



UNIVERSITY SETTLEMENT DAY CARE

PROTOCOL FOR CHILD CARE DURING COVID-19: POLICIES AND PROCEDURES

(Updated: September 2021)

University Settlement Day Care's Response to COVID-19

University Settlement is committed to providing a safe and healthy environment for children, families, and employees. Every reasonable precaution will be taken to prevent the risk of communicable diseases within our centre.

While infection prevention and control has always been an integral part of our childcare culture, we have adapted and enhanced our policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all.

The Day Care centre is required to follow the "Operational Guidance During COVID-19 Outbreak Childcare Re-Opening" issued by the Ministry of Education (MOE), in conjunction with the Childcare Licensing Manual, the Child Care Early Years Act, 2014 and its regulations, Toronto Children's Services (TCS), and all existing health and safety requirements as directed by Toronto Public Health (TPH).

This guidance document is meant to keep University Settlement Day Care families informed of the new protocols developed for delivering care during COVID-19, as well as the new requirements with enhanced health and safety guidelines and/or restrictions that will be put in place to re-open. The document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice as it becomes available.

"While the focus of this guidance document is on the new health, safety and operational measures that are required in order to safely re-open childcare, please note that every effort should continue to be made to uphold the welcoming and caring environment that childcare provides for children and families".

(Ministry of Education, Operational Guidance During COVID-19 Outbreak, p.5)

Enrolment

Given the strict health and safety measures in place and the advice of Toronto Public Health to maintain social distancing as best as possible, University Settlement Day Care will be operating at reduced capacity throughout the COVID-19 period.

Disruption to Services Due to COVID-19

Should a child be required to self-isolate, but the Day Care centre remains open and operating, parents will be charged for the absent days.

Should Toronto Public Health mandate a partial or full closure of the Day Care due to a positive testing of COVID-19, families will not be billed for any period where childcare services are not being provided (i.e., program closures).

Daily Home Health Check

At home screening is to be completed by **all** families and employees **prior** to coming to the Day Care. Some people may experience mild or no physical symptoms. Symptoms can take up to 14 days after exposure to COVID-19 to appear, and include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Runny nose

- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

If you have difficulty breathing, **call 911**.

Disease symptoms may be different, depending on age. Children and older adults with COVID-19, may also have non-specific symptoms such as

- disorientation, confusion
- sleeping more than usual or muscle aches
- dizziness, weakness or falls
- chills, headaches

Rarely, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. It can present with prolonged fever, abdominal pain, red eyes, nausea, vomiting, diarrhea, and rash. It needs medical attention.

For others, there is a higher risk for severe illness, including people over the age of 60, and those with weakened immunity or underlying health conditions.

Child's Screening Questions:

1. Does the child have any of the following new or worsening symptoms? **

- **Fever and/or chills**
Temperature of **37.8°C** or **100°F** or higher
- **Cough or barking cough (croup)**
Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways or other known causes or conditions they already have).
- **Difficulty breathing**
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have).
- **Decrease or loss of taste or smell**
Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have.
- **Nausea, vomiting and/or diarrhea.**
Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have.

*If the child has a health condition diagnosed by a health care provider that gives them the symptom, select "No". If the symptom is new, different or getting worse, select "Yes".

If "YES" to any symptoms: Stay home and self-isolate + get tested or contact a health care provider

2. Does anyone in your household have one or more symptoms of COVID-19 and/or are waiting for test results after experiencing symptoms?

- If the child is fully vaccinated* or has tested positive for COVID-19 in the last 90 days and been cleared, select "No".

3. In the last 10 days, has the child tested positive on a rapid antigen test or a home-based self-testing kit?

- If the child has since tested negative on a lab-based PCR test, select “No.”

4. Has the child been notified as a “close contact” of someone with COVID-19 or been told to stay home and self-isolate?

- If the child is fully vaccinated* or has tested positive for COVID-19 in the last 90 days and been cleared or public health has said the child does not have to self-isolate, select “No”.

5. In the last 14 days, has the child travelled outside of Canada AND been advised to quarantine per the [federal quarantine requirements](#)?

6. Has the child taken fever reducing medication in the last 5 hours?

* Fully vaccinated means 14 days or more after getting a second dose of a two-dose COVID-19 vaccine series or one dose of a single dose series.

**Anyone who is sick or has any symptoms of illness should stay home and seek assessment from their health care provider if needed.

RESULTS OF SCREENING QUESTIONS:

If you answered “YES” to question 2, 3, 4, 5 or 6, stay home and self-isolate + follow Toronto Public Health advice.

Refer to the Toronto Public Health Screening Questionnaire for Child Care document:
<https://www.toronto.ca/wp-content/uploads/2021/06/994c-Screening-Questionnaire-Child-Care-Day-Camp-School.pdf>

If you answered “NO” to all questions, your child may go to child care because they seem to be healthy and have not been exposed to COVID-19.

Return to Child Care Confirmation Form

- For the child to return to Day Care, parents will be required to complete a *Return to Child Care Confirmation Form* which is available at the screening station.

Staff/Visitor Screening Questions:

1. Do you have any of the following new or worsening symptoms? **

- **Fever and/or chills**
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
- **Cough or barking cough (croup)**
Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)
- **Trouble Breathing**
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- **Decrease or loss of taste or smell**
Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- **Tired, sore muscles or joints aches**
Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have). Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)

*If you have a health condition diagnosed by a health care provider that gives you the symptoms, select "No". If the symptom is new, different or getting worse, select "Yes".

If "YES" to any symptoms: Stay home and self-isolate + get tested or contact a health care provider.

2. Does anyone in your household have one or more of the above symptoms and/or are waiting for test results after experiencing symptoms?

- If you are fully vaccinated* or have tested positive for COVID-19 in the last 90 days and been cleared, select "No".

3. Have you been notified as a close contact of someone with COVID-19 or been told to stay home and self-isolate?

- If you are fully vaccinated* or have tested positive for COVID-19 in the last 90 days and been cleared or public health has told you that you do not have to self-isolate, select "No".

4. In the last 10 days, have you tested positive on a rapid antigen test or a home-based self-testing kit?

- If you have since tested negative on a lab-based PCR test, select "No".

5. In the last 14 days, have you travelled outside of Canada AND been advised to quarantine per the [federal quarantine requirements](#)?

RESULTS OF SCREENING QUESTIONS:

If “YES” to questions 2, 3, 4 or 5: Stay home and self-isolate + follow Toronto Public Health advice.

* Fully vaccinated means 14 days or more after getting a second dose of a two-dose COVID-19 vaccine series or one dose of a single dose series.

**Anyone who is sick or has any symptoms of illness should stay home and seek assessment from their health care provider if needed.

Refer to the Toronto Public Health Screening Questionnaire for Staff/Visitors to Child Care document:

[8e6d-Screening-Questionnaire-for-Child-Care-Staff-Visitors.pdf \(toronto.ca\)](#)

You can return to child care after you are cleared by your local public health unit.

If you answered “NO” to all questions, you can go to child care because you seem to be healthy and have not been exposed to COVID-19.

Drop-Off Procedure/Screening

- All individuals must self-screen every day **before arriving** at the Day Care.
- An on-line Day Care COVID-19 Screening Form is available at www.universitysettlement.ca. Click on “Day Care” and follow instructions to click on the Screening Form.
- Individuals who do not pass the screening are not permitted to attend the program and must stay home.
- An ill individual who has a known alternative diagnosis provided by a health care provider may return to the Day Care if they do not have a fever and their symptoms have been improving for at least 24 hours.
- To limit the amount of adult contact, only parent and child/ren shall enter the screening area.
- Screening Posters and distancing signs will be made visible to all individuals entering the facility to encourage social distancing of 2-metres.
- Hand sanitizer (70-90% alcohol concentration) will be available at the entrance/exit area and will be kept out of the reach of children.
- To ensure health and safety as well as stringent infection prevention and control practices **parents will be required to wear a mask** when dropping off and/or picking up their child.
- If required, families will be assigned a time slot for screening to further reduce person-to-person contacts.
- A Day Care Screener will receive all individuals at the west entrance to the Day Care.
- If the doors are locked, ring the doorbell.
- The Screener will greet the individuals (parents, children, staff, essential visitors) and confirm that the self-screening questionnaire has been completed.
- If an individual has not completed the electronic questionnaire, the Day Care Screener will perform an in-person screening.

- The Screener will be donning personal protective equipment (i.e., surgical mask; gloves; eye protection) and will maintain a distance of 2 meters (6 feet) from those being screened.
- Once the individual has passed the screening test the Screener will conduct a temperature check on the individual using a no-touch thermometer.
- Screening results will then be recorded on a Daily Screening Form and screening records will be kept onsite and will be made available to Public Health within 24 hours, to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. They will be kept on file for a period of **30 days**.
- The records will contain the name, contact information, approximate time of arrival and time of departure for each individual.
- If parents answer “**NO**” to all screening questions, an Escort will accompany the child to their cubby where they will remove their outdoor shoes and put on their indoor shoes. The Escort and child will wash hands and child will be ushered to their room. The Escort will also sanitize any items/belongings that accompany the child.
- **Parents must not go past the screening area or enter the Day Care.** Parents will say their good-byes at the door.
- The screening area will be disinfected regularly throughout the screening process.
- Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit will not be permitted to attend the Day Care and should stay at home. This includes children, staff, and students.
- If an individual answers “**YES**” to any of the screening questions, refer back to previous pages, i.e., *Results of Child’s Screening Questions* or *Results of Staff/Visitor Screening Questions*.

*(Note: Refusal to answer the screening questions or refusal to have temperature taken will be considered an incomplete screening and entrance to the Day Care will **not be granted.**)*

If you are not bringing your child to the centre, please call or email and report the reason why your child is not coming in.

Items Required from Children on Daily Basis

Parents are required to provide the Day Care with a bag containing the following items daily:

- 2 extra sets of clothes.
- Indoor shoes.
- Sun hat and sunscreen.
- Diapers (if required) and/or underwear.
- Weather appropriate outdoor wear as required.

All children’s belongings sent to daycare will go home with them at pickup. We will not be storing daily belongs during the Covid-19 pandemic.

Pick-Up Procedure

- The designated pick-up area will be at the west exit.
- When you, or your designate arrive at the centre to pick up your child, call the child’s room to announce your arrival or ring the doorbell.
- A staff member will bring your child to you, as well as the child’s belongings.

- Please remember to remind designates that only one person will be allowed at the designated pick-up area.
- Mask wearing and social distancing will be enforced.

Enhanced Cleaning and Sanitizing

Enhanced Hand Hygiene and Respiratory Etiquette

- Staff will supervise and/or assist **all** children to ensure that proper hand hygiene is practiced often and when necessary.
- Staff will review daily with age-appropriate children, proper hand hygiene practices as well as coughing etiquette, tissue use, etc. This includes:
 - Clean your hands thoroughly with soap and water or use hand sanitizer (70-90% alcohol concentration) provided hands are not visibly soiled.
 - Avoid touching your face, nose, and mouth with unwashed hands.
 - Cover your cough or sneeze with your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.
- Staff will monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags are available.
- Every attempt will be made to use soap and water for hand washing over alcohol-based hand rub, but children may be required to use hand sanitizer when soap and water is not available.

Proper Hand Washing Steps Using Soap and Water (in a sink)

- Wet hands up to the wrist.
- Apply enough soap to cover hands.
- Lather for at least 15 seconds doing all the following (sing “Happy Birthday” song twice)
 - Rub between each finger and front/back of hands.
 - Rub each fingertip, under nails.
- Rinse off all lather with water.
- Dry hands well with paper towel.
- Turn taps off with paper towel.

** Parents are encouraged to practice the hand washing routine with their children at home as well.*

Use of Hand Sanitizers:

When hands are not visible dirty, a 70-90% alcohol-based hand sanitizer may be used. Hand sanitizers will always be used under adult supervision. Adults will ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Parent consent is required to use hand sanitizer on children. If consent is not provided the child will not be permitted to attend the Day Care during this period of Covid-19.

Proper Hand Cleaning Steps Using Hand Sanitizer (70% and up alcohol-based):

- Apply enough alcohol-based sanitizer into the cupped palm of one hand to wet both hands completely.
- Rub the liquid into the palm, back of hands, between fingers and under nails.

- Allow product to completely evaporate.

Hand Hygiene Practices/Frequencies:

Hand hygiene will be practiced with children and staff as follows:

- before entrance and leaving the building
- before and after preparing food or drinks
- before and after eating or handling food/feeding children
- before and after administering medications or first aid
- before and after diapering
- before and after playing outside/gym
- before and after use of gloves
- after the use of the bathroom or helping children use the bathroom
- after any contact with bodily fluid
- after a cough or sneeze
- after handling garbage, laundry, children's bedding
- after wiping a child's nose, after washing a child's face

Guidance on the Use of Masks, Personal Protective Equipment (PPE) and Handwashing

- All staff and students are required to review all policies, procedures, and training modules (including, but not limited to, the proper use of PPEs) related to COVID-19 and to sign an attestation form of such, before resuming employment during the COVID-19 pandemic.
- All Day Care staff and students are required to wear medical masks and eye protection (i.e., face shields, safety glasses or goggles) while inside the Day Care, including in the hallway and staff room (unless eating – but time with masks off should be limited and physical distance should be maintained) See *Mandatory Mask and Face Covering Policy*.
- **Masks are not recommended for children under the age of two.**
- All other adults in the Day Care (i.e., parents, essential visitors) are required to wear a face covering or non-medical mask while inside the Day Care premises, including in hallways.
- Eye protection (i.e., face shield, goggles) is required whenever physical distancing of a least 2-metres cannot be maintained between individuals.
- The use of masks is not required outdoors if physical distancing of a least 2-metres can be maintained between individuals.
- When wearing a medical mask, individuals must wash their hands before putting on the mask and before and after removing the mask. (Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection).
- Masks should be replaced when they become damp or visibly soiled.
- Staff must also wear a **surgical mask and eye protection** (i.e., goggles, safety glasses, face shield):
 - 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.
 - While inside the Day Care, including the hallway and staff room.
- **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.

- **The Screener** will maintain inventory of PPE supplies (i.e., medical masks, gloves, face shields, safety glasses and goggles) and will ensure the availability of a two-week supply.
- Staff have been provided with **blankets** to use over clothing if holding or carrying infants or toddlers. The blankets shall be changed between children.

Visitors

- Only essential visitors will be allowed in the Day Care.
- Parents of children enrolled in the day care can request access the Day Care. Attempts will be made to schedule visits to the Day Care for times when movement in the day care is reduced (i.e., during outdoor play time, nap time, etc.) to avoid contact with children and to minimize the potential for transmission.
- Day Care parents requesting a tour will not be allowed into the program areas; they will only have access to the hallways.
- All visitors must pass their screening test before gaining access to the Day Care.
- All visitors must sanitize their hands prior to entering the Day Care.
- All visitors are required to wear a medical mask at all times when indoors.
- All visitors must keep a distance of two metres/six feet from others.
- To ensure physical distancing, visitors will be limited to two at a time whenever possible.

Enhanced Environment Cleaning and Disinfecting

Definitions:

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning removes, rather than kills germs, it lowers their numbers and the risk of spreading infection. Warm water, soap and a wiping action is required to clean surfaces. Rinsing with clean water is necessary to complete the cleaning process to ensure the detergent film has been removed.

Disinfecting: kills germs on surfaces using chemicals. (i.e., bleach). To be effective a disinfectant must be left on a surface for a period known as contact time. Bleach has a **2-minute** contact time.

Only disinfectants that have a Drug Identification Number (DIN#) will be used. Staff will check the expiry dates of products used and will follow the manufacturer's instructions. University Settlement uses bleach as a disinfecting/sanitizing agent.

Procedure for Preparing Bleach Solution:

- 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.

How Cleaning is Done

- Use soap and warm water to clean visibly soiled surfaces.
- Rinse the surface with clean water to ensure soap is removed.
- Let the surface dry.

How Disinfecting is Done

- For general environmental disinfection and of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution use bleach/water solution in spray bottles, the contact time for disinfecting is **2 minutes**.
- For all other toy cleaning & disinfecting use soap and water, then bleach to sanitize, or sanitize in the dishwasher.
- The dishwasher in the kitchen may be used to clean and sanitize toys when it is not being used for any other purposes (i.e., washing dishes, food preparation).

Frequency Requirements:

All staff are to clean and disinfect upon ENTRY to the Day Care

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.
- Children must not share soothers, bottles, sippy cups, etc. These items must be cleaned/sanitized **every morning at drop-off** and clearly labelled with the child's name to prevent accidental sharing.

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher. Frequently touched surfaces will be cleaned and disinfected twice a day:

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use.
- **Chairs and tables:** must be cleaned and disinfected before and after serving food.
- **Spills:** must be cleaned and disinfected immediately
- **Handwashing sinks:** staff and children washroom areas must be cleaned and disinfected at least 2 times per day and as often as necessary (i.e., when visibly dirty or contaminated with bodily fluids).
- **Washroom:** Only one cohort is to access the washroom at a time and the washrooms will be cleaned in between each use, particularly since different cohorts will be using the same washroom.
- **Other High Touch Surfaces:** these are surfaces that have frequent contact with hands, these areas must be cleaned before and after every transition such as leaving and entering a room, (i.e., door handles, light switches, push buttons, tablets, food carts etc.)
- **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
- **Floor Mats/Cots:** cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily, before and after each use.
- **Outdoor Play Toys:** must be disinfected daily before the children use them and then additionally as required (i.e., visibly dirty). Alternatively, outdoor play equipment can be batched and rotated weekly. All outdoor play equipment/toys that are used must be easy to clean and disinfect. Outdoor play structures are not required to be cleaned and disinfected unless visibly soiled or dirty.
- **Outdoor Play Structures:** If play structures are to be used by more than one group, the structures will only be used by one group at a time.

Cleaning and disinfecting logs will be kept for each room/area to confirm cleaning was completed.

Note: University Settlement will be using an electrostatic sprayer to disinfect all areas within the agency – i.e., washrooms, day care (after hours and as needed), locker rooms and fitness centre daily. The solution used for disinfecting is Bioesque Disinfecting Solution, a broad-spectrum disinfectant registered with the Environmental Protection Agency. Bioesque is nonabrasive, environmentally friendly, contains no chlorine, phosphates, or harsh chemicals and does not require the use of personal protective equipment. It kills 99.99 percent of viruses in one minute.

Enhanced Toy Cleaning & Disinfection

All toys that are plush must be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all group sensory play is suspended, this includes but not limited to water and sand play. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

Toy Washing: Manual Cleaning and Disinfection

- 5 Step Method for Disinfecting Toys using bleach – 2 min contact time.
- To ensure consistent and proper dilution of the bleach solution, test strips must be used after preparing the solution.
- Manual cleaning steps for small toys that can be immersed in water for washing.
 1. Sink/Bin - wash with soap and warm water to clean visible dirt.
 2. Sink/Bin - rinse soap off with clean water.
 3. Sink/Bin - soak in bleach solution for 2 minutes required contact time for disinfecting.
 4. Sink/Bin - rinse using clean water.
 5. Air dry toys by placing them on a drying tray or towel.
 6. Dry toys in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.

Toy Washing: Cleaning and Disinfecting Large Toys/Equipment In-Place

- 5 step method for disinfecting large toys/equipment with bleach - 2 min contact time.
- Large toys, wooden toys, cots, etc. that **cannot be immersed** in a disinfectant solution should use this method for washing.
 1. Clean with soap and water using a cloth.
 2. Wipe with a clean wet cloth to rinse
 3. Disinfect by spraying bleach solution and let it sit for 2 minutes required contact time for disinfecting. Do not spray product to toys and surfaces when children or other staff are nearby.
 4. A final rinse is required using a single-use wet paper towel.
 5. Allow toys to air dry.
 6. Dry toys in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.

Frequencies and Toy Cleaning Schedules

- Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.

- Toys, including large toys, and high touch items will be cleaned and disinfected at least **two times per day** and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with bodily fluids.
- Toys and items such as electronic devices will be cleaned and disinfected **between users** prior to redistributing.

Handling Used Toys

- Mouthed toys will be separated, cleaned, and disinfected immediately after the child has finished using it.
- Toys that have become visibly dirty or that have been in contact with bodily fluids (i.e., toys that have been mouthed) will be taken out of circulation immediately and cleaned and disinfected immediately.
- Toys that cannot be cleaned and disinfected immediately will be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.
- Items that cannot be readily cleaned and disinfected (i.e., **books**) will be batched. Batched items will be taken out of rotation after use, placed in a sealed container and set aside for seven days before reusing.

When Children or Staff are Sick

When Your Child is Sick

- Staff will complete a basic health check and screening to ensure your child is asymptomatic when they arrive. Your child will also be monitored throughout the day for COVID-19 related symptoms.
- If your child becomes sick at the centre, they will be separated from the rest of their group in a designated isolation room. We will notify you to pick up your child **immediately (within 1 hour)** and a staff member will supervise the child until they are picked-up.
- Siblings who live in the same household will also be sent home.
- An environmental cleaning of the space the child was separated from will be conducted. This includes all surfaces within two metres/six feet of the ill child.
- If your child requires immediate medical attention, an ambulance will be called, and the parent/guardian will be informed.
- The isolation room/space will have hand sanitizer (70-90% alcohol concentration) available.
- Windows will be open to increase air circulation in the area if it can be done so safely.
- If it is appropriate and feasible, we will place a mask on your child. **Masks are not recommended for children under the age of two.** In addition, where possible, anyone who is providing care to the child will try to maintain a distance of at least 2 metres. The teachers will also don full PPE attire: gloves, gown, mask, and face shield.
- Staff will document symptoms of the illness.
- An environmental cleaning of the isolation room will be conducted once the child has been picked up.
- Staff will use disposable cleaning equipment, such as disposable wipes, where possible.
- Staff will also identify other areas that may require cleaning and disinfecting (items used by the individual and all surfaces within 2 meters of the ill person).
- All items that cannot be cleaned (paper, books, etc.) will be removed and stored in a

- sealed container for a minimum of 7 days.
- If the individual is tested for COVID-19 and the results come back positive, Toronto Public Health will be contacted and notified of a positive test result and a Serious Occurrence will be reported to the Ministry of Education. Staff will then follow the direction of TPH on how to proceed.
- Public Health will provide further direction on if/when the ill child can return to Day Care.
- The Day Care shall continue to operate unless directed otherwise by Toronto Public Health.
- Parents and staff will be notified as soon as possible by email should Toronto Public Health direct the Day Care, or a portion of the Day Care, to close due to an outbreak.

When A Staff is Sick

- When a staff feels ill, they are to inform the Director immediately of symptom(s)
- Staff will be separated from all others and arrangements will be made for the staff to leave the Day Care immediately
- Symptoms of illness will be recorded.
- The staff will be advised to go to the following website: [COVID-19: What to Do if You Have COVID-19 Symptoms – City of Toronto](#)
- If the exclusion room was used, it will be cleaned and disinfected immediately after staff has left (as above).

Staff and children who have been exposed to an individual who became ill with symptoms must continue to be grouped together (i.e. cohorted), and monitored for signs and symptoms of illness

- Staff/students must not be assigned to other groups/cohorts or work in other child care settings. They must also avoid being in contact with vulnerable people or settings where there are vulnerable people.
- Mixing of children will be prevented.
- Parents of children who were exposed to the ill individual will be informed and advised that they should **monitor** their child for symptoms.
- The Day Care will refer to the [COVID-19 Decision Guide for Child Care Operators to Direct Cohorts to Self-Isolate](#) website: [9860-TPH-Covid-19-Interim-Decision-Guide-for-Child-care-Operators.pdf \(toronto.ca\)](#)

Return to care for children with symptoms

- The Day Care will refer to the Toronto Public Health [COVID-19 Tool for Child Care \(child attendees\)](#) website: [8fdc-COVID-19-Child-Care-Decision-Guide.pdf \(toronto.ca\)](#) and/or the Toronto Public Health [COVID-19 Decision Tool for Child Care Staff and Visitors](#) website: [8f21-COVID-19-Decision-Tool-for-Child-Care-Staff.pdf \(toronto.ca\)](#) for information regarding return to the child care setting for those with symptoms and/or exposure to COVID-19
- Parents must complete a [Return to Child Care Confirmation Form](#) website: [8fec-Attestation-for-Return-to-Child-Care.pdf \(toronto.ca\)](#) to provide to the Day Care to confirm the child can return to the Day Care.

Individuals with a laboratory-confirmed positive COVID-19 test

- Day Care Director must immediately report laboratory-confirmed cases in Day Care children, staff or students to Toronto Public Health by completing the [Toronto Public Health COVID-19 Notification Form for Child Care Settings](#) website: [Toronto Public Health \(TPH\) COVID-19 Reporting for Child Car \(3\) \(chkmkt.com\)](#)
- The Day Care will also refer to the [COVID-19 Interim Decision Guide for Child Care Operators to Direct Cohorts to Self-Isolate](#) website: [9860-TPH-Covid-19-Interim-Decision-Guide-for-Child-care-Operators.pdf \(toronto.ca\)](#)
- Additional support can be accessed by calling TPH at **416-338-7600** during work hours (8:30 a.m. to 4:30 p.m., Monday to Friday) or **3-1-1** after hours or by emailing publichealth@toronto.ca.
- Individuals with a laboratory-confirmed COVID-19 test will be instructed to follow public health measures regarding testing requirements and isolation. Child Care staff and children who are being managed by Toronto Public Health must follow instructions to determine when to return to the Day Care.

Close contacts of someone with COVID-19

- The Day Care will refer to the Toronto Public Health [COVID-19 Decision Tool for Child Care \(child Attendees\)](#) website: [8fdc-COVID-19-Child-Care-Decision-Guide.pdf \(toronto.ca\)](#) and/or the Toronto Public Health [COVID-19 Decision Tool for Child Care Staff and Visitors](#) website: [8f21-COVID-19-Decision-Tool-for-Child-Care-Staff.pdf \(toronto.ca\)](#) for information regarding return to the Day Care for those who are close contacts of someone with COVID-19.
- The Day Care will dismiss a cases cohort for self-isolation while awaiting the results of the Toronto Public Health investigation.
- The Day Care will refer to the Toronto Public Health [COVID-19 Interim Decision Guide for Child Care Operators to Direct Cohorts to Self-Isolate](#) website: [9860-TPH-Covid-19-Interim-Decision-Guide-for-Child-care-Operators.pdf \(toronto.ca\)](#)

Toronto Public Health Definition of Self-isolation

Self-isolation is when you are sick with symptoms of COVID-19 and you have been told by a health care provider or Public Health to separate yourself from others, including from the people you live with, to the greatest extent possible. The purpose of self-isolation is to prevent the spread of COVID-19 to others in your home and your community.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Employees will monitor for an increase in above normal number of illnesses among other employees and children by looking at the normal occurrence of illness within each of the program areas and during a specific time period.

Ensuring surveillance will include the following:

- Observing children for illness upon arrival
- Recording symptoms of illness for each child including signs or complaints the child may describe (i.e., sore throat, stomach-ache, headache etc.)
- Recording the date and time that the symptoms occur
- Recording attendances and absences

Serious Occurrence

Where a child, staff or student has **a confirmed case of COVID-19** (i.e., a positive COVID-19 test result) the Day Care must:

- Report this as a Serious Occurrence to the Ministry.
- Report this to Toronto Public Health and provide any material (i.e., daily attendance records) to public health officials.

Public Health officials will determine any additional steps required, including the declaration of an outbreak and the closure of rooms and/or the entire Day Care.

Additional Information/Tips:

- If a closure is ordered by the local public health unit and the Day Care has already submitted a serious occurrence for a confirmed case, the existing serious occurrence will be updated to reflect the closure.
- Should additional individuals at the Day Care develop a confirmed case, the Day Care will either:
 - Revise the open serious occurrence report to include the additional cases; or,
 - Submit a new serious occurrence report if the first has been closed already.
- While the Day Care is no longer required to report a serious occurrence for suspected cases, if Toronto Public Health determines that a full or partial closure is required (i.e., program room, or entire Day Care centre must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category.

Reporting Cases and Outbreaks to Toronto Public Health

- An outbreak may be declared by Toronto Public Health when:
 - within a 14-day period, there are **two or more laboratory-confirmed COVID-19 cases** in children, staff or other visitors with an epidemiological link (e.g., cases in the same room) where at least one case could have reasonably acquired their infection in the childcare setting.
- Toronto Public Health will work with the Day Care to determine whether epidemiological links exist between cases and whether transmission may have occurred in the Day Care.
- TPH 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.
- If Toronto Public Health declares an outbreak, the public health unit will determine what happens next. This could include closing particular Day Care rooms or cohorts or the entire Day Care Centre.
 - The public health unit will help determine which groups of children and/or staff need to be sent home or if a partial or full closure of the Day Care setting is required.
 - If the public health unit determines that partial or full closure of the Day Care is required, the Day Care Director will revise the existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

TPH can be contacted at #416-392-7411 during work hours (8:30am to 4:30pm,
Monday to Friday) or at #3-1-1 after hours

Reporting and Documentation

To ensure that accurate information is maintained at all times, the following protocol will be enforced:

- Enhanced attendance reporting practices including daily attendance records of all individuals/essential visitors entering the Day Care (including name, contact information, time of arrival/departure, screening completion/result, etc.) will be maintained. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, food service workers, special needs resource staff and government agency employees (i.e. public health inspectors, fire inspectors).
- Records will be updated when a child or staff is absent. The Day Care will follow-up with all individuals to determine the reason for any unplanned absences and determine if the absence is due to illness to note any symptoms (i.e., fever, sore throat, cough).
- Parents/guardians of ill children, and ill or unwell staff, will be encouraged to seek COVID-19 testing at assessment centres, and to call Telehealth or their primary care provider to determine if further care is required.
- Attendance records will always be available on-site and will be monitored for patterns or trends (i.e., children and staff in the same group or cohort absent at the same time or over the course of a few days).
- All documentation of the information received during active screening will be recorded on an active screen sheet each day of operation.
- The Director, or designate, is responsible for ensuring that this information is managed and recorded as required.
- If a child presents COVID-19 symptoms at any time, this information must also be documented in the child's file on their personal **Health Record**.

Staffing

- Each age group will have the required number of qualified staff as set out in the Child Care and Early Years Act (CCEYA).
- All staff are required to have valid certification in first aid training including infant and child CPR, unless exempted under the CCEYA, or the certification has been extended by the Workplace Safety and Insurance Board (WSIB).
- Vulnerable Sector Checks (VSC) will be obtained from staff and all persons who are interacting with the children, including post-secondary students. If an individual is unable to obtain a VSC in a reasonable amount of time, due to significant backlogs, the Day Care will ensure the individual has applied for a VSC and will put in place additional measures, as set out in the reference check policy.

Assigning Staff and Children into Designated Cohorts

- Staff and children in each program area will be assigned to designated cohorts.
- This group includes both staff and children should remain with their assigned cohort for the duration of the child care program.
- Each cohort will be designated to a specific room.
- Staff interaction with multiple groups will be avoided as much as possible.
- Where different staff are required to supervise a cohort, they should maintain physical distancing.
- Programming will be planned in a manner that prevents cohorts from mixing throughout the day.
- Staggered scheduling will be incorporated, if necessary, including:
 - drop-off and pick-up times to prevent parents/guardians from gathering or grouping together.

- washroom facilities - only one cohort will access the washroom at a time.
- hallway - only one cohort will access the hallway at a time.
- snack times and lunch times
- use of outdoor playgrounds.
- Where different cohorts are using the same area (i.e., playground) staff will ensure that physical distancing is maintained and that the groups do not mix. A temporary physical barrier will be used to ensure **a distance of at least 2 metres between groups** and any other individuals outside of the cohort.
- If a physical barrier is being used, the height of the barrier will consider the tallest user and will consider the users breathing zone. (The breathing zone is defined as a pocket of air from which a person draws breath and generally extends 30 centimeters or 12 inches around, and above, the mid-point of a person's face).

Staff Shifts

Staff shifts (start times, end times, breaks, lunches) will be staggered as best as possible to try to minimize the risk with respect to COVID-19 while still maintaining required ratios.

Practice Physical Distancing

- Staff and children will practice physical distancing as best as possible to maintain a two metre/six feet distance between individuals.
- Physical distancing must not compromise supervision or a child's safety.
- Visual cues (markers) will be used to promote physical distancing.
- The Centre will incorporate staggered scheduling, if necessary, including:
 - drop-off and pick-up times to prevent parents/guardians from gathering or grouping together.
 - snack times and lunch times
 - use of outdoor playgrounds.
- Each child will be assigned an individual cubby, and cubbies will be spaced apart (whenever possible) to allow for more space during dressing time.
- The number and types of personal items that can be brought into the Day Care shall be limited to what the child will require for that specific day and children will be provided with individual bins for their personal belongings.
- Personal items must be clearly labelled with the child's name to prevent accidental sharing.
- The child's cubby will be emptied at the end of the day and all items will be returned to the parent.

Activities

- Teachers will plan activities and games that increase spacing between children while promoting social interaction.
- Teachers will encourage more physical space between the children by:
 - Spreading children out into different areas.
 - Staggering or alternating lunchtime and outdoor playtime, if necessary; and,
 - Incorporating more individual activities.
- If sensory materials (i.e., 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 the child's name, if applicable.
- Items that cannot be readily cleaned and disinfected (i.e., **books**) will be batched. Batched items can be rotated on a weekly basis.

- Individualized bins for art materials and supplies will be provided for each child. All bins will be labelled to prevent sharing.
- Activities that involve shared objects or toys will be avoided.
- Staff will only provide toys and equipment that are made of materials that can be cleaned and disinfected **at least twice daily**. Plush toys, dress-up clothes, paper material such as cardboard puzzles, cards, magazines, etc. will not be used.

Outdoor Play

- **Children are required to bring their own sunscreen** and it will not be shared. Staff will provide assistance to apply sunscreen to any child requiring it and will exercise proper hand hygiene when doing so (for example washing hands before and after application),
- Outdoor play areas will be separated with physical barriers to maintain a 2- metre distance between areas. This will allow for more than one cohort group to be outdoors at the same time. Cohorts are not allowed to mix.
- Physical activities where two metres or more cannot be maintained will take place in outdoor settings only.
- Designated toys and equipment (i.e., balls, loose equipment) will be assigned to each room or cohort.
- Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.
- Toys and large play structures (i.e., playhouses) must be cleaned and disinfected daily, between use by cohorts and as often as necessary (i.e., when visibly dirty, contaminated or if used by a symptomatic individual). Alternatively, outdoor play equipment may be batched and rotated weekly.

Nap Time

- Where possible, the distance between cots and cribs at nap time will be increased. If space is tight, children will be placed head-to-toe or toe-to-toe.
- Cots and cribs will be assigned to an individual child and will be disinfected weekly and as often as necessary (i.e., when soiled or after use by a symptomatic child).
- Linens will be assigned to an individual child and will be laundered weekly and as often as necessary (i.e., when soiled).

Meals and Food Preparation

- All cooking and eating items are single use and will be disinfected using a mechanical dishwasher or in the absence of, the standard bleach 3 sink posted method.
- Only authorized staff are permitted to enter the kitchen and they will be appropriately clothed (clean clothes, hair net)
- Meal practices will be modified to ensure that there is no self-serving or sharing of food at mealtimes.
- Food will be served in individual portions to the children using serving utensils and all utensils will be properly sanitized.
- No food will be permitted outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food will be put into place, i.e., expressed breast milk).
- The “no sharing” practice will be enforced. Children will not be permitted to share soothers, bottles, sippy cups, food, etc. Such **personal items must be clearly labelled** with the child’s name to prevent accidental sharing.
- Children will not be allowed to prepare, or provide, food that will be shared with others.

- Proper hand hygiene will be practiced for all individuals before and after eating.
- Children will practice physical distancing while eating.
 - One designate staff is to serve food on plates.
 - Same designate staff is to do second serving of food paying close attention to not tap a child's plate with a serving utensil.
 - Chairs will be spaced apart at tables.
 - Teachers will encourage quiet lunches to reduce the potential for spreading respiratory droplets.
 - Individual markers will be used (spread apart) for each individual child to sit on for outdoor snack/lunch.
 - Preschool toothbrush routine after lunch will be eliminated.

Interactions

- Staff will practice physical distancing as best as possible to maintain a two metre/six feet distance between staff and children.
- Staff will try to encourage children to greet each other using non-physical gestures (i.e., wave or nod or a verbal "Hello") and to avoid close greetings (i.e., hugs).
- Staff will regularly remind children to keep "hands to yourself".
- Teachers will try to avoid getting close to faces of all children, where possible.

Group Activities/Events

- Previously scheduled group activities (i.e., swimming, music and dance classes) have been cancelled.
- Previously scheduled group events (i.e., Picture Day, Annual Picnic, visit from Santa, etc.) have been cancelled.
- Scheduled tours of the Day Care have been cancelled.
- Meetings (i.e., Annual General Meeting, committee meetings, staff meetings, etc.) will be done through video conferencing.

Communication with Families

- Posters/flyers will be displayed/made available at the screening station and used as a communication platform to provide program information and protocols on health and safety measures (i.e., screening practices, physical distancing, staying home if you're sick).
- Communication platforms will also include emails and links to websites. The Day Care will distribute any advice provided by Toronto Public Health about information that should be shared with staff and parents/guardians in the event there is a case or outbreak of COVID-19 in the Day Care setting.
- Telephone or video conferencing will be used when possible for meetings between Day Care staff and parents/guardians.

"HiMama" Program (Daily Communications)

The Centre has implemented a program called "HiMama" for direct communication with families. This app allows the teachers to send parents daily reports/information regarding the child's diaper changes, food intake, and naps taken. Teachers can also exchange messages and comments with parents as well as share pictures of their child involved in various aspects of the childcare program. Upon admission to the Centre, parents will be asked permission for photographs/videos of their child to be sent to them through the app. Along with photos, videos and daily reports, the app also provides parents access to the planned weekly menu, monthly

calendar of events, and daily program plans.

Parents will receive an invitation to download the app on their child's first day in care.

(For further information on the app, including their privacy policy and terms of service, visit their website at www.himama.com/parents).

Worker Health and Safety

To ensure staff safety:

- all Day Care staff will be trained in COVID-19 health and safety policies and procedures, including enhanced Infection Prevention and Control prior to the re-opening of the Day Care.
- All new staff will be trained in COVID-19 health and safety policies and procedures prior to employment, including enhanced Infection Prevention and Control prior to employment.
- As health and safety measures change, updated training will also be provided to all staff according to the Ministry Operational Guidance Document as well as the guidance documents in place by Toronto Public Health.
- Updated training will also be offered such that all Day Care staff receive training on current health and safety measures in place according to the Operational Guidance as well as those in place by Toronto Public Health.

University Settlement also has a Health and Safety Committee that may participate in inquiries, investigations and inspections pertaining to the health and safety of all employees at University Settlement.

UNIVERSITY SETTLEMENT DAY CARE

Parent Attestation Form

I have read and clearly understand the **University Settlement Protocol for Child Care During COVID-19: Policies and Procedures** and agree to abide by the new protocol, policies and procedures contained within. I further understand that not adhering to these policies and procedures may result in services being withdrawn.

The decision for withdrawal of services can be based on, but not limited to, the following types of incidents:

- Non-compliance with the health and safety protocols (i.e., not wearing a mask at drop-off/pick-up).
- Refusing to take a screening test.
- Providing false information during a screening.
- Non-compliance of Centre's direction.
- Administering fever-reducing medication to a child prior to drop-off.

Name of Child

Signature of Parent/Guardian

Date