

## APPENDIX #1

### DWDC: COVID-19 POLICIES AND PROCEDURES

The following Policies and Procedures have been developed and/or revised to support the Enhanced Operational and Health and Safety requirements as outlined by Toronto Public Health. These Policies are in addition to Dearham Wood Daycare's Parent Handbook. If there are differences between this document and the DWDC Parent Handbook, COVID-19 Policies and Procedures (this document) will take precedence.

#### **Staffing**

- All staff have reviewed and signed off the Mandatory Toronto Children's Services training modules.
- To minimize the risks with COVID-19 staff are assigned to specific cohorts and will not be covering other programs as follows:

PRESCHOOL	Shift 1: 7am – 3pm Shift 2: 10am – 6pm Shift 3: 11am – 5pm	Bipan / Sandra / Kerry <i>Staff will rotate shifts</i>
KINDERGARTEN	Shift 1: 7am – 10:30am / 2:30pm – 6pm	Christina and Laila <i>Staff will work the same shift every day</i>
SCHOOL AGE	Shift 1: 7am – 10:30am / 2:30pm – 6pm	Aimee and Rachel <i>Staff will work the same shift every day</i>

#### **Pick up and Drop Off**

While under COVID-19 restrictions and guidelines, Parents/Caregivers are not permitted inside the school. There will be a designated pick up and drop off area located at entrance #5 (daycare entrance by the library). The procedure will be as follows:

##### **DROP OFF:**

1. A designated staff will greet you and your child at the entrance. We ask that you please be patient and follow physical distancing guidelines.
2. Child temperature will be taken and parents/guardians will complete screening questionnaire.
3. Designated staff will escort your child(ren) to their assigned cohort/program.
4. Drop off time will be from 7:00am – 8:40am daily. All Kindergarten and School Age families arriving after 8:40am must follow Poplar Road Junior School protocols for AM drop off. Dearham Wood Daycare will not accept Kinder/School Age children after 8:40am.
5. Preschool children arriving after 8:40am will be required to call 10 minutes before arrival.

##### **PICK UP:**

1. A designated staff will escort your child to the entrance upon your arrival. (we ask that you please be patient as it may take a few minutes for us to get your child ready)
2. Pick up time will be from 4pm – 6pm daily. If you will be picking up your child before 4:00pm, you must call the daycare to let us know at least 10 minutes before your arrival.

#### **Screening and Temperature Checks**

Staff will actively self-screen and screen all children upon arrival and through out the day for the following symptoms associated with COVID-19:

- Fever
- Cough
- Difficulty breathing

- Sore throat
- Runny nose
- Loss of taste of smell
- Nausea, vomiting, diarrhea
- Difficulty Swallowing

All Persons entering the daycare will be required to complete a Health Screening Questionnaire as a screening tool and to record individual screening results.

All persons (staff and children) entering the daycare will be required to have their temperature taken and documented upon arrival and departure daily. Temperatures on or higher than 37.5°C are considered a fever and persons will not be permitted to enter the daycare.

If symptoms develop through out the day, they will be monitored and parents/guardians will be contacted to pick up their children. Dearham Wood Daycare Illness Policy and Procedure will be implemented.

**Attendance and Reporting**

- Daily child attendance records with temperature checks will be maintained.
- Daily staff attendance records with temperature checks will be maintained.
- Any other persons requiring entry to the centre will be recorded in the Log Book with the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, screening and temperature check results. ***Non-essential visitors will not be permitted to enter the child care centre.***

**Cohorting Staff and Children**

Effective September 01<sup>st</sup>, 2020 – Dearham Wood Daycare will be operating at full capacity as per our approved License.

ASSIGNED ROOM	ASSIGNED STAFF	ASSIGNED CHILDREN
COHORT #1 - PRESCHOOL ROOM	BIPAN, SANDRA, KERRY	Maximum 24 children.
COHORT #2 – KINDER ROOM A	CHRISTINA, LAILA	Maximum 26 children
COHORT #3 – SCHOOL AGE ROOM	AIMEE, RACHEL	Maximum 30 children

**Physical Distancing**

- Physical distancing will be practiced as best as possible to maintain a two metre/six feet distance between staff children.
- Sharing of any items are not permitted. This includes but is not limited to food, water bottles, clothing and other personal items.
- Increased distance between cots/resting mats to minimum 2metre/six feet apart. Children will also be placed head-to-toe or toe-to-toe.

**Hand Hygiene and Respiratory Etiquette**

- Toronto Public Health signage and handwashing guidelines will be reviewed with children daily.
- Hands are to be washed with soap and water before and after all meals, if hands are visibly soiled and as needed.
- Where soap and water is not available staff and children will use hand sanitizer (70 – 90% alcohol concentration).

- Cover your cough or sneeze with your elbow or a tissue. Immediately throw away the tissue in the garbage and wash hands.
- Hand Sanitizer will readily accessible and available to all for consistent use through out the day and as needed.

### **Nutrition:**

Due to COVID-19 guidelines and restrictions, Dearham Wood Daycare will not allow outside food into the daycare. All of our food will be catered in by Yummy Catering. This will be applicable to Preschool (AM Snack, Hot Lunch and PM Snack), Kindergarten / School Age children (AM Snack and PM Snack). Yummy Catering accommodates all dietary and food restrictions – *please update your child’s teacher if there have been any changes about your child’s allergies and diet.*

### **Food Safety Practices**

- Meal practices have been modified to ensure that there is no self-serving or sharing food or utensils during meal times.
- All meals will be prepared and distributed by 1 staff with food handler safety certification.
- All meals will be served in individual portions to the children.
- To further enhance our food safety practices, DWDC will not permit outside food in the daycare. All children, across all programs will receive an AM snack, PM snack, and hot lunch daily provided by Yummy Catering Food Services.
- Staff and children are required to bring their own labelled water bottles for use.

### **Enhanced Environmental Cleaning and Disinfection**

- Dearham Wood Daycare will continue to use Chlorine bleach solutions for all disinfection for toys and furniture as follows:
  - o 1 teaspoon (5mL) bleach per cup (250 mL) of water, or
  - o 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
  - o Ensure minimum of two minutes contact time and allow to air dry.
  - o Bleach solutions will be prepared fresh daily.
- High touch surfaces (doorknobs, light switches, toilet handles, sink faucets and tabletops will be disinfected minimum twice a day or as needed.
- Items such as electronic devices, toys, balls, bikes, and books will be disinfected between users.
- Cots and Cribs will be cleaned and disinfected after each use.
- Cot sheets will be laundered weekly. Home Blankets will be sent home daily.

### **Requirements for the use of Toys, Equipment and Other Materials**

- All plush toys and fabrics have been removed from playrooms.
- Each cohort will have exclusive access to their own toys, furniture and play spaces.
- Each child will be provided with their own labelled bin of art materials and general supplies (paper, pencils, scissors, markers, crayons etc.) to prevent cross contamination. Bins and items in the bins will be disinfected daily.
- Mouthed toys will be separated, cleaned and disinfected immediately after a child has finished using it.
- There will be no group sensory play. Any sensory experiences will be arranged for individual, 1 time use only.
- Batched Items (ie. Books) will be rotated on a weekly basis. Items will be taken out of rotation after use, placed in a sealed container and set aside for 7 days before reusing.

### **Use of Personal Protective Equipment**

Staff are required to wear PPE gear (face shields, masks, gloves, eye protection) as follows:

- In the screening area, when screening or escorting children to childcare 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.

Staff are required to wear a medical mask and eye protection while inside the centre (in program, bathrooms, and hallways)

Staff are not required to wear a mask during outdoor programming if physical distancing can be maintained.

Children in grades 4 and above are required to wear a non-medical mask or face covering while indoors at the childcare centre. (MANDATORY)

Kindergarten to grade three (3) are encouraged to wear a non-medical mask or face covering while indoors at the childcare centre. (NOT MANDATORY)

Gloves will be worn when it is anticipated that hands will be exposed to mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

### **Before and After School Programs**

- Children that are received into care will be screened once daily (i.e. Screened in the morning).
- Children who attend after care only will have their temperatures taken upon arrival. Parents will be required to submit a completed questionnaire daily through SeeSaw app.
- Kindergarten Room A shared space will be cleaned and disinfected daily before and after After Care program as per the *Before and After School Programs Kindergarten – Grade 6: Policies and Guidelines for School Boards for the 2020-2021 School Year*.
- Dearham Wood Daycare will not be sharing materials and toys. To avoid accidental sharing, Kindergarten program staff will take their own materials and toys daily to the shared space and will adhere to the Enhanced Cleaning and Disinfecting Practices Policy as outlined in this document.

### **Isolation/Exclusion of ill children and Child Care Staff**

If a child becomes ill with symptoms while in care, they will be immediately separated from the rest of their cohort group. DWDC will use Poplar Road Jr. Public School STAFF WORKROOM located on the second floor as a designated isolation room. The child will be supervised by either their assigned teacher or Centre Supervisor until picked up. Parent/guardians or emergency contacts to pick up the child as soon as possible.

Staff supervising the child will be required to wear PPE gear.

Staff and children who were exposed to an individual who became ill with symptoms will continue to be grouped together and monitored for symptoms of illness:

- Supervisors will inform parents/guardians of children who were exposed to the ill child, and advise that they should monitor their child for symptoms.

Any staff or child exposed to a confirmed case of COVID-19 must be excluded from entering the childcare setting and participating in programming for 14 days.

- These individuals must self-isolate at home and monitor for symptoms for the next 14 days.

### **Exposure to Someone with COVID-19**

Any staff or child that has been exposed to a confirmed case of COVID-19 will be excluded from the Centre for 14 days:

- These individuals must self-isolate at home and monitor for symptoms for the next 14 days.

### **Returning to Programming**

- If an ill child/staff has 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.

- Centre staff and children who have been exposed to an individual who became **ill with symptoms** (i.e. suspect COVID-19 case) must continue to be grouped together (i.e. cohorted), and monitored for signs and symptoms of illness:
  - o Staff and students will return to and remain with their assigned cohort.
  - o DWDC Management Team will notify parents/guardians of children were exposed to the ill child. Parents/Guardians should monitor their child(ren) for symptoms.
  - o DWDC Management team will consult with Toronto Public Health (TPH) as necessary and will always follow TPH instructions.

### **Management of Cases and Outbreaks of COVID-19**

Childcare centres must immediately report the following to Toronto Public Health by contacting the surveillance unit at 416-392-7411 during work hours (8:30am – 4:30pm, Monday to Friday) or 3-1-1 after hours:

- Clusters of suspected cases (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 (symptoms occurring among staff or child who has been exposed to a person with confirmed COVID-19).