

In addition to all policies outlined in the Parent Handbook and Program Statement, Ukrainian Coöperative Nursery School of Toronto will adopt the following procedures in the post-pandemic reopening time period.

1. Screening and temperature checks

POLICY : Ukrainian Coöperative Nursery School of Toronto will actively screen and check the temperature of children, child care staff and any other individuals prior to entry/arrival to the child care centre/home child care setting. Daily screening will be conducted prior to entry/drop-off. All staff, students and person dropping child off will be screened.

GENERAL SCREENING INFO:

- <https://www.toronto.ca/wp-content/uploads/2020/06/8faf-Survey-poster-Child-care-centres-TPH-June-2020.pdf>
(sample screening tool and poster also available [online](#))
- Documentation of the information received during active screen will be recorded on the active surveillance form.
- The screening poster and Surveillance form will be updated as advised by the Medical Officer of Health.
- The Supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

STUDENT DROP OFF PROCEDURE:

- Families will sign up for drop off times on the google form
- Families will arrive at the centre for drop off via the south-west doors only (off of parking lot by playscape). In the event that a screening of another member is taking place, families may need to wait in the lobby or stair landing in order to maintain physical distancing
 - Come up to screening area (at base of stairs outside of centre) and be prepared to answer all screening questions). Screening staff will be wearing PPE (surgical mask, shield, gown, gloves)
 - Every staff, parent/caregiver, child and any essential visitor must be actively screened in the foyer of the centre. **Parents/caregivers/visitors are required to wear a mask/ facial covering.**
 - Staff must follow the screening checklist for each person and record the outcomes.
 - Greet everyone in screening area of the early learning and child care centre with a friendly, calm manner.
 - If more that **ONE** parent/caregiver tries to enter the screening area with the child(ren), ask one parent wait in the car or outside as we are reducing the number of people who are entering the screening area. Parents/caregivers may be required to wait in their vehicle or outdoors; staff will indicate when it is appropriate to enter the screen area. **Parents/caregivers MUST accompany their child(ren) to the screening area, no exceptions**
 - Request that both parent/caregiver and child(ren) use hand sanitizer.



- "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. The screening is to support the safety and well-being of staff, children and families and will include recording your answers to a number of questions and then the screener will take you and your child's temperature." "At this time, I am going to ask you our COVID-19 active screening checklist questions for the staff/parent/caregiver and all children entering the facility." "Do you/the child or any member of your household have any of the following symptoms: fever/feverish, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea/vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause? ○ Have you/the child tested positive for COVID-19 or had close contact with a confirmed case of COVID-19 without wearing appropriate PPE? ○ Have you/the child travelled outside of Canada, including the United States, within the last 14 days?"
- Once screening is complete staff will take child into the facility. Parent/caregivers are not allowed into the facility unless it is determined by the supervisor that there is a need for the parent/caregiver to enter.
- **Staff must refuse to allow anyone who answers YES or refuses to answer any of the COVID- 19 screening questions. This also includes not accepting any child whose parent/caregiver has answered YES or refuses to answer to any of the COVID-19 screening questions.**
 - "Thank you for your patience . Unfortunately based on these answers/signs of illness, I'm not able to let you enter the child care centre. Please review the COVID self-assessment tool on the Ministry of Health website or the Local Public Health website to determine if further care is required"
- Staff will also do a visual check of anyone entering the facility. Where a child or adult is obviously ill, vomiting, diarrhea, fever, runny nose, sore throat, staff must refuse entry into the facility to promote health and wellness at the centre
- The staff will take the temperature of the parent/caregiver/visitor and that of their child and show the parent/caregiver the results in between each temperature taking. Staff are to record the results on the tracking sheet.
 - Record temperature in comment section of child care surveillance form . **A temperature is considered higher than 37.8 C or 100 F.**
 - The parent/caregiver, child(ren) and essential visitors pass by answering NO to all the questions, having no temperature and being visibly in good health
- Upon answering "no" to all questions and having a temperature that is not indicative of fever, child will be asked to sanitize/wash hands and will be walked to class by screening staff OR will wait for a classroom teacher to come to doors to pick up child. Parents will not be permitted to enter the Centre
- Personal belongings (e.g. backpack, clothing, etc.) should be minimized. All items should be labelled (consider leaving change of clothes in a ziplock bag) and kept in the child's cubby/designated area



- Blankets – will be provided by the Centre. Children will receive a new/clean blanket daily
- Strollers - all personal strollers must be stored outside of the Centre

STUDENT PICK UP PROCEDURE:

- Parents are asked to message in HiMama to advise when they are picking up (i.e. message when leaving to pick up) so that staff can prepare child and set expectations
- Upon arriving at the Centre, please ring doorbell. If there are other families waiting, please maintain social distance.
- A staff member will bring your child to the door for pick up
- Please be sure to check the daily report for information about your child's day. If you have any questions, please message the teacher via HiMama and they will be more than happy to provide more insight into your child's day.
- In the event that there are issues to be discussed or other forms to be signed, the Supervisor or Executive Director will meet you outside of the centre (doors to office)
- Parents must ring the doorbell or call the centre upon arriving to the centre to pick-up their child. A staff will bring the child to the parent. If pick-up occurs when the children are in the playground, parents must not enter the playground area, staff will bring the child to the parent
- **Please allow additional time for drop-off and pick-up**

STAFF ARRIVAL PROCEDURE:

- All staff will arrive 10 minutes prior to start of shift
- Prior to entering the Centre, staff members will undergo the Health Screening and Temperature check.
- Staff will sanitize hands and enter Centre. Staff will go to staff room to leave personal items and will, once again, wash hands.
Staff are to ensure that distancing is maintained from staff members from other cohort
- The first staff in the facility will complete the active screening procedure and document the answers and their temperature. The first staff will then actively screen the second staff entering the building, Staff will follow the same screening process as the parents and children.
- The supervisor or designate will assign the active screening schedule for each day.
- Staff who are experiencing any of the symptoms or who answers YES to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow direction from Public Health Department or medical clearance to return to work as per human resources policies.

NOTE: The Child Care Centre must maintain staffing levels as required by the Ministry of Education Child Care Early Years Act. In an emergency situation, acceptance of children may be delayed/ refused due to staffing levels.



2. Attendance reporting

POLICY: Ukrainian Cooperative Nursery School of Toronto shall maintain detailed attendance records of all individuals entering the child care centre.

STUDENT DAILY ATTENDANCE PROCEDURE:

- Upon arrival at the centre, staff will use paper copy of the Health Tracking
- At the same time, staff will mark child present in Hi Mama. Hardcopy of parent sign in will not be maintained during the time of pandemic restrictions. HiMama check in will include health check and temperature check
- Any absences will be marked in HiMama (along with the reason) by 9:30am. If the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough).
- Parents/guardians of ill children who are ill will be encouraged to seek COVID-19 testing at assessment centres, and to call Telehealth at 1-866-797-0000 or their primary care provider to determine if further care is required
- Daily attendance records for each cohort and staff will be printed at the end of each day and maintained on site

STAFF DAILY ATTENDANCE PROCEDURE:

- Upon arrival at the centre, each staff member will complete a Health Tracking assessment and Temperature Check.
- Any absences will be marked in HiMama (along with the reason) by 9:30am. If the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough).
- Staff who are ill will be encouraged to seek COVID-19 testing at assessment centres, and to call Telehealth at 1-866-797-0000 or their primary care provider to determine if further care is required
- Daily attendance records for each cohort and staff will be printed at the end of each day and maintained on site

ESSENTIAL VISITOR ATTENDANCE:

- Non-essential visitors will not be permitted to enter the Centre. Essential Visitor logs with sign in and out times will be completed - recording name, company contact information, time of arrival/departure.
- All essential visitors (maintenance workers, cleaning/environmental staff, food service workers and government agency employees (public health inspectors, fire inspectors), landlord representatives) will be subject to a health assessment
- Every attempt will be made to ensure that visitor business is completed outside of the Centre (i.e. in the hallway or in the separated office)
- A record of the following information will be maintained. Records will include: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, screening and temperature check results
- All screening records will be available onsite and records will be kept for 12 months



ATTENDANCE MONITORING: The Supervisor and Executive Director will monitor attendance records for patterns or trends (e.g. children and child care staff in the same group or cohort absent at the same time or over the course of a few days).

- Any trends will be communicated to Toronto Public Health for further direction

3. Cohorting staff and children

POLICY: The Ukrainian Cooperative Nursery School of Toronto shall ensure that children and staff are placed into cohorts and will strictly adhere to cohorting of staff and children as an infection control measure.

PROCEDURE:

- Child care staff and children will be assigned to designated cohorts – each Cohorts will be designated to a specific classroom and bathroom
- The maximum cohort size for each room in the child care centre must consist of no more than 15 students and the required staff (as per July 27)
- Supply/replacement staff will be considered part of the cohort they are assigned to. Reassigning supply/replacement staff to a different cohort/group will be avoided as best as possible to prevent mixing of cohorts. If supply/replacement staff are assigned to a different cohort/group within the same child care centre they should use a nonmedical mask or face covering.
- Programming will be planned in a manner that prevents cohorts from mixing throughout the day and over the course of the child care program/session.
- Staggered/alternate scheduling will take place during :
- Drop-off and pick-up times to prevent parents/guardians from gathering or grouping together.
- Snack times and lunch/meal times.
- Use of outdoor playgrounds and play spaces (dedicated to the child care) by different cohorts.
- Staffing levels will ensure that multiple staff assigned to one room consistently over the course of the day, and not need to move to other rooms.
- All efforts will be made to avoid staff covering off for colleagues assigned to different cohorts or working in different rooms/areas during lunches or breaks as best as possible: If a child care staff must cover off for a colleague in a different cohort/room (e.g. during breaks) they must do so in a manner that maintains physical distancing as best as possible, and they should use a non-medical face mask or face covering.



4. Physical distancing

POLICY: Ukrainian Cooperative Nursery School of Toronto shall ensure that modifications are made to enable physical distancing and will alter programming to embrace physical distancing

PROCEDURE:

- Staff will ensure that physical distancing (i.e. a two metre/six feet distance) is practiced as best as possible between children during activities while still permitting interaction and socializing to occur.
- Physical distancing will not compromise supervision or a child's safety, emotional or psychological well-being.
- Children will be encouraged to greet each other using non-physical gestures (e.g. wave or nod or a verbal "Hello") and to avoid close greetings (e.g. hugs, handshakes).
- Children will be reminded regularly to keep "hands to yourself".
- Classroom layouts have been altered to provide more space for physical distancing. Centres have been rearranged to allow for more individual play. Floor stickers and markers have been used to assist children with classroom navigation
- No sharing policies and procedures will be reinforced. This includes the current practice of not sharing food, water bottles or other personal items.
- The number and types of personal items that can be brought into the child care setting will be limited, and individual cubbies and/or bins shall be provided for each child's belongings. Personal items must be clearly labelled with the child's name to prevent accidental sharing.
- Activities and games will be planned in a way that increases spacing between children while promoting social interaction. Activities that involve shared objects or toys shall be avoided.
- Activities that involve singing, shouting, or speaking loudly indoors shall be avoided as they increase the risk of transmission.
- The distance between cots will be increased. If space is limited, children will be placed head-to-toe or toe-to-toe.

5. Hand hygiene and respiratory etiquette

POLICY: Ukrainian Cooperative Nursery School of Toronto shall ensure that hand hygiene and proper respiratory etiquette are followed at all times

PROCEDURE:

- Staff and students will be directed to regularly clean hands thoroughly with soap and water or use hand sanitizer (from a Health Canada approved source) provided hands are not visibly soiled.
- Staff and students will be instructed to avoid touching their face, nose and mouth with unwashed hands.
- All staff and students will be encouraged to cover their cough or sneeze with your elbow or a tissue and immediately throw the tissue in the garbage and wash their hands.
- The Centre will provide additional hand sanitizer stations (e.g. wall mounted hand sanitizer dispensers) in supervised areas where children cannot access it independently.



- Child care staff must ensure that proper hand hygiene is practiced often and when necessary (e.g. before and after eating, after using the bathroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.
- Child care operators (Supervisor and ED) must monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags

6. Food safety practices

POLICY: Ukrainian Cooperative Nursery School of Toronto shall ensure that food safety practices comply with Public Health standards and are modified to ensure minimizing and/or elimination of shared items

FOOD DELIVERY PROCEDURE:

- food will continue to be delivered by Wholesome Kids Catering.
- Proper hand hygiene is practiced when staff are receiving food.

FOOD PREPARATION PROCEDURE:

- Food will be prepared for serving by staff.
- Children will not be allowed to prepare nor provide food that will be shared with others
- There will be no food provided by the family/outside of the regular meal provision of the program
- Proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating.

FOOD SERVICE PROCEDURES:

- Meal practices will be altered to ensure that there is no self-serving or sharing of food at meal times.
- Meals will be served in individual portions to the children.
- Utensils will be used to serve food. There will be no shared utensils or items (e.g. serving spoons, condiments).
- Proper hand hygiene is practiced by all individuals before and after eating.

7. Enhanced environmental cleaning and disinfection

POLICY: Ukrainian Co-operative Nursery School of Toronto is committed to enhancing protocols to ensure that we have a safe and healthy environment. In addition to routine practices for dealing with blood/body fluids and blood/body fluids by-products, all staff must strictly adhere to sanitary precautions in all aspects of the program.



The Centre has worked to ensure that air quality is improved: Each classroom has an air-conditioner that cools, dehumidifies and filters the air. Each classroom and the intake/isolation room has a HEPA filter unit. The Board worked with the Landlord to ensure that windows are fully operational to allow for improved ventilation and air flow on an ongoing basis. Daily cleaning will be done by Svitlychka staff.

CLEANING PROCEDURE:

- 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
- Let the surface dry

DISINFECTING PROCEDURE:

- The use of an approved disinfecting products from the List of Hard-surface disinfectants and hand sanitizer COVID-19.
 - Disinfectants must have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
 - Check the expiry dates of products and always follow the manufacturer's instructions.
 - Chlorine bleach solutions may also be used for disinfection if appropriate for the surface.
 - Prepare chlorine bleach solutions according to the instructions on the label or in a ratio of: 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
 - Ensure a minimum of two minutes contact time and allow to air dry.
 - Prepare fresh bleach solutions daily.
- Clean and disinfect upon ENTRY to child care (for staff):
 - Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers
- Clean and disinfect upon children's ENTRY to child care:
 - Any hard surfaces such as water bottles, containers
- Staff will be educated on how to use cleaning agents and disinfectants.
- All cleaners and disinfectants shall be stored in a safe and secure fashion

GLOVE USE: Disposable gloves must be worn in the following circumstances and disposed after use:

- * Administering first aid
- * Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces
- * Rinsing wet clothing or linen
- * Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces, diaper changing
- * During active screening and in the case of an isolation of an ill child

HAND WASHING PROCEDURES: The Centre will perform and promote frequent and proper hand washing. When hand washing is not possible, hand sanitizer will be available

Staff must wash their hands with soap and warm water in the following situations:



- Before handling food
- Before and after eating
- Before and after diaper check and change
- Before and after toileting
- Before and after contact with bodily fluids
- After handling toxic materials
- Before and after using gloves
- Before and after touching theirs or someone else's face

Children must wash their hands with warm soapy water:

- Before handling food
- Before and after eating
- Before and after toileting
- Before and after wiping their own nose

COTS AND CLEANING PROCEDURES: Children will have a cot assigned to them.

- Cots will be placed to support social distancing practices.
- Cot sheets and blankets must be changed between each user
- Cots must be cleaned and sanitized between each use
- Staff must record all these tasks on the Cleaning Schedule for Linens and Cots

CLEANING PROCEDURE – WHOLE CENTRE, TOYS AND EQUIPMENT

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor or designate must be advised of any concerns regarding toys and equipment.

- All toys used at the centre must be made of materials that can be cleaned and disinfected easily. Avoid absorbent materials like plush toys.
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.
- Standard Cleaning protocols will be followed when children in care are asymptomatic.

CLEANING FREQUENCY - Clean and disinfect frequencies for other surfaces and items: Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use. Other tables and chairs being used are to be cleaned and disinfected twice daily and more often as needed.
- **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, i.e., during outdoor play

- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets, toilet handles 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)
- **Other shared items:** (e.g., phones, IPADs, IPODs, attendance binders, etc.)
- **All toys** must be cleaned and disinfected daily when in use
- **Mouthed toys** must be cleaned and disinfected after every use.
- **Large equipment and shelving** must be cleaned and disinfected every week
- **Water tables must not be used.** Only individual sensory play is permitted e.g. each child has their own separate bin or playdough that is cleaned and disinfected or disposed of between use.
- **Dramatic play clothes** must be laundered after each use (if in circulation).
- **Floors** must be kept clean and dry throughout the day. They must be swept and mopped as necessary by staff. Carpets will be removed where possible.
- **Children's cubbies** are to be kept neat and checked weekly by staff.
- If **outdoor equipment** is accessed, it must be cleaned and disinfected before each use. Only centre outdoor equipment can be utilized. No access to public parks is permitted.
- **High-touch surfaces and objects** (e.g. doorknobs, light switches, toilet handles, sink faucets and tabletops) will be cleaned and disinfected at least twice a day or when visibly dirty.
- **Individual items** that may be handled by more than one individual such as electronic devices, toys and balls will be cleaned and disinfected between users.

The Cleaning Schedule for Toys and Equipment must be posted in playrooms.

Staff will thoroughly clean and disinfect bathroom daily and will sanitize high touch areas after each bathroom use.

The Centre cleaners will thoroughly clean and disinfect bathrooms, sweep and mop floors, spot clean glass, vacuum carpets, dust furniture and shelves, empty garbage and disinfect containers weekly.

8. Requirements for the use of toys, equipment and other materials



POLICY: The Ukrainian Cooperative Nursery School of Toronto shall make all required changes to material, toys and equipment to ensure that enhanced cleaning is enabled

PROCEDURE:

- The Centre will provide toys and equipment that are made of materials that can be cleaned and disinfected. Plush toys and toys that can not be easily disinfected (porous toys) shall be removed.
- specific toys and play structures will be assigned to one cohort as much as possible: an identification systems (like colour coding) will be used to prevent the sharing of items between cohorts
- Large play structures must only be used by one cohort at a time. Play equipment and large play structures (e.g. indoor play structures, playhouses, climbers) will be cleaned and disinfected between cohorts: wipes will be used to disinfect play equipment and play structures that are too large for a sink or a dishwasher.
- Toys will be cleaned and disinfected between users. Mouthed toys will be separated, cleaned and disinfected immediately after the child has finished using it.
- Toys will be cleaned and disinfected in a three compartment sink: Toys must be washed and rinsed prior to disinfection. Using two sinks is acceptable if washing and rinsing are done in the first sink.
- Alternatively, toys will be cleaned and disinfected in a mechanical dishwasher provided that the rinse cycle reaches a minimum of 82 degrees Celsius. The dishwasher in the kitchen will be used for toy washing only when it is not being used for any other purposes (i.e. washing dishes, food preparation).
- When disinfecting surfaces (toys, chairs, tables), staff will ensure that required disinfectant contact times are achieved or alternatively allow toys to air dry.
- Toys will be dried in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.
- Group sensory play activities shall be suspended.
- Items that cannot be readily cleaned and disinfected (e.g. books) will be batched. Batched items can be rotated on a weekly basis. Batched items should be taken out of rotation after use, placed in a sealed container and set aside for seven days before reusing.
- Individualized bins will be used for art materials and supplies for each child. The bins will be labeled clearly to prevent accidental sharing.

9. Use of personal protective equipment

POLICY: Ukrainian Cooperative Nursery School of Toronto is committed to ensuring that appropriate PPE is used by staff to support the health and safety of staff and students.

PROCEDURE: The Centre will ensure that personal protective equipment (PPE) is available for use by staff when necessary – all efforts will be made to have a one to two week supply of PPE on site at all times.

- **Full PPE** - Staff must wear a surgical mask and eye protection (e.g. goggles or face shield):
 - In the screening area, when screening or escorting children to child care area.



- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets.
- When caring for a sick child or a child showing symptoms of illness.
- **Masks** - Staff must wear a mask (medical or non-medical) or face covering at other times when physical distancing cannot be maintained, including, but not limited to:
 - Providing direct care (e.g. feeding, assisting a child with hand hygiene, diapering).
 - Consoling an upset child.
 - Assisting a child with dressing or changing clothes.
 - Staff of Ukrainian Cooperative Nursery School of Toronto are also required/ expected to make every reasonable effort to wear non-medicinal masks at all times when in the presence of children indoors.
- **Other PPE and protective measures** – Staff will be provided with other PPE and protective measures to use as appropriate
 - 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
 - blankets will be used (over clothing) when holding or carrying infants or toddlers and/or comforting children. blankets will be changed between children and will be laundered prior to being used again
- **Proper use of PPE** – all PPE will be donned (put on) and doffed (removed) as per Public Health training that all staff completed prior to reopening. One time use PPE shall be disposed after use. Reusable masks (owned by staff) shall be cleaned daily with soap and water and maintained as per Public Health guidelines.

10. Illness while at Centre

POLICY: Ukrainian Cooperative Nursery School of Toronto will ensure that the following procedures are followed in the event that a child or staff member becomes ill while at the centre.

CHILD ILLNESS PROCEDURE: If a child becomes ill with symptoms while in care, immediately separate them from the rest of their group in the isolation room and supervise the child until they are picked-up. The designated room/space will have a handwashing sink or hand sanitizer available. Any child who develops symptoms of ill health including symptoms of ill health related to COVID-19 must leave the child care program.

- Symptoms include:
 - Feeling feverish
 - Coughing
 - Runny nose
 - Sneezing
 - Nasal congestion
 - Difficulty breathing
 - Vomiting
 - Diarrhea



- Sore throat
 - Hoarseness/difficulty swallowing
 - Myalgia (body ache)
 - Headache
- If the child has any symptoms, the child must be isolated immediately from the other children in a separate room and supervised at all times. The parent must be notified to arrange for pick-up of the child. If the parent is not reached an emergency contact person will be contacted to pick up the child. Every effort must be made to keep the child comfortable until someone arrives to take him or her home. 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
 - Notify parents/guardians or emergency contacts to pick up the ill child as soon as possible.
 - Provide tissues to the ill child to help support respiratory etiquette. Children older than two years should wear a mask (if tolerated) and they are able to use it properly (e.g. donning and doffing carefully, avoiding touching while on).
 - Open outside doors and windows to increase air circulation in the area if it can be done so safely and ensure that HEPA filter is on
 - Child care staff supervising the ill child should maintain physical distancing as best as possible, and wear PPE, including surgical mask.
 - It is recommended that child care staff and children with symptoms of COVID-19 attend an assessment centre for testing as soon as possible, and to self-isolate at home until their result is available.
 - If the ill child/staff gets tested for COVID-19 and their test result is negative, they can return to the centre after being symptom free for 24 hours and they pass the screening.
 - Clean and disinfect the area immediately after the child with symptoms has been sent home.
 - Child care staff and children who were exposed to an individual who became ill with symptoms (i.e. suspected COVID-19 case) must continue to be grouped together (i.e. cohorted), and monitored for signs and symptoms of illness:
 - Supervisors must inform parents/guardians of children who were exposed to the ill child, and advise that they should monitor their child for symptoms.
 - Child care staff must not work in other child care settings. They must also be advised to avoid being in contact with vulnerable person or settings where there are vulnerable persons.
 - Child care staff and children exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days:



- These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
- If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.
- Child care staff and children who are being managed by Toronto Public Health (TPH) (e.g. confirmed or probable cases of COVID-19, close contacts of cases) must follow TPH instructions to determine when to return to the child care centre/home:
 - Staff must also report to their occupational health and safety department prior to return to work when applicable.

STAFF ILLNESS PROCEDURE:

- Any staff person who suspects that they have an infectious disease should follow common sense precautions and should not attend the child care 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 with 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 self-assessment and testing.
- A staff member's illness that is determined to be work-related must complete the appropriate internal documentation required by the centre.

11. Management of cases and outbreaks of COVID-19

POLICY: Ukrainian Cooperative Nursery School will actively work with Toronto Public Health to ensure that all cases and/or suspected cases are reported. Ukrainian Cooperative Nursery School will actively work with The Ministry of Education to ensure that all cases and/or suspected cases are reported.

PROCEDURE:

Upon identifying a suspected case, ED or Supervisor will contact Toronto Public Health. The surveillance unit can be reached at 416-392-7411 during work hours (8:30am to 4:30pm, Monday to Friday) or 3-1-1 after hours

Suspected cases include, but are not limited to:

- Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
- Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).

Upon identifying 2 or more a suspected case or a confirmed case of COVID, ED or Supervisor will issue a Serious Occurrence in CCLS.

- Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
- Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).

12. Communication with families/guardians and other stakeholders

POLICY: Ukrainian Cooperative Nursery School will communicate all actions taken and any developments with families.

PROCEDURE:

The following communication methods will be used to ensure that families and staff are knowledgeable about changes prior to reopening to provide program information and protocols on health and safety measures (e.g. screening practices, physical distancing, staying home if you're sick)

- Webinar prior to start of school / in-person training on-site for staff
- Written policy document provided to all parents and staff

The following communication methods will be used to ensure on-going adherence to rules:



- Post signs at all entrances instructing participants and their families not to enter if they are sick.
- Continued open communication with stakeholders such as building owners/property managers (e.g. child care programs that operate in shared spaces in schools or apartment buildings) on a routine basis to provide updates about policies and procedures and to align any gaps or concerns regarding IPAC practices
- Continued open communication with Toronto Public Health who will provide further advice about information that should be shared with other staff and parents/guardians in the event there is a case or outbreak of COVID-19 in the setting.

For on-going parent/school communication, the following will be used:

- Upon reopening, a weekly update will be sent out (via hiMama for parents, via email for staff)
- HiMama daily reports to advise of child's day
- telephone or video conferencing will be used for meetings between child care staff and with parents/guardians
- HiMama email and/or text notices will be used

13. Occupational health and safety

POLICY: Ukrainian Cooperative Nursery School of Toronto ensures that all occupational health and safety requirements are met so that we provide a healthy and safe workplace

PROCEDURE:

- All staff will undergo Toronto Public Health IPAC training
- Management shall review and institute the general information on COVID-19 and workplace health and safety on employers' responsibilities and how to protect workers at work.
- All staff will review additional health and safety guidance for employers of child care centres is available from the Public Services Health & Safety Association website.
- All cleaning and PPE items purchased for use in the Centre will adhere to the standards outlined in the approved materials list by Health Canada
- Cleaners providing weekly detailing will provide MSDS for all cleaning materials used

14. Professional Requirements and Supervision of Children

POLICY: Ukrainian Cooperative Nursery School of Toronto shall ensure that the supervision of children adheres to the guidance outlined in the The Child Care and Early Years Act (2014).

Supervision by an Adult

Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premises where it oversees the provision of home child care is always supervised by an adult, whether the child is on or of the premises.

Intent: This provision protects the safety and well-being of children by requiring that they be



supervised by an adult at all times while receiving child care.

Group Sizes The maximum group size (cohort) for each room in a child care centre is no more than 15 students and their teachers. A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts. Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, if cohorts are not mixed with other cohorts.

Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).

Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.

While on duty, staff are responsible for the safety of the children at all times and constant supervision is required. Staff are assigned responsibility for a specific group of children. Staff must determine each child's developmental ability (using developmental checklist materials) to plan and implement a program that effectively meets the child's individual needs. Planning the program with consideration given to the children's abilities as well as general safety practices is an essential component of effective supervision of children.

PROCEDURE

- Constant visual supervision of children is essential. All staff are responsible for ensuring that all exit points are monitored, indoors and outdoors.
- Communication is an essential component of working as a team. Staff must ensure that they have informed each other if they are leaving the room with children or arriving with additional children.
- When one member of the team leaves the area, the team partner(s) is/are responsible for all children within the area.
- Children's attendance must be recorded immediately upon arrival or departure from the program. Attendance must also be checked during routine changes of the day. This ensures a matching of the attendance record with the children in care.
- Staff must ensure that children are safely released to their parent or guardian. As children tend to have regular hours of care, it is important for staff to be aware of when to expect a child's arrival or departure.
- To supervise an area effectively, staff must position themselves to achieve visual



supervision of the children, indoors and out. If a child needs to leave the group for any reason, staff must ensure that an adult adequately supervises him or her.

- When setting up a playroom, staff must ensure that consideration is given to the types of activities planned and the physical set-up of the room. Staff must be able to effectively monitor the activities to maintain a safe environment for the children.
- Staff are required to count the number of children in their care before and after the movement of children from within the centre, when outside in the playground and when moving children to and from the playground, and at any time that the centre takes the children off the premises.
- Staff must ensure that children are aware of the rules of the playroom and playground. This will help children understand the expectations for safe play.
- Staff must recognize the need for extra precautions regarding the supervision of children when there is a change to regular day-to-day programming. For example, when supply staff are filling in, it is necessary to take additional precautions.
- Staff must be constantly aware of what is happening around them. By listening carefully and monitoring the room a potential conflict or safety hazard may be prevented.
- It is the expectation that staff regularly review and keep up to date in their knowledge of appropriate policies and procedures.

15. Priority Placement and Waitlists

POLICY: Ukrainian Cooperative Nursery School of Toronto shall have a fair and transparent way of prioritizing placement and offering of childcare spots. There will not be a charge, fee or deposit for placement of a child waiting for admission into any of our programs.

PROCEDURE: Priority placement of children during COVID19 will take place taking the following into consideration:

- Clients who were already enrolled in the child care
- Siblings of clients already enrolled
- Care for clients where parents must return to work and that work outside the home
- On site centre staff and based on a proactive "move-up" planning strategy

A waitlist will be maintained in accordance with the initial contact day. When a potential client makes contact (phone/online) and is interested in placing their child at the centre, a Wait list Information form will be completed by the Supervisor/Designate.

The length of time that an incoming child will be eligible for any given age group will be considered in the context of the "move-up" planning strategy. Should the first child on the wait list be very close



in age to moving up to the next age group, and there will be no space available in the next age group, the next child on the list may be admitted first. It is the parents responsibility to contact the child care centre monthly to update the centre Wait List information. It is the Supervisor/Designate responsibility to review and update changes to the existing information (e.g. phone numbers, change in days required) as per the parent's contact. During the parent's contact they can request information on where they are on the Wait List and they will be provided with their numerical position for placement. The child will be removed from the Centre waitlist if the Centre has not received contact from the parent after 6 months. There are no guarantees of space availability.

Currently registered families were given opportunity to defer start date to January 2021 (or when restrictions are lifted). Their spots must remain available for use upon electing to return.

16. Staffing and Infection Control

POLICY: As per Public Health and Ministry of Education restrictions, staff are not permitted to work at more than one childcare setting at a time.

PROCEDURE: Any staff member that interacts regularly with other children in groups or other group settings (other school, youth group, sports club, church group, etc.) are asked to disclose this activity to the ED and make all efforts to minimize the risk of transmission by using PPE, masks, appropriate social distancing and other strategies that would mitigate risk of exposure while working with the other group.



Parent/Guardian/Staff COVID Policies Sign Off

Child's Name / Staff Member Name: _____

Child's Birthdate: ____ / _____ / 20____

I/we have read and understood the following policies and accompanying procedures.

- 1. Screening and Temperature Checks
- 2. Attendance Reporting
- 3. Cohorting Staff and Children
- 4. Physical Distancing
- 5. Hand Hygiene and Respiratory Etiquette
- 6. Food Safety Practices
- 7. Enhanced Environmental Cleaning and Disinfection
- 8. Requirements for the use of toys, equipment and other materials
- 9. Use of Personal Protective Equipment
- 10. Isolation/exclusion of ill children and child care staff
- 11. Management of cases and outbreaks of COVID-19
- 12. Communication with families/guardians and other stakeholders
- 13. Occupational health and safety
- 14. Professional Requirements and Supervision of Children
- 15. Priority Placement and Waitlists
- 16. Staffing and Infection Control

Parent/ Staff Name:_____

Parent / Staff Signature: _____

Date: ____ / _____ / 2020

