



**YMCA of  
Northeastern  
Ontario**

# YMCA Child Care COVID-19 Operational Procedure

## For Families

Created: June 26, 2020

Updated: February 21, 2021

(Provincial Shutdown Closure Period)

\*\* 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.



## Table of Contents

<b>OVERVIEW</b> .....	<b>3</b>
Introduction .....	3
Guiding Procedures and Principles: .....	6
When Opening a New Centre Checklist.....	6
Role of Supervisor or Designate.....	8
Role of Staff .....	8
Staff Scheduling and Requirements .....	9
Extended School Break Scheduling <i>*Only Upon Public Health Notification &amp; Approval</i> .....	10
COVID-19 Parent Information <i>*Provided to Each Parent and/or Guardian</i> .....	10
<b>DAILY OPERATIONS</b> .....	<b>12</b>
<b>COVID-19 Screening Guidance for Schools and Child Care</b> .....	<b>14</b>
Cleaning & Disinfecting .....	15
Cleaning & Disinfecting Bodily Fluids .....	16
Use of Thermometers.....	17
Approved Physical Distancing for Child Care Programs .....	17
Visitors.....	17
Special Needs Resource Staff (SNR) .....	18
School Board Partnerships.....	18
Hand Hygiene and Washing.....	18
Hand Sanitizer .....	19
Cough and Sneeze Etiquette (Respiratory Etiquette) .....	19
Diapering and Toileting .....	19
Rest/Sleep.....	20
Medication.....	20
Anaphylaxis.....	20
Food Handling.....	20
<b>MONITORING HEALTH OF STAFF, CHILDREN &amp; PARENTS/GUARDIANS</b> .....	<b>21</b>
Tracking Symptoms of Ill Health .....	21
<b>Isolating an Ill Child and/or Staff and their Close Contacts</b> .....	<b>21</b>
Testing for COVID-19 .....	22
<b>Asymptomatic Targeted Testing in Child Care's &amp; Schools</b> .....	<b>22</b>
Guidelines for After the Testing.....	23
In the event of Positive Case.....	23
<b>RESOURCES</b> .....	<b>23</b>
<b>Important Resources</b> .....	<b>23</b>



## OVERVIEW

### Introduction

On June 9<sup>th</sup> 2020, the Government of Ontario announced child care centres across Ontario would be able to reopen effective Friday June 12<sup>th</sup>, 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 1<sup>st</sup> 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 outlines our enhanced COVID-19 health and safety protocols that have been set and approved by local Public Health and the Ministry of Education. However, there may be times when the YMCA has to make a decision that goes above the minimum requirements outlined by local Public Health or the Ministry of Education. These decisions would be made based on the best interest of the children, families and staff as it pertains to their health, safety and well being as an added precaution. This procedure is not a replacement for our existing YMCA policies and procedures, which can be found in our *YMCA Family Information Guide* by clicking [here](#). Please note, this procedural document is a living document and will be updated as applicable when instructed by local Public Health and/or the Ministry of Education.

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 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 sooth, 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](http://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.

During the **January 2021, Provincewide Emergency, Stay-at-Home Order** Child Care Programs in Northern Ontario will remain open for both full day Early Learning and School Age children. Children who are not able to attend child care due to COVID-19 reasons (the Provincial Emergency Stay at Home Order) will not lose their child care space or be charged fees if they are not required to go to work, school or for essential reasons. However, there may be circumstances where parents are not required to work, or attend school that will still require child care.

## 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 your 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 curriculums 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.
  - Room set up to allow 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 set up to allow for additional space between all children wherever possible.
- When choosing small groups, our best practice is to keep the same children and staff together to reduce the spread of illness.
- When outdoors, younger children play in fenced areas or in a stroller to keep separation from the public.

### When Opening a New Centre Checklist

- All staff/visitors are required to screen using YMCA's screening tool for contact tracing purposes.
- 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.
- 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).
- 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
- Take **inventory of paper products** including napkins, dishes, cutlery, disposable serving utensils, tissue, and paper towels
- Purchase back-up diapers, diaper wipes, and snacks/lunches for everyone in the event of an emergency situation.
- 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, where possible. 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.
- 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.
- Update Contact Tracing Kit daily including the following items:
  - 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
  - Out of Cohort Tracking Sheet
  - Screening Results for Children, Staff and Visitors
- 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 be directed to the CEO or their designate.
- 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 children the 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 possible, 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 72 hours 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 essential children’s personal belongings home at end of day to be cleaned and disinfected. Items that do not need to go home should remain at the child care centre to limit potential exposure.
- 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.
- 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.
- 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.



- 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).

### **Extended School Break Scheduling *\*Only Upon Public Health Notification & Approval***

When approved and cohorts come together (i.e.. during the seasonal holidays, March Break and the Summer) to allow programs to continue to operate/provide services to families. All situations will be discussed and approved by Local Public Health to ensure all required health and safety precautions are in place.

When merging cohorts the following health and safety measures must be in place and followed, as per public health:

- Children and staff should be assigned to one group and should remain in their group (ideally for the duration of the two week period or as long as possible from an operational standpoint). They should not have contact with other groups.
- Encourage physical distance within the group as much as possible (room setup etc....).
- Requirements pertaining to the use of face coverings for children and PPE for staff are respected
- Ensure screening for those attending the centre and do not allow entry to anyone who fails the screening.
- Practice frequent and proper hand hygiene.
- Maintain records of attendance (who, what site, when, duration, what group etc.).
- Follow requirements for cleaning and disinfection of surfaces, toys and equipment.
- Ensure staff self-monitor for symptoms and that children who become symptomatic are excluded as soon as possible.

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

- Your child is 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 and if you do not pass to contact the child care centre. Active screening by a YMCA staff will also take place each day at drop off including a temperature check.
- 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.
- It is acceptable that snowsuits and boots are brought back and forth from home and child care each day. These items would be classified as an essential daily item for children. If parents are able to have an extra set left at the child care this would be considered a best practice, but not mandatory.
- Label all items with your child's name.



- If someone in the household (close contact) develops signs of COVID-19 (cough, fever, difficulty breathing), all household members are required to self isolate until the symptomatic individual tests negative for COVID-19, or receives an alternate diagnosis from a doctor
  - If the symptomatic individual tests positive, does not receive an alternate diagnosis or does not go for a COVID-19 test, the close contacts must isolate until 14 days from their last contact with the symptomatic individual.
- 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).
- Supervisor will review the 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 in Grade 1 and above are required to wear masks in school and child care. Parents are required to supply their child with a non-medical or cloth masks. The YMCA will have a back up supply on hand if required. All younger children (aged 2 to SK) are encouraged, but it is not mandatory to wear a nonmedical mask or face covering while inside a child care setting, including in hallways.
- JK/SK Students in RDSB sites are required to wear a mask
- Please note: If parents are using reusable mask, please visit <https://www.ontario.ca/page/face-coverings-and-face-masks> for the proper care and cleaning/disinfecting instructions. Unfortunately, the YMCA is unable to sanitize reusable masks.

### Personal Protective Equipment (PPE)

The below procedures outline the required PPE for all staff, students, visitors and children 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, staff 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.
- Children Grade 1 and above are required to wear a non-medical or cloth mask while in the child care and including hallways and outdoors when physical distancing (2 meters) is not possible. Children 2 years to SK are encouraged to wear a mask (except the RDSB where they are required, as noted below) but it is not mandatory.
- JK/SK Students in RDSB sites are required to wear a mask
- 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).
- 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.
- Plan ways to support nutrition breaks/mask breaks in a safe manner (i.e., a space where staff can maintain at least 2 metres to remove masks and eat).

\*\*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.

\*\* Keep in mind that it may be difficult to put on a mask and eye protection properly (i.e. without contamination) after having removed them, given the frequent and spontaneous need for close interactions with young children in a child care setting.

\*\* 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.

\*\* In the event that eye protection (face shield or approved goggles) becomes frosted or fogged-up outdoors (after the use of ant-fogging measures) and staff cannot see staff are permitted to remove their eye protection, but must keep 2 meters away from all persons if the eye protection is removed.

<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 receive an orientation 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).



Staff, children, visitors and parents/guardians will 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. In addition, once arriving at the centre children, staff, students and visitors will be actively screened using the Ministry approved criteria and the record of the results retained for contact tracing. This includes taking the temperatures. Anyone who does not pass the screening questionnaire may not enter 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)**.

- Staff, visitors and children are required to be screened and temperature taken prior to entering the child care centre.
- When an individual arrives at a child care site, a child care staff will screen the individual outdoors (weather permitting) or in the vestibule area, or well-ventilated area (i.e. open doors or windows, proper air flow) including a temperature check.
- 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.



## COVID-19 Screening Guidance for Schools and Child Care

In consultation with the Chief Medical Officer of Health, the Ontario government has provided the below the below 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

Children will use the existing screening tool criteria and/or make use of the school's screening guide. [COVID-19 school and child care screening tool](#).

**Note: Due to new COVID-19 variants of concern the provincial direction is that staff, students and children with any new or worsening symptom of COVID-19, as indicated in the school and child care screening tool, even those with only one symptom, must stay home until:**

- They receive a negative COVID-19 test result.
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better.

## Screening Questions: Updated February 19, 2020

**1. In the last 14 days, have you or anyone you live with travelled outside of Canada?**

**2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?** This can be because of an outbreak or contact tracing.

**3. In the last 14 days, have you been identified as a "close contact" of someone who currently has COVID-19?**

**4. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?** If you already went for a test and got a negative result, select "No."

**5. Are you currently experiencing any of these symptoms?**

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- **Fever and/or chills** - (temperature of 37.8°C/100.0°F or greater)



- **Cough** - Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)
- **Shortness of breath** - Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- **Decrease or loss of smell or taste** - Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- **Sore throat** - Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)
- **Runny or Stuffy Congested Nose** - (Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have)
- **Headache** - Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
- **Nausea, vomiting and/or diarrhea**: Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have
- **Extreme Tiredness or Muscle Aches** Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)

#### 6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

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

### 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.
- Enhance cleaning is required every night in all areas, on all touched surfaces. During the day all high touched areas must be cleaned and disinfected at a minimum twice.
  - Frequently touched surfaces include but are not limited to washrooms (for example toilet fixtures, faucets), eating areas (for example, tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, water fountain knobs.
- Toys can be washed in the dishwasher.
- When possible, cleaning and disinfecting is done 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, staff will clean and disinfect all high touch areas and shared toys/equipment.
- After all children have left for the day, before closing staff will, clean and disinfect all cubbies.
- After a child puts a toy in their mouth, sneezes or coughs on toys, the toy will be taken out of rotation and clean and disinfect. Mouthed toys are rinsed 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 disinfected between uses.
- Washrooms, including sink faucets, toilet flusher, and soap dispensers are cleaned and disinfected frequently throughout the day, and also after every washroom routine. Cohorts that are sharing a washroom must be cleaned between uses.
- Shared spaces or equipment should be cleaned between each use and only one group at a time should access the shared space/equipment.
- Enhance **cleaning** every night in all areas, on all touched surfaces.
- Employees are 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.
- Where appropriate, safe and feasible, outdoor play structures should be cleaned and disinfected between each group use and the focus should be on the handrails/surfaces with direct hand contact. Regardless of whether play structures have been cleaned and disinfected, staff and children must wash their hands using liquid soap and warm water after playing outdoors in order to reduce the risk of COVID-19 and other potentially harmful microorganisms.

### **Cleaning & Disinfecting Bodily Fluids**

- Staff treat all body fluids (i.e., saliva, urine, stool, vomit, mucus, blood), as potentially infectious.
- Staffs are to 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.





## 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 disinfected 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, staff will wear medical grade masks and approved face shields and/or goggles at all times indoors and when physical distancing cannot be maintained outdoors.
- Activities will be setup to allot for additional space between all children wherever possible.
- Staff will prevent groups (cohorts) to interact at any time or during transitions.
- Staff will plan transitions to avoid gathering in groups in one area (cubbies, outside).
- Avoid holding hands, except in safety situations; ensuring proper hand hygiene is practiced.
- Staff will avoid the 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.
- Children will remain in their assigned classroom; they will not transfer to another group or classroom.
- Children are permitted to graduate to a new classroom (i.e. infant moving to toddler at 18m.).
- 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.
- Staff will Set-up activities to provide larger distance between each child.
- Singing is not permitted indoors.
- Cots will be placed 2 meters apart where possible (minimum 1 meter – head-to-toe) when 2 meters is not possible.
- **Gymnasiums should only be used for moderate activity where physical distancing and current masking protocols can be followed for staff and students (i.e., no active activities).**

## 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).



## Special Needs Resource Staff (SNR)

- SNR staff are required to wear a mask (medical) and eye protection when physical distancing can not be practiced.
- SNR Staff and enhanced staff who are on site and not counted as part of ratios.
- 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 must change their PPE between visiting different cohorts.
- 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.
- The provision of in-person special needs services in child care settings should continue where appropriate and the YMCA will use their discretion to determine whether the services being provided are essential and necessary at this time.
- The YMCA will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.

## 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. 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**.
- 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 <b>staff</b> must hand wash	When <b>children</b> must wash hands
<ul style="list-style-type: none"> <li>• After arriving to work &amp; before leaving.</li> <li>• After removing gloves.</li> <li>• Before &amp; after handling food, including eating.</li> <li>• After coughing, sneezing, or blowing your nose or helping a child.</li> <li>• After using the toilet or helping each child to use the toilet.</li> <li>• After each child’s diaper change.</li> <li>• Before and after administering medication.</li> <li>• Before and after cleaning/bandaging cuts, scrapes, wounds.</li> <li>• After cleaning &amp; disinfecting.</li> <li>• When hands are dirty.</li> <li>• After playing outside.</li> <li>• After handling animals or their waste.</li> </ul>	<ul style="list-style-type: none"> <li>• After arriving at the centre &amp; before leaving.</li> <li>• Before &amp; after eating.</li> <li>• After coughing, sneezing, or blowing nose.</li> <li>• After using toilet.</li> <li>• After diaper change.</li> <li>• After playing outside.</li> <li>• When hands are dirty.</li> <li>• After handling animals**</li> </ul> <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) when possible.
- Hand Sanitizer should be placed at all entrances and exits at a height that is not accessible by children.
- 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 medical mask and face shield and/or approved eye protection 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. Staff will prepare to give reassurance and offer alternate activities if a child does not want to lie down.
- Cots are placed 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

- Parents will complete the YMCA Medication form and medication must be hand given to a YMCA staff so it can be immediately locked up. Please do not put medication in your child's bag.
- Supervisors or RECE designate will be responsible for administering medication with the exception of emergency medication (i.e. Epi-Pens, puffers).

## Anaphylaxis

- Staff and families are aware of YMCA Policy regarding peanuts/nuts.
- 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

- Staff are always required to wear their approved PPE (medical mask and approved goggles or face shield) during children's meal times.
- One staff with a current Food Handler Certificate is to be responsible for handling snacks/lunch. 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.

- Staff supervise the children at all times so they are not sharing food.
- Food must be covered or wrapped when not serving.
- Children must not prepare or handle food, therefore no cooking activities.

## **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.
- The supervisor uses the tracking system approved by Public Health.
- Staff should be tracking all symptoms noticed, including non COVID-19 symptoms.
- A tracking system is 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.

### **Isolating an Ill Child and/or Staff and their Close Contacts**

- 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 of a symptomatic child are to be put in isolation and will also be sent home, even if they do not present with symptoms.
- Children of symptomatic staff will need to be sent home, even if they do not present with symptoms.
- Close contacts of ill individuals (parents, siblings) must self-isolate until the ill individual receives a negative test result or an alternative diagnosis.
- At minimum the child should wear a medical mask (if tolerated, except if under 2). 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 of the ill individual to use the [online self-assessment tool](#) and follow instructions which may include seeking medical advice or going for testing for COVID-19.
- 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 use the [online self-assessment tool](#) and follow instructions which may include seeking medical advice or going for testing for COVID-19.
- 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.

### **What does self-isolation mean?**

Self-isolation means you must stay home and away from others. You do not go to work, school or child care, or other public places. You need to avoid contact with others, including those within your household. You may be in self-isolation with family, if care is required for the person self-isolating.

### **Testing for COVID-19**

- Testing requirements for COVID-19 are at the direction of local Public Health.
- 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 15.
- 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 or 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.
- If the Child or staff tests positive for COVID-19, the YMCA will file a Serious Occurrence to the Ministry of Education

### **Asymptomatic Targeted Testing in Child Care's & Schools**

The Ministry of Education in collaboration with local Public Health will begin asymptomatic targeted testing in schools and child care centre's for staff and children beginning on February 22, 2021.

Under the new approach, school boards will undertake asymptomatic targeted testing in at least 5% of the elementary and secondary schools within their jurisdiction each week. School locations will be selected by school boards with support from the Ministry of Education. Local Public Health Units and Ontario Health Regions



will also be invited to participate in school selection. Child Care Centre's located within a school will be included in the targeted testing approach.

The testing will be voluntary, and consent will be required. Testing will be for asymptomatic students and staff only. Please note, household members of students and staff, and anyone with symptoms, should seek testing at an assessment centre. School Board Testing will use a combination of rapid antigen and PCR testing and will look to use less invasive methods of testing where possible.

\*\*Please note, we are still awaiting details from the Ministry of Education and local Public Health on the voluntary process and consent process, so please be assured no testing will occur without your knowledge and consent.

### Guidelines for After the Testing

- Individuals (children/staff) that go for testing may return to the child care centre once they receive notice from the Health Unit (test results are negative or otherwise approved by Public Health).
- 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 10 days (symptoms free) or receiving an alternate diagnosis of symptoms from a physician.

### In the event of Positive Case

In the event of a positive case of COVID-19 the health, safety, and protection of the children, staff and families is our first priority. The YMCA will work diligently with our local Public Health to provide them with all requested and required information. This information could include screening records, contact information, sanitary logs and/or contact information.

In the event of a positive case of COVID-19 the YMCA will lead by our Core Values and communicate openly and transparently with all families. Any closures or reopening's of either individual rooms or centres will be at the direction of Local Public Health.

## RESOURCES

### Important Resources

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

[Contacting your Local Public Health Unit](#)

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

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

<https://www.ontario.ca/page/face-coverings-and-face-masks>