



CHILDSPACE DAY CARE CORPORATION COVID-19 GUIDANCE POLICY

Created: January 28, 2021 Revised: April 15, 2021

Outbreak Action Plan - COVID-19 Guidance

Childspace Day Care will be adhering to all Toronto Public Health (TPH) health and safety requirements for COVID -19. The following measures will be in place:

- Childspace will only be using toys that are made of material that can be cleaned and disinfected (i.e., avoid plush toys)
- Increasing the frequency of cleaning and disinfecting objects, toys, and frequently touched surfaces
- All water and sensory tables will be closed
- Only using disinfectants that have a Drug Identification Number (DIN).
- Low-level hospital grade disinfectants may be used
- Checking expiry dates of products used and always following the manufacturer's instructions
- Performing proper hand hygiene (including assisting children with hand hygiene)
- Incorporating additional hand hygiene opportunities into the daily schedule
- Cots and cribs should be disinfected after each use.
- Bed linens must be laundered between children

Physical spacing will be encouraged between children by:

- Spreading children out into different areas
- Staggering, or alternating lunchtime and outdoor playtime
- Incorporating more individual activities or activities that encourage more space between children
- Increase the distance between nap mats, if possible. If space is tight, place children head-to-toe or toe-to-toe.

Childspace will not use community playgrounds. However, outdoor play for school-agers will entail small groups to encourage physical distancing.

- *Outdoor play equipment:* must be disinfected before each group uses it, and additionally as required (e.g. visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use
- *High-touch surfaces:* any surface that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets, etc.). These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- *Other shared items:* e.g., phones, iPads, and attendance binders, computer keyboards, mouse, etc., these must be disinfected between users.

All pick-up and drop-off of children will happen outside the childcare setting unless there is a need for the parent/guardian to enter the Centre.

All tours and in person meeting are suspended due to Covid- 19.



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When holding infants and toddlers, the staff will use blankets or cloths over their clothing and change the blankets or cloths between children. Staff will avoid getting close to the faces of all children.

Screening

All individuals, including children, parents/guardians and staff will be screened upon arrival. Any person, including the child of a parent/guardian who has any of the symptoms outlined on the Ministry of Health 'COVID-19 Reference Document, will be denied entry to the Centre. Children who are ill in any way will not be permitted at the childcare Centre.

All children should be monitored for atypical symptoms and signs of COVID-19. Screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier), and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask, gown, gloves, eye protection (goggles or face shield)).

Childspace has a duty to report suspected or confirmed cases COVID-19 under the *Health Protection and Promotion Act*. Therefore, all suspected cases will be reported to TPH.

Confirmed COVID-19 cases will also be reported to the Ministry of Education through CCLS as a serious occurrence within 24 hours. Posting will be posted on doors for notifying parents and staffs for a minimum of 10 days. The notification form will be posted on the doors for parents.

All program room(s) will be closed if there are confirmed cases assigned to that cohort and the room and all outdoor equipment will be sanitized by professional cleaners.

PPE for Staff

Childspace provides all staff with a weekly supply of PPE, and staff are only allowed to wear the medical masks provided by Childspace. Staff will wear mask and face shield or goggles when working in the program rooms and walking in the hallways.

When outdoor staff are not required to wear the mask, face shield or goggles, if they are able to maintain at least 2 metres.

The staff who works alone are not required to wear the face mask, e.g., the Supervisor working alone in the office or the kitchen staff working alone in the kitchen.

Staff with medical issues may be exempt from wearing the face shield and or goggles. *Information about how to use personal protective equipment, including medical masks and eye protection, will be provided, including when exemptions or exceptions will be permitted.*



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Attendance Records

Childspace will maintain daily attendance records of all individuals entering the Centre. This includes, but is not limited to, staff, student, children, maintenance workers, cleaning & environmental staff, food service workers and government agency employees (e.g. public health inspectors, program advisors, fire inspectors).

- The attendance records will include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited and screening results.
- The records will be updated when a child, staff or student is absent.
- The Supervisor/ designate will follow-up with all individuals to determine the reason for any unplanned absences, and if the absence is due to illness to note any symptoms (e.g., fever, sore throat, cough).
- The Supervisor will encourage parents/guardians of ill children and staff who are ill to seek COVID-19 testing at assessment Centres. The Supervisor may also encourage them to call Telehealth at 1-866-797-0000 or their primary care provider to determine if further care and testing are required.
- Childspace will not allow non-essential visitors to enter the Centre.
- The attendance records will be monitored for patterns or trends (e.g., children and child care staff in the same group or cohort absent at the same time or over the course of a few days).
- The attendance records will be always available on-site and will be kept for a minimum of 12 months.
- Every absence for both staff and children will be recorded daily, and the Supervisor/ designate will follow up with all individuals to determine the reason for all unplanned absences. Again, if the absence is due to illness with any COVID-19 related symptoms (such as fever, sore throat, cough), the Supervisor will encourage the staff, parents/ guardians to call telehealth at 1-866-797-0000 or their family doctor to determine if testing is required.

Staffing

Childspace will provide sufficient staff to ensure that multiple staff are assigned to one room consistently over the course of the day, and only work in one cohort.

The Supervisors will arrange staffing assignments to limit cohorts from mixing throughout the day and over the course of the program.

The Supervisor will stagger/alternate scheduling for the following:

- ✓ Shared washroom facilities: School-agers will be assigned different times to ensure that only one cohort is accessing the washroom at a time.
- ✓ Drop-off and pick-up: the times and location will vary to prevent parents/guardians from gathering or grouping together.
- ✓ Snack times and lunch/snack times.



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- ✓ Outdoor playgrounds and play spaces.
- ✓ In the event of inclement weather- where the Before/After School groups are using the gym: The Supervisor will ensure that the dividing walls are in place to create 2 distinct spaces without mixing cohorts.

In adhering to TPH requirements, Childspace has closed all staff / lunchrooms, as a result staff will sit in the hallway, or program room if the children are outside during their breaks. Staff lunches/ breaks are staggered to ensure that there are no more than three staff members in the hallway.

This policy will be reviewed with all staff and students annually, and the staff will sign to demonstrate they have read and understood the policy.