



REOPENING DURING COVID – 19 PARENT INFORMATION & POLICIES updated September 8, 2020

The intentions of this document is to provide guidelines for the reopening of our centre, our date of reopening was Monday August 31, 2020, it was so nice to see the return of playing, happy children.

In the event any conflict between this document and orders or directives issued by the Minister of Health, Ministry of Education or the Chief Medical Officer of Health the order or directive prevails.

Attached is a form you will need to sign and return indicating you have received and understand the Reopening during covid -19 policies and you agree to adhere to the policies. You are required to inform any of your child's emergency contacts of the opening during covid -19 policies.

If you receive child care fee assistance from the Region of York it is your responsibility to contact them with no less than two weeks notice prior to your expected date of return.

These policies may change as we continue to review best practices after opening and follow updated recommendations by local public health & the Ministry of Education.

COHORTING & STAFFING

To reduce the spread of covid and facilitate contact tracing in case of a confirmed case of covid cohorting will be implemented. A cohort is defined as a group of children and staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days. Cohort may be referred to in this policy as class or "family bubble".

- Maximum cohort size for each room will be no more than 16 children & required staff
- Cohorts must stay together throughout the day and are **NOT** permitted to mix with other cohorts
- Only when there are no other options will a supply or replacement staff be assigned to a specific cohort and these staff can't mix between cohorts.
- Siblings will be assigned to the same cohort
- Each cohort will be assigned a specific playground, playgrounds will not be shared
- Dining room will be closed for meals, meals will be delivered to classrooms (no self serve, no family style)
- The gym and pool will remain closed to help eliminate cohorts contacting same play areas and surfaces.
- Hours of care will be reduced as we need to separate co-horts at drop off and pick up times and we need time for daily enhanced cleaning and disinfecting.
- Each cohort will receive a specific drop off and pick up time that must be strictly adhered too, times may be adjusted as enrolment increases.

DAILY SCREENING / DROP OFF & PICK UP PROCEDURES

- No visitors – only staff, children and essential visitors are permitted entry into the centre
- Drop – off and pick up of children will take place outside the Yonge Street **front doors**
- Daily screening upon arrival of **all individuals** will take place and be recorded, logs must be completed in full, temperature will be taken, screening questions will be asked (screening questions will be posted on screening table and posted at the main entrance.
- A screening station will be set up just outside the front doors, there will be hand sanitizer with 60% - 90% alcohol content (ABHR), disinfectant wipes, gloves, thermometer, masks, class & general logs available at the screening table at all times during screening process.
- All individuals must use the ABHR prior to entering after they have successfully passed screening.
- The screener & any other staff outside at screening time must wear a minimum of surgical mask and eye protection or face shield and stay 2 meters away from other staff, Parents &, visitors
- The Child Care Director will be the screener and is responsible for accurately recording daily logs.
- Screener & one Teacher from the cohort getting dropped off will be outside for screening, Parents will line up on marked areas, markings will be placed on the ground 2 meters apart.
- Once the screener is satisfied it is safe for the child to remain at the centre the Teacher will assist the child to use the ABHR, then the child can enter the centre and join the second Teacher and other children in their cohort.
- We have extended our hours from 7:00 am – 6:00 pm if needed.
- Our current drop off time is between 8:00 am – 9:00 am (when any Parent specifies the need for drop off between 7:00 am – 8:00 am we will then start scheduling for drop off time to be 7:00 am – 9:00 am.
- Pick up time is at your convenience any time, you just have to call from the parking lot (at the front) or ring the front door bell and we bring your child to you. (If your child is in the playground you are welcome to pick up directly from the Teacher at the playground, remember to keep a safe distance)
- (as enrolment increases we may have to update drop off and pick up times since we cannot mix cohorts)
- Parents will park in the front parking lot, there will be physical distance markings at the bottom of the front stairs where parents will stand and wait with their child(ren)
- If you come with a stroller we recommend you walk it back home with you as it must be left outside, if you prefer to leave it at the centre we will have an outdoor space marked for strollers. (*we will not be responsible for your stroller and the space may not be under a roof*)
- We ask only one adult per family get out of the car to drop off and pick up your children
- Please leave as soon as your child has been screened to allow for the next family to approach the screening station.
- Once everyone has been screened from that class the Teachers and their class “family bubble” can proceed to their classroom and start their day.
- Your child will be monitored all throughout the day passive screening will be conducted, if there are any concerns you will be contacted and records will be kept
- Children that arrive after their assigned arrival time can’t be screened with any other cohort, they will be required to wait until the screening area is empty.
- We will not be conducting tours of any kind during the hours children are present, if you would like to arrange for a tour after hours call or email the centre.
- We will not provide parents an entry code to the building

- We recommend phone conversations with the Supervisor or Teachers when you would like a Teacher / Supervisor meeting

SIGNS AND SYMPTOMS MANAGING AND REPORTING ILLNESS

In order to minimize the spread of Covid and contain outbreaks all staff, parents and guardians and children will not attend the program if they are sick, even if symptoms resemble a mild cold. It is of the utmost importance during these times **Parents maintain contact with the centre and communicate to us every time your child is absent with details. Parents will be provided with a daily screening check to complete daily to determine if it is safe for their child to attend child care.**

- Children who have signs or symptoms and arrive at the centre will be turned away and will not be able to attend.
- It will be recorded on the daily log and they will be required to be tested immediately, Parents are required to contact Public Health for further instructions 1-877-464-9675 ext.73588 after hours 905-953-6478.
- Parents, you must remain in contact and keep the centre up to date with tests, results, symptoms and any instructions they are given by YRPH.
- Children who develop symptoms while at the centre will immediately be isolated from their cohort, parents will be called to immediately pick them up.
- The Child will be isolated in the small Toddler play room beside the Toddler room.
- If the child will tolerate it place a mask on them as well as provide tissues and garbage to cleanly dispose of items.
- Supervisor will contact public health immediately and follow instructions that may include who else in the centre may need testing and or isolation at that time.
- Your child will be cared for by one of their cohort Teachers who will be required to wear full PPE
- All belongings of the symptomatic child and siblings are to be sent home for cleaning, items will be placed in a plastic bag and tied securely.
- Siblings will also be sent home
- Parents/ Guardians call the centre as soon as you arrive to pick up your child 905-737-1011, we will bring the symptomatic child, belongings and siblings to the screening area for pick up.
- The areas the symptomatic child had been in will be immediately cleaned and disinfected by maintenance staff wearing full PPE.
- The symptomatic child and siblings cannot return until they have received a negative test result as well as symptom free for 24 hours
- Children who test positive for Covid must be excluded from the centre for a minimum of 14 days after the onset of symptoms and clearance has been received from York Region Public Health.
- One single, symptomatic, laboratory confirmed case of covid in a staff or child will be considered an outbreak and we will be in constant consultation with York Region Public Health
- If a child, staff, or Parent has been exposed to a confirmed case of covid 19 they are to self exclude themselves from the centre for 14 days. If they develop symptoms any time during their self isolation they need to remain off for another 14 days after the onset of symptoms and

can only return after that 14 day period as well as receive clearance from York Region public health.

At all times we will contact York Region Public Health and their instructions will prevail if they differ from our written policy.

Staff policies are the mirror image of the children's policy

TESTING LOCATIONS

There are three local testing centres in York Region, the closest to the centre is located at Mackenzie Health call 905-883-1212 ext. 2004, or you can reach out to Markham Stouffville Hospital or Southlake Hospital in Newmarket

PHYSICAL DISTANCING WITHIN COHORT

Physical distancing will be encouraged where possible between children within the same cohort, we know it will be impossible to maintain at all times it is encouraged below are some examples (but are not limited to)

- Increase distance between sleep cots
- Spread chairs out between children at meal times
- Incorporate more individual activities or activities that encourage more space between children
- Teachers will encourage and support social distancing where possible
- Prepare more of the same activities to minimize the handling of one item, for example sensory bags, eye spy bottles , make at least 4 of each
- Singing activities should take place outside
- Move activities outside where there is more space

SANITIZATION / CLEANING & DISINFECTING & OTHER HYGIENE ETIQUETTE

- Our staff will follow the cleaning and disinfecting procedures required by York Region Public Health
- Benefect is the disinfectant we use to disinfecting tables and frequently touched surfaces.
- Benefect is an approved disinfectant it has a DIN number & it's on the public health disinfectant poster
- We clean a surface with soap and water prior to disinfecting with benefect
- Tables & chairs will be cleaned and disinfected before and after each snack and meal.
- Beds will be cleaned and disinfected after each use, and linens will be laundered after each use.
- Frequently touched areas like door knobs, shelves, dolly centre kitchenettes, sensory bags, etc. need to be disinfected often throughout the day (minimum of 2 times during class hours)
- Toys will be collected and cleaned and disinfected throughout the day using a bleach and water disinfectant recipe set out by public health.
- At the end of every day all toys & equipment will be cleaned and disinfected
- Every night all classrooms, floors, stairwells, hallways and washrooms will receive a full professional clean and disinfecting, all carpets will be vacuumed and sprayed with a disinfectant spray this service will be completed by our professional cleaning company

- Before a classroom uses a washroom for washroom routine one Teacher will keep the children in the hallway while the second teacher gives the washroom a quick disinfecting including counters, taps, paper towel dispenser, toilet seats, (there is benefect in every washroom as well as disinfectant wipes)
 - Our staff will help your children perform proper hand hygiene (including assisting children with hand washing) as previously schedule and incorporate additional hand washing breaks.
 - When hand washing is not available, in playgrounds staff will have ABHR available and assist the children when using
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- We ask that Parents and staff help teach children proper etiquette (e.g. cover your cough and sneeze with your elbow, sneeze into a Kleenex when possible, dispose of Kleenex after each use in the garbage etc.
 - Children must not share any personal items, including but not limited to: facecloths, cups, bottles, etc. When a face cloth, bib is used place immediately in dirty laundry.
 - On the first day back to school send a change of clothes for warm days & cooler days, we will keep them here to eliminate items coming and going from the centre daily.
 - Send in a bottle of sunscreen labeled with your child's name
 - If clothes become soiled they will be placed in a bag and the bag will be securely tied. You will be given the bag when you pick up that night.
 - Please do not send sleep blankets we will be providing sleep cot sheets and sleep blankets.
 - Unfortunately no toys or show and tell items can be sent to the centre.

Serious Occurrence Reporting

- We are required to follow our current serious occurrence policies and procedures and in addition to what is reportable it will now include:
 - Where a child, parent, staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID – 19 we must report this to the ministry as a serious occurrence.
 - Where a room, or the entire centre closes due to COVID – 19 we must report this to the ministry as a serious occurrence.
 - We are required as per our serious occurrence policy to post the notification form (unless York Region Public Health advises otherwise)

This document does not nullify the Parent Information booklet you received and signed at enrolment and or annually thereafter. This is in addition to the policies you read and signed and agreed to follow in the Parent Information booklet.

As stated above In the event any conflict between this guidance document and orders or directives issued by the Minister of Health, Ministry of Education or the Chief Medical Officer of Health the order or directive prevails. This also includes a possibility of another mandated closure that will change our intended reopening date.

Attached to this email you will find three posters from York Region Public Health to assist Families with self monitoring to be completed daily prior to attending child care, as well as who to call if you show symptoms, how to prevent covid -19, as well as hygiene etiquette.

I, _____ Parent / Guardian of _____
Have read, understand and agree to adhere to the additional policies implemented due to covid-19

Signature

Date

Please sign and email this back to: loyaltrueblue2@bellnet.ca or loyaltrueblue3@bellnet.ca , or by fax to 905-737-6243

Updated September 8th, 2020.