

COVID-19 Policies and Procedures Manual

Jackman Community Daycare

October 2021

Approved by the Board of Directors on February 23, 2021

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ON-LINE TRAINING PREVIOUSLY COMPLETED:

City of Toronto Health: Infection Prevention and control

<https://www.youtube.com/watch?v=jx9sRYmBW3Q&feature=youtu.be>

City of Toronto Health: Personal Protective Equipment

<https://www.youtube.com/watch?v=zxVOHQFoA6Q&feature=youtu.be>

City of Toronto Health: Child Care Screening

https://www.youtube.com/watch?v=QzU4BB_0Ndk&feature=youtu.be

City of Toronto Health: Exclusion of an ill Child and Covid-19 case

<https://www.youtube.com/watch?v=2JPWzpzSpoI&feature=youtu.be>

City of Toronto Health: Environment and Interactions

<https://www.youtube.com/watch?v=xJPUDmI6BsY&feature=youtu.be>

City of Toronto: How Does Covid-19 Spread (NEW - February 2021)

<https://www.youtube.com/watch?v=Lrm4uPaRUt8>

PARENT HANDBOOK PANDEMIC VERSION (separate document)

Environmental Cleaning and Disinfecting Policy and Procedures

Policy Statement

Jackman Community Daycare (JDC) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and disinfecting at JCD.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with JCD.

Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kill microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Accel or diluted bleach (sodium hypochlorite) are used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored on the ring with the MDS sheets in plastic sleeves located in Rooms 105 & 308.

Cleaning

- 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

Accelerated Hydrogen Peroxide (AHP) is approved by TPH for use in our child care centre as a disinfectant or a solution of chlorine bleach and water.

The AHP disinfecting product used at JCD is Accel. This is considered a high-level disinfectant which is defined as the complete elimination of all microorganisms in or on a surface.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Accel, which comes ready to use in spray bottles or wipes, the contact time for disinfecting is **1 minute**
- Refer to Toy Disinfection Procedures for further guidance.

Disinfecting using Accel

- Put on rubber or disposable gloves
- Spray or wipe on Accel and leave on the surface for the appropriate disinfecting contact time (**1 minute**).
- Once the **1 minute** disinfecting contact time has elapsed, the surface has now been disinfected
- Any disinfected object children may put in their mouth requires a final rinse with a single-use paper towel (i.e. water bottles)
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel

Disinfecting using a 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.
 - Spray the bleach onto the surface. If the spray covers the entire surface, just let dry for 2 minutes. If not, use a clean paper towel to wipe the entire surface and let dry for 2 minutes.
 - Allow to air dry, ensuring a minimum of **2 minutes** contact time
 - Prepare fresh bleach solutions daily.
 - Staff in each room are responsible to dropping off used bleach solutions at 6 PM and picking up a fresh bleach bottles at 7:30 AM. Cleaning team will prepare bleach solutions daily.

Cleaning and Disinfection frequency requirements

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
- **Spills** must be cleaned and disinfected immediately
- **Hand wash 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). TDSB is responsible for this.
- **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:** cleaning and disinfecting must be performed throughout the day, and at a minimum once daily.

Outdoor toys must be disinfected before each cohort uses it and if visibly dirty or contaminated. Any outdoor play equipment (balls, bikes, etc.) that is used must be easy to clean and disinfect. JCD may limit the amount of outdoor play equipment in use as necessary.

Outdoor play structures are not required to be cleaned and disinfected unless the equipment is visibly soiled or dirty. Children must perform hand hygiene before and after using outdoor play structures. Only one cohort at a time may be playing on a play structure; cohorts must not mingle.

Shared outdoor spaces and playgrounds may be used if physical distancing can be maintained between cohorts and other individuals outside of the group at all times.

High-touch surfaces: any surfaces that has frequent contact with hands such as light switches, handrails, door knobs, sinks, toilets, etc., should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)

- **Note:** Most areas are best cleaned with bleach and do not require a final rinse.

Clean and disinfect daily: Low-touch surfaces (any surfaces that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)

Clean and disinfect as required:

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, and then put on single-use gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray Accel Disinfectant in and around the spill area and allow the appropriate **5 minutes** disinfecting contact time; or
Spray chlorine bleach in and around the spill area and let sit for 2 minutes
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet. Contact the supervisor to arrange for cleaning
- Please refer to the TPH, 'Blood and Bodily Fluid Spills' poster for further guidance

Cot cleaning and disinfecting:

- Cots must be labelled and assigned to a single child per use
- Cots must be cleaned and disinfected before being assigned to a child
- Cots must be sanitized daily.
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be laundered weekly, or sooner when soiled or wet. Each child's bedding will be safely stored in a labeled plastic bag while not in use.

Additional Infection Prevention and Control Practices for Hygiene Items

- For creams and lotions used for diapering or sunscreen, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, spray the cream/lotion container with a disinfectant
- Staff can identify personal child care clothing which they should send home in a plastic bag to be laundered. Parents and staff should be advised to wash using the "hot" setting.
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing document
- Group sensory play is suspended during the pandemic and other outbreaks.
- Items that cannot be readily cleaned and disinfected (e.g. books) will be batched and rotated on a weekly basis. Each room has their own batching system.

Disinfecting Washrooms

- Daycare staff will disinfect children's washrooms after each cohort and staff washroom after each use. As much as possible, children will be escorted to the washroom so proper washroom use can be supervised and so disinfecting can occur in a timely manner. Disinfecting includes spraying the bleach solution on toilet seats, flushers, faucets, soap dispenser, dryer button, door knob, etc. Staff will record disinfecting times on cleaning sheets.

Disinfecting Classrooms between Cohorts

- Daycare staff will assist the school in sanitizing shared classrooms before and after use by the daycare. Daycare staff will spray a bleach solution in shared rooms on all surfaces that are accessible to children as well as high-touch surfaces. Staff in each room are responsible for ensuring their room is disinfected after daycare children leave in the morning and before daycare children enter after school. If the staff is working alone and is unable to disinfect their room in the morning, they must tell the school so the caretaker can do the disinfecting.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Date Revised: September 1, 2020

Date Revised: November 30, 2020

Date Revised: October 18, 2021

Toy Disinfection Procedures

The disinfection of toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.

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 sensory play is suspended, this includes (playdough and slime). All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

Toy Washing Procedures - Cleaning and Disinfection using the Hobart Dishwasher

It is recommended that the Hobart dishwasher be used for toy washing whenever possible:

- The rinse cycle must meet a minimum of **82 degrees Celsius**
- Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e. washing dishes, food preparation, serving)
- Toys are placed evenly on the dishwashing racks and are an appropriate size to ensure they will not fall into the basin
- Toys are removed carefully once the wash cycle is complete as they may be hot or contain hot water
- Toys are air dried in a designated area that is separate from bathrooms and protected from sources of contamination
- The kitchen is clean and tidy when you have completed toy washing

Toy Washing Procedures - Manual Cleaning and Disinfection (if not using the Hobart Dishwasher)

5 Step Method for Disinfecting Toys using ACCEL (1 min contact time) or Bleach & water solution (2 minute contact time):

Jackman Community Daycare (JCD) uses a pre-mixed sanitizer called Accel. This is an accelerated Hydrogen Peroxide disinfectant and/or a bleach and water solution.

Small toys that can be immersed in water should use the 2 sink method for washing. Please follow the steps below:

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 – dip toys into bleach & water mixture in 2nd sink
4. Sink/Bin - rinse using clean water
5. Air dry toys by placing them on a clean drying tray or towel, protected from contamination

Prepare chlorine bleach solution:

- 4 teaspoons (20 mL) bleach per litre (1000 mL) of water
- Ensure a minimum of two minutes contact time and allow to air dry.

Toy Washing Procedures - Cleaning and Disinfecting Large Toys/Equipment In-Place using Accel Spray (1 min contact time) or Bleach (2 minute contact time)

Large toys, cots, etc. that cannot be immersed in a disinfectant solution should use this method for washing. Please follow the steps below:

1. Clean with soap and water using a cloth
2. Wipe with a clean wet cloth to rinse
3. Disinfect by spraying Accel and let sit for a **1-minute** (required 1 minute contact time) or bleach and let sit for 2 minutes. Do not spray product to toys and surfaces when children or other staff are nearby
4. Allow toys to air dry

If using bleach, prepare chlorine bleach solution:

- 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.
- Fill the sprayer only to a level that is comfortable for transporting to the area you use for toy washing – a trolley can also be used to assist with transporting.

Cleaning team will prepare fresh bottle of bleach solution for all rooms daily. Staff must pick up full bottle of bleach in the kitchen in the morning and drop off empty bottles at 6 PM.

Frequencies and Toy Cleaning Schedules

- Toy cleaning schedules will be posted in each area and updated daily by the staff.
- Indoor & outdoor play equipment must be cleaned and disinfected daily, between use by cohorts and as often as necessary i.e., when toys/ items are visibly soiled or when toys/items have been contaminated or if the toy has been used by a symptomatic individual. Alternatively, batch play equipment and rotate weekly.
- Refer to the Environmental Cleaning and Disinfecting Policy and Procedures for more information
- and as often as necessary (e.g. when visibly dirty, contaminated)

Handling used toys

- Toys that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been mouthed), or in contact with an infected person, should be taken out of circulation immediately and cleaned and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and children should not be allowed to touch dirty toys or bins. If they do they must wash their hands immediately.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made. The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off Form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Date Revised: September 1, 2020

Date Revised: November 30, 2020

Hand Hygiene Policy and Procedures

Policy Statement

Jackman Community Daycare (JCD) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and hand hygiene at JCD.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with JCD.

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose or touching your face or mask
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Playing on the play structures

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Touching a cut or open sore
- Changing diapers or assisting with toileting
- Glove use
- Before and after giving medication
- Sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required. Focus should be on regular hand hygiene to reduce the risk of infection related to high touch surfaces. Cleaning + disinfecting twice daily of high touch surfaces is suggested at minimum, however more frequent cleaning and disinfecting may be necessary, depending on the frequency of use and extent of soilage. Frequently touched surfaces include, but are not limited to, washrooms (eg. toilet fixture, faucets etc.) eating areas (eg. tables, sinks, countertops etc.) doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopies, sports equipment, water fountain knobs. A record will be kept of cleaning and disinfecting in the cleaning log.

Hand Sanitizing Information

When your hands are not visible dirty, a 70-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. **Parents must consent to use hand sanitizer on children. If consent is not provided the child may not be permitted to remain in childcare; please discuss with the Supervisor.**

Glove Use

Gloves shall 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.

Gloves and Hand Hygiene

Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after use. Gloves are single use only and must be disposed of in a garbage can or plastic bag that will go into a garbage can.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as gloves for diaper

changes or cleaning a wound.

Gloves when Cleaning/Disinfecting

Staff must wear thicker dishwashing-like gloves when mixing Bleach or other disinfecting solutions. Also, employees must wear these gloves when immersing toys in diluted bleach when toy washing.

Goggles

The cleaning staff will be required to wear goggles, a smock and thick dishwashing-like gloves to mix and spray the bleach solution outside.

Covering Your Cough Procedure

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Childcare and staff should be reminded to cough into a tissue or elbow.

Keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form, a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Date Revised: September 1, 2020

Date Revised: November 30, 2020

Personal Protective Equipment (PPE) Policy and Procedures

Policy Statement

Jackman Community Daycare (JCD) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and disinfecting at Jackman.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with JCD.

Procedures

PPE is equipment worn to protect the worker from infected droplets and contaminated surfaces. PPE used in a child care setting can include:

- Masks - protect the inside of the nose and mouth
- Eye protection - protects the eyes from splashes, sprays and droplets
- Gloves - gloves and good hand hygiene protect you and others

Masks

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. You should be sure to clean your hands frequently with soap and water or 70%-90% food grade alcohol-based hand sanitizer. Masks can also be worn to prevent spread from an infected person to others by containing infected droplets (source control).

All Daycare staff and children must wear surgical masks when in the building. The Ministry of Education is supplying our surgical masks in monthly shipments. Masking is not required outdoors when two metres of distance is maintained from others; eye protection (eg face shield or goggles) is required both indoors and outdoors, as per occupational health and safety requirements, for individuals working in close contact with children who are not wearing face protection.

All children and staff in the daycare will follow the TDSB mask policy for their age group during daycare hours. Preschoolers must follow the TDSB mask policy for children over 2 and staff will help children adjust to consistent mask wearing, with possible exceptions for health and developmental reasons. We understand that face coverings may not be tolerated by everyone based on underlying health or behaviour issues.

Reminders:

- Masks must be worn properly. This includes:
 - o On the face properly covering the mouth and nose with no gaps
 - o Not lifted or dropped to the chin or around the neck
- Once the mask is secure, consider it your face. DO NOT touch or move it.

- Cloth masks must be washed at least daily and whenever they become moist or dirty
- Change your mask at least twice a day, and more often if it becomes moist or dirty.

To put on the Mask:

1. Wash or sanitize your hands.
2. Check the mask for tears or faulty straps.
3. The stiff bendable edge is the top;
4. Holding the mask by the loops, pull over your ears.
6. Ensure the mask covers your mouth, nose and chin.
7. Press and mold the upper bendable edge to the shape of your nose and cheeks.
8. Wash or sanitize your hands.

To remove the Mask:

1. Wash or sanitize your hands.
2. Only touch the straps; avoid touching the front of the mask as it is contaminated.
4. Dispose of the mask directly into the garbage; cloth masks should be stored in a plastic case or Ziploc bag.
5. Wash or sanitize your hands.

Eye Protection

Eye protection is used to protect the eyes. At JCD this includes safety glasses, goggles or face shields. Child care staff will receive either a pair of goggles, safety glasses or a face shield to keep for their own use. These are reusable and must be cleaned throughout the day. Prescription eye glasses alone are not acceptable eye protection. **Staffing eye protection (eg. Face shield or goggles) is required both indoors and outdoors, as per occupational health and safety requirements, for individuals working in close contact with children who are not wearing face protection.**

Exceptions- staffs are welcome to remove goggles if they are able to maintain 2 meters

Exceptions to wearing eye protection include while **sitting** in a daycare room and no children are present and there is a physical distance of 6 feet from another staff. PPE should be put back on as soon as eating is done. Additional exceptions to wearing a mask and eye protection indoors may include medical conditions that make it difficult to wear a mask or eye protection (e.g. difficult breathing, low vision), a cognitive condition or disability that prevents wearing a mask, and hearing impairments or when communicating with a person who is hearing impaired and where the ability to see the mouth is essential for communication. PPE exceptions may also be in rare situations when a staff member is sitting alone in a room.

Gloves

Types of gloves used are:

- General nitrile or vinyl gloves
 - o Used for tasks other than handling blood and bodily fluids and/or mixing disinfecting chemicals Used for tasks that include anticipated handling of blood and bodily fluids (for example, screening and temperature checks)
- Dishwashing style gloves

- o Used for general cleaning, mixing disinfectant or immersing hands in sanitizer / disinfectant

Gloves must be worn when:

- It is anticipated that hands will come into contact with:
 - o Mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.
 - o Cleaning and Disinfecting. *Refer to Environmental Cleaning and Disinfecting Policy and Procedures- COVID-19*
- When conducting in-person screening and temperature checks

Reminders:

- Hand hygiene must be practiced before applying and immediately after removing gloves.
- Nitrile gloves are single use only, and must be task-specific (i.e., gloves must be changed and hand hygiene practiced whenever changing tasks)
- Gloves shall be removed and discarded after each use.
- Using gloves does not replace the need for hand hygiene
- Hands must be clean and dry before putting on gloves
- Ensure gloves are intact, clean and dry inside
- Consider removing jewelry which could tear/puncture the gloves

Putting on Gloves

1. Clean your hands
2. Put on gloves. Be careful not to tear or puncture the glove

Taking off Gloves

1. Remove gloves using a glove to glove / skin to skin technique
2. Grasp outside edge near the wrist and peel away, rolling the glove inside-out.
3. Reach under the second glove and peel away
4. Discard gloves immediately into the garbage.
5. Perform hand hygiene.

Also, refer to TPH Glove use poster for guidance

Gowns, Lab Coats and Blankets

Wearing a gown or lab coat can help with protecting clothes from becoming damaged or contaminated. Gowns will have long sleeves and tie at the back. If gowns are disposable they will need to be discarded after each screening shift or use when cleaning blood and bodily fluids.

Gowns and lab coats are optional for everyday use; however, they should be worn when cleaning blood or a bodily fluid spill.

If gowns or lab coats are cloth and reusable, they must be laundered regularly or when used for cleaning blood and bodily fluids, or laundered weekly if worn by the same staff for general disinfecting.

Staff may place a blanket or garment over their shoulder when holding or carrying a child. Blankets and garments should be laundered after each use.

Donning (Putting on) and Doffing (taking off) PPE

The following procedure will need to be followed if wearing more than one item of PPE

Donning:

1. Perform hand hygiene
2. Put on gown
3. Put on mask
4. Put on eye protection
5. Put on gloves

Doffing:

1. Remove gloves
2. Remove gown
3. Perform hand hygiene
4. Remove eye protection
5. Remove mask
6. Perform hand hygiene

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 29, 2020

Date Revised: August 31, 2020

Date Revised: September 1, 2020

Date Revised: September 9, 2020

Date Revised: November 30, 2020 (exceptions to PPE)

Date Revised: January 15, 2021 (new PPE rules)

Date Revised: February 18, 2021 (new mask & eye protection rules)

Date Revised: February 26, 2021 – minor revision to how to put on a mask.

Date Revised: October 19, 2021 Updated guidance on Use of Masks and PPE-Version 8 (Ministry of Ed)

Date Revised: October 26, 2021 Updated changes based on Licensing Inspection (exemptions for eye googles)

Daily Screening of Staff and Children Policy And Procedures

Policy Statement

for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman Community Daycare (JCD) is committed to providing a safe and healthy environment

Purpose

To ensure that all employees are aware of and adhere to the recommendations established by Toronto Public Health (TPH) regarding daily active screening of children and employees at JCD. In order to help reduced the risk of respiratory infections (including COVID-19); a health screening is an essential step.

Daily screening results and health monitoring of all children and staff are to be documented and maintained in the daily screening log.

Scope

Assess the possible exposure to Covid-19 for all children and employees prior to entering the building and maintain a log of all testing and results.

Process: Prior to health screening at JCD, set up is required, the following will occur:

- Place screening table at front entrance, visually blocking entrance into the centre (if possible).
 - Only ONE entrance is to be used, to ensure that each person is screened.
 - Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened
- Provide visual guides to assist with physical distancing (e.g. duct tape markings at 6 foot intervals) in the event that a line-up forms while parents and their children are waiting to be screened or waiting to pick up.
- Place front entrance signage identifying the screening process outside
- Place hand sanitizer at the screening table. Ensure it is visible to staff/children entering the building and they are asked to hand sanitize before entering.
- Ensure Toronto Public Health resources are available for anyone who does not pass the screening
- Ensure the health screening area is disinfected regularly throughout screening and the day
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff (google form or paper health pass is verified by screener prior to entry into the building)
- Parents/guardians are permitted into the building, however Jackman Community Daycare has chosen to keep runners and screeners as the point of contact between children and parents. Should a parent need to enter the building, they must be pre-screened prior to entering the building
- Staff are not permitted past the health screening line if they are unable to pass the screening. (Staff will self-screen via google forms and document results on board next to room 105 at the start of their day.) Goggle forms is manually checked daily

by office staff to validate daily on-site confirmation of self-screening.

- Parents and staff will be reminded that they cannot be at childcare if they are ill.
- Staff doing the screening and escorting must wear eye protection and mask at all times
- Maintain a 2 meter distance from others
- Screener must see results of screening and document whether screening was done on paper or electronically. If parent has not pre-screened child, screener must read questions and document screening results
- Parents and children waiting in line to be screened must keep at least 6 feet apart. Physical distancing markings will be on the pavement.
- Only children and staff will be given access to the building upon successful screening (parents will say good-bye outside).

When a child is picked up from the premise, the screener calls staff in grades 1-6 to send the child to the front doors of the school. The following will be done in all other classrooms:

Preschool- Meet at the gate

JK- Parents meet at the gate

SK- Runners pick up the child

Screening Questions

Staff must self-screen every day **prior to arriving at work**. If well, prior to starting their first shift of the day, staff must complete the daily screening form via google forms prior to entering the building and signing off on the attendance verification outside of room 105.

Please refer to JCD's website for the latest screening questions:

www.jackmancommunitydaycare.ca. If a child or any member of the child's family has any Covid-19 symptoms, the child cannot attend childcare and must get a test or self-isolate for 10 days. Symptoms of Covid-19 typically include:

- fever, 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)
- However, many individuals, especially children may have no symptoms but can still transmit the virus to others. Other screening questions include:
- Has the child or any member of the child's household travelled outside of Canada, including the United States, within the last 14 days?
- Have you/the child been given fever reducing medicine in the last 5 hours? Yes/No

Any staff or child who fails the screening will not be allowed to enter JCD. These people will be told to get a Covid-19 test. They will be told to contact Toronto Public Health and to call Telehealth or their primary care provider to determine if further care is required. If no Covid-19 test is done, then the child and siblings must isolate for 10 days and may only return AFTER 10 days AND being symptom-free for 24 hours.

How to respond:

- If the individual answers NO to all questions and above, they have passed the screening and can enter the building:
- If the individual answers YES to any of the screening questions, or refuses to answer, they have failed the screening and cannot enter the building
- “Thank you for your patience. Unfortunately based on these answers, I’m notable to let your child come to daycare today. Please review the [self-assessment tool](#) on the Ministry of Health website or the [Toronto Public Health website](#) to determine if further care is required”
 - <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/covid-19-assessment-centres/>
- If response is for a JCD staff member, advise that the Supervisor will be notified and will follow up as soon as possible.
- Provide clients with a hand-out of resources
- Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately. Personal protective equipment (PPE), a mask, eye protection and gloves, must be worn for this, with hand hygiene performed before and after donning and doffing the gloves, eye protection and mask.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Revised September 1, 2020

Revised November 30, 2020

Revised February 18, 2021 (updated screening rules to include any member of the household)

Revised October 18, 2021

Revised October 26, 2021 Changes added based on licensing inspection (process for screening)

Exclusion of Sick Children Policy and Procedures

Policy Statement

Jackman Community Daycare (JDC) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and Children's Services regarding the exclusion of sick children at Jackman Community Daycare

Application

This policy applies to all employees, students, community members and any others persons engaged in business with JCD.

Procedures

As required by the Child Care and Early Years Act, JCD must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, child care employees will ensure the following:

- Ill children will be separated from all other children to the designated exclusion room, and will be supervised and monitored by a staff until they are picked up from care by a parent/guardian. The Daycare is using the stage in the GPR for this purpose.
- Symptoms of illness will be recorded on the child's attendance and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately and within 1 hour; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner.

When to exclude

Childcare employees should exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness. Staff should follow the most up to date information from the Ministry of Health and Toronto Public Health.

Exclusion Examples include:

- A. If a child or any member of the child's household has even ONE of the following symptoms including: fever >37,8C; cough, difficulty breathing, loss of taste or smell, sore throat/painful swallowing, stuffy/running nose, headache, nausea/vomiting/diarrhea, feeling unwell/muscle aches/tired – the child must stay home, self-isolate for 10 days, and get tested or contact their health care provider.
- B. If a child or anyone in the same household has one or more of the above symptoms, they should also stay home, self-isolate and follow instructions from public health.
- C. If the child or any member of the household has been in close contact with a person who has Covid-19, the child will need to self-isolate for 14 days, even if they don't have symptoms. If the child has or develops symptoms, their household members will need to stay home and self-isolate until Covid-19 is ruled out.

D. If the child or any member of their household has traveled outside of Canada, the child must self-isolate for 14 days.

If the child attendee has symptoms and has an acceptable alternative assessment, siblings do not need to self-isolate. If the child has symptoms and tests negative for Covid-19, the child and their sibling can return to childcare, as long as the child's symptoms are improving for at least 24 hours.

If the child has symptoms, does not go for testing and is not a close contact of a positive case, the child and their siblings must self-isolate for 10 days.

If the child has symptoms, does not go for testing AND is a close contact of a positive case, the child must self-isolate for 10 days from when symptoms started. Their siblings should self-isolate for 14 days as this is how long it can take for symptoms to appear.

If the child has symptoms and tests positive for Covid-19, the child must self-isolate for 10 days and the siblings must self-isolate for 14 days.

Adults in the home, including parents, will have to self-monitor for symptoms, but may go to work as long as the adult does not have symptoms and the child is not a close contact of someone with Covid-19 and has not tested positive.

Child who Tests Positive for Covid-19

If a child tests positive, the child must stay home and self-isolate for 10 days, starting from the day the symptoms first appear. Children may return to care after 10 days if they do not have a fever (without medicine), and they have been symptom-free for at least 24 hours (only minor symptoms are allowed after 10 days but are limited to a lingering minor cough or continued loss of taste/smell). Children without symptoms still have to stay home and self-isolate for 10 days, from the day of the test. All household members should stay home, self-isolate and follow public health advice.

Children with an Alternative medical diagnosis who are not tested for Covid-19

Children with symptoms, but who have been given an acceptable alternative diagnosis by a health care professional (not related to Covid-19), may return to care if their symptoms have been improving for 24 hours. Family members without symptoms should self-monitor and may go to school or work. **A cold or respiratory infection is NOT considered an alternative diagnosis, and the individual should be excluded and tested for Covid-19.**

How to exclude and reporting obligations

- 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. Call Toronto Public Health 416-338-7600 or take the City of Toronto's on-line Self-Assessment tool.
- If a child becomes ill with symptoms while in care, immediately separate them from the rest of their group in a designated room and supervise the child until they are picked-up.
- Supervise the child in a designated room with a hand washing sink and/or hand sanitizer available. Ensure proper hand hygiene and hand etiquette is followed at

all times. Proper hand washing before and after touching anything. There may be times when the sick child stays in the daycare room and the other children are relocated outside or to the gym.

- Notify parents/caregivers of the sick child to pick up within 1 hour
- Only one staff should be in the designated exclusion room and attempt physical distancing. If physical distancing cannot be avoided, staff should wear a mask, face shield and gloves. In addition, staff should perform hand hygiene and attempt to not touch their face
- A mask and face shield should be placed on the ill child, but only if the child is able to tolerate it
- Provide tissues to the ill child to help support respiratory etiquette.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home
- Staff and children who were in the same room with the ill child will be continue to be grouped together and not mixed with other care groups for 14 days
- Staff should self-monitor for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons 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 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.
- Individuals with a laboratory confirmed positive Covid-19 test must stay home and self-isolate for 10 days from the day of their test. Children may return to care after 10 days if they do not have a fever (without medicine), and they have been symptom-free for at least 24 hours (only minor symptoms are allowed after 10 days but are limited to a lingering minor cough or continued loss of taste/smell).
- 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:
 - Clearance tests are not required for staff or children to return to the child care centre; however, staff must show any test results to management.

Close contacts of someone with COVID-19

Child care staff/students and children (i.e. contacts) exposed to a **confirmed case of COVID-19** must be excluded from the child care setting for **14 days** from the day of their last exposure:

- 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.
- Staff and children who were exposed to a confirmed case of COVID-19 will need to continue to self-isolate for 14 days even if their test is negative.
- Children in the same household (e.g. siblings) must stay home from child care until the child who is a close contact completes their period of self-isolation.
- Child care operators should dismiss a cases' cohort(s) (i.e. close contacts) for self-isolation while awaiting the results of the TPH investigation.

- Refer to *COVID-19 Interim Decision Guide for Child Care Operators to Direct Cohorts to Self-Isolate*.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache etc.)
- Record the date and time that the symptoms occur
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences
- Alert the Supervisor or any trends or more than to illnesses

Steps for taking temperatures

- When a child is acting unwell, staff should take the child's temperature and document results in logbook.
- Use of infrared temperature sensor (no contact)
 1. Before using, ensure that the handle has been disinfected (Accel – 1 minute or bleach and water solution – 2 minutes)
 2. Staff must complete hand hygiene
 3. Take temperature
 4. Results if temperature is equal or greater than 37.8 degrees Celsius
 - a. exclude from site and/or proceed to quarantine area for pick up
 5. Disinfect thermometer handle (spray Accel wait 1 minute or bleach 2 minutes)

Returning from exclusion due to illness

Staff/children who are being managed by TPH (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility. If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 10 days from symptoms onset; they must not have a fever and they must be free of symptoms for at least 24 hours (only minor symptoms are allowed after 10 days but are limited to a minor lingering cough or continued loss of taste/smell).

If a child or staff has a negative test result, they may return provided their symptoms are improving for 24 hours and they are well enough to participate in program activities and they can pass the screening.

Children with an alternative diagnosis from a health care provider that is NOT related to Covid-19 can return to the childcare setting once their symptoms have been improving for 24 hours.

Families may present the ***Returning to Child Care Confirmation Form*** at drop-off on their child's first day back after an illness. Toronto Public Health is not recommending or requiring medical notes for a child to return to the child care setting.

Parents are encouraged to speak to their employer about these exclusions & requirements to discuss possible work arrangements in the event that a child becomes ill and is isolated and/or excluded from care.

Report cases and outbreaks

Child care centres must immediately report the following to TPH:

- Laboratory confirmed case of COVID-19 among staff or child attendees.
Complete the online Toronto Public Health (TPH) *Covid-19 Notification Form for Child Care Settings*

Additional support can be accessed by calling TPH at 416-337-7600 from 8:30-4:30 or 311 after hours or by emailing publichealth@toronto.ca

Any confirmed cases of Covid-19 of a child or staff at JCD is a serious occurrence and must be reported to the Ministry of Education using the CCLS website.

Notification form is posted in a conspicuous area for 10 days. Parents are emailed all details such as room involved, length of time children are to be isolated and return date from Toronto Public Health. Attendance records will be organized and maintained to facilitate contact tracing.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off Form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Date Revised September 1, 2020

Date Revised November 30, 2020

Date Revised December 8, 2020

Date Revised February 18, 2021 (updated requirement to stay home until symptom-free; updated household info)

Date Revised October 26, 2021 (updates to reported cases and outbreaks based on licensing visit on Oct 25, 2021)

Your child has been excluded from entering Jackman Community Daycare NEXT STEPS

Children with symptoms of COVID-19 MUST attend an assessment centre for testing as soon as possible, **and to self-isolate at home until their result is available.**

The nearest Assessment Centre to Jackman Community Daycare is at Michael Garron Hospital – 825 Coxwell Avenue. COVID-19 Assessment Centre: outpatient clinic location in D-wing, 1st floor; accessed from Mortimer Avenue. By appointment only:

<https://www.tehn.ca/programs-services/covid-19-assessment-centre/online-booking-covid-19-testing>

For more information you can contact Toronto Public Health: 416-338-7600 or Telehealth at 1-866-797-0000.

You are required to notify Jackman Community Daycare once the test has been completed and again once you have received the results. The Daycare phone number is 416-466-8715 ext. 221 or you can phone the Daycare cell at 647-633-0117.

Results

Negative Test Result: You must email the results to jackmandaycare@bellnet.ca; your child can return to daycare after their symptoms have been improving for at least 24 hours and they are well enough to fully participate in the program.

Positive Test Result: If your child tests positive for COVID-19, you must follow the directions set out by Toronto Public Health to determine when to return to the child care centre (TPH will also provide you with further instructions if required)

- Stay home and self-isolate for 10 days after the symptoms started. After 10 days, you can stop isolating if you no longer have a fever and your symptoms are gone. The only exception to symptoms would be a minor lingering cough or loss of taste/smell). You should continue with physical distancing measures. If your child is still unwell after 10 days, contact Telehealth or your health care provider.
- **Clearance tests are not required for children to return to the child care centre, but the child must be symptom-free for 24 hours after the isolation period and well enough to fully participate in the program.** (Only minor symptoms are allowed after 10 days but are limited to a minor lingering cough or continued loss of taste/smell).

Daycare Protocols

Childcare centres have a duty to report confirmed cases of Covid-19. Jackman Community Daycare will contact Toronto Public Health (TPH) and the Ministry of Education to report that a child or staff has a confirmed case of Covid-19.

Thank you for your cooperation. Together we can make a difference.

Additional Covid-19 Public Health Requirements & Policy

Policy: Jackman Community Daycare (JCD) is committed to providing a safe and healthy environment for children, families and employees. We will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

Purpose: The Ministry of Education (MOE) and Toronto Public Health (TPH) recommends that child care centres have additional program measures in place to avoid the spread of Covid-19 to multiple persons and families.

Definition: Cohort is defined as a group of children and staff assigned to each daycare room.

TPH Additional Guidance:

Additional Measures for the Care of Children at JCD:

- The intake staff will do the screening of all children and staff and bring the child(ren) to their assigned program space inside or outside
- Children's environment/space will be setup to enhance physical distancing of 2 meters/ 6 feet and will encourage the children to be spread out into different areas of the room while they play
- Children will bring their bag from home and it will be stored in their program space
- Children's activities will be planned/provided as individual activities and are designed to limit close contact
- If use, children's nap cots will have increased space between them (2 meters where possible).
- Children's bedding will be stripped and washed weekly
- Cots will be disinfected and made ready for the next day
- Children will have all snacks and meals provided by the Daycare's Caterer, Marvin Halpert Catering. Food from home is not allowed.
- Children are to be spread apart for meals/snacks
 - One staff is designated to serve food on plates
 - Same staff is to do second serving of food paying close attention to not tap a child's plate with a serving utensil
 - Use chairs at different tables in program space
 - May use small blankets on the outdoor surface/grass spread apart for each individual child to sit on for snack/lunch
 - If picnic tables are used for meals, they must be covered with a clean, washable tablecloth or disposable plastic tablecloth.
- Children's outdoor play will be extended as much as possible. Activities will be designed to spread children out as much as possible.
- If sensory materials (eg. Playdough, water, sand, etc.) are offered, emphasis should be placed on hand hygiene before and after the use of materials
- Children's toys that cannot be easily cleaned and disinfected will be removed
- Children's program space will have reduced clutter, remove/store unnecessary items (e.g. extra chairs, toys, shelves turned)

- Children's toys will be limited to those that can be easily cleaned and disinfected repeatedly during the day, or if mouthed after each use
- Children will have hygiene practices such as proper hand hygiene, coughing etiquette, tissue use, etc. reviewed with them daily and as needed
- Children will all be supervised to ensure hand hygiene practices are being done appropriately and hands are cleaned hourly.
- Children have been assigned a washroom to be used by their cohort only.

Additional Measures for Staff providing Child Care

- All staff working for JCD during the Covid-19 pandemic will not work for any other organization, other than for the TDSB at Jackman PS.
- Staff have been assigned staffing cohorts comprised of 2-4 staff however, movement between before and after school programs and cohorts is permitted
- The 2 cleaning staff will only enter classrooms when the cohort is outside.
- Each cohort has been assigned their own washroom to use.
- Staff will practice social distancing whenever possible and will wear a mask and eye protection inside; outside eye protection is not required as long as physical distancing is maintained.
- Staff will look out into the hallway before proceeding out of the room and entering the hallway. Only one cohort at a time is allowed in the hallway or in any one area.
- Staff have been provided a face shield/goggles/safety glasses and surgical masks.
- Staff should practice physical distancing when not at work. This is strongly advised to prevent the spread of Covid-19. For more details, visit TPH's physical distancing webpage. Staff and their household members are encouraged to get a Covid test if they are unsure if they have been exposed or if they have not been physically distancing and wearing a mask in public. Staff must immediately contact the ED or Supervisor if they receive positive Covid results.
- All staff will have access to PPE (gloves, disposable surgical masks, and eye protection).
- Staff can protect themselves by wearing an oversized button-down, long sleeved shirt (easy to put on and take off over work clothes).
- Staff will use receiving blankets as a physical barrier on their shoulder to allow for comforting a child; blankets will be replaced with clean blanket after each child interaction
- Staff will bring extra clothes to change into in case their clothes get contaminated
- Staff will wash their hands, legs, arms and anywhere touched by child's secretions several times a day
- Staff will empty green bins and recycling from their room at the end of each day, using gloves
- Staff will use the room phone to call other rooms, rather than speaking to others in person
- Staff will change a child's clothes if secretions are on the child's clothes
- Staff will place any contaminated clothes in a labeled plastic bag to go home with the child
- Staff should try to stagger prep time & breaks to limit contact with each other. When using the staff room at the same time, masks and eye protection are to be worn except when eating.
- Staff and children in each cohort have been assigned their own staff washroom; this will minimize cross contamination between cohorts. Children will be supervised in proper toileting and proper handwashing.
 - ✓ Room 107 children will use the 2 washrooms in Room 107; staff will use 1st floor Staff washrooms

- ✓ Room 107A children will use the washroom in Room 107A; staff will use 1st floor Staff washrooms
- ✓ Room 105 children will use the 1st floor washrooms; staff will use the 1st floor Staff washrooms
- ✓ Room 101 children will use the 1st floor washrooms; staff will use the 1st floor Staff washrooms
- ✓ Room 207 children will use the washrooms in Room 207; staff will use 2nd floor Staff washrooms
- ✓ Room 209 children will use 2nd floor washrooms; staff will use 2nd floor Staff washrooms
- ✓ Room 309 children will use 3rd floor washrooms; staff will use 3rd floor Staff washrooms
- ✓ Room 308 staff will use the 3rd floor Staff washroom.

Staff are required to sanitize the children's washroom after their cohort has used the washroom.

Practice physical distancing

- Staff will practice physical distancing as best as possible to maintain a two meter/six feet distance between staff and children.
- Physical distancing must never compromise supervision or a child's safety.
- Staff will encourage children 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).
- Staff will regularly remind children to keep "hands to yourself".
- Staff will reinforce no sharing policies and procedures. This includes the current practice of not sharing food, water bottles or other personal items.
- Parents and staff will limit the number and types of personal items that are brought into the child care setting and provide individual cubbies or bins for each child's belongings.
- Personal items must be clearly labelled with the child's name to prevent accidental sharing.
- Staff will plan activities that encourage individual play and increase space between staff and children.
- Staff will avoid activities that involve shared objects or toys. Any objects that are shared (such as balls) will be sanitized once that activity is over.
- Staff will avoid activities involving singing, shouting, or speaking loudly indoors.
- As much as is reasonable, staff will increase the distance between cots, blankets, tables, chairs, etc., in an effort to maintain physical distancing.
- Staff will arrange to meet with parents by phone or using a web platform, as needed.

Modify food safety practices for snacks meals/lunch time

- Staff will modify meal practices to ensure that there is no self-serving or sharing of food at meal times.
-
- Meals must be served in individual portions to the children by one staff.
- Utensils must be used to serve food.
- Shared utensils or items (e.g. serving spoons, condiments) will not be used
- Children must not be allowed to prepare nor provide food that will be shared with others.

- Ensure proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating.

Additional Measures for the use of ALL outdoor spaces

Each outdoor space/yard will have the following supplies:

- Hand sanitizer will be available when there is no access to a handwashing sink
- Drinking water – children will use their own water bottles and staff will supervise refills.
- When weather is good every effort for gross motor will be done outside
- In shared outdoor space, mixing between groups and any other individuals outside of the group is permitted, though physical distancing is encouraged. Where physical distancing is difficult with small children, providers are encouraged to plan activities for smaller groups when using shared objects or toys.

Laundry

- One staff will be assigned laundry duty. Staff will carry dirty laundry in disposable plastic bags and return clean laundry in a clean bag.
- Wash hands immediately after handling dirty laundry before moving to any other task
- Wash hands before moving clean laundry to dryer and/or before removing dried items from the dryer for folding
- Wash and disinfect laundry baskets after the removal of dirty laundry, before using for clean laundry
- Staff will follow laundry schedule.
- All staff will put soiled laundry in a safe area away from children, until it is picked up by staff assigned to laundry duty. Staff will not enter any room to get to laundry unless room is completely empty.
- At this time there are no preplanned activities (family events, in person meetings etc.)

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form, a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Revised February 18, 2021 (updated wording to comply to comply with current practice and policies)

Revised February 28, 2021 – minor revisions to procedures

Revised October 19, 2021- Shared outdoor space mixing is permitted, movement between staff working in cohorts is permitted

Revised October 26, 2021- updated no preplanned events and weekly washing of bedding-Ministry visit Oct 25,21

EMPLOYEE DECLARATION FORM

Staff name: _____ Date: _____

All employees are required to sign the following declaration form in the event of a pandemic event. The purpose of the travel declaration is to ensure the health and safety of the staff, children and families of our organization.

I declare that I, and/or any member of my immediate household, have not travelled in the last 14 days and that I will inform daycare management in advance of any travel.

I declare that I have not been visited in my home by anyone who has visited any area outside Canada within the last 14 days.

I declare that I will not travel to any place that then requires or recommends that I self-isolate for 14 days upon my return home.

If I, or a member of my household, travel to a place that requires self-isolating for 14 days, I understand and accept that JCD is not required to pay me for the isolation period. Furthermore, travelling may jeopardize my continued employment with JCD.

If and when I have a member in my home who has travelled or is asked to isolate or quarantine for 14 days, I agree to abide by the stipulations outlined by the the Public Health Agency of Canada, Ontario Ministry of Health, and the Regional Public Health/Medical Officer of Health and not return to work for the isolation period. I understand and accept that JCD is not required to pay me for the isolation period.

If I am placed in quarantine or have a contagious illness, or if I have travelled or been in contact with someone who has travelled or that the government has put restrictions on travel, I acknowledge that proof of a negative test or a fit for duty or medical clearance may be required before I return to work.

I acknowledge that Jackman Community Daycare strongly recommends staff and members of staff member's families get a test when sick, as recommended by Toronto Public Health.

Signed _____

Dated _____

PUBLIC HEALTH GUIDELINES:

- Environment Cleaning and Disinfecting Policy and Process _____Initial
- Toy Disinfection Policy and Process _____Initial
- Hand Hygiene Policy and Process _____Initial
- Screening of Staff and Children Policy and Process _____Initial
- Exclusion of Sick Children & Staff Policy and Process _____Initial
- Additional Care Guidance Policy _____Initial

JCD TRAINING REQUIREMENTS:

- City of Toronto Health: Infection Prevention and control _____Initial
<https://www.youtube.com/watch?v=jx9sRYmBW3Q&feature=youtu.be>
- City of Toronto Health: Personal Protective Equipment _____Initial
<https://www.youtube.com/watch?v=zxVOHQFoA6Q&feature=youtu.be>
- City of Toronto Health: Child Care Screening _____Initial
https://www.youtube.com/watch?v=QzU4BB_0Ndk&feature=youtu.be
- City of Toronto Health: Exclusion of an ill Child and Covid-19 case _____Initial
<https://www.youtube.com/watch?v=2JPWzpzSpol&feature=youtu.be>
- City of Toronto Health: Environment and Interactions _____Initial
<https://www.youtube.com/watch?v=xJPUDmI6BsY&feature=youtu.be>
- City of Toronto: How Does Covid-19 Spread (NEW - February 2021) _____Initial
<https://www.youtube.com/watch?v=Lrm4uPaRUt8>

I understand what physical distancing is and I agree as per the direction from Toronto Public Health guidelines to practice physical distancing when I am not at work. For further guidance on physical distancing I will visit TPH’s physical distancing webpage. **Initial**_____

I understand the information presented to me and I know the information is kept for review in the Covid19 child care intake manual in the director’s/designates office. I am aware that I am expected to review specific information and acknowledge I have done so. I do understand the information I have read, and the policies of the organization. I have asked and have had answered any questions that I had to my full satisfaction. **Initial**_____

I confirm that I have been given the opportunity to review these terms and given ample opportunity to obtain legal advice on them before signing. I further confirm that I have either obtained such advice or waived my entitlement thereto.

I confirm that: my agreement to these terms is a pre-requisite to working for Jackman Community Daycare during the period in which the Covid 19 pandemic care is being provided.

Employee Signature: _____

Date: _____

ADDITIONAL RESOURCES:

Mask Review: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

COVID-19 Symptoms and Treatments:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

COVID-19 Awareness Resources:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html>

COVID-19 Prevention and risks:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>