



**YMCA of  
Northeastern  
Ontario**

# YMCA Child Care COVID-19 Operational Procedure

## For Families

Created: June 26, 2020

Updated: March 21<sup>st</sup>, 2022

\*\* 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.



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## OVERVIEW

### Introduction

As of March 21<sup>st</sup> 2022 Child Cares 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.

Though no longer required by the Ministry of Education, in keeping with our YMCA Core Values and to support transparency for parents, families, staff and communities, the YMCA of Northeastern Ontario will notify positive PCR and RAT cases with our families. These updates can also be found on our website:

<https://www.ymcaneo.ca/resources-for-families/>

Licensed child care programs are required to report to the ministry PCR confirmed cases of COVID-19, as well as centre and premises closures.

### 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
- 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.

## Child Care Fees & Payment

Kindly note that all child care fees are due on the first of each month with pre-authorized banking information or by credit card. Our registration team will provide you with all the required details and it is also available in our Family Information Guide. Outstanding child care fees could result in suspension or withdrawal of your child from the program if a payment schedule is not established with our registration team. Any payment, which is declined from the bank, non-sufficient funds (NSF) is subject to a \$30 service charge. If you require an alternate payment date and/or bi-weekly payment plan for any balances, you can set this up through our registration team. Thank you for your understanding and continued support.

## Municipal Child Care Subsidy

The YMCA of Northeastern Ontario has a purchase of service agreement with our local municipality 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 receive an agreement from the municipality that will detail the approved days that subsidy will cover and your daily/monthly parent portion. If you register for child care outside of those approved days, or use more than your allotment of absent days, these child care fees would be the responsibility of the parent/guardian.

## Absentees

Please note that during our regular operations fees are pro-rated on an monthly basis and program staffing is scheduled accordingly, therefore, fees are not reimbursed or reduced due to illness, emergency closures or absences.

Program fees will also not be charged to families due to any program closures due to COVID 19, including school closures. Where local districts support the coverage of additional absent days for illness or isolation requirements due to COVID-19 you will not be charged and your next months bill will reflect these changes. However as we return to a pre-pandemic environment not all districts are continuing to cover these fees. Any families impacted by these changes have been communicated via a parent communication.

## 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

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.
- 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, 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.

### **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.
- 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.
- 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.
- Provide play-based activities or experiences based on children's ages and interests and update parents.
- Assist with extra cleaning and disinfecting.
- During lunch breaks, observe physical distancing from all staff, and wash hands before starting work again.
- 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.
- 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 and are permitted to move between cohorts/locations. They will be trained on all YMCA COVID-19 protocols.

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

- You are required to self-screen your children each day for COVID-19 using the Ministry of Education's online School and Child Care Form . If you do not pass the screening form you are to not drop off to child care and to follow the direction outlined by the Ministry of Education.



- 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).
- 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 your child's name.
- If someone in the household (close contact) develops symptoms of COVID-19 (cough, fever, difficulty breathing, etc.), all household members that are not fully vaccinated are required to self isolate until the symptomatic individual completes their isolation period as outlined by the Ministry of Health
- We ask that you do not bring any food, especially any peanut or nut products into the centre due to life threatening allergies. 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.
- Due to COVID-19 parents are not be permitted to enter the child care facility (limited to the screening area only). Parents wishing to enter the child care centre must book an appointment through the site supervisor and follow all COVID-19 Procedures (PPE, Screening, Physical Distancing).
- 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.

### 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.

- All staff that are with an ill child (isolation room) must wear a medical/N95 mask and eye protection.
- In all other situations (inside and outside) the use of PPE is optional for all individuals in the Child Care Centre however the YMCA will provide all requested PPE
- 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.

\*\*Masks should be changed when they are damp, dirty or damaged. Medical/N95 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.

<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>



## COVID-19 Vaccination and Rapid Antigen Testing

The YMCA of Northeastern Ontario recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. The YMCA of Northeastern Ontario's COVID-19 immunization policy aims to protect the child care program's population including children, staff, volunteers, students on educational placements and any person providing child care or other services to a child in care.

The YMCA of Northeastern Ontario's COVID-19 Vaccine Policy will apply to the following groups of individual:

- Employees of the YMCA (including home visitors in the case of home child care);
- Home child care providers;
- Volunteers;
- Students on an educational placement;
- Adults ordinarily a resident of or regularly present at a home child care premises; and
- Any person who provides services to a child who receives child care (e.g., special needs resourcing consultant) at the child care centre

Individuals who work or visit child care that are not fully vaccinated are required to submit to regular antigen point of care testing for COVID-19 as per the direction of the Ministry of Education and YMCA of Northeastern Ontario as well as review and acknowledge an approved COVID-19 Vaccine Educational Video.

Rapid Antigen Testing will be required three times a week with the below guidelines:

- Completed at home prior to attending work.
- Testing will be implemented consistently on a weekly basis with 3 tests per week Testing should not take place more than 48 hours before attending work.

Individuals subject to testing requirements must provide written verification of negative tests results (photo or document from pharmacy) to their supervisor/manager.

If an individual receives a positive result, they are to follow our YMCA Child Care COVID-19 Procedure and YMCA Rapid Antigen Testing Procedure and isolate (e.g., not come to work) as per Ministry of Health Guidelines (5 days for vaccinated, 10 days for un-vaccinated)

## DAILY OPERATIONS

### Screening Process

Staff, children, students, 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 inform the supervisor.



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.

In consultation with the Chief Medical Officer of Health, the Ontario government has provided the below COVID-19 school and child care screening guidance. The new screening guidelines are aligned for child care and schools.

- [COVID-19 school and child care screening tool.](#)

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.

Individuals that have been recently vaccinated (48 hrs) that are experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms, should respond "no" in the screening tool and may continue to attend the child care program if they are feeling well enough to do so.

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-assess by completing the online screening tool for any ill symptoms throughout the day.

To review screening questions and specific direction for isolation requirements when answering "yes" to any of the questions, please click on the link below:

[Screening Questions: Updated March 21, 2022](#)

## 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.
- 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.

### 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 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.
- Cohorts are permitted to share spaces outdoors.
- Staff will plan transitions to avoid gathering in groups in one area (cubbies, outside).



- 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 are permitted to graduate to a new classroom (i.e. infant moving to toddler at 18m.).
- Staff will Set-up activities to provide larger distance between each child.
- Cots will be placed 2 meters apart where possible (minimum 1 meter – head-to-toe) when 2 meters is not possible.

## Ventilation

Improved air circulation is important to reduce the spread of COVID-19. As a best practice and to support air circulation:

- Ensure HVAC systems are in good working condition.
- Move activities outside as much as possible (weather pending)
- Where possible keep windows open to allow for exchange of inside and outside air, keeping in mind health and safety measures first (can a child injure themselves/fall out etc..)
- If a fan is being used to circulate air, ensure the fan is pointed upwards to limit the air blowing across people and surfaces
- Portable fans should be added to daily high touch cleaning check
- Ensure vents (in and out) are clear from debris and HVAC system is not being interfered with. Furniture should be rearranged away from air vents and high airflow areas.
- If HEPA filters are available (provided by MEDU) they are required to be running during all operational periods

## Visitors

Regular visitors are not permitted to enter the child care centre. If a visitor is deemed necessary, all YMCA COVID-19 procedures must be followed.

Required third party partners (such as, Public Health, Ministry of Education, Early Years Division etc.) will be permitted to enter the child care centre as required. If there is required maintenance work it must be approved, and all COVID-19 Protocols must be followed.

Parents who wish to enter the centre are permitted to do so by scheduling an appointment with the site supervisor. Parents must follow all COVID-19 procedures.

## Special Needs Resource Staff (SNR)

- SNR Staff and enhanced staff who are on site and not counted as part of ratios.
- 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.



- The YMCA will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not 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.
- Hand hygiene should be conducted by anyone entering the child care setting and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).
- 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.
- [Public Health Ontario's Respiratory Etiquette Info Graphic](#)

### Diapering and Toileting

- 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.

### 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

- One staff with a current Food Handler Certificate is to be responsible for handling snacks/lunch.
- Meals are permitted to return to family style serving, all children and staff must wash hands immediately before sitting down to eat. As a best practice, staff will serve the children at their tables.
- Unused food must be discarded in that classroom after use.
- 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.
- Staff should be tracking all symptoms noticed, including non COVID-19 symptoms.

### 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 **that are not fully vaccinated** are to be put in isolation and will also be sent home, even if they do not present with symptoms.
- Children of symptomatic staff **that are not fully vaccinated** will need to be sent home, even if they do not present with symptoms.
- Close contacts of ill individuals **that are not fully vaccinated** (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 testing (PRC or RAT) or isolating
- 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 testing (PRC or RAT) or isolating
- 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. Child Cares have not been deemed high-risk settings and symptomatic children/staff are not eligible for a PCR Test and are required to isolate as per the Health Units requirements. Individuals who have access to RAT's may provide 2 negative results , 24 hours and 48 hours after symptoms are improving to return to child care
- If an individual tests positive on a Rapid Antigen Test they no longer need a PCR test to validate they're COVID Positive
- New employees returning to work do not need to be tested.
- Children and staff changing sites do not need to be tested.
- Symptomatic Individuals are required to isolate as outlined in the Ministry of Health requirements.
- **The Ontario Chief Medical Officer of Health is also requiring that household members , including that are not fully vaccinated (18+ require booster) stay home until the household member experiencing symptom(s) is cleared from their isolation.**
- Symptomatic individuals who have access to RAT's may provide 2 negative results , 24 hours and 48 hours after symptoms are improving to return to child care
- 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.

### Guidelines for After the Testing

- Individuals who test positive on a Rapid Antigen Test may return to child care once they complete their isolation period (5 days for fully vaccinated or under 12 years of age, 10 days for all others).
- 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).
- Symptomatic Individuals with 2+ symptoms who do not go for testing can return after completing their isolation period outlined in the Ministry of Health requirements below:
  - **If you are fully vaccinated or aged 11 or younger:** stay home for 5 days and until your symptoms have been improving for at least 24 hours. The 5 days start from the date symptoms began.
  - **If you are partially vaccinated, unvaccinated, or immunocompromised:** stay home for 10 days. The 10 days start from the date symptoms began.
  - If a child/educator is experiencing only one symptom less commonly associated with COVID-19 they must stay home until their symptom(s) has been improving for 24 hours (48 hours for nausea, vomiting and/or diarrhea).
- The Ontario Chief Medical Officer of Health is also requiring that household members, including siblings, stay home until the household member experiencing symptom(s) is cleared from their isolation.

### In the event of Positive Case

In the event of a positive case of COVID-19 either through a PCR or Rapid Antigen Test, the positive individual and their close household contacts **that are not fully vaccinated** will be required to isolate for the period outlined by the Ministry of Health. The YMCA will complete a deep clean of the classroom and file a Serious Occurrence with the Ministry of Education **if required**.

In light of the Omicron (B.1.1.529) variant of concern and how quickly it is spreading, the [COVID-19 case, contact and outbreak management](#) approach is being updated across all sectors, by the Office of the Chief Medical Officer of Health (OCMOH), to balance individual risk and societal disruption – while maintaining safety in schools, child care programs and communities. As a result, cohort-based dismissals may not occur in schools and child care settings.

In the event that we are required to dismissal/closure either an individual room or centre, the YMCA will coordinate and follow the direction of local public health. However, in the event that the YMCA is not able to acquire direction from local public health in a timely manner, there may be times where the YMCA proactively will have to dismiss/close a room or entire centre out of an abundance of precaution for health and safety reasons. The reopening of either the individual room or centre will be at the direction of local Public Health.

The YMCA in keeping with our core values of transparency at all times will ensure families are informed and updated throughout the process.



## 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>

[Screening Questions: Updated March 21, 2022](#)