



YWCA ST. THOMAS - ELGIN

2020-2021 SAC
COVID-19 Policy and Procedure Manual

Created August 31st, 2020

Covid- 19 Policy and Procedure Manual
Table of Contents

Glossary: Acronyms and Terms

Page 6

Section 1: Introduction

Page 7-8

Subheading Name	Last Date of Revision
Policy Statement	
Policy Authority	
Statement of Acknowledgement	
Hiring and Staffing Requirements	
Policy and Procedure Review	

Section 2: YWCA Screening Protocols

Pages 9-12

Subheading Name	Last Date of Revision
Local and Provincial Guidelines for Covid-19 Screening in Childcare	September 28, 2020
YWCA Procedure for Daily Health Screening	September 28, 2020
YWCA Daily Health Screening Standards	September 28, 2020
<u>Before and After School Program Entry Protocol During Covid-19</u>	September 28, 2020
Screening: How to Respond	September 28, 2020
Communication of Health Screening Results with TVDSB	September 17, 2020

Section 3: Hygiene Practices

Pages 13-15

Subheading Name	Last Date of Revision
Purpose	
Definitions	
Hand Washing Information	
Hand Sanitizer Information	
Hand Hygiene Monitoring	
Glove Use	
“Covering Your Cough” Procedure (Respiratory Etiquette)	
Public Health Instructions for Hand Hygiene Practices	

Section 4: Cleaning and Disinfecting

Pages 16-18

Subheading Name	Last Date of Revision
Purpose	
Definitions	September 6, 2020
Product Requirements	
Cleaning Procedures	
Disinfecting Procedures	September 6, 2020
Frequency of Cleaning and Disinfecting	September 6, 2020
Cleaning and Disinfecting Log	

Section 5: Food Preparation

Pages 19

Subheading Name	Last Date of Revision
YWCA Food Handling and Preparation Policies	
Public Health Guidelines for Mealtimes in Childcare	
Food Preparation and Handling	
Food Serving	

Section 6: Isolation Protocol and Exclusion of Sick Children

Pages 20-22

Subheading Name	Last Date of Revision
Purpose	
When to Exclude a Child with Symptoms of Illness	
Procedure for Isolation of Children with Symptoms of Illness	September 17, 2020
Waiting for a Child to be Picked Up	
Communicating the Illness Protocol with the Parent/Guardian	September 28, 2020
Surveillance	

Section 7: Isolation Protocol and Exclusion of Sick Staff

Page 23-24

Subheading Name	Last Date of Revision
Staff Illness	September 28, 2020

Section 8: Returning to the Childcare Program Following Illness

Page 25

Subheading Name	Last Date of Revision
SWPH and MOH Guidelines for Returning from Illness	September 28, 2020
Siblings of Symptomatic Children	September 17, 2020

Section 9: Communication and Reporting of Illness

Pages 26-28

Subheading Name	Last Date of Revision
Reporting and Tracking Potential Symptoms or Diagnosis of Covid-19	September 28, 2020
For Potential and Confirmed Cases of Covid-19	September 28, 2020
YWCA Process for Reporting Suspected and/or Confirmed Cases of Covid-19	September 28, 2020
Staff Member's Illness Determined to be Work Related	

Section 10: Confidentiality

Page 29

Subheading Name	Last Date of Revision
Confidentiality	

Section 11: Physical Distancing Practices

Page 30-31

Subheading Name	Last Date of Revision
Maximum Group Size and Ratios	
Physical Distancing Expectations Within Childcare Programs	
Scheduling	
Mentoring and Monitoring	
Meetings with Staff, Parents/Guardians or Outside Agencies	September 18, 2020

Section 12: Program Environment

Page 32-34

Subheading Name	Last Date of Revision
Space Set-Up and Physical Distancing	
Equipment and Toy Usage and Restrictions	
Program Statement/Activities	September 6, 2020
Outdoor Play	

Section 13: Special Needs Resources

Page: 35

Subheading Name	Last Date of Revision
Conditions for Special Needs Resourcing	

Section 14: Drop Off and Pick Up Procedures

Page 36

Subheading Name	Last Date of Revision
Drop Off Procedure	
Pick Up Procedure	
Visitors	

Section 15: Personal Protective Equipment

Page 37

Subheading Name	Last Date of Revision
Instructions for Putting on and Removing Personal Protective Equipment	
Guidance on the Use of Masks and Personal Protective Equipment in Childcare Programs	

Reference Documents

Page 38

ACRONYMS

ACRONYM	TERM	MEANING
CCEYA	Child Care and Early Years Act	Provincial regulating document for childcare programs and centres
HCP	Health Care Provider	A personal health care provider
MOE	Ministry of Education	Ontario Ministry of Education
MOH	Ministry of Health	Ontario Ministry of Education
PPE	Personal Protective Equipment	Equipment worn to protect against injury and illness (ex: mask, gloves, eye protection, etc...)
PVSC	Police Vulnerable Sector Check	Local police record check required to be employed in childcare
S.O.	Serious Occurrence	Serious occurrence reporting to the Ontario Ministry of Education
SAC	School Age Childcare	YWCA School Age Childcare Programs
SWPH	Southwestern Public Health	Local health unit department
TVDSB	Thames Valley District School Board	Local school board where YWCA SAC Programs operate
WSIB	Workplace Safety and Insurance Board	All employee injuries and illness due to employment will be reported here for worker compensation (when required)
YWCA	Young Women's Christian Association	YWCA St. Thomas-Elgin branch

TERMS

Term	Definition
Staff	Any individual employed by the YWCA to work with or within the SAC program
Individual	For the purposes of screening and reporting or tracking of illnesses, individual refers to a child, parent of child, or staff.

SECTION 1: INTRODUCTION

Policy Statement

In compliance with Ontario's Ministry of Education (MOE) Operational Guidance During Covid-19 Outbreak Child Care Reopening, this manual contains the YWCA St. Thomas-Elgin policies based on public health recommendations for Covid-19 prevention. Protocols from Southwestern Public Health (SWPH), Ontario Ministry of Health (MOH), and Ontario MOE are compiled within this document to create a thorough protocol on Covid-19 procedure. Full credit is given to these organizations and ministries for the development of guidelines included within this document.

The YWCA is committed to providing a safe and healthy environment for children, families, and employees. By developing these Covid-19 policies and procedures, the YWCA takes every reasonable precaution to prevent the risk of communicable diseases within our childcare programs.

Policy Authority

Any policies within the Covid-19 Manual will replace and/or enhance already existing YWCA policies and procedures. These policies are ultimately determined by SWPH, the MOH, and the MOE. They are not controlled by the staff within the SAC program or the YWCA independently. For all other YWCA Policies and Procedures, see the 2020-2021 YWCA SAC Policy and Procedure Manual.

The policies and procedures present in this manual apply to all employees, students, children, families, resource consultants, community members, and any other persons engaged in business or involved with YWCA childcare programs.

Statement of Acknowledgement

We recognize that the SWPH, MOH and MOE approaches to preventing and protecting against Covid-19 may change. This document will evolve with these updates and remain current with the changes.

Upon registration to a YWCA childcare program during the Covid-19 pandemic, parents/guardians will be provided a copy of these policies and procedures.

Parents/guardians will be asked during this process to review the policies in full for their own knowledge and understanding of the expectations within the YWCA SAC programs.

Hiring and Staffing Requirements

When planning for the childcare program, the YWCA will ensure each group has the required number of qualified staff as set out in the CCEYA and the SAC Policies and Procedures. Changes to employment requirements and hiring at this time will include:

- Certification in Standard First Aid Training, including Infant and Child CPR
 - o Certification renewal has been extended by the Workplace Safety and Insurance Board (WSIB). All certifications that expire after March 1ST, 2020 are automatically temporarily extended.

- The YWCA will monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff whose certification would have expired after March 1, 2020.
- A valid Police Vulnerable Sector Check (PVSC).
 - For existing staff, it is not necessary to obtain a new PVSC from staff or persons interacting with children where the fifth anniversary of the staff or person's most recent PVSC falls within the emergency period, until 60 days after the emergency period ends.
- Staff will work at only one location, when possible.
- Site/Program Supervisors and/or designates and SAC Supervisors will limit their movement between rooms, doing so when necessary.
- Relief, support, and replacement staff will be assigned to specific groups and/or locations, when possible.
- Groups will be staffed in a way to encourage less movement between groups.

Policy and Procedure Review

YWCA SAC staff, volunteers and students will review all policies and procedures before beginning employment or unpaid placement, and at any time a change to a policy or procedure is made.

SECTION 2: YWCA SCREENING PROTOCOLS

Local and Provincial Guidelines for Covid-19 Screening in Childcare

- All individuals entering the childcare program will be screened daily before entering the childcare setting.
- Parents/guardians will be reminded of the screening requirements when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- During the screening, program staff will follow the Ontario MOH, SWPH and, Ontario MOE guidelines including:
 - Maintaining physical distancing (2 meters/6 feet) or being separated by a barrier.
 - Wearing personal protective equipment (PPE) (i.e., medical mask and eye protection (goggles or face shield)). *See section 15 for information regarding proper donning and removal of PPE and PPE requirements.*
 - Alcohol-based sanitizer will be placed at each designated entrance/exit. Everyone entering the childcare program will be asked to use hand sanitizer or wash hands upon entry; and,
 - Daily screening records will be maintained and kept on-site for a minimum of 30 days.

YWCA Procedure for Covid-19 Daily Health Screenings

The YWCA daily health screening procedure will follow the guidelines facilitated by SWPH, Ontario MOH and Ontario MOE. As symptoms and protocols are updated, the YWCA will update our screening protocol to reflect the most recent information. All staff will be trained on screening procedures.

- o All individuals entering the childcare program will be required to complete the Ontario Covid-19 Screening Tool for Schools daily before attending the childcare program.
 - o Parents/guardians will complete the screening tool for their child(ren) while staff and visitors will complete the assessment independently.
 - o ~~See section 14 for more information surrounding pick up and drop off procedures for children.~~
- o All individuals will be screened before entering the childcare program to verify and attest that they have completed their daily screening.
 - o Staff and visitors will initial to attest to completion on their own behalf.
 - o Parents/guardians will initial to attest to having completed the screening tool for their children.
- o All individuals entering the program will be asked to use hand sanitizer or to wash hands upon entry.
- o Where applicable, all staff and visitors to the SAC program must sign in with the Thames Valley District School Board (TVDSB) administrative staff before travelling to the SAC Program.

- For cases where an individual has not completed the [Ontario Covid-19 Screening Tool for Schools](#) prior to arrival, a hard copy will be available with the runner to complete in-person prior to entry.
- All Covid-19 screening records will be kept on site for a minimum of 30 days.
- Recognizing that there are children who will only be in attendance to the afternoon programs, the YWCA will complete a passive health screen before entry to afternoon program for every child. This will include a visual check of symptoms listed within the “Wellness Check” form and the symptoms list for Covid-19.
- Should a child be exhibiting symptoms at transfer of care in the afternoon, the YWCA will accept the child in to program and follow isolation procedures while contacting the parent/guardian for pick up. Illness procedures apply.

YWCA Daily Health Screening Standards

Program staff will screen for symptoms present on the Ontario MOH's page Covid-19: Stop the Spread by receiving attestation that the individual has completed the [Ontario Covid-19 Screening Tool for Schools](#). Additional standards include:

- Only one entrance/exit will be used to ensure each person entering is screened.
- Screening will take place outside the building or within the entrance vestibule.
- Physical distancing will be in effect during screening protocol with visual guides (pilons, signage and/or ground markers) to indicate safe distance.
- All screening staff will wear proper PPE (i.e. a mask and eye protection) and maintain physical distancing.
- All individuals with symptoms of illness, including those listed [on the Ontario MOH's page Covid-19: Stop the Spread](#) will be denied entry to the childcare program.

*YWCA staff will follow and consult sections [6](#), [7](#), [8](#), and [9](#) for further information.
Parents/guardians will be referred to the [SWPH Return to School Decision Tree](#) for clarification.*

Before and After School Program Entry Protocol During Covid-19

Health screening will follow current best practices and recommendations by SWPH and the Ontario MOH. Families will be required to monitor their children prior to arrival at the childcare centre to ensure they are not exhibiting Covid-19 symptoms, complete the [Ontario Covid-19 Screening Tool for Schools](#) for their child(ren) and attest to its completion upon arrival, daily. All other visitors and staff will also be required to self-monitor before arrival and attest to self-assessment before entry. The screening staff will engage in the following practices while screening individuals before entry:

- Greet everyone outside the childcare centre with a friendly, calm manner.
- Request that each individual use hand sanitizer or wash hands upon entry.
- Proceed with the following questions:
 - *“Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for*

everyone who enters the location. The screening will ensure the safety and well-being of staff, children, and families”.

- “Have you completed the Ontario Covid-19 Screening Tool for Schools today for yourself/your child(ren)?”
- “Do(es) you/your child have any symptoms listed within the screening tool?”
- “Did you answer ‘yes’ to any questions within the screening tool?”
- “Please initial to attest to your successful completion of Ontario Covid-19 Screening Tool for Schools before arriving at the childcare program today.”
- Complete the questionnaire by thanking the individual and, if applicable, parent/guardian for their patience.
- Visitors will be logged on a separate “Visitor Log” to maintain records for contact tracing. All information requested must be recorded for health and safety purposes.

Note: This process will apply to any individual entering the school to enter the childcare program. All symptoms of illness, denied screening, and referrals for Covid-19 testing will be shared with TVDSB at this time. Parents/guardians will be referred to the SWPH Return to School Decision Tree for clarification regarding illness protocol.

Screening: How to Respond

- If the individuals participating in the screening answers that they have completed the Ontario Covid-19 Screening Tool for Schools, does not present with symptoms and signs to attest to completing the screening, they have passed the screening and may enter the building:
 - “Thank you for your patience. Your child has been cleared to enter. A childcare staff will bring your child in the childcare program.”
 - For staff and visitors: “Thank you for your patience, you have been cleared to enter.”
- If the individual participating in the screening reports that they completed Ontario Covid-19 Screening Tool for Schools, and have symptoms of illness or have experienced a form of exposure within the last two weeks they immediately fail the screening and will be denied entry to program.
 - “Thank you for your patience. Unfortunately based on these answers, I am not able to let you enter the childcare centre.”
 - YWCA staff will follow and consult protocols outlined within sections 6, 7, 8, and 9 for further information.
 - For all failed daily health screenings, notify the on-call SAC Supervisor.

Note: This process will apply to any individual entering the school to enter the childcare program. See sections 6, 7, 8 and 9 for more information regarding failed screening, reporting of illness and guidance for procedures surrounding illness. Parents/guardians will be directed to review the SWPH Return to School Decision Tree for further guidance.

Communicating Daily Health Screening Results with TVDSB

Daily, the YWCA SAC programs will provide TVDSB with a summary of our health screening results. Protocols for this exchange of information will be as follows:

- Each day, programs will document their attendance and screening results within the "Daily Communication with TVDSB" log. This log will include children absent due to symptoms of illness exhibited at home, children who fail the screening upon arrival to the before school program and do not attend that day, and children who exhibit symptoms of illness during the before school program and are sent home.
- This daily log will include the date, child's name, relevant notes, time of information transfer, and the name YWCA staff, and TVDSB staff, participating in the transfer of information.
- At the end of morning program, the Site Supervisor will complete the transfer of information with the TVDSB administrative staff on-site.
- Before afternoon program begins, the Site Supervisor will consult with the TVDSB administrative staff to acquire any relevant message and information pertaining to children attending the afternoon programs. Any updates will be recorded within the "Daily Communication with TVDSB" log.

SECTION 3: HYGIENE PRACTICES

Purpose

To ensure that all employees are aware of and adhere to the directive established by SWPH, Ontario MOH, Ontario MOE, and the YWCA regarding proper hand hygiene in childcare programs.

Definitions

Hand hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Hand Washing Information

Hands carry and spread germs. Touching your eyes, nose, mouth, or sneezing and coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

The YWCA will monitor that employees and children practice proper hand hygiene through training and regular site visits. Staff and children will use soap and water to wash hands regularly throughout the day, when hands are visibly dirty and following activities such as:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Contact with bodily fluids
- Contact with any soiled/mouthed items
- Gardening
- Preparing, handling, serving, and eating food
- Handling animals
- Touching a cut or open sore
- Glove use
- Before and after giving medication

For washing hands with soap and water, follow these steps:

1. Removes rings, bracelets, and watches
2. Wet hands
3. Apply soap

4. Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, and under nails
5. Rinse well under running water
6. Dry hands well with paper towel or hot air blower
7. Turn taps off with paper towel, if available/applicable

Note: Hand washing is recommended over hand sanitizer usage with children when possible.

Hand Sanitizer Information

- Hand sanitizer is available at the building entrance and throughout the program space.
- Hand sanitizer must be used when entering and exiting the building.
- Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision.
- Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

For hand hygiene with hand sanitizer, follow these steps:

1. Apply alcohol-based hand sanitizer (70-90% alcohol content)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

Note: If hands are visibly soiled, hand washing procedures should be followed.

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors and/or SAC Supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required and during unscheduled site visits.

Glove Use

Single use gloves will be worn when encountering mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment, environmental surfaces, and chemicals that call for PPE.

Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be performed before applying and after removing gloves. Gloves shall be removed and discarded after each use. Do not wear rings with gloves unless they have a smooth band.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean, and dry inside

Note: See [section 15](#) for information regarding proper donning and removal of PPE.

“Covering Your Cough” Procedure (Respiratory Etiquette)

Germs, such as influenza, cold viruses, and COVID-19, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

1. If you have a tissue, cover your mouth and nose when you cough, sneeze, or blow your nose. If no tissue is available, cough or sneeze into your upper sleeve or elbow, not into your hands. Always cover and protect your coughs and sneezes.
2. Put used tissues in the garbage immediately
3. Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others.

Public Health Instructions for Hand Hygiene Practices

How to wash your hands and How to use hand sanitizer:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

SECTION 4: CLEANING AND DISINFECTING

Purpose

To ensure that all employees are aware of and adhere to the directive established by SWPH, Ontario MOH, Ontario MOE, TVDSB, and the YWCA, regarding environmental cleaning and disinfecting in childcare programs.

Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kill microorganisms. Warm water, detergent, and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: describes a process in which a chemical solution (i.e., chlorine bleach solution) is used to kill most disease-causing microorganisms. For disinfectants to be effective, they must be left on the surface for a specified duration of time (contact time). Contact times are generally prescribed by the product manufacturer and vary depending on the product, so it is important to follow the product label.

Product Requirements

All products, including cleaning agents and disinfectants, must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. All products must not be expired and have a DIN number approved by Health Canada. All staff must adhere to the requirements of the SDS. Spray bottles must be clearly labeled.

Cleaning Procedure

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to lukewarm temperature preferred) to ensure detergent is removed
- Let the surface air dry

Disinfecting Procedure

The YWCA will follow the direction provided by TVDSB in regard to disinfecting procedures and products of use.

PLEASE REMEMBER: To always wear the appropriate personal protective equipment as per the product label when preparing and using any chemicals.

Frequency of Cleaning and Disinfecting

The YWCA protects the health, safety and well-being of children, staff, volunteers, and students. The following practices will be followed in addition to any outlined by SWPH.

Cleaning and disinfecting frequencies for surfaces and items:

- **Tables and countertops:** any surfaces used for food preparation and food service must be cleaned and disinfected before and after each use. Follow manufacturers directions and rinse food contact surfaces if directed to do so.
- **Spills** must be cleaned and disinfected immediately.
- **Washrooms:** will be cleaned and disinfected by TVDSB staff. The YWCA will partner with each school to develop a plan specific to the facilities available within that building.
- **Floors:** cleaning and disinfecting will be performed as required (e.g. when spills occur), and at the end of each day.
- **Outdoor play equipment:** must be disinfected before use, and as required (e.g. visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect.
- **High-touch surfaces:** this includes any surfaces that has frequent contact with hands (e.g. light switches, shelving, containers, handrails, doorknobs, sinks, water fountain knobs, toilets, desks, etc.,). These surfaces should be cleaned and disinfected at least twice per day and as often as necessary (e.g. when visibly dirty or contaminated with body fluids). TVDSB will arrange for custodial staff to perform disinfecting following morning programs and before the YWCA enters the program space in the afternoon. The YWCA will partner with the school to develop a plan specific to the needs of each school.
- **Other shared items:** (e.g. phones, iPads, iPods, attendance binders etc.) should be disinfected between users.
- **Program toys and materials:** all program toys used will be disinfected at least twice daily, and as needed (e.g. when visibly dirty). This will take place at the end of morning and afternoon programs. For full day programs, this will take place once in the morning and at the end of the day.

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.).
- Carpets are to be vacuumed daily when the rooms are available, i.e., during outdoor play.

Clean and Disinfect as Required: Spills

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

1. Isolate the area around the spill so that no other objects/humans can be contaminated.
2. Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves.
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
4. Clean the spill area with detergent, warm water, and single-use towels.
5. Rinse to remove detergent residue with clean water and single-use towel.
6. Discard used paper towels and gloves immediately in a tied plastic bag.
7. Prepare the disinfectant solution. Spray or wipe in and around the spill area and allow the appropriate **10-minute** disinfecting contact time.
8. A final rinse is required if children will encounter the area.
9. Remove gloves as directed and discard them immediately.
10. Perform hand hygiene as directed.

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

Cleaning and Disinfecting Log

A Cleaning and Disinfecting Log will be maintained and kept on-site with other program records. This log will record tasks, times/schedule of cleaning and disinfecting, staff who complete the task and any additional notes relevant to cleaning and disinfecting protocol or safety.

SECTION 5: FOOD PREPARATION

YWCA Food Handling and Preparation Policies

Existing YWCA food handling and preparation guidelines are outlined within the YWCA SAC Policies and Procedures 2020-2021 Manual. Beyond our existing policies, the YWCA will follow further instructions from SWPH, Ontario MOH, and the Ontario MOE, to protect the health and safety of staff and children in our programs.

Public Health Guidelines for Mealtime in Childcare

In accordance with SWPH and Ontario MOE policies on food handling, preparation and serving, within childcare programs, the following will apply:

- No family serving will be permitted at this time.
- Each child will be provided with an individually prepared meal/snack. This meal/snack may be served from large serving dishes by a designated staff or be individually prepared within the food preparation area.
- If any reusable serving utensils are used, they will be washed and sanitized after each use and only be handled by a designated staff.
- Children will maintain physical distancing when eating, where possible.
- Bagged lunches will be left in their cubby/designated area until lunch.
- A labelled, reusable water bottle will be sent for each child participating in program to reduce exposure through shared fountains.
- Handwashing will take place before and after mealtime.
- The tables and chairs will be cleaned and disinfected before and after each meal.
- Staff will not eat snacks and/or meals with the children at this time.

Food Preparation and Handling

- Before food preparation begins, all food preparation surfaces must be cleaned and disinfected.
- Individuals participating in food preparation will wash their hands before cleaning the food preparation surface and again before beginning food preparation.

Food Serving

- During mealtime, each child will have an assigned seat that is compliant with physical distancing procedures, when possible.
- At snack times, each child will be provided an individually prepared meal/snack placed in a disposable dish. A staff scheduled with the children will serve snack. This meal/snack may be served from large serving dishes by a designated staff or be individually prepared within the food preparation area.
- If a child would like more snack, the staff preparing and/or serving food will prepare a second serving for the child in a new dish.
- Food from bagged lunches will be reserved for scheduled lunch times.
- Any food item that leaves the kitchen may not be returned for later use.

SECTION 6: ISOLATION PROTOCOL AND EXCLUSION OF SICK CHILDREN

Purpose

To ensure that all employees are aware of and adhere to the directive established by SWPH, the Ontario MOH and MOE, and the YWCA regarding the exclusion of sick children within childcare programs.

When to Exclude a Child with Symptoms of Illness

SAC staff will exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness (refer SWPH's Infection Prevention & Control Manual for Child Care). This includes mild cold symptoms.

Exclusion Examples:

If the child has one or more of the following symptoms of illness/Covid-19:

- Fever (37.8 degrees Celsius or higher)
- Chills
- New or worsening cough
- Barking cough (whistling noise when breathing)
- Shortness of breath
- Pink eye (conjunctivitis)
- Headache that is unusual
- Runny nose
- Sneezing
- Nasal congestion
- Hoarse voice
- Difficulty swallowing
- New olfactory (smell) or taste disorder(s)
- Nausea/vomiting/diarrhea or abdominal pain
- Muscle aches
- Extreme tiredness that is unusual (fatigue)
- Sluggishness
- Lack of appetite
- Falling down often

Procedures for Isolation of Children with Symptoms of Illness

As required by SWPH and the Ontario MOH and MOE, the childcare centre must separate children of ill health and contact parents/guardians to take the child home. This includes children experiencing new or worsening general symptoms of illness, and those symptoms listed on the [on the Ontario MOH's page Covid-19: Stop the Spread](#).

When children are ill and/or exhibit COVID-19 related symptoms, SAC staff will ensure the following:

1. The child will be immediately isolated in a separate, supervised room until parents can pick them up- when possible. If it is not possible to utilize a separate isolation

space, the child will be physically distanced from others in the childcare space, with the use of PPE, until their parent/guardian arrives.

2. Only one staff member will be assigned to supervise the symptomatic child and will attempt physical distancing of 2 metres.
3. The staff supervising the child will wear the following PPE
 - a. Mask (procedure/surgical/medical, not homemade)
 - b. Eye protection
 - c. Gloves (as needed)
 - d. Protective gown (as needed- to be used if a child is being held)

Staff will follow the proper steps for putting on and taking off PPE and should avoid touching their face, especially with gloved or unwashed hands. See Section 15 for more information.

4. The child should also wear a mask if tolerated.
 5. Once the child and staff are safely isolated, the parents/guardians will be contacted and informed of the situation. They will be required to pick up their child and will be informed of the illness protocol.
 6. If unable to reach parents/guardians, SAC staff will call the emergency contact listed.
 7. Symptoms of illness will be recorded on the Record of Illness form in the child's daily record, and in the daily journal as per the CCEYA.
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).
 - See section 9 for instructions on reporting illness and communication measures involving SWPH and Serious Occurrences (S.O.).
 - If it is suspected that a child has symptoms of a reportable disease (refer to SWPH's Diseases of Public Health Significance list), call SWPH at 1 519-631-9900 ext. 1232.

Note: During gastrointestinal outbreaks, the same protocols will apply, however, children must not return to the centre until symptom free for 48 hours.

Waiting for a Child to be Picked Up

1. Every effort will be made to keep the child comfortable until someone arrives to take him or her home
2. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and hand hygiene performed.
3. Increase ventilation in the designated exclusion space if possible (e.g., open doors/windows)
4. Once the child has been picked up, immediately conduct environmental cleaning of the space the child was separated in. Any items that cannot be cleaned or disinfected (e.g. paper, colouring utensils, etc.) will be removed from the program space and stored in a sealed container for a minimum of 7 days.
5. The Site Supervisor will immediately notify the TVDSB custodian on site of all incidents where children are excluded for symptoms of illness.

Communicating the Illness Protocol with the Parent/Guardian

- A child with symptoms that may be indicative of Covid-19 should be tested for Covid-19 at an assessment center or, if available, at their HCP's office; or be assessed by their HCP.
 - o Returning to the childcare program will be dependent on an attestation from the parent/guardian that they have obtained a negative Covid-19 test result and/or consulted an HCP and an alternate diagnosis was provided.
 - *Please note: It is understood that usual childhood infectious illnesses will continue to circulate. The child's symptoms may be due to cases other than Covid-19; however, symptoms of Covid-19 are indistinguishable from other routine viral and bacterial infections in children. Testing is the only way to confirm the diagnosis.*
 - *An example of alternate diagnosing may include: the child was given a throat swab and found to be positive for strep throat. Routine exclusion criteria would apply in this case (i.e. has been on antibiotics for 24 hours and feeling well enough to participate).*
 - o SWPH will provide further guidance directly to the parent/guardian, and the YWCA, in the event of a positive Covid-19 test.
 - o **If no Covid-19 test is completed and no alternate diagnosis provided by an HCP, the child must self-isolate with all household member for 14 days from the onset of symptoms. This includes remaining excluded from the childcare program.**

Note: It is not the responsibility of SWPH or the childcare provider to make a diagnosis of illness. YWCA staff will refer families to the [SWPH Return to School Decision Tree](#) for clarification on steps needed due to exposure and/or illness.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in 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 period.

Ensure surveillance includes the following:

- Actively screen children for illness daily 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 absence

SECTION 7: ISOLATION PROTOCOL AND EXCLUSION OF SICK STAFF

Staff Illness

1. Any staff person who suspects that they have an infectious disease, or experiences any new or worsening symptoms of illness, must not attend the childcare program.
2. Staff must pass the Ontario Covid-19 Screening Tool for Schools and daily active screening process to enter and/or work ~~at the site~~ in the childcare program. Like children, any staff experiencing symptoms of illness beyond their expected medical conditions will not be permitted within the childcare programs.
3. If a staff member becomes ill with COVID-19 symptoms, or symptoms of illness, while at the centre they will let their supervisor know and remove themselves from the centre as soon as possible. The following guidelines will be in place for management of staff illness:
 - i. Staff with symptoms of illness indicative of Covid-19 should be tested for Covid-19 at an assessment centre or, if available, at their HCP's office; or be assessed by their HCP.
 - ii. Returning to the childcare program will be dependent on an attestation from the staff that they have obtained a negative Covid-19 test result and/or consulted an HCP and an alternate diagnosis was provided.
 - iii. SWPH will provide further guidance directly to the staff, and the YWCA, in the event of a positive Covid-19 test.
 - iv. If no testing is completed, against medical advice, the staff will remain excluded from the childcare program for 14 days from their onset of symptoms.
 - *Please note that while it is understood that usual infectious illnesses will continue to circulate, and symptoms may be due to other causes other than Covid-19, symptoms of Covid-19 are indistinguishable from other viral and bacterial infections. Testing is the only way to confirm the diagnosis.*
4. Negative Covid-19 Test Results
 - If a staff receives a negative Covid-19 test result, they are permitted to return to program once cleared by SWPH and/or their HCP and have been symptom free for 24 hours.
 - *There may be times where an HCP authorizes a return to the childcare program before 24 hours of symptom-free status has been achieved if an alternate diagnosis is assigned. The YWCA will follow advice from HCP in these scenarios. An example of this may be that the staff was given a throat swab and found to be positive for strep throat. Routine exclusion criteria would apply in this case (i.e. been on antibiotics for 24 hours and feeling well enough to participate).*
5. Positive Covid-19 Test Results
 - If a staff receives a positive Covid-19 test result, the staff must remain excluded from the childcare program until a negative laboratory test has

been confirmed and they remain symptom free for 24 hours. Public Health recommendations and self-isolation measures are to be followed.

The YWCA will begin the S.O. reporting process as soon as they are made aware that a testing referral is made. *See section 9 for more information.*

See Section 8 for more information surrounding return to program.

SECTION 8: RETURNING TO THE CHILDCARE PROGRAM FOLLOWING ILLNESS

SWPH and MOH Guidelines for Returning from Illness

Staff/children who are being managed by SWPH and/or their HCP (e.g., confirmed cases of COVID-19, household contacts of COVID-19 cases, suspected cases) should follow instructions from SWPH and their HCP to determine when to return to the facility. The YWCA will adhere to the following guidelines within the childcare programs:

- Returning to the childcare program will be dependent on an attestation from parents/guardians of children that they have obtained a Covid-19 test result and/or consulted an HCP and an alternative diagnosis was provided (e.g. the child was given a throat swab and found to be positive for strep throat. Routine exclusion criteria would apply in this case (i.e. has been on antibiotics for 24 hours and feeling well enough to participate)).
- If the child tests negative for COVID-19, they may return to childcare once they are symptom-free for 24 hours. Mild symptoms known to persist in young children e.g. runny nose may be ongoing at time of return to childcare if other symptoms have resolved and there is a negative test. The childcare centre must actively screen prior to the child entering back into the daycare to confirm symptom-free for 24 hours and to confirm that there are no exposures to COVID-19.
- If the parent/guardian of a child choose to not complete a Covid-19 test against medical advice, the child and their siblings will be excluded from the childcare program for 14 days following their onset of symptoms. All members of the household are required to self-isolate under these circumstances based on Public Health guidelines.
- For positive Covid-19 testing the individual will remain excluded from program until cleared by SWPH and/or their HCP to return and they have been symptom free for 24 hours. Public Health recommendations and self-isolation procedures will apply and be followed in these cases.
 - o The same return to program requirements applies to all staff entering the childcare premises.

Siblings of Symptomatic Children

- Siblings of symptomatic children who remain symptom free and able to pass the health screening do not need to be excluded at this time.
- If the symptomatic child tests positive for Covid-19, close contact protocols from SWPH will apply based on SWPH advice.
- If the symptomatic child is not tested for Covid-19, against medical advice, the siblings of the symptomatic child will also be required to self-isolate for 14 days from the onset of symptoms.
- If the non-symptomatic sibling becomes symptomatic during the isolation period, the same illness protocols will apply to these children.

SECTION 9: COMMUNICATION AND REPORTING OF ILLNESS

Reporting and Tracking Potential Symptoms or Diagnosis of Covid-19

- In compliance with the Health Protection and Promotion Act, the YWCA will contact SWPH to report a child or staff confirmed to have COVID-19.
- SWPH will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Program Staff will notify the on-call SAC Supervisor of any symptoms of illness that develop within the childcare program, or illness symptoms present at the pre-screening check.
- If an individual is referred for Covid-19 testing, a S.O. will be reported with the Ontario MOE (See: YWCA Process for Reporting Suspected and/or Confirmed Cases of Covid-19) within 24 hours of the YWCA being made aware of the incident, and the YWCA will follow SWPH guidance on “close contact” procedures.
- TVDSB will be notified of all failed health screens for children, any referrals for Covid-19 testing and confirmed positive cases related to the YWCA childcare program.

For Potential and Confirmed Cases of Covid-19

- Any individual who presents with symptoms of Covid-19, or new or worsening symptoms general illness, must immediately be isolated, physically distanced and/or removed from the group. When possible, a separate isolation space will be used.
- All instances of illness indicative of Covid-19 should result in testing but will require consultation and/or diagnosis from an HCP at minimum.
- Other children and staff in the centre who were present while a child or staff member became ill will be identified as a close contact. SWPH will provide any further direction on testing and isolation of these close contacts.
- **A S.O. must be declared within 24 hours of the YWCA becoming aware of a suspected or confirmed case of Covid-19 or outbreak.** “Suspect” for these purposes will refer to any individual who is referred for Covid-19 testing, or is tested, and presents with 1 or more symptoms.
- A member of the Director of SAC will submit the S.O. report or delegate to a member of the SAC Supervisor team.
- The Director of SAC, or designate, will notify the school principal and charge custodian of the S.O., TVDSB will be provided the following information:
 - o Site Location
 - o Childcare program
 - o If it is a child or staff (no names)
 - o Date symptoms were exhibited
 - o Confirmation that the custodian was notified immediately.
 - o *Note: If the individual tests positive for Covid-19, contact Holly Gerrits immediately by phone (226-268-3480).*

- The Director of SAC will notify the Manager of Children’s Services St. Thomas Elgin of all S.O. involving a positive test for Covid-19.
- The S.O. report will be posted and be accessible to parents/guardians as required by the CCEYA.

YWCA Process for Reporting Suspected and/or Confirmed Cases of Covid-19

In the event of a suspected or confirmed case of Covid-19, the YWCA SAC team will act on the following steps for S.O. reporting:

1. Program Educators will notify the on-call SAC Supervisors of any symptoms of illness within the childcare program. The child or staff will be immediately isolated and sent home. See sections 6 and 7 for more information regarding illness protocols.
2. Program Educators will immediately notify the custodian of symptoms of illness present within the childcare programs.
3. The YWCA will wait for direction from the HCP.
4. Once the child or staff has been assessed:
 - a. If Covid-19 testing is deemed unnecessary, an alternate diagnosis will be provided by the HCP and the child or staff will be permitted to return to program once they are 24 hours symptom free, or as otherwise advised by the HCP.
 - b. If the child or staff is referred for Covid-19 testing, the S.O. reporting process begins. The SAC Supervisor will notify the Director of SAC of the S.O. and provide any information needed to file the report.
 - The Director of SAC, or SAC Supervisor as delegated, will complete and submit a S.O. on CCLS within 24 hours.
5. The Director of SAC will email a notification of a completed S.O. Lindsay Rice (YWCA Director of Services and Community Development), the school principal and the charge custodian.
6. The TVDSB school administrative staff will be provided the following information:
 - b. Site Location
 - c. Childcare program
 - d. If it is a child or staff
 - e. Date symptoms were exhibited
 - f. Confirmation that the custodian was notified immediately.

Note: If the individual tests positive for Covid-19, contact Holly Gerrits immediately by phone (226-268-3480) and notify Teresa Sulowski (Manager of Children’s Services).

- The S.O. will be updated on CCLS by the Director of SAC once the test results are returned.
- The S.O. will be posted within the program for parents/guardians for 10 business days following the incident, it will be printed and supplied by the on-call SAC Supervisor. If programs have blank S.O. forms, the SAC Supervisor or Director of SAC may direct the staff to hand write the incident to ensure timely posting.
- All S.O. must be written in the daily journal.

Staff Member's Illness Determined to be Work Related:

- In accordance with the Occupational Health and Safety Act (OHSA) and its regulations, the YWCA will provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the:
 - o Ministry of Labour, Training and Skills Development
 - o Joint health and safety committee (or health and safety representative)

Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

SECTION 10: CONFIDENTIALITY

Confidentiality

- All existing confidentiality policies in place through the YWCA St. Thomas-Elgin will continue to apply during this time.
- Children and families are not entitled to know personal or medical information about other children or families within the program unless they choose to disclose that information independently outside of program.
- Staff will use discretion when communicating with staff, children and families about personal information and illness.
- When communicating with SWPH, families or SAC Supervisors regarding illness and symptoms of illness, the Program Staff will remove themselves from the program space to protect the privacy of those involved.

SECTION 11: PHYSICAL DISTANCING PRACTICES

Maximum Group Size and Ratios

- Ratios and maximum group sizes set out under the CCEYA remain in effect and will be applied within each group. When necessary, the YWCA will increase staff to child ratio to meet program needs.
- Children are permitted to attend on a part-time basis and, as with children attending on a full-time bases, should be included in one group when possible.
- Group size rules do not apply to special needs resource staff on site.
- As needed, the YWCA will offer mixed age grouping as permitted under the CCEYA where a Director Approval has been granted on the license.
- Reduced ratios will be used as needed, in compliance with CCEYA, and without mixing groups.

Physical Distancing Expectations Within Childcare Programs

The YWCA SAC Programs will observe physical distancing practices. Measures taken within the childcare may include:

- Removal of water and sensory tables until further notice,
- Encouraging and facilitating independent play when possible,
- Encourage space between children;
- Staggering, or alternating, lunchtime and outdoor play;
- When physical distancing cannot be maintained and there is a risk of bodily fluids transfer (ex: administering medications), staff will wear a mask and gloves; and,
- All visitors will be asked to maintain physical distancing with children and wear appropriate PPE.

Scheduling

At this time, the YWCA will follow these guidelines pertaining to staff scheduling:

- When possible, staff should work at only one location.
- Supervisors and designates should limit movements between rooms.
- Relief staff will be assigned to a specific group if possible, to reduce interactions with multiple groups of children.
- Students on placement will be assigned to a specific age group.
- Staff will be scheduled to remain with their assigned group for the duration of the childcare program, when possible.

Mentoring and Monitoring

At this time, SAC Supervisors will still participate in mentoring and monitoring measures. This includes site visits at least once per month, in person, to monitor compliance and offer supports for areas of improvement.

- If in person monitoring and mentoring is not available, SAC Supervisors may utilize:
 - o Phone
 - o Video Call

- Zoom or Teams meetings
- Email, and/or
- Written correspondence (e.g. communication journal, documentation, etc.)
- SAC Supervisors will prioritize only visiting one group per week, when possible, to reduce risk between groups.
- SAC Supervisors, as visitors, will wear appropriate PPE when present in the childcare programs.

Meetings with Staff, Parents/Guardians or Outside Agencies

At this time, the YWCA is following guidelines for physical and social distancing. Meetings with staff, parents/guardians or outside agencies will only happen in person on a case by case basis where public health guidelines can be met. In circumstances where in-person meetings are not advised or possible, the YWCA will utilize the following options:

- Email correspondence
- Zoom meetings
- Teams meetings
- Phone meetings, or
- Written Correspondence

SECTION 12: PROGRAM ENVIRONMENT

Space Set-Up and Physical Distancing

- The YWCA will utilize the document *Building on How Does Learning Happen?* for support ideas on how to maintain an engaging environment while physical distancing, as needed.
- Each group must have their own assigned indoor space, separated from all other groups by, at minimum, a physical barrier. The physical barrier must be 8-feet tall to ensure it is always 12-inches taller than the tallest person in the facility. It must be the full width of the space.
- While implementing physical distancing, the YWCA will continue to maintain a welcoming and caring environment for children.
- Within program spaces, and other common or indoor spaces, physical distancing of at least 2 metres will be maintained between groups and will be encouraged, where possible, between children within the same group. This may be achieved through:
 - o spreading children out into different areas, particularly at meal and dressing time;
 - o incorporating more individual activities or activities that encourage more space between children;
 - o using visual cues to promote physical distancing;
 - o moving activities outside to allow for more space;
 - o planning activities that do not involve shared objects; and,
 - o avoiding singing indoors.
- Shared spaces that cannot be cleaned and disinfected between groups will not be used.
- The YWCA will partner with individual schools to develop plans for cleaning and disinfecting procedures, available spaces for use and storage for materials (i.e. program materials and/or cleaning/disinfecting supplies).

Equipment and Toy Usage and Restrictions

- Personal belongings should be minimized. Personal belongings should remain in the child or staff's cubby/designated area, when possible. Exceptions will be made for children's backpacks containing medications (i.e. puffers).
- The YWCA will provide materials that can be cleaned and disinfected (e.g., avoid plush toys) within the childcare programs. Any materials that cannot be cleaned or disinfected will be removed from the program space and materials rotation, where possible.
- Toys and equipment will be cleaned and disinfected at a minimum between groups, and twice per day.
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.

- The YWCA will have designated toys and equipment (e.g., balls, loose equipment) for each group (when possible). Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- Play structures on TVDSB property may be used by YWCA childcare programs with the following requirements:
 - o Play structures are to be used by only one group at a time.
 - o If there is more than one group requiring or requesting use, a schedule will be developed to plan accordingly.
 - o Every child must use hand sanitizer before and after using the play structure.

Program Statement/Activities

- The YWCA will continue to uphold, maintain, and implement our program statement to the best of our ability at this time.
- Approaches that are not consistent with physical distancing measures may not be possible at this time.
- SAC Educators will make modifications to program that both honour the YWCA program statement, physical distancing protocols and health and safety measures, where possible.
- At this time, with parents/guardians not entering the building, "Parent Boards" will not be in use.
- In lieu of parent boards, the program license, allergy list and records of serious occurrence will be posted at the entrance used by parents/guardians for access and visibility. All forms and documentation traditionally posted on the Parent Board will be stored within the Program Binder for access, as needed.

Outdoor Play

- The YWCA will be scheduling outdoor time by group and available play space to facilitate physical distancing.
- If the outdoor play area is large enough to accommodate multiple groups, the YWCA may separate the groups by at least 2 metres.
- Play structures on TVDSB property may be used by YWCA childcare programs. See "Equipment and Toy Usage and Restrictions".
- Each group will have designated materials for outdoor play, when possible. Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.
- YWCA SAC programs will follow physical distancing practices while outdoors, when possible. When physical distancing is not possible, Educators will facilitate opportunities for community walks and other outdoor experiences when there is difficulty accommodating groups within the outdoor space.

- Children should bring their own sunscreen where possible and it should not be shared. Staff may assist in applying sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application and wearing gloves).

SECTION 13: SPECIAL NEEDS RESOURCES

Conditions for Special Needs Resourcing

During this time, children with special needs and their families continue to require additional supports and services in childcare settings.

- The provision of in-person special needs services in childcare settings will continue where appropriate. The YWCA will coordinate with SWPH to determine which service providers are permitted to enter childcare programs.
- Should a service provider be denied access and in-person support is not an option, the YWCA will explore alternative methods of support.
- Maximum capacity rules for groups do not apply to special needs resourcing staff (consultants and enhanced staff) on site.
- The YWCA will notify families when special needs resource services are provided through external staff/service providers, and record attendance for contact tracing purposes.
- All special needs resourcing staff will be screened before entering the childcare setting. *See [section 2](#) for more information about Covid-19 screening and requirements.*

SECTION 14: VISITORS, DROP OFF AND PICK UP PROCEDURES

Drop Off Procedure

- The YWCA will utilize a single entrance for children and facilitate staggered entrance times, where possible.
- Before entering the childcare program, all individuals entering the program must participate in a health screen.
- Parents/guardians will wait for a YWCA staff to approve their child's entry while participating in physical distancing.
- All entrances will have an alcohol-based hand sanitizer when possible.
- As needed, signage and/or marking on the ground will be used to direct families.
- One parent/guardian is permitted to participate in the drop off the child(ren) to the childcare program
- Once the child has been approved to enter the program, a program staff ("runner") will bring the child to the program room.

See sections 2, 6, 7, 8 and/or 9 for information about failed screening.

Pick Up Procedure

- The parent/guardian will follow clearly posted instructions to call the program phone to notify the Educators that they have arrived to pick up their child.
- The parent/guardian will wait for a YWCA program staff (runner) to retrieve the child from program and escort the child to the parent/guardian outside the designated entrance/exit.

Visitors

- There will be no non-essential visitors within the program.
- Special Needs resourcing will continue.
- Ministry staff and other public officials (ex: fire marshal, public health inspector) are permitted to enter and inspect the childcare space.
- Post-secondary educational placements will be permitted at this time with students only attending one childcare setting and group where possible.
- Students are subject to the same health and safety protocols as staff members (e.g., screening, wearing PPE) when on childcare premises. Students will also review health and safety protocols.
- Use of telephone and video interviews with families will be used where possible rather than in person meetings.
- Volunteers are not permitted at this time.

At this time, to maintain the health and safety of those within the school and childcare program, parents/guardians will not be permitted to enter the school or childcare program during drop off or pick up procedures.

SECTION 15: PERSONAL PROTECTIVE EQUIPMENT

Instructions for Putting on and Removing PPE

- Putting on Gloves: <https://www.youtube.com/watch?v=UIBmi578NmE>
- Removing Gloves: <https://www.youtube.com/watch?v=WDI0Zj573js>
- Putting on Mask: <https://www.youtube.com/watch?v=1YiLjplXvg4>
- Removing Mask: <https://www.youtube.com/watch?v=pFJaU9nxmTA>
- Putting on full PPE: <https://www.youtube.com/watch?v=s2z1uM1fXN8>
- Taking off full PPE: https://www.youtube.com/watch?v=crGIUX3_4DA
- Recommended Steps for Putting on and Taking Off PPE:
<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>

Guidance on the Use of Masks and Personal Protective Equipment in Childcare Programs

- The YWCA will follow local public health guidelines regarding the use of masks.
- All staff will wear a mask and eye protection while present within the childcare program and school. Masks and face shields are not required outdoors when physical distancing can be maintained.
- The YWCA childcare programs will follow TVDSB policy surrounding masks. All children will be required to wear a mask within the childcare program and school premises.
 - o Children grades 4-8 will always wear a non-medical mask or cloth face covering indoors.
 - o Children grades Kindergarten to 3 will always also be required to wear masks or cloth face coverings indoors but will not suffer consequences if unable or unwilling to comply.
- Masks are not required outdoors when physical distancing can be maintained.
- All individuals will be required to don their mask until they have exited the building. The YWCA programs will develop strategies for mask storage during outdoor play (e.g. storage in bags, pace in backpack, etc.) based on the needs and abilities of our individual programs.
- Masks must always be worn within TVDSB buildings, exceptions may be made for those with conditions preventing the wearing of a mask.
- Masks may be removed during mealtimes and to consume water.
- Parents/guardians will provide masks for their children.
- When wearing a mask, eye protection and/or gloves, hand hygiene will be practiced before donning the PPE and after removing PPE. When removing eye protection and masks, hand hygiene should be performed before removing the item of PPE. Please refer to Public Health Ontario Guidelines for proper use of PPE.
- Staff will maintain physical distancing of 6 feet or 2 meters when removing their mask (i.e. to consume water).
- The YWCA will secure and sustain an amount of PPE and cleaning supplies that can support our current and ongoing operations.

REFERENCE DOCUMENTS

Building on How Does Learning Happen? Pedagogical approaches to reopening licensed childcare

<http://www.edu.gov.on.ca/childcare/building-on-how-does-learning-happen-child-care.pdf>

Child Care and Early Years Act, 2014

<https://www.ontario.ca/laws/regulation/150137>

Ministry of Education Operational Guidance During Covid-19 Outbreak Child Care Reopening- Version 3: August 2020

<http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf>

Ministry of Health COVID-19 Reference Document for Symptoms

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Ministry of Health Covid-19: Stop the Spread Webpage

<https://www.ontario.ca/page/covid-19-stop-spread>

Public Services Health and Safety Association: Health and Safety Guidance During Covid-19 for Employers of Child Care Centres

<https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-child-care-centre>

Southwestern Public Health Return to School Decision Tree

https://www.swpublichealth.ca/sites/default/files/return_to_school_decision_tree.pdf