

# POLICIES AND PROTOCOLS FOR COVID-19

## Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on our children, staff, and families, we need to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for staff and families to reduce the potential risk for infection during Ontario's Recovery Period.

These instructions supersede \*Preschool Canada\* policies that are already in place. Pandemic plan measures/policy will be reviewed and signed off on with all centre staff prior to their start date.

## Policy Statement

Preschool Canada is committed to providing a safe and healthy environment for children, families, and employees. Our goal is to limit the chances of communicable diseases within all our locations.

## Purpose

To ensure that all employees and students are well aware of **Peel Region** Public Health guidelines regarding cleaning and disinfecting in all our locations.

## Application

This policy applies to all employees, students, community members, and any other person engaged in business with the Preschool Canada team.

These enhanced measures will remain in place until such time that the Ministry of Education and **Peel Region** Public Health indicate it is safe to return to normal operating procedures or makes further changes to health and safety recommendations. All Preschool Canada sites are required to follow all existing health and safety requirements and regulations and ensure all current infection prevention and control practices are adhered to.

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## Effective References and Resources

Child Care and Early Years Act, 2014  
Operational Guidance During COVID-19 Outbreak - Child Care Re-Opening  
(Ministry of Education)  
COVID-19 Guidance for Child Care COVID-19 Information for Re-opening  
Licensed Child Care Centres

OPERATIONAL POLICIES AND PROCEDURES



Sanitization of the space, toys, and equipment

To minimize the spread of COVID-19, enhanced cleaning and disinfection procedures must be put in place. Please refer to your Region Public Health presentation COVID-19 Guidance for Child Care for current requirements.

Procedure:

Cleaning – removing all visible dirt from the surface of an object.

Use detergent/soap and water (e.g. in a spray bottle prepared each day)

Remember to rinse off detergent/soap residue with clean water before disinfecting.

Disinfecting: reduces germs on a surface

Done after cleaning

Disinfectant must be approved by the local public health unit

When possible, do cleaning and disinfecting when children are not present (to avoid children breathing in sprayed chemicals).

Sanitizing: defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

Cleaning Steps

Use detergent and warm water to clean visibly soiled surfaces

Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed

Bleach solution can be used as a disinfectant

Let the surface dry

Disinfecting

Use only disinfectants with a Drug Identification Number (DIN) that are on the Government of Canada approved list of COVID-19 disinfectants.

Instructions for using disinfectants can be found on the label or on the manufacturer instructions (i.e. Safety Data Sheet) to determine safe use and which PPE is required.

Chemicals like detergents, disinfectants, and sanitizers can be dangerous, therefore always read and follow the manufacturer instructions, ensure all chemicals in containers are labelled correctly, and never mix two chemicals in the same container. If you are unsure...ASK.

Before using, ensure that the disinfectant is not expired (some disinfectants that are mixed each day, like bleach, must be discarded at the end of the day).



### Cleaning and Disinfection frequency requirements

Clean and disinfect upon ENTRY to childcare (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

Clean and disinfect upon children's ENTRY to childcare:

- Any hard surfaces such as water bottles, containers, etc.

Clean and disinfecting frequencies for other surfaces and items:

Cleaning and disinfecting routines will be increased as the risk of environmental contamination are higher

Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use

Highchairs/chairs: must be cleaned and disinfected before and after serving food

Spills must be cleaned and disinfected immediately

Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)

Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available (e.g., during outdoor play)

Floor mats: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily

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

During the cold season, follow the instructions on the cleaning solutions. Outdoor materials will need to be sectioned off and not be used until they are disinfected.

High-touch surfaces: any surfaces at your location 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)

Toys: will be disinfected at a minimum between cohort usages. Our goal is to clean them after each use even within the same cohort. Mouthed toys will be removed immediately and cleaned and sanitized

Cots: Will be cleaned and disinfected after every use

Bed linens: Will be laundered weekly unless it has been wet or soiled

Other shared items: e.g., phones, IPADs, iPods, attendance binders, etc., these must be disinfected between users



Clean and disinfect daily:

Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. window ledges, doors, sides of furnishings, etc.)

Clean and disinfect as required:

Blood/Bodily fluid spills: Using the steps below, the surface must be cleaned first then disinfected:

Isolate the area around the spill so that no other objects/humans can be contaminated

Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves

Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag

Clean the spill area with detergent, warm water, and single-use towels

Rinse to remove detergent residue with clean water and single-use towel

Discard used paper towels and gloves immediately in a tied plastic bag

Use only disinfectants that have a Drug Identification Number (DIN). Low-level hospital-grade disinfectants may be used in and around the spill. Follow the manufacturer's instructions for the disinfectant

A final rinse is required if children come into contact with the area

Remove gloves as directed and discard them immediately

Perform hand hygiene as directed

Note:

If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet

Crib and cot cleaning and disinfecting:

Cots and cribs must be labeled and assigned/designated to a single child per use

Cots and cribs must be cleaned and disinfected before being assigned to a child

Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child

High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary

Cots must be stored in a manner which there is no contact with the sleeping surface of another cot

Bedding and blankets must be laundered weekly on the "hot" setting, and when soiled or wet

Additional Infection Prevention and Control Practices for Hygiene Items

Pacifiers must be individually labeled and stored separately (not touching each



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other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the center.

Label individual hygiene items and store them separately.

For creams and lotions during diapering, never put hands directly into a lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the center, wipe the cream/lotion container with a disinfecting wipe.

Staff can identify personal childcare clothing that they can leave and launder at the childcare location. Linens must be washed on the "hot" setting.

Notes:

Refer to Public Health Ontario's and the Public Services Health and Safety Association's Child Care Centre Employer Guideline for more information on cleaning.

It is recommended that operators keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

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**Exclusion of Children and Staff who become ill**

Managing and  
Reporting Illness

**Policy Statement**

To ensure the health and well-being of children and staff within the Preschool Canada Peel Facility. Staff, children, and students who become ill while attending the program will be immediately isolated and required to leave the program. Staff must consistently assess the health of children. Our goal is to limit the chances of a communicable disease within the centre.

**Purpose**

To ensure that all employees are aware of Peel Region Public Health regulations regarding the exclusion of sick children in all our locations.

**Application**

This policy applies to all employees, parents/guardians, students/volunteers, community members, and any other persons engaged in business with Preschool Canada.

**Procedures**

To minimize the spread of COVID-19 and contain outbreaks within the childcare centre, staff/home childcare providers, parents and guardians, and children will not attend the program if they are sick, even if symptoms resemble a mild cold. Standardized screening questions are to be used.

When assessing symptoms, the focus should be on evaluating if they are new, worsening, or different from an individual's baseline health status (check off "Yes"). Symptoms associated with known chronic health conditions or related to other known causes/conditions should **not** be considered unless new, worsening, or different from an individual's baseline (check off "No"). If an individual does not pass the screening tool (i.e., screen positive), they should not attend childcare/work, and appropriate recommendations will be provided by public health.



Follow the steps below on when to exclude a child with COVID-19 symptoms (refer to the most recent health screening checklist) [COVID-19 Screening Tool](#) and the Screening Tools provided by Peel Region

### **Symptoms of COVID – 19 – For Children**

#### **Question 1: Active Screening Tool**

- Fever and/or chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)

#### **Question 2: Active Screening Tool**

- Sore throat (Painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (Nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)

### **Systems of COVID – 19 – For Adults**

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)
- Sore throat (painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)
- **Pink eye (conjunctivitis)**

**Note:** *All the symptoms stated above need to be not related to other known causes or conditions for a child/staff to be exempt from the childcare centre. Please read below for more information.*



**Note:** Runny nose; if a child is experiencing a runny nose, the child should be kept home and should be monitored for their symptoms. When the child feels better, they can return back to the childcare centre. No COVID-19 testing is needed. If the child's symptoms worsen and/or develops other symptoms, the parent/guardian should contact their health care provider for further advice. Mild symptoms known to persist in young children may be ongoing at the time of returning to childcare if other symptoms have been resolved. **Children who experience runny nose must be excluded from the childcare centre for at least 24 hours until symptoms improve.**

If the child has developed any of the above symptoms, the child must be isolated immediately from the other children in a separate room, if available, and supervised at all times.

### **Differences of Active Screening Questions from Online Screening Tool to Peel Region's Active Screening Tool**

Parents/guardians, staff members, volunteers/students, and essential visitors are able to complete the online screening tool (Questions 1 – 5); [COVID-19 Screening Tool for Children in School and Childcare](#), or the paper active screening forms provided.

- If parents/guardians complete the screening using the online Screening Tool, staff must verify completion (e.g., show a screenshot of completion at the screening station) and complete Question 6 daily before entering the childcare.
- Childcare centres have the option to do in-person active screening where all the questions will be available to them (Questions 1 – 6)

#### **Question 6 – For Children:**

“Did your child(ren) have close contact with anyone (including household members) with COVID-19 symptoms in the last 14 days who has not been tested or awaiting COVID-19 test results?”

#### **Question 6 – For Adults:**

“Did you have close contact with anyone (including household members) with COVID-19 symptoms in the last 14 days who has not been tested or awaiting COVID-19 test results?”

**Note:** Question 6 has been added to the Active Screening Forms for children, staff, providers/household members, and essential visitors.

### **Procedures of Ill Child(ren)**

- The child(ren) (including siblings) will be isolated from all individuals in the room and be brought to an isolation room
- The parent must be notified to arrange for pick-up of the child **immediately**. If the parent is not reached, an emergency contact person will be contacted to pick up the child.
- Parents are advised to keep their child(ren) home until they are able to consult with a medical provider and receive an alternative diagnosis or a negative COVID-19 test.



Staff must document the situation in the Daily Communication Log and notify the Supervisor or designate immediately to ensure that this information is managed and recorded in the child's file on the Symptoms of Ill Health and report the incident to the Health Department, as necessary/appropriate.

### **Returning from Exclusion Due to Illness (Testing)**

- After developing symptoms, in general, children should no longer have a fever and their symptoms improving to be able to return.

Ill individuals **who test negative** must be excluded until:

- It has been at least 24 hours since symptoms began **AND**
- The individual does not have a fever (without using medication)
- No contact with someone with COVID-19 symptoms

Documented proof of the negative test is not required to return.

**Note:** *Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at the time of return if other symptoms have been resolved.*

Ill individuals **who test positive** must be excluded until:

- The individual has isolated for 14 days after the onset of symptoms **AND**
- They do not have a fever (without using medication) **AND**
- If the individual symptoms have started improving.

Ill individuals who **were not tested** must be excluded for 14 days unless **ALL** the following:

- A health care provider diagnosed them with another illness
- They do not have a fever (without using medication) **AND**
- It has been at least 24 hours since their symptoms started improving
- Documented proof of results is not required to return

**Note:** Siblings (or other household members) of this child **may not** attend childcare. Siblings should be excluded following the same criteria noted above for the ill child. If a child is being tested for COVID-19, all household contacts must also self-isolate while awaiting results.

### **Exclusion of Ill Child(ren)**

Any **one symptom** of fever, cough, shortness of breath, and loss of taste or smell should be tested for COVID-19

Any **one symptom** of sore throat, stuffy nose/runny nose, headache, nausea, vomiting, diarrhea, fatigue, or muscle aches must stay at home for at least 24 hours from when the symptoms started.

- If the symptom is improving, they may return when they feel well enough



If the child develops **two of these symptoms, or one symptom persist (Stays the same) or worsens**, children should be tested for COVID-19

- Everyone in the household (including siblings) must stay home if anyone has any COVID-19 symptoms where testing is recommended.
- If the ill person tests **negative**, then household contacts no longer need to self-isolate if they are well.
- If the ill person tests **positive**, then follow the Peel Public Health direction for return to childcare/work.

**If a child demonstrates symptoms of ill health, a sibling should be excluded:**

- Sibling must self-isolate if their ill sibling is experiencing any COVID-19 Symptoms
- To exclude the siblings of ill child with any symptoms of illness where testing of COVID-19 is recommended
- Siblings should be excluded following the same criteria as noted in the revised screening tool October 5<sup>th</sup>, 2020 - Refer to Question 6 in the screening tool
- If a child is being tested for COVID-19, all household members must also self-isolate while awaiting test results, or until an alternative diagnosis is provided by a health care provider.

**Exposure to a Positive Case of COVID-19**

**Positive Case of COVID-19 in a childcare Grouping/classroom:**

- The children and staff in the classroom where the **positive case of COVID-19** is must go home immediately. The childcare centre **may not** need to close due to the classroom
- Individuals in the Positive class will need to self-isolate while Peel Public Health does an investigation and contact the individuals.
- Siblings of the isolated classroom may continue to attend if they are not symptomatic.
- Siblings of the Positive case of COVID-19 individual must be isolated at home until cleared by Public Health to return

**Closure Wait Time:**

- Childcare providers must follow Peel Public Health Direction
- Starting from the date of the confirmed positive case of COVID-19, the grouping/classroom childcare setting will be closed.
- Peel Public Health will provide direction on re-opening
- Testing turnaround times vary and will impact the length of the closure period



Once the staff's/student's/child's results are known:

If a staff/student/child has tested positive, Peel Public Health will identify and notify close contacts. Staff, students, or children who have been identified as a close contact should be excluded from the childcare setting for 14 days after their last exposure.

A serious occurrence will be reported to the Ministry when a child, staff provider, is suspected or has a confirmed case of COVID-19, and **Peel Region** – follow Preschool Canada serious occurrence policy.

One positive confirmed case of COVID-19 in a childcare centre is considered an outbreak. Please follow the Region of Peel Outbreak Policy.

**Peel Region** Public Health will be contacted with details of reporting and managing illness.

Procedure:

Use this section to outline procedures to manage and report illness including, increased hand hygiene procedures, enhanced cleaning and disinfection of room and toys and linen where the asymptomatic child has been present, and how the child or staff will be isolated, and parents/guardians contacted.

In the event of a suspected case (evidence of symptoms):

- 1-Child will be isolated from the cohort
  - 2-Staff supervising isolated child will maintain physical distancing if possible and
  - 3- Wear full PPE. The child will be offered a mask and will wear it if it can be worn with ease. If a staff has symptoms or suspected case, they will be sent home immediately and then we will follow steps 4, 5 and 6.
  - 4-Child's parent will be called for immediate pick-up, along with any sibling in the program
  - 5- **Peel Region Public** health will be notified, and we will follow their direction  
Room, the child/staff, was in an isolation room will be fully sanitized
- If one or more than one symptom present/confirmed case, a Serious Occurrence will be reported with the Ministry of Education
- 6- Individuals who were previously ill and have been symptom-free for 24 hours must complete additional screening using the COVID-19 Re-entry Screening Form for Previously Ill Individuals PRIOR to also completing the daily active screening process. A medical note is not required.
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Encouraging  
Physical  
Distancing

As of September 1, 2020, the program will return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to COVID-19). Staff and students are not included in the maximum group size, but as much as possible are to stay with the same grouping. Children are permitted to attend on a part-time basis, and as with full-time children, should be included in one group and not mix with other groups as much as possible.

Procedure:

Use this section to outline procedures to encourage physical distancing.

Examples might include (but are not limited to):

- Increasing distance between cots and cribs during sleep times
- Spreading children out into different areas at meal and dressing time
- Incorporating more individual activities or activities that encourage more space between children
- Moving activities outside to allow for more space
- Having singing activities outdoors

Strollers and Community Walks:

- Children are physically distanced as much as possible. (E.g. spacing the children by leaving empty seats between each child)
- The back of the stroller is high enough to form a solid physical barrier between each child. The stroller is designed so that the children are not face to face
- Children are assigned to a stroller seat



Hygiene  
Practices

[Washing hands.](#)

Follow Preschool Canada policy

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Parent Drop-  
off and Pick-  
up  
Procedures

All staff, children, parents, and visitors must be screened prior to entry and reentry if they have left the premises. Parents are not permitted past the screening area. Staff must wear full PPE for screening procedures when a distance of 2-metres cannot be maintained.

Procedure:  
(screening station set-up, response to positive screening)

Pick up Procedure

Parent or guardian picking up a child from the childcare will need to call the centre upon arrival and staff will wash their hands and the child's hands, collect their belongings and bring the child out of the classroom, and release the child to their pick-up person from the classroom emergency door while maintaining physical distance. Staff releasing child will be wearing a mask.

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Health Check  
Screening

**Procedures**

Prior to active health screening at Preschool Canada, staff must complete training on how to properly wear PPE (medical masks and face shields) and complete the screening process. Assign and train staff the roles of screening, escorting children to their classroom at drop-off time and returning them to the entrance at pick-up time (i.e., runner), and for cleaning and disinfecting.

When assessing symptoms, the focus should be on evaluating if they are new, worsening, or different from an individual's baseline health status (check off "Yes"). Symptoms associated with known chronic health conditions or related to other known causes/conditions should **not** be considered unless new, worsening, or different from an individual's baseline (check off "No"). If an individual does not pass the screening tool (i.e. screen positive), they should not attend childcare/work, and appropriate recommendations will be provided by public health.

Follow local public health unit guidelines for reporting a suspected case of COVID-19 and follow all directions given by public health.

Follow the Ministry of Education guidance for reporting Serious Occurrences related to COVID-19.

Track all child and staff absences in the daily written logbook. Record the reason for absence, including symptoms of ill health, on the Symptoms of Ill Health form, and any template required by the local public health unit.

Keep the Symptoms of Ill Health form in each child's and each staff's file so that symptoms can be kept confidential.

Please refer to the Ministry of Health's [COVID-19 and Child Care Screening Tool](#) everyday before they attend childcare or work. When staff, children/visitors arrives, please ask question number 6 (Active Screening Tool).

**Symptoms of COVID – 19 - For Children**

**Question 1: Active Screening Tool**

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)

**Question 2: Active Screening Tool**

- Sore throat (painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)



- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)

#### **Symptoms of COVID – 19 – For Adults**

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)
- Sore throat (painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)
- **Pink eye (conjunctivitis)**

**Note:** *Runny nose; if a child is experiencing a runny nose, the child should be kept home and should be monitored for their symptoms. When the child feels better, they can return back to the childcare centre. No COVID-19 testing is needed. If the child's symptoms worsen and/or develop other symptoms, the parent/guardian should contact their health care provider for further advice. Mild symptoms known to persist in young children may be ongoing at the time of returning to childcare if other symptoms have been resolved. **Children who experience runny nose, must be excluded from the childcare centre for at least 24 hours until symptoms improve.***

**Note:** *All symptoms stated above need to be not related to other known causes or conditions for a child/staff to be exempt from the childcare center. Please read below for more information and see the *Managing and Reporting Illness**

#### **Screening Procedures**

As directed by the Ministry of Health and Ministry of Education, service providers could begin to actively screen children entering childcare based on the new Ministry of Health Exclusion criteria and questions effective October 2<sup>nd</sup> 2020.

Parents/guardians, staff members, volunteers/students, and essential visitors are able to complete the online screening tool (Questions 1 – 5); [COVID-19 Screening Tool for Children in School and Childcare](#), or the paper screening forms provided.



- If parents/guardians complete the screening using the online Screening Tool, staff must verify completion (e.g. show a screenshot of completion at the screening station) and complete Question 6 daily before entering the childcare.

**Question 6 – For Children:**

“Did your child(ren) have close contact with anyone (including household members) with COVID-19 symptoms in the last 14 days who has not been tested or awaiting COVID-19 test results?”

**Question 6 – For Adults:**

“Did you have close contact with anyone (including household members) with COVID-19 symptoms in the last 14 days who has not been tested or awaiting COVID-19 test results?”

**Note:** Question 6 has been added to the Active Screening Forms for children, staff, providers/household members, and essential visitors.

**Electronic Screening Procedure**

Every parent/caregiver, child, staff and essential visitor must be actively screened prior to arrival at centre.

- Online Screening or online assessment tool is updated regularly to reflect the current Ontario government.
- The assessment tool is to be completed by the individual to assess their unique health situations; recommendations are provided for the next steps.
- Parents/guardians/staff/essential visitors are to be provided with the electronic daily screening form and instructions on how to complete and submit daily to the centre. Please complete the Ontario [COVID-19 School and Child Care Screening Tool](#) every day before they attend childcare or work.
- Centre will review each completed electronic screen and file forms on-premises.
- Ministry of Health and Ministry of Education mentions that Staff will verbally confirm with each parent/guardian/visitor at drop off that the screen has been completed and that all questions were responded to with “No.”
- When the screening tool is complete, and the individual does not pass the screening tool (e.g., screens positive), the individual should not attend childcare or work; recommendations will be provided.
- In incidents of ill health, the parent/guardian/staff/essential visitors will be directed to review the COVID-19 assessment tool on the Ministry website.

- Parents/staff members/essential visitors must notify the Director if they have screened positive and will not be attending childcare/work.
- Director will develop a process for documentation of all screening results.

**Note:** *Currently, there are no options to download the online results from the online tool, if the individual screens positive.*

**Note:** *If the individual screens negative, there is an option to download the results and should be shared with the Director.*

**Note:** *Every child must be screened prior to being admitted into the childcare center. Staff must follow the screening checklist for each person and record the outcome.*

### **In-Person Screening Procedure**

Every staff, parent/guardian, child, volunteers/students, and any essential visitor must be actively screened in the foyer of the centre. Staff must follow the screening checklist for each person and record the outcomes.

- If the parents did not do the screening tool at home, staff will provide them with an electronic device to complete the online screening tool
- [The director/designated staff member will confirm that the child has passed the screening tool to ensure that the child can attend childcare.](#)
- Director will need to ensure that there are verbally confirmed that the parents have done the online screening and document the result, example (parent name- child name- result - day and time.

In Peel Region, childcare centres are to continue to use the new online or in-person screening provided by the Ministry of Health and Ministry of Education.

- Parents/guardians are not permitted past the Active Screening designated area to ensure physical distancing.
- Only one parent/guardian is permitted into the Active Screening area.
- Parents/guardians can call ahead of time to answer them (daily, weekly, or monthly) screening questions. The designated staff member/screener is to record answers on the appropriate screening document.
- Parents are not to fill out their screening documents.
- A parent/guardian can answer the screening questions for their child(ren)
- If a parent/guardian, staff, child(ren), and any visitors responds YES to any of the Screening questions, this individual is not permitted to enter the centre/premises at any given point. This does not need to be reported to the local health agency.



- Staff should continue to self-monitor themselves and monitor children in care throughout the day. Any symptoms must immediately be reported to the centre supervisor.
- Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6ft/2 metres from others.
- Ensure that surgical masks and face shields are worn anytime that an individual is in the screening area.
- Eye protection must be worn when it is anticipated that the screening could generate bodily fluids (e.g. child is upset and crying during screening)

Health Screening Staff must wear appropriate PPE at all times, which include:

- Masks
- Eye protection or face shields

Refer to Protective Personal Equipment Policy and Procedures for further information on required PPE

- All entrances have hand sanitizer and, if in an enclosed space and physical distance of 2 metres cannot be maintained. Parents/guardians and staff/providers will wear a face mask and face shield.
- Preschool Canada signage/markings on the ground direct families through the entry steps.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.



Parents,  
Visitors,  
Vendors,  
Contractors &  
Inspectors

Public Health requires that the number of individuals entering the childcare center be limited to staff, children, and only absolutely necessary individuals.

An individual permitted to enter the center must be screened using the active screening questions including taking their temperature, and their contact information must be recorded on the visitor log in the event public health must contact them for the purposes of self-isolation or testing.

The following individuals will not be permitted to enter the center:

- New parents/tours (tours will be done virtually using video)

The following individuals are permitted to enter the centre after being screened:

- Government representatives – Program Advisor, Public Health Fire inspector, etc.
- Resource Consultant, enhanced staff, therapists
- Preschool Canada Head Office management team
- Post-secondary school placement students (must stay with same cohort of children)

Essential visitors are required to wear medical masks and eye protection wear while inside the childcare premises, including hallways.

Supply deliveries to call the centre when they arrive and meet you at the entrance to receive deliveries.

Contractors like cleaners, or emergency services like plumbers must be screened and their contact information recorded on the visitor log. Try to schedule their work for a time when children are not present.



PPE

As of September, 1, 2020 all adults and children grade four and above wearing a mask will be mandatory

Procedures

PPE is equipment worn to protect the worker from infected droplets and contaminated surfaces. PPE used in a childcare setting can include:

- Eye protection - protects the eyes from splashes, sprays and droplets
- Gloves - gloves and good hand hygiene protect you and others
- Gowns - long-sleeved gowns protect clothing from becoming contaminated
- Masks - protects the inside of the nose and mouth

When you wear a mask, you should also be sure to clean your hands frequently with soap and water or 60%-90% alcohol-based hand sanitizer. Masks can also be worn to prevent spread from an infected person to others by containing infected droplets (source control).

Wearing the mask will be mandatory at all times when you are working with children indoor and outdoor when physical distance of two metres cannot apply.

Masks must be worn properly at all times, without exception. This includes:

- On the face properly covering the mouth and nose
- Not lifted or dropped to the chin or around the neck
- All straps must be securely fastened
- Once the mask is secure, consider it your face. DO NOT touch or move it
- Masks are single use
- Change your mask if it becomes moist or dirty

To put on the Mask:

- Wash or sanitize your hands
- Check the mask for tears or faulty straps
- The stiff bendable edge is the top
- Holding the mask by the upper strings, tie in a bow near the crown of your head, or if the mask has bands, loop over your ears
- Holding the mask by the bottom strings, pull the bottom of the mask over your mouth and chin, and tie in a bow near the nape of your neck
- Ensure the mask covers your mouth, nose, and chin
- Press and mold the upper bendable edge to the shape of your nose and cheeks
- Wash or sanitize your hands

To remove the Mask:

- Wash or sanitize your hands
  - Only touch the straps; avoid touching the front of the mask as it is contaminated
  - Untie the bottom strings and then the upper strings
  - Dispose of the mask directly into the garbage
  - Wash or sanitize your hands
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**Parent Fees**

Any child who was receiving care in a Preschool Canada program immediately prior to the closure will be offered a childcare space for September 1, 2020, or later. Families will have 14 days to accept or decline the placement. If placement is accepted, operators may charge a fee to use or hold the space as of September 1, 2020, whether the child attends or not. If the placement is declined, the operator may offer the placement to another child.

**Note:** If Peel Public Health closes the centre or a cohort, parents cannot be charged. If a child is excluded due to symptoms- regular sick policy applies regarding payment.

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**Scheduling  
Shifts**

As of September 1, 2020, the program will return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to COVID-19). Staff shifts will meet the ratio following the requirements above.

**Procedures**

All Preschool Canada staff shifts should follow CCEYA regulations to meet the children ratio keeping in concertation staff well-being while we are facing a pandemic including staff coverage for lunch and breaks, sick leave and vacation.

Please insert your staff scheduling

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\*Note: While we are in a pandemic, this document will keep changing to adapt with the most up to date requirements from your region, the Ministry of Education and the Ministry of Health. As well, all regulations from the Child Care Centre Licensing Manual are to be checked for compliance.

If you would like to add anything to this document, please notify head office and we will make necessary changes.



Durham Public Health Contacts	Call: 905-668-2020 or 1-800-841-2729 ext. 2996 Email: <a href="#">add Health Advisor here</a> Fax: 905-666-6215 After Hours: 905-576-9991 or 1-800-372-1104
Simcoe Public Health Contacts	Monday to Friday 8:30 am to 4:30 pm Email: <a href="#">add Health Advisor here</a> Call: 705-721-7520 or 1- 877 721-7520 Fax: 905-825-8797
Peel Public Health Contacts	Open 8:30 a.m. to 6:30 p.m., 7 days a week Brampton & Mississauga Email: <a href="#">add Health Advisor here</a> Call: 905- 799-7700 Fax: 905-565-1456
Toronto Public Health Contacts	Call: 416-392-7411 Email: <a href="#">add Health Advisor here</a> Fax: 416-392-0047 After hours: 3-1-1 or 416-392-CITY (2489) for callers from outside of Toronto
York Public Health Contacts	Call: 1-877-464-9675 ext. 73588 (office hours) Email: <a href="#">add Health Advisor here</a> Fax: 905-898-5213 After Hours: 905-953-6478 (after 4:30 p.m., weekends, holidays)
Wellington-Dufferin-Guelph Public Health Contacts	Monday – Friday, 8:30 a.m.- 4:30 p.m. Email: <a href="#">add Health Advisor here</a> Call: 1-800-265-7293 ext. 4752 Fax: 1-855-934-5463