

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 and staff in a cohort are not mix with other cohorts
- Each Cohort will include 8 children and 2 staff.
- 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 daily and washed
- 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.
- Children's group sensory play will be removed (e.g. water tables / sand tables); water tables can be used outdoor but only with clean toys and limited to one child. Water tables and contents must be sanitized between children.
- 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
- Staff have been assigned staffing cohorts comprised of 4-5 staff. These staff will rotate shifts among themselves with 2 staff working, 1 staff on-call and one staff on holiday each week. Shifts on-site are 7:30-3:30 and 9:30-5:30 and children are on site from 8-5.
- The 2 cleaning staff will work opposite shifts and 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/or face shield when physical distancing is not possible.
- 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 and/or non-surgical cloth mask to wear in their cohort for close contact, such as serving food providing first aid.
- 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 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 masks, cloth masks and face shields).
- 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 wear long hair up in a ponytail or off their face to minimize the touching of their face
- 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 ensure that banisters and door handles in staircases are cleaned after their cohorts have used the staircase by spraying with Accel (last staff with group to wipe)
- 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 will have staggered /breaks/lunch times to limit contact with each other; the staff room, room 102 and Room 209 can be used as break rooms. Staff are encouraged to take breaks outside. Staff working in different cohorts must not eat together

- 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 South Staff washroom
 - ✓ Room 107A children will use the washroom in Room 107A; staff will use 1st floor North Staff washroom
 - ✓ Room 105 children will use the Girls 1st floor washroom (taking turns with boys and girls); staff will use the 2nd floor South Staff washroom
 - ✓ Room 101 children will use the Boys 1st floor washroom (taking turns with boys and girls); staff will use the 2nd floor North Staff washroom
 - ✓ Room 308 staff will use the 3rd floor Staff washroom.
- Staff are not to move any staff space furniture; they have been set up for social distancing
- Staff will be required to work with the same cohort for the entire week.

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 not 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.
- No food from home will be allowed in the centre. All food will be purchased centrally or provided by Halpert Catering.
- 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, disposable cups
- When weather is good every effort for gross motor will be done outside
- Only one cohort at a time within the yard space unless a divider is up to separate the cohorts by 2 meters.
- Staff will communicate in advance with staff in other rooms about their intention to use the outdoor space or one of the gyms.
- Staff must remove all garbage and empty water containers in all outdoor spaces before leaving space

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.

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