off detergent/soap residue.
- **Disinfecting** – reduces germs on a surface and is done after cleaning. Ensure you understand the correct concentration of disinfectant to use during outbreaks, that disinfectant is not expired (discard mix everyday), and that you are leaving disinfectant to remain on surfaces for the correct contact time (i.e. don't wipe disinfectant off immediately). If using Virox, follow the strict guidelines for use (spray on towel or cloth, let sit for the required time and rinse). Children should be away from tables or other surfaces when they are being disinfected. You are able to use other cleaners as approved by your local health inspector.
- Virox can be used but it is preferred that it is not sprayed on any toys. Toys can be washed in the dishwasher.
- Use of **Personal Protective Equipment (PPE)** - gloves, goggles, masks, gowns – read the label of the approved disinfectant or look up the manufacturer's instructions on the internet to determine which PPE is required. Typically, PPE is only required if cleaning up body fluids (saliva, urine, stool, vomit, mucus, blood). **Always wash your hands after removing gloves.**



- When possible, do cleaning and disinfecting when children are not present.
- Before re-opening the child care centre after being closed.
- School Boards are required to ensure spaces are cleaned and disinfected between the core day program ending and the when the child care program begins.
- Before eating, clean and sanitize tables.
- After children leave a room, clean and disinfect all high touch areas and shared toys/equipment.
- After all children have left for the day, before you close, clean and disinfect all cubbies.
- After a child puts a toy in their mouth, sneezes or coughs on toys, take the toy out of rotation and clean and disinfect. Mouthed toys require rinsing with potable water after contact time with disinfectant achieved (in order to remove any chemical residual).
- All areas a child can touch (handles, buckles, seats, etc.) on strollers are to be disinfected between uses.
- Washrooms, including sink faucets, toilet flusher, and soap dispensers should be cleaned and disinfected frequently throughout the day, and also after every washroom routine. Cohorts that are sharing a washroom must be cleaned between uses.
- Enhance **cleaning** every night in all areas, on all touched surfaces.
- Increase the use of anti-bacterial hand sanitizers and disposable gloves.
- Increase cleaning and disinfecting for all electronic devices, such as site phones and iPads after each use, as well as staff cell phones and personal items (water bottle, thermos, etc.)
- Instruct employees to wash/scrub their hands, and children's hands, a minimum of hourly, which has been proven by the Centre for Disease Control to be the most preventative measures.
- Items that cannot be easily cleaned and disinfected and are important in program delivery can be put through a quarantine period of at least 72 hours before reuse. Books and puzzles and other items not easily cleaned and disinfected can be placed in bags or containers with the date they have been removed from the classroom and the date they can be released from quarantine and brought back into the classroom or used by another cohort.

Cleaning & Disinfecting Bodily Fluids

- Treat all body fluids (e.g., saliva, urine, stool, vomit, mucus, blood), as potentially infectious.
- Take photo(s) and/or be able to describe in detail any body fluids that could be potential symptoms of COVID-19 for Health Unit.
- Wear single use non-latex gloves when there may be contact with another person's body fluids such as when cleaning cuts or scrapes, cleaning up blood, vomit and/or stool from surfaces or contaminated linens, and changing diapers.
- In addition to eye protection and gloves, staff should wear a mask when cleaning up vomit or bodily fluids from a contaminated surface.
- An apron, gown or separate set of clothes may be used if direct contact with body fluids is likely to occur.

Steps to Clean and Disinfect Body Fluids

- Put on gloves, eye protection and mask.
- Clean up body fluids using a disposable absorbent cloth (e.g., paper towel).



- Clean the area with detergent/soap and water, then rinse off detergent/soap.
- Disinfect the area using the manufacturer recommended concentration and contact time.
- Discard contaminated paper towels, gloves, etc. in a plastic bag. Tie closed and place with regular trash.
- Contaminated clothing can be wrapped tied closed in a plastic bag and sent home for cleaning. Normal detergent and laundry cycles are effective.
- Wash hands after removing gloves.

Use of Thermometers

- Best practice is the use of digital infrared forehead thermometers. However, if this is not possible the use of a digital with disposable covers or a disinfecting process for each use will be used. Public Health has approved this process.
- If using the digital thermometer (where it is touching the person), the thermometer must be disinfectant after each use.
- Staff will follow the thermometer manufacturers recommendation on where to take the temperature on the body i.e., wrist, elbow, head/temple etc.

Approved Physical Distancing for Child Care Programs

- Once the person has been screened and passed the process; physical distancing of 2 metres in the actual child care centre/classrooms will not be required. However, activities will be setup to allot for additional space between all children wherever possible.
- Staff will practice physical distancing inside the centre (i.e. lunch rooms, breaks, hallways, offices).
- Staff meetings will be conducted virtually, when meetings are not possible to be done virtually physical distancing and proper PPE will be required
- Staff will prevent groups (cohorts) to interact at any time or during transitions.
- Avoid gathering in groups in one area (cubbies, outside).
- Avoid holding hands, except in safety situations; ensuring proper hand hygiene is practiced.
- Avoid sharing of toys and materials between children, where possible, without disrupting play.
- Families will remain outside of the child care centre. They will not be permitted to enter the centre.
- Reduced child care centre operating capacity.
- Children will remain in their assigned classroom; they will not transfer to another group or classroom.
- Siblings from separate cohorts can be mixed together provided they are the only children remaining at the centre so long as, the children are in a space other than a space dedicated to a cohort, such as a waiting area or outdoors.
- While school age spaces are being cleaned, cohorts can be in the same space (i.e. gym, outdoors) for a short period of time permitted at a minimum 2 meters are between each cohort.
- Set-up activities to provide larger distance between each child.
- Singing is not permitted indoors.
- Place cots 2 meters apart where possible (minimum 1 meter – head-to-toe) when 2 meters is not possible.



Visitors

Regular visitors are not permitted to enter the child care centre. No one other than the approved staff, children, or required third party partners (such as, Public Health, Ministry of Education, Early Years Division etc.) will be permitted. If there is required maintenance work it must be approved, and all COVID-19 Protocols must be followed (screened and PPE).

- All deliveries will be left at the door, sign-offs will be waived.
- If you are purchasing items, please ensure the company is aware of our process and no-one will be allotted to enter the child care facility.
- In an emergency situation, the screening process will be confirmed, proper PPE must be worn and Information for contact tracing must be collected.

Special Needs Resource Staff (SNR)

- SNR staff are required to wear a mask when physical distancing can not be practiced.
- SNR Staff and enhanced staff who are on site and not counted as part of ratios are not included in the maximum capacity rules (e.g. Not part of the maximum cohort size of 10- including children and staff).
- SNR staff supporting more than on cohort will be required to wear appropriate PPE which includes facial mask and eye protection and practice physical distancing as much as possible.
- SNR Staff and Enhanced staff supporting more than on cohort will be required to wear appropriate PPE which includes facial mask and eye protection and practice physical distancing as much as possible.
- Hand washing must occur upon entering/leaving each classroom.

School Board Partnerships

- School Board staff or their contract workers do not need to be screened again by child care if they entered through the school (separate entrance) and they have confirmed they passed the schools screening procedure.
- If one of these criteria is not possible, people will have to be screened at the child care entrance by a child care worker.
- School Boards, CMSMs/DSSABs and child care partners should work together collaboratively to ensure that licensed child care programs located in schools are able to re-open and that health and safety policies and requirements for child care programs and schools are complementary and aligned with the advice of local public health officials.
- When there is a confirmed case of COVID-19, the Child Care Centre and the School Board will openly communicate all necessary information (parents will sign-off on a permission to share information).
- School Boards are required to ensure spaces are cleaned and disinfected between the core day program ending and when the child care program begins
- The Child Care and Schools will work together as best possible to keep school cohorts and child cohorts consistent wherever possible



Hand Hygiene and Washing

- Hand washing is the best way to prevent the spread of illness for staff and children. Ensure an adequate supply of liquid soap and paper towels or a hot air hand dryer is in every washroom.
- Wash hands using liquid soap and running water for **30 seconds**. Can use a timer to help with this.
- Staff are responsible for supervising children to ensure they are hand washing correctly.
- If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains at least 70% alcohol ensuring all surfaces of the hands are covered and rubbed together until they feel dry. If there is no access to water and soap and the children are using the hand sanitizer, they must be supervised until the hand sanitizer has fully dried.

When staff must hand wash	When children must wash hands
<ul style="list-style-type: none"> • After arriving to work & before leaving. • After removing gloves. • Before & after handling food, including eating. • After coughing, sneezing, or blowing your nose or helping a child. • After using the toilet or helping each child to use the toilet. • After each child’s diaper change. • Before and after administering medication. • Before and after cleaning/bandaging cuts, scrapes, wounds. • After cleaning & disinfecting. • When hands are dirty. • After playing outside. • After handling animals or their waste. 	<ul style="list-style-type: none"> • After arriving at the centre & before leaving. • Before & after eating. • After coughing, sneezing, or blowing nose. • After using toilet. • After diaper change. • After playing outside. • When hands are dirty. • After handling animals** <p>**No animals are allowed during an outbreak. Please place animals somewhere safe, away from children and food preparation.</p>

Hand Sanitizer

- Limit the use of hand sanitizer to adults only (soap and water is the best method).
- Using soap and water is the best method of cleaning hands. Use hand sanitizer when soap and water are not available.
- If hands are dirty, they must be washed with soap and water before using hand sanitizer.
- Minimum concentration of alcohol in hand sanitizer is 60% the maximum is 90%.
- Use enough hand sanitizer to wet hands for 15-20 seconds.
- If you permit children to use hand sanitizer, ensure they are supervised, and that they do not touch their eyes, nose or mouth until it dries.
- Infants should not use hand sanitizer as it is not good for children (or anyone) to ingest. Best practice is for the staff member to put on the hand sanitizer and hold the child’s hands by the wrists until it dries.

Cough and Sneeze Etiquette (Respiratory Etiquette)

- Cover mouth and nose when you cough or sneeze with a tissue (use enough tissue so that fingers do not touch mucus).



- Immediately dispose of tissue in a bin lined with a garbage bag and with lid.
- Wash hands with soap and water.
- Keep hands away from face.

Diapering and Toileting

- A mask is worn.
- Provide a bin for each child to store their diapers, creams, etc.
- Clean and disinfect bins.
- Purchase back-up diapers in case a family is not prepared.
- Discard gloves and wash hands after diapering each child.
- Assist child to wash hands after toileting and each diaper change.
- Clean and disinfect diaper change table after each child.
- Increase frequency of cleaning and disinfecting toilets, sinks, and after each toileting routine.
- Provide a bin with a lid, lined with a garbage bag and take the garbage outside of the classroom if full.

Rest/Sleep

- In new situations it may be difficult for children to fall asleep. Prepare to give reassurance and offer alternate activities if a child does not want to lie down.
- Place cots 2 meters apart where possible (min.1 meter – head-to-toe) when 2 meters is not possible.
- At a minimum wash sheets/blankets twice a week with regular detergent on the regular laundry cycle.
- Disinfect cots prior to stacking.
- Do not stack sheets/blankets with cots.
- Ensure children only take out plush toys/blankets at sleep time and do not share with anyone (labelled Ziploc bag is a best practice if possible and refrain from bringing the stuffed toy back and forth from home).

Medication

- Supervisors or RECE designate will be responsible for administering medication with the exception of emergency medication (i.e. Epi-Pens, puffers).
- Follow the regular procedure for medication.
- Ensure all medications are sent home at the end of each day.

Anaphylaxis

- Ensure families and staff are aware of our policy regarding peanuts/nuts.
- Follow the regular procedure for anaphylaxis.
- Ensure all medications are sent home at the end of the day, if not a duplication.
- Families will be asked to not bring lunch/snacks into the child care centre as per regular procedure. If there are special circumstances where food must be brought into the centre (special diet or allergies, etc.), the supervisor must approve this plan and our regular policy will take effect (label and proper storage).



- If a nut product or a known allergen that is extreme (i.e. child reacts to airborne/smells allergen), either provide the child with an alternative food from the pantry or move the child to another room to eat.

Food Handling

- Designate one staff with a current Food Handler Certificate to be responsible for handling snacks/lunch and doing lunch checks. When possible this person should not be the same person who is assigned to do cleaning and disinfecting, or the person assigned to look after ill children.
- The best practice is to have the cook pre-plate and cover/wrap all meals just before serving. If staff are serving food, they must take extra precautions in plating away from the children and no child can self-serve. Unused food must be discarded in that classroom after use. There will be no family style serving where children self-serve. If there are special meals, the plate must be labelled with the child's name.
- Supervise the children at all times so they are not sharing food.
- Food must be covered or wrapped when not serving.
- Provide a bin with a lid that is lined with a garbage bag to discard food. Take outside each day (outdoor garbage bins).
- Children must not prepare or handle food, therefore no cooking activities.
- Bag lunches from home are allowed
 - Clean hands before and after
 - Ensure child's name is on lunch bag
 - Sanitize tables where lunch bags were on
 - Sanitize cubbie where lunch was stored
 - Where required, bag lunches should include freezer packs to ensure that food is maintained at a safe temperature and nutritional value is maintained.

MONITORING HEALTH OF STAFF, CHILDREN & PARENTS/GUARDIANS

Tracking Symptoms of Ill Health

- The supervisor is responsible for monitoring all staffs' symptoms of ill health during the day.
- Staff are responsible for monitoring children throughout the day for symptoms of ill health.
- If staff observe children with symptoms of ill health, they must report their observation to the supervisor immediately and it will be noted in the logbook.
- Use the tracking system approved by Public Health.
- Staff should be tracking all symptoms noticed, including non COVID-19 symptoms.
- A tracking system must be in place where all registered families and staff information is readily available to share with Public Health. Other people (visitors) that could have been within the child care centre 'bubble' during this period will also be included in the tracking, therefore please ensure tracking sheet is completed daily and up-to-date at all times.



Isolating an Ill Child and/or Staff

- If a child is observed to have symptoms related to COVID-19 or any other communicable illness, the child must be isolated from the group, under the supervision of 1 staff member.
- Siblings are not to be put into isolation at this time, unless both are showing symptoms.
- Siblings of a symptomatic child will not be sent home, as long as they do not present with symptoms.
- Children of symptomatic staff will not be sent home, as long as they do not present with symptoms.
- At minimum the child should wear a mask (if tolerated, except if under 2, do not use). The staff in the room will wear a mask and goggles or face shield. Barrier (gown or blanket) and gloves should be worn if likely to have contact with respiratory droplets/bodily fluids.
- The supervisor will call the parent or guardian for immediate pick up (within 30 mins if possible depending on circumstances).
- The Supervisor will also advise the parent to contact their health care provider and local COVID-19 Test Centre and the supervisor will also contact local Public Health. Contact numbers provided at the end of this document.
- If a staff member is observed to have symptoms related to COVID-19 or any other communicable illness, the staff is to go home, self-isolate and contact local COVID Testing Centre for instructions. The supervisor will also contact local Public Health.
- Staff should (if possible) keep as much distance as possible (2 meters if possible) from the ill child while maintaining appropriate supervision.
- After the child is picked-up, a deep cleaning and disinfecting must occur (bedding, cot, equipment and full isolation room). Items that cannot be cleaned and disinfected should be removed and stored in a sealed container for a minimum of 7 days.
- The remaining children from the ill child's classroom will be redirected to another space until the classroom is deep cleaned. The first location is to go outside, a secondary location if the outdoors is not an option is to be identified by the supervisor and communicated to all staff.
- All other classrooms will be directed to stay in their classrooms.
- The areas where the child was playing/toys must be cleaned and disinfected.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.

Testing for COVID-19

- New employees returning to work do not need to be tested.
- Children and staff changing sites do not need to be tested.
- Symptomatic staff and children should follow screening results on Page 14.
- Testing of asymptomatic persons should only be performed as directed by local Public Health
- Those who test negative for COVID-19 must be excluded until 24 hours after symptoms resolution.
- Individuals with enteric symptoms must be excluded for 48 hours such as vomiting and/or diarrhea.
- Those who test positive for COVID-19 must be excluded from the child care centre at minimum for 14 days after the onset of symptoms and until cleared by local Public Health.



- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e. grouped together) until laboratory tests, if any, have been completed or until directed by Public Health.
- Staff members awaiting test results, for random testing who are asymptomatic, may continue to work.

Guidelines for After the Testing

- Individuals (children/staff) may return to the child care centre once they receive notice from the Health Unit that their test results are negative. The two options are:
 - The individual can login to the online portal (covid19results.ehealthontario.ca) and print/email a screen shot to the supervisor; or
 - The individual can contact the Health Unit and pick up test results in person (North Bay only).
- Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at time of return to child care if other symptoms have been improving for 24 hours (call local Public Health if unsure)
- Individuals who do not go for testing can return after isolating for 14 days (symptoms free) or receiving an alternate diagnosis of symptoms from a physician.

Ministry of Education Serious Occurrence Reporting

- A Serious Occurrence with the Ministry of Education must be filed and/or updated when a person (child or adult) has 1 or more presenting COVID-19 symptoms and they are being sent for testing.
- Where a serious occurrence has been reported for COVID-19 at a centre and that report remains open in CCLS, should there be a second individual at that **centre** develop a suspected or confirmed case, the YMCA will update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence, the YMCA must submit a NEW report.
- Important Note: You are no longer required to send the Municipality, Ministry or School Board partners an email notification of an ill child going for testing/SO. The Ministry and Municipality will receive the S.O when you file your S.O and will follow-up as appropriate.
- In the event of a positive COVID-19 test result refer to Pg. 24. Managing a Positive COVID -19 Case and contact your manager immediately by phone for additional support and guidance. The VP or designate will inform the local Public Health, the CEO, the Ministry of Education, Municipality and the School Board (if applicable). See Managing a Positive Case of COVID-19 Pg. 24



Managing a Presumed Case: Roles and Responsibilities of the Supervisor/Manager

Presumed Case: ONLY 1 Symptom but no test required from Health Unit	Presumed Case: 1 or more Symptoms AND Being Sent for Testing *A Serious Occurrence is required
<ul style="list-style-type: none"> • Inform local Public Health & complete a line listing, if applicable in your district • YMCA Management & the VP of Child, Youth and Family Development • YMCA staff will complete an incident report (with parent signature) • YMCA staff will record the incident in the log/communication book • YMCA staff will record the incident in the symptoms of ill health form • Parents of children enrolled at the child care centre will only be notified as directed by local Public Health 	<ul style="list-style-type: none"> • Inform local Public Health & complete a line listing, if applicable in your district • YMCA Management & the VP of Child, Youth and Family Development • The Ministry of Education by filing and/or updating a Serious Occurrence • YMCA staff will complete an incident report (with parent signature) • YMCA staff will record the incident in the log/communication book • YMCA staff will record the incident in the symptoms of ill health form • Parents of children enrolled at the child care centre will only be notified as directed by local health unit

For school-age children presenting with COVID-19 symptoms in the Nipissing and Parry Sound Districts, Supervisors can contact the Health Unit and ask to speak with the School Health Nurse if they have questions.

Managing a Positive Case: Roles and Responsibilities

Role of Educator/Cook	<ul style="list-style-type: none"> • Inform Supervisor immediately • Complete/Update Incident Report and Communication Book • Complete/Update Symptoms of Ill Health Form • Support deep cleaning of child care space • Follow direction of the Supervisor/manager as per local Public Health direction <p>**Confidentiality is imperative; at no time are we to disclose the name(s) of the child or staff. Local Public Health will lead all family, staff, and public notifications.</p> <p>**All media inquiries will be immediately directed to the CEO and/or their designate</p>
Role of Supervisor or Designated Lead	<ul style="list-style-type: none"> • Inform Manager immediately • Update ill tracking sheet • Collect all required documentation, screening records, sign in & out forms, completed cleaning and disinfecting charts, public health line listing and live roster of all children that are absent and/or ill • Upon direction of Manager (as per Public Health) call families of cohort for immediate pick up • Communicate to staff the reopening plan (as per Public Health) <p>**Confidentiality is imperative; at no time are we to disclose the name(s) of the child or staff. Local Public Health will lead all family, staff, and public notifications.</p>



	<p>**All media inquiries will be immediately directed to the CEO and/or their designate</p>
<p>Role of Manager</p>	<ul style="list-style-type: none"> ● Inform Vice President immediately ● Inform Public Health Contact *Follow their direction with further notification ● Within 24 hours provide Public Health with: <ul style="list-style-type: none"> ○ Attendance Records ○ School Information * school, grade, teacher ○ Before/after school Child Care Lists ○ Transportation lists and seating charts * bus number and seat Location ○ Contact information for children and staff ○ Records of essential visitors ○ Provide a copy of our COVID-19 Procedure ○ Copy of all completed cleaning and disinfecting charts <p>This above noted information is required for 'Contact Tracing' purposes by local Public Health. It must be readily available 24 hrs a day and 7 days a week. If within a school access must be granted to retrieve this imperative information. The YMCA will refer the above noted items as our "Contact Tracing Kit".</p> <ul style="list-style-type: none"> ● Inform the Ministry Advisor and Complete S/O in CCLS ● Inform the School Principal (as per local Public Health direction) ● Inform YMCA Joint, Health & Safety Committee (if staff related) <p>**Confidentiality is imperative; at no time are we to disclose the name(s) of the child or staff. Local Public Health will lead all family, staff, and public notifications.</p> <p>**All media inquiries will be immediately directed to the CEO and/or their designate</p>
<p>Role of Vice President of CYFD</p>	<ul style="list-style-type: none"> ● Inform CEO and VP of Communication immediately ● Contact local Public Health *Following their direction and provide documentation for contract tracing) ● Contact Ministry of Labour (if staff related) ● Contact the Ministry Early Years Licensing Manager ● Contact the Municipal Children's Services Manager (DSSAB or City of Sudbury) ● Contact School Board Executives <p>**Confidentiality is imperative; at no time are we to disclose the name(s) of the child or staff. Local Public Health will lead all family, staff, and public notifications.</p> <p>**All media inquiries will be immediately directed to the CEO and/or their designate</p>
<p>Role of Chief Executive Officer</p>	<ul style="list-style-type: none"> ● Inform the Crisis Communication Team ● Inform YMCA Board of Directors ● Inform VP HR (Inform YMCA Insurance) ● Inform YMCA Canada ● Lead and/or designate all communication with the media <p>**Confidentiality is imperative; at no time are we to disclose the name(s) of the child or staff. Local Public Health will lead all family, staff, and public notifications.</p> <p>**All media inquiries will be immediately directed to the CEO and/or their designate</p>



Role of Crisis Communications Team	The Crisis Communications Team (CCT) will convene to discuss the required framework map and required next steps for internal and external action. *Following Public Health direction **All media inquiries will be immediately directed to the CEO and/or their designate
Important Notes: **Confidentiality is imperative; at no time are we to disclose the name(s) of the child or staff. Local Public Health will lead all family, staff, and public notifications. **Parents of children enrolled at the child care centre will ONLY be notified as directed by local Public Health **All media inquiries will be immediately directed to the CEO and/or their designate **If it is deemed a staff tests positive for COVID-19 due to a work-related exposure, the YMCA Management/Administration will be notified immediately. The YMCA will follow all guidelines as outlined in the Occupational Health & Safety Act. **In the event of a program closure, due to a confirmed case the duration of the closure will be dependent on staffing levels, outbreak levels in the community and severity of illness in infected individual. All directions will be taken by local Public Health.	

RESOURCES

Important Resources

[Ontario.ca/COVID-19](https://ontario.ca/COVID-19)

[Contacting your Local Public Health Unit](#)

[What we know so far - PHO](#)

[Government of Canada COVID-19 Outbreak update](#)

Local Public Health Supporting Reporting Flow Charts

Public Health: North Bay/Parry Sound: [Return to Child Care Protocol for Children/Staff with COVID-19 Symptoms](#)

Public Health: North Bay/Parry Sound: [Child Care Protocol for Children/Staff with COVID-19 Symptoms](#)

Public Health: North Bay/Parry Sound: [Child Care Protocol When Child/Staff Tests Positive for COVID-19\](#)

Public Health: Sudbury/Manatoulin: [Sudbury Child Care Public Health Flow Chart.pdf](#)

Important Signs to Be Posted in Centre

- Proper Hand Washing /Hand Hygiene
- Cover your Cough, COVID-19 Tips
- Proper PPE & Isolation Room in Use