**Angelgate Daycare LTD.**

**February 2021**

**Emergency Response Guidance for COVID-19 Policy**

This guidance provides basic information only regarding the COVID-19. It is not intended to take the place of medical advice, diagnosis treatment or legal advice.

**Requirements for Health and Safety:**

1. ADL ensure all current infection prevention and control practices are adhered to. This includes, but is not limited to:

• Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (i.e., avoid plush toys and wooden toys).

• ADL will increase the cleaning and disinfecting objects, toys and frequently touched surfaces.

• All frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day.

• Performing proper hand hygiene (including assisting children with hand hygiene).

• Incorporating additional hand hygiene opportunities into the daily schedule.

1. ADL will encourage more physical space between children by:

• Spreading children out into different areas of the room.

• Placing visual markers on tables and floor.

• Staggering, or alternating lunchtime and outdoor playtime; and,

• Incorporating more individual activities or activities that encourage more space between children.

1. Eliminate the use of water or sensory tables.
2. ADL will use community playgrounds with children but are encouraged to social distance. Outdoor play is still encouraged in small groups in order to encourage physical distancing.
3. For nap time place children head-to-toe or toe-to-toe. Cots and cribs should be disinfected after each use.
4. Linens must be laundered weekly.
5. Children must not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. label these items with the child’s name to discourage accidental sharing
6. ADL will reinforce “no food sharing” and “no outside food” policy.
7. ADL pick-up and drop-off of children should happen outside the child care setting.
8. When holding infants and toddlers, use blankets or cloths over child care providers clothing and change the blankets or cloths between children.
9. Avoid getting close to faces of all children, where possible.
10. All children in grades four and above are required to wear a non-medical mask or face coverings while indoors.
11. School-aged children (kindergarten to grade three) should be encouraged to wear a non-medical mask or face covering while indoors.
12. When indoors, ADL staff are required to wear PPE (mask and face shield), while working with children. Furthermore, when outdoors, staff must wear a face mask.
13. Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

**Sanitization of Outdoor Equipment**

1. During outdoor play, each cohort is responsible for taking out toys from the shed to be used for that time period. Once outdoor play is completed, toys will be disinfected and put away, in preparation for the next cohort to use the space.
2. Toys are to be disinfected between each cohort.

**Screening**

16. ADL will be conducting a screened test for anyone entering the facility including children, parents/guardians and staff upon arrival. We will deny entry to any person who has any of the symptoms of COVID-19 and with a high temp of 37.8 C and above, including the child, parent/guardian, and staff. For further information please go to [toronto.ca/COVID-19](http://www.toronto.ca/COVID19).

17. ADL Screeners will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask; gown; gloves; eye protection (goggles or face shield).

18. Alcohol-based hand sanitizer containing at least 70% alcohol content should be placed at all screening stations. Dispensers should not be in locations that can be accessed by young children.

19. ADL will be conducting a screened test and maintain daily attendance record for all maintenance workers, food service workers, and government agency employees.

20. Records should include the following information: name, company, date, time of arrival/departure, reason for visit and temperature check.

21. ADL have the duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The local public health unit 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.

22. Thermometers must not be used between children/staff without single-use protective covers or disinfecting between use.

23. ADL will not permit children who are ill to attend the child care centre to secure the health and safety of the children and staff.

**After School Care Screening**

24. ADL will be conducting another screened test for all children entering the premises.

25. All parents/caregivers are only required to get screened once daily.

**IN-PROGRAM CONSIDERATIONS**

**Drop-Off and Pick-up Procedures**

26. At drop-off, once children and parents have been screened, the screener/designate will take children to their designated room. Screener/designate should take appropriate precautions when escorting children to the program, including maintaining a distance of at least 2 meters (6 feet) from those being screened. Parents are not allowed to pass the screening area.

27. Screener/designate will escort the children one at a time to ensure maintaining social distance.

28. Markings/signage are posted outside the building/on the ground to direct families to maintain a distance of 6 feet away.

29. Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child’s cubby/designated area.

30. During pick-ups, parents must knock on the door or call the centre to inform staff of their arrival and remain outside. A designate will escort the child to their parents.

**Management of Children with Suspected to have COVID-19**

31. If a child begins to experience symptoms of COVID-19 while in ADL care, it is recommended that the child be immediately separated from others in a supervised area until they can go home or at least to be separated 2 metres away from the other children and staff.

32. ADL will notify parents/guardians or emergency contacts to pick up the ill child as soon as possible. (If parents/guardians refuse to pick up we will contact Children’s Aid).

33. ADL staff will open the doors and windows to increase circulation in the area, if it can be done so safely.

34. ADL will contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of children in the child care centre.

35. The child and staff member should wear a surgical/procedure mask, and any other PPE appropriate for the circumstance.

36. Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.

37. Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.

38. ADL will be conducting an environmental cleaning of the room that the child was separated from once the child has been picked up.

39. Children with suspected one or two symptoms are required to stay home to secure the health and safety of the other children and staff.

* Keep your child home, even if the symptoms are mild (sneezing, sniffles, runny nose, cough etc.)
* All children in the same home must also stay home.
* Arrange for your child to get tested at an Assessment Centre. Contact your health care provider if needed.
* The children and their sibling may return to school if the test is negative for COVID-19 and must be excluded until they’ve been symptom-free for 24 hours.
* Those who test positive for COVID-19 must be excluded from the child care centre including their siblings, for 14 days after the onset of symptoms.
* Those who do not want to get tested must be excluded for 10 days until symptom free but if symptoms persist after 10 days child must get tested for COVID-19.
* All Parents/Caregivers will get notified for any suspected cases for COVID-19.
* ADL will report a Serious Occurrence to the Ministry of Education for any suspected cases of COVID-19.

40. Other children and staff in the centre who were present while a child or staff member became ill must be grouped together (cohorted) and monitored for signs and symptoms of illness. The local public health unit will provide any further direction on testing and isolation of these close contacts.

41. If laboratory confirmed case of COVID-19 in a staff member or child under ADL outbreaks should be declared in consultation with the local public health unit to ensure an outbreak number is provided.

42. Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted until laboratory tests, if any, have been completed or until directed by the local public health unit.

43. Staff members awaiting test results with no symptoms, may continue to work unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact). Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should be excluded from work.

44. The employer should consult with the local public health unit to determine when the staff member can return to work. Staff members should also report to their Employee Health/Occupational Health and Safety department prior to return to work.

**Serious Occurrence Reporting**

45. ADL has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. ADL will contact the local public health unit to report a child suspected to have COVID-19. The local public health unit 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.

46. Where a child, parent, staff or home child care provider is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, ADL will report this to the ministry as a serious occurrence.

47. Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.

48. ADL is required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

**Communicate with Families and Guardians**

49. ADL staff will continuously develop and implement communication platforms to provide program information and protocols on health and safety measures (screening practices, physical distancing, staying home if your sick).

50. ADL communication platforms may include posters posted outside the premises/all entrances, emails, newsletter, and constant reminder to all parents/guardians.

51. ADL staff will continue to use cellphone or video conferencing when possible for meetings between child care staff and with parents/guardians.

**Staffing**

52. Staff should work at only one location as possible.

53. Staff will have a designated room to limit their exposure with multiple cohorts.

54. Supervisors/designates should limit their movement between rooms, doing so when absolutely necessary.

55. Supply/replacement staff should be assigned to a specific cohort so as to limit staff interaction with multiple cohorts.

56. If staff is needed to work in two rooms, staff are required to change their clothes before working in another room.

**Group Events**

57. ADL will continue to provide fun filled activities (indoor performers, field trips and neighbourhood walks) to children.

58. ADL has the right to postpone, reschedule or cancel indoor performers, field trips and neighbourhood walks due to:

a. weather forecast

b. outbreaks

c. number of the attendees

59. All parents will be notified via email prior to the scheduled events and if events have been postponed or rescheduled to a later date, or cancelled.