



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 **York 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 **York Region** Public Health indicate it is safe to return to normal operating procedures or make 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.

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



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

The 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

The bleach solution can be used as a disinfectant

Let the surface dry

Disinfecting

Use only disinfectants with a Drug Identification Number (DIN) 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. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.

Community/public playgrounds are not to be used.

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 with 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 have 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 a 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 labelled and assigned/designated to a single child per use.

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

Crib mattress 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 in 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 labelled and stored separately (not touching each other); they must not be shared among children. The pacifier must be washed in soap and water upon arrival at 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 at the centre, 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 in the "hot" setting.

Preschool Canada keeps a cleaning and disinfecting log to track and demonstrate cleaning schedules.

- Existing practices should be reviewed to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, child safety, staffing, and signage, and PPE usage when cleaning.
- Keep an inventory to determine items to be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (for example, porous or soft objects such as stuffed toys, area rugs, fabric upholstered seating).

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 the cleaning schedule.

License Process

- Licenses are required to be amended, if necessary, to ensure director approvals and conditions on the license align with new restrictions.
- The Ministry will prioritize and expedite the review of requests to revise and amend licenses.
- Licensees must meet all the requirements set out in the Child Care and Early Years Act, 2014 (CCEYA) and its regulations and obtain all necessary municipal approvals to support license revision requests.



- Licensees must follow all current ministry and CMSM/DSSAB policies and guidelines
- Reference to licensing fees and renewals during the emergency period has been removed
- Supervisors and/or designates should limit their movement between rooms, doing so when necessary.
- Interaction with multiple groups should be avoided as much as possible. Supply/replacement staff should be assigned to a specific group to limit staff interaction with multiple groups of children.
- Students on field placement should be assigned to a specific licensed age group.

Qualified Staff

- Licensees are required to ensure each group has the required number of qualified staff as set out in the CCEYA. Licensees may submit requests for staff director approval (DAs) to the Ministry.
- Staff DAs can be transferred from one childcare centre to another childcare centre operated by the same licensee. However, staff should limit their movement between each childcare centre to reduce their interaction with multiple groups of children.
- Licensees can also request a staff DA for multiple age groups.
- Certification in Standard First Aid Training, including Infant and Child CPR
- The staff included in ratios and all home childcare providers are required to have a valid certification in first aid training, including infant and child CPR, unless exempted under the CCEYA or the certificate has been extended by the Workplace Safety Insurance Board (WSIB).
- The WSIB has indicated that all certifications that expire after March 1, 2020, are automatically temporarily extended until June 2021 – Please see WSIB Website for updates.
- Licensees are encouraged to monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff, home childcare providers or in-home service providers whose certification would have expired after March 1, 2020.

Vulnerable Sector Checks (VSCs)

Licensees are required to obtain VSCs in accordance with the CCEYA from staff and other persons who are interacting with children at a premise, including post-secondary students.

Suppose an individual cannot obtain a VSC in a reasonable amount of time due to significant backlogs. In that case, they must ensure the individual has applied for a VSC and put in place additional measures as set out in their reference check policy.

Provision of Special Needs Resources (SNR) Services

- The in-person special needs services in the childcare setting should continue where appropriate, and licensees may use their discretion to determine whether the services being provided are essential and necessary at this time.
- Centres are to work with special needs providers to explore an alternative mode of service delivery where in-person delivery is not possible.



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- All SNR staff must screen before entering the childcare setting and follow all health and safety measures that staff/providers follow. Including having their attendance logged, practicing proper hand hygiene, wearing a medical mask and eye protection, and maintaining physical distance much as possible.
 - Centre Directors/owners are to ensure communicating with their SNR to discuss who will be responsible for ensuring that SNR staff have appropriate PPE.
 - Where SNR services are provided through external staff/service providers, licensees should inform all families of this fact and record attendance for contact tracing purposes.
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Exclusion of Children and Staff who become Ill

Policy Statement

To ensure the health and well-being of children and staff within the Preschool Canada York 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 York Region Public Health regulations regarding the exclusion of ill 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 - Version 3](#)



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)

Symptoms of COVID – 19 – For Adults

- 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)
- Sore throat (not related to other known causes or conditions – e.g. seasonal allergies, acid reflux)
- Difficulty swallowing (Painful swallowing, not related to other known causes or conditions)
- 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 (e.g. irritable bowel syndrome, menstrual cramps)
- Extreme tiredness that is unusual (Fatigue, lack of energy – e.g. depression, insomnia, thyroid dysfunction)
- Muscle aches that are unusual or long-lasting (e.g. sudden injury, fibromyalgia)
- Pink eye (conjunctivitis)
- Falling down often (Elderly)

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 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 a 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 Symptoms from Online Screening Tool

Parents/guardians, staff members, students, and essential visitors are able to complete the self-screening tool; COVID-19 Screening Tool - Version 3

- Parents/guardians are to complete the screening using the online Screening Tool; staff must verify completion (e.g., show a screenshot of completion at the screening station) verbally.
- Document the following; Child's name, parent's name, online results and temperature.
- For any individual that has not completed any online screening, the designated staff member/screener is to ask the parents/guardians to complete it before the entry of childcare

Procedures of Ill Child(ren)/ Exclusion of Ill Child(ren)

- If the individual responds "Yes" to Question 1 on the screening tool, they are to self-isolate and only leave the house to get tested or seek medical attention.
 - ❖ Contact childcare centre to inform the supervisor
 - ❖ Speak with a doctor/health care provider to receive advice or an assessment, including to see if a COVID-19 test needs to be completed.
 - ❖ Siblings and household members without any symptoms may continue to attend childcare/work.
- If the individual responds "Yes" to Questions 2 for one of the symptoms, the individual will need to self-isolate for 24 hours. They should not leave unless they are being tested or seeking medical attention.
 - ❖ Contact childcare centre to inform the supervisor
 - ❖ After 24 hours if your symptom is improving, they can return to childcare when they feel well enough to do so. They do not need to get tested.
 - ❖ Siblings and household members without any symptoms may continue to attend childcare/work.
- If the individual responds "Yes" to two or more of the symptoms to Question 2, they should self-isolate and not leave except to get tested or for a medical emergency.
 - ❖ Contact the childcare to let the supervisor know of the results.
 - ❖ Speak with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
 - ❖ Siblings and household members without symptoms may go to childcare.



- If the individual responds "Yes" to Question 3, 4, 5, or 6, the individual will need to self-isolate for 14 days. They should not leave unless they are being tested or seeking medical attention.
 - ❖ Contact the childcare to inform the supervisor of results
 - ❖ Speak with a doctor/health care provider to receive advice or an assessment, including if you need a COVID-19 test.

Note: Individuals with any symptoms and the siblings (household members) are to contact their local Public Health in York Region to see if they have different rules based on local risk.

Procedures of Exclusion of Ill Staff

- If the individual responds "Yes" to any of the symptoms included under question 1:
 - ❖ Contact the school/childcare to let them know about the result.
 - ❖ Self-isolate at home and not leave except to get tested or seek medical attention
 - ❖ Speak with a doctor/health care provider to get advice or an assessment, including if you need a COVID-19 test.
 - ❖ Household members without symptoms may go to school/childcare/work.
- If the individual answered "Yes" to questions 2 or 4:
 - ❖ Contact the school/childcare to let them know about this result.
 - ❖ Self-isolate for 14 days and not leave except to get tested or seek medical attention
 - ❖ Follow the advice from Public Health; you may return to school/childcare only after your local Public Health Unit has cleared you.
 - ❖ Household members without symptoms may continue to go to school/childcare/work.
- If the individual has answered "Yes" to question 3:
 - ❖ Contact the school/childcare to let them know about the result
 - ❖ Self-isolate for 14 days and not leave except to get tested or to seek medical attention.
 - ❖ Speak with a doctor/health care provider to get advice or an assessment, including if the individual needs to get a COVID-19 test.
 - ❖ You may return to school/childcare only when you have been cleared by your local Public Health Unit, regardless of the test result.
- If the individual has answered "Yes" to question 5:
 - ❖ Contact the school/childcare to let them know about the result
 - ❖ Self-isolate for 14 days and not leave except to get tested or to seek medical attention.
 - ❖ Visit an assessment centre to get a COVID-19 test, speak to a doctor/health care provider for more advice.

Note: Check your local Public Health Unit's website or call to see if they have different rules based on local risk.



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 improve 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 the ill child **may** attend childcare as long as they have no symptoms.

Exposure to a Positive Case of COVID-19

Positive Case of COVID-19 in childcare for an individual:

- Child(ren) with any ill symptoms. Childcare operator to conduct surveillance and record all illnesses in the centre.
- Childcare centres are to report to York Region Public Health when there are two or more symptomatic individuals within 48 hours.
- Ill children are to be separated from others and are supervised in a designated room/space, and parent/guardian is contacted for immediate pick-up.



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- Designated staff members providing care to a child who is ill should maintain a distance of 2 metres. Wear full PPE (masks, gloves, gown and face shield)
 - Staff who are ill are to be sent home immediately.

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

- If a child(ren) is to develop COVID-19 symptoms, they are to self-isolate
- Childcare supervisor/designated person is to contact the Public Health Unit and follow their instructions to whether they need to close a room, or the centre, or self-monitor themselves

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

- If a child develops symptoms and their self-screening indicates they should stay home, but their sibling(s) do not have symptoms, the siblings do not need to self-isolate while the other child tests positive for COVID-19

Check your local Public Health unit's website or call to see if those without symptoms should go to school/childcare. Some Public Health Units have different rules based on local risk.

Closure Wait Time:

- Childcare providers must follow York Region Public Health Direction
- York Public Health will provide direction on re-opening
- Testing turnaround times vary and will impact the length of the closure period

Staff Illness

Any staff person who suspects that they have an infectious disease should follow precautions and not attend the childcare program if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the active screen process to work at the site.

If a staff member becomes ill while at the centre, they should, if possible, isolate themselves immediately until they are able to leave.

A staff person who presents symptoms of ill health must notify their supervisor. The Health Department will be notified, and staff will follow the direction of public health. Direction may include further self-isolation, monitoring of symptoms, completing the self-assessment, and testing.

A staff member's illness determined to be work-related must complete the appropriate internal documentation required by the centre.

Monitoring the Center

Ensuring that all environmental conditions are monitored continuously is essential in prevention and reducing illness. Employees must monitor for an increase in the above-normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time.



Ensure the monitoring procedure includes the following:

- Observe children for illness upon arrival.
- Record symptoms of illness for each child, including signs or complaints the child may describe (e.g., sore throat, stomach-ache, headache, etc.).
- Record the date and time that the symptoms occur.
- Record the room the child attends (e.g., room number/description).
- Record attendances and absences.

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

A serious occurrence – follow [Preschool Canada serious occurrence policy](#) – Updated on November 9, 2020.

Licensees/Directors need to contact their local Public Health Unit for any other advised information. Public Health Unit 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. The 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 member has symptoms or a 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. **York 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 symptom is 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 complete the daily active screening process. A medical note is not required.



Outbreak Management

An outbreak may be declared by the local public health unit when:

Within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the childcare setting is required.
- If the public health unit determines that partial or full closure of the childcare setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure

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, they 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
Practice

[Washing hands.](#)

Follow Preschool Canada policy

Parent
Drop-off
and Pick-up
Procedures

All staff, children, parents, and visitors must be screened prior to entry. 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)

All entrances and exits should have alcohol-based hand rub with a 60- 90% concentration with signage demonstrating appropriate use.

- Alcohol-based hand rub should not be accessible to children (i.e., within their reach), and children should be supervised when using the hand rub.
- Consider using signage/markings on the ground to direct families through the entry steps.
- Personal belongings should be labelled and kept in the child's cubby/designated area. (e.g., backpack, hats and mittens, etc.). While appropriate clothing for the weather (e.g., jackets, hats, sunscreen) should continue to come with the child, other personal belongings (e.g., toys) should be minimized.

Pick up Procedure

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



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, returning them to the entrance at pick-up time (i.e., runner), and 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 guidelines 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 - Version 3](#) every day before they attend childcare or work.

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 (not related to other known causes or conditions – e.g. seasonal allergies, acid reflux)
- Difficulty swallowing (painful swallowing, not related to other known causes or conditions)
- 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 (e.g. irritable bowel syndrome, menstrual cramps)
- Extreme tiredness that is unusual (Fatigue, lack of energy – e.g. depression, insomnia, thyroid dysfunction)
- Muscle aches that are unusual or long-lasting (e.g. sudden injury, fibromyalgia)
- Pink eye (conjunctivitis)
- Falling down often (Elderly)

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 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 a 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.

Parents/guardians, staff members, volunteers/students, and essential visitors are able to complete the online screening tool; [COVID-19 Screening Tool for Children and Childcare - Version 3](#) or the paper screening forms provided.

Electronic Screening Procedure

Every parent/caregiver, child, staff and essential visitor must be actively screened prior to arrival at the 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 Screening Tool for Children and Childcare - Version 3](#) every day before attending childcare or work.
- The Centre will review each completed electronic screen and file forms on-premises.
- The 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 are 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 prior to arrival at the childcare centre; this is preferred. Screening may be done in the center's foyer if the families have not completed it at home. Preschool Canada encourages staff members to use the online screening tool. 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 they 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 (parent name- child name- result - day and time).
- Screening prior to arrival at the childcare setting is preferred to encourage the use of the provincial screening tool,
- The requirement to maintain records of daily screening is removed unless public health advises otherwise.

In York 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.
- A parent/guardian can answer the screening questions for their child(ren)
- If a parent/guardian, staff, child(ren), and any visitors respond 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. the child is upset and crying during a screening)



PRESCHOOL
CANADA
Early Learning Academy

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 and exits have hand sanitizers (60 - 90%) and cannot be maintained in an enclosed space and physical distance of 2 metres. 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 labelled 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. Their contact information must be recorded on the visitor log if public health contacts them for 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 the same cohort of children)
- Special Needs Resources

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 indoors and outdoors when a 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 mould the bendable upper 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



Adults in childcare

All child care staff, providers, visitors, and students completing post-secondary placements must wear medical masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained).

All other adults (i.e. parents/guardians and visitors) are required to wear a face-covering or non-medical mask while inside the premises (see information about the use of face coverings on the provincial).

Children in the childcare

All children in grades 4 and above are required to wear a non-medical mask or face covering while inside a childcare setting, including in hallways.

- All younger children (grade 3 and below) are encouraged but not required to wear a non-medical mask or face covering while inside a childcare setting, including in hallways.
- Masks are not recommended for children under the age of two.

Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face-covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask when not in use.

Masks should be replaced when they become damp or visibly soiled

If physical distancing can be maintained between individuals during outdoor play/time, masks are not required.

Reasonable exceptions to the requirement to wear masks:

- Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions, etc.
- Licensees should consider ways to support nutrition breaks/mask breaks safely (i.e., space where staff/providers can maintain at least 2 metres to remove masks and eat)

Preschool Canada requires a doctor note exemption related to a medical for not wearing masks or face coverings; school-age children, students, and staff members.

Childcare licensees and home child care providers should secure and sustain an amount of PPE (including but not limited to face shields or goggles, medical masks, gloves, etc.) and cleaning supplies that can support their current and ongoing operations.



A supply of medical masks and eye protection (i.e., face shields) is being procured and delivered through the Ministry of Government and Consumer Services to licensed childcare centres and home childcare agencies on a monthly basis.

A back-up supply of non-medical or cloth masks will also be provided for school-age children in childcare if they cannot bring one from home.

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.

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's ratio, keeping in concertation staff well-being while facing a pandemic, including staff coverage for lunch and breaks, sick leave and vacation.

[Please insert your staff scheduling](#)

*Note: While we are in a pandemic, this document will keep changing to adapt to 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 the necessary changes.



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| Durham Public Health Contacts | Call: 905-668-2020 or 1-800-841-2729 ext. 2996 Email: add Health Advisor here 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: add Health Advisor here 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: add Health Advisor here Call: 905- 799-7700 Fax: 905-565-1456 |
| Toronto Public Health Contacts | Call: 416-392-7411 Email: add Health Advisor here 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: add Health Advisor here 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: add Health Advisor here Call: 1-800-265-7293 ext. 4752 Fax: 1-855-934-5463 |