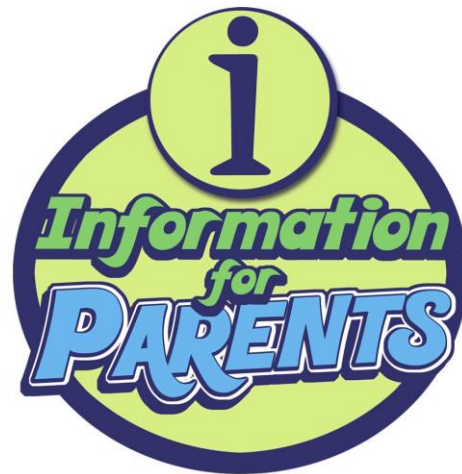


HARMONY CHILDCARE CENTRE



**PROTOCOLS FOR
COVID 19 PANDEMIC**

SEPTEMBER 2020

Welcome back everyone! We have missed you all so much. Harmony Childcare Centre has been providing quality licensed childcare since 1979. Even though we are sad that many of our families have decided not to return to care during this time, we are excited to be back and do what we love to do. We have learned over the last months that this is an ever-evolving situation and our commitment to support our families and children remains the same. As you can appreciate, childcare will look different this year and well into next year because of COVID-19. We have had to develop some new policies and procedures for our program to ensure the highest degree of safety for everyone participating in our program – whether you're just walking through our door for drop-off and pick-up, staff working in the centre or most importantly, a child enrolled in our childcare program.

All of you have already completed our standard registration process when you started with us. With the re-opening of childcare and going forward, we created a new set of policies pertaining to Covid-19 for your review and signature. The last page of this Information Package is where you sign off that you understand the new measures and agree to abide by them.

Harmony Childcare Centre has and will continue to implement all recommendations and requirements from Toronto Public Health (TPH) and/or the Ministry of Education (MOE) and/or City of Toronto Children's Services to support the health and safety of all children and staff and to help stop the spread of Covid-19. Our hours of operation are Monday through Friday from **7:45 am – 5:45 pm**. The staff will be preparing, cleaning and sanitizing the centre between 7:15 – 7:45 am and from 5:45 – 6:15 pm.

We will do our best to provide childcare for all our families, subject to the limitations and cohort ratios required by the current circumstances, including Provincial, City, and Public Health directives. We believe every child belongs and, as always, will do our best to ensure that your child is welcomed into our centre. If your child has extra support needs, diagnosed or undiagnosed, we can assess our ability to provide childcare that meets your child's individual needs, within the parameters of care. If it's determined that we are unable to meet those needs despite our best efforts to accommodate your child, either as a result of the initial assessment or as circumstances develop, we reserve the right to decline or withdraw the childcare services for the safety of your child and/or the other children in our care.

We appreciate your continued support and confidence in us. On behalf of everyone at Harmony Childcare Centre, we are very grateful to be back working with all of you!

Sincerely,

Susie Pascuzzi
Director on behalf of the
Board of Directors

A. NOTICE OF RISK:

We are closely monitoring Covid-19 and while measures to attempt to control these risks are implemented in our centre, it is important that parents and staff are made aware of and understand the risks.

Please read the Notice of Risk below:

When children from multiple families attend a single childcare centre, there is an increased risk of the COVID-19 virus coming into the centre. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the centre. This means that children can bring home an infection acquired at the centre. This childcare centre has a screening process to help detect infections when symptoms are present; however, this screening process will not detect infected children or adults who do not have symptoms.

B. DAILY HOME HEALTH CHECK / DAILY SCREENING:

At home screening is required by TPH to be completed by **ALL** families, employees and service workers **prior** to coming to Harmony Childcare Centre.

Harmony has implemented **Online Daily Screening**. Responses will be accepted any time after 6:00 a.m. every day your child is expected to attend.

Here is the link:

<https://forms.gle/1K9Qkk65xGYGi1wdA>

1. You must submit this every day prior to your child arriving at day care. One form for each child.
2. **It must be completed anytime after 6:00 a.m.** on the day your child is attending. If we receive it before this time it will be considered invalid and you'll have to resubmit the form or fill in a paper copy when you get here. If you are unable to do this online, a paper copy will be provided for you or you can fill it out and scan / email it to me prior to your child attending day care. Please email me if you need this option.
3. Upon arriving to the day care, the screener will ensure we have received your Child's Screening. She will review the answers and will then take and record your child's temperature and do a general wellness check.
4. For children in our After-School programs, we will be checking to ensure you have submitted your Child's Screening prior to them attending the program. The After-School teachers will take children's temperatures prior to them entering the school-age rooms. Current policies and procedures will be followed should a child have a fever or appear unwell. **Children will not be accepted into the room without the Daily Screening being submitted.**

5. This link can also be found on our **website** www.harmonychildcarecentre.ca – just click anywhere in the yellow section labeled “Child Screening” and it will take you directly to the form.

Paper copies will be provided at the entrance for anyone who doesn't have access to the Online Screening tool.

Harmony requires you to call in and report any symptoms by phone.

Illness with Symptoms that may Indicate COVID-19

If your child is showing any symptoms of illness at home, please do not send them to daycare. This places everyone in potential danger. Your child must remain home and isolate for fourteen days and/or until the results of a COVID-19 test come back with a negative result. Once you receive your results, they can return 24 hours later if he/she is symptom free. You can also contact your health practitioner for advice and instructions to follow.

Symptoms:

- Fever (37.8°C or greater)
- New or worsening cough, shortness of breath
- Sore throat, difficulty swallowing, new olfactory or taste disorder
- Nausea, vomiting, diarrhea, abdominal pain
- Runny nose, nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.)
- Other signs – clinical or radiological evidence of pneumonia
- Atypical symptoms and signs – unexplained fatigue/malaise/myalgias, delirium, unexplained or increased number of falls, acute functional decline, worsening of chronic conditions, chills, headaches, croup, conjunctivitis, multisystem inflammatory vasculitis in children, unexplained tachycardia (heart rate over 100 beats per minute), including age specific tachycardia for children, decrease in blood pressure, unexplained hypoxia, lethargy and difficulty feeding in infants (if no other diagnosis)

If you answer **YES** to any of the questions outlined on the Child Screening Form, from Toronto Public Health COVID-19 Screening Checklist, **stay home, do not come** to Harmony Childcare Centre and report the answers by phone to Harmony Childcare Centre administrators.

C. PRIOR TO ENTERING HARMONY CHILDCARE CENTRE:

At this time, TPH has recommended that only staff and children enter the centre and that all others, such as parent/guardians of children and delivery persons be met at the door. We have established a screening area that is contained just inside the main doors but outside the day care area and rooms. **Face mask / covering and disinfecting hands is required** to enter the building / upon entering the building.

Onsite screening is required by TPH of all children, employees, and service workers before entrance to Harmony Childcare Centre can be approved. Online Daily Screening required of all staff and children to be submitted daily prior to entrance into the centre.

Important: Harmony Childcare Centre screening staff **will take** the temperature of any child, employee or essential service worker during the screening process. Absence of results will be considered an incomplete screening and entrance to Harmony Childcare Centre site will **not be granted**.

- Only one parent/guardian, over the age of 18 years old, is to drop off and pick up the child(ren) – face mask / covering required.
- Children, employees and service workers will be required to be screened – we will not be staggering starts. When you get here, you will have to line up and wait to be screened. Please pack your patience as this process may take a while at times.
- Only one parent/guardian/child in “screening” area, next one to wait at top of stairs, any other to wait outside or in their car until called
- Only ONE entrance / exit will be used (the school-age group may exit from the Northcliffe doors once staff/screener takes their exit temperature and is able to walk them to the doors and confirm pick-up person).
- At screening, a 2-meter distance from others will be maintained (refer to posters)
 - Adults with children are to ensure their child(ren) follow distancing rules
- All children, employees and service workers will be required to complete hand hygiene at screening before entrance into Harmony Childcare Centre.
 - Hand sanitizer will be provided for children/adults
- Screening staff will log daily temperature confirmations of staff and children, onsite temperature results, review home health questions and visually inspect children for symptoms and general wellness
- Upon successfully screening, only children, staff and essential service workers will be given access into the centre (parents will say good-bye outside the day care doors)

TPH additional requirements for screening area:

- One family will be screened at a time, social distancing will be adhered to by all families waiting to be screened.
- Staff will ensure the health screening area is disinfected regularly throughout the screening process
- Staff that are actively screening must wear full PPE (mask, gown and face shield) as 2 metre distancing may not be possible at all times during screening process

D. CONSISTENCY DURING DROP OFF AND PICK UP:

Where possible, we would ask that *one person* be responsible for the drop off and pick up of your child(ren) every day. We understand that this may not always be possible. It may be that one parent drops off and the other parent picks up or the drop off and pick up may be done by a family friend, relative, neighbour (call in if not the regular pick up

person). We would also request, where possible, that drop off and pick up happen at approximately the same time every day. This will help us in determining our staffing needs for these busy periods. We want to ensure a smooth and efficient drop off and pick up procedure to the best of our ability.

1. Drop Off Procedure

Drop off will occur at the daycare entrance in the morning between the hours of 7:45 am to 8:45 am. We will have staff stationed at the door to greet you. Parents will not be permitted to enter the day care past the main door entrance as per Public Health guidelines. Staff and children will be required to screen daily before admission into our program for the day. You will be asked to complete a self-assessment for your child. We will also be taking your child's temperature as part of the screening process. Any belongings your child is bringing into the centre MUST be labeled and will be kept in a cubby that is clearly labelled with their name. Do not send any toys to the centre. Please be patient if there is a wait period upon arriving.

2. Pick Up Procedure

In the afternoon, pick up will occur on the playground if your child's class is outside. If your child's class is inside, you will ring the buzzer and staff will walk your child out – no entry into the centre at pick up. If your child is on the playground, please make contact with one of your child's teachers and let her/him know that you are taking your child(ren) home. Please maintain social distancing (2 metres) when communicating with the staff or walking through the school-yards. If this is not possible, a face mask/covering is required. It is vitally important that you let your child's teacher know that you are picking up your child. We do not want to have to initiate a "Missing Child Search".

If you have more than one child in our program, you will need to let us know upon buzzing in so that we can have your children escorted to the door at the same time. Call 416-656-8902 or 416-656-0448 (school-age rooms) if no one answers the buzzer. You may be asked for your name and who you are picking up. The angle of the camera lens sometimes makes it difficult for us to know who you are.

E. LATE FEES:

Please note that late fees are in effect for any child(ren) not picked up by 5:45 p.m. at \$5.00 per minute per child. If parents are late more than 3 times, we will need to withdraw the child(ren), as it is imperative that children are picked up by 5:45 p.m. so staff have time to clean and disinfect rooms, furniture, equipment, toys, etc.

F. REPORTING ABSENCES:

It is *extremely* important that you either email or call the centre if your child will not be in attendance on any given day. Please email your child's absence to:

- harmonycc@on.aibn.com or call 416-656-8902

We must keep detailed records of all absences as a precautionary measure. If your call is answered by the answering machine, please leave your child's name, the reason for his/her/their absence and a number where we can call you back if we need further information.

We would ask that you please try and call / email by 9:00 am. If your child is absent and you do not call us, we will call you. Out of an abundance of precaution we will not permit your child to return to the program until we know why he/she/they were absent as there may be Public Health procedures to follow prior to readmittance.

For instance, if your child(ren) was absent to spend a day with a parent at the zoo, returning to the centre the next day will not be an issue. If your child(ren) was absent because they were up all night vomiting, there will be an issue and Public Health guidelines will need to be followed.

G. ENHANCED HAND HYGIENE:

- Staff will supervise **all** children's hand hygiene to ensure hands are cleaned appropriately.
- Staff will review daily with age appropriate children, proper hand hygiene practices as well as coughing etiquette, tissue use, distancing, etc.

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 20 seconds doing all the following
 - 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, use paper towel also to open doors/touch handles

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, rub fingertips into palm and under nails

Hand hygiene practices/frequencies:

- Enhance hand hygiene practices for 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 handling garbage, laundry, children's bedding
- after wiping a child's nose, after washing a child's face

H. 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., Oxivir TB Ready-to-use (RTU), In order to be effective a disinfectant must be left on a surface for period of time known as contact time. Oxivir TB (RTU) has a 1-minute contact time.

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:

The disinfecting products used at Harmony Childcare Centre is Oxivir TB (RTU) and Viper (RTU). All products are high-level disinfectants.

- For general environmental disinfection and of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution use Oxivir TB RTU, which comes ready to use in spray bottles, the contact time for disinfecting is **1 minute**.
- For all other toy cleaning & disinfecting use Soap and water, Oxivir Concentrate or sanitize in the dishwasher.
- All cooking and eating items are single use and will be disinfected using a mechanical dishwasher. Cutting boards, kitchen surfaces, countertops, etc. will be disinfected with Viper Disinfectant
- Only authorized staff are permitted to enter the kitchen and they will be appropriately clothed (clean clothes, necessary PPE, proper no slip footwear)

Frequency Requirements:

All staff are to clean and disinfect upon ENTRY into Harmony Childcare Centre:

- Any hard surfaces such as cell phones, keys, purse, etc.

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
- Chairs and tables must be cleaned and disinfected before and after serving food

- Spills must be cleaned and disinfected immediately
- Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least 3 times per day and as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).
- 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, (e.g. door handles, light switches, 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 equipment/play toys: must be disinfected daily before the children use them and then additionally as required (e.g., visibly dirty). All outdoor play equipment/toys that are used must be easy to clean and disinfect.

I. 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 is 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: Cleaning and Disinfecting Large Toys/Equipment In-Place

- 5 step method for disinfecting large toys/equipment with use Oxivir Tb (RTU) 1 minute contact time
- Large toys, wooden toys, cots, etc. that cannot be immersed in a disinfectant solution should use this method for washing.
- Manual cleaning steps for large toys/equipment that cannot be immersed in water
 1. Clean with soap and water using a cloth
 2. Wipe with a clean wet cloth to rinse
 3. Disinfect by spraying Oxivir Tb Ready-To-Use (RTU) and let it sit for 1 minute 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

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, cribs, cots, equipment 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.
- **Refer to Environmental Cleaning and Disinfecting Policy and Process for more guidance.**

Handling used toys:

- Toys that have become visibly dirty or that have been in contact with bodily fluids (e.g., toys that have been mouthed) 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 inaccessible to children.

J. **IF SYMPTOMS DEVELOP DURING A CHILD/EMPLOYEES DAY:**

Children and adults (parents, employees and essential service workers) will be excluded from Harmony Childcare Centre as per the recommendations of TPH. A Serious Occurrence Report to the Ministry of Education is required in any suspected and/or confirmed case of Covid-19 of children and/or staff that attend or work at Harmony Childcare Centre.

Any child or staff who has any symptoms of illness OR whose parent or other household members are showing any symptoms of illness will be asked to stay home and self-isolate and/or get tested for Covid-19 as per TPH guidelines.

Exclusion steps for children:

- Ill children will be separated from all other children to the designated exclusion space (indoor or outdoor)
- A mask will be provided to children over the age of 2 to wear (only if tolerated)
- The parent/guardian will be contacted for immediate pick up (**within 60 minutes and have a back-up on stand-by**) or if immediate medical attention is required, an ambulance will be called, and the parent/guardian will be informed
- One staff will supervise and monitor the child until they are picked up by parent/guardian
 - Staff will attempt physical distancing
 - Staff will wear a mask and other PPE that they deem necessary for proper protection
 - Staff will perform hand hygiene
- Symptoms of illness will be recorded on the exclusion form
- Toronto Public Health will be contacted and will provide recommendations
 - Currently if symptomatic with respiratory symptoms, COVID-19 testing is recommended in children
- The exclusion space will be cleaned & disinfected immediately after child has left

Exclusion steps for staff:

1. Ill staff will inform the Director/Staff Supervisor immediately of symptom(s)
2. Staff will be separated from all others and leave the childcare site immediately
3. Symptoms of illness will be recorded on the exclusion form
4. Toronto Public Health will be contacted and will provide recommendations regarding testing
 - Currently if symptomatic with respiratory symptoms, COVID-19 testing is recommended in adults
5. The exclusion room will be cleaned and disinfected immediately after staff has left

Note: Covid-19 situation is constantly and quickly evolving...refer to [TorontoPublicHealth.ca/Coronavirus](https://toronto.ca/public-health/coronavirus) for the latest information and updates

TPH Guidelines for Self-isolation – whichever is the longer time frame of:

- For 14 days from the first day of symptoms
OR
- With a Covid-19 test – once you receive a negative result, another 24 hours AFTER symptoms have FULLY resolved, then child/staff can return

TPH 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.

Exposure to a Confirmed Case of COVID-19

Childcare staff and children who were exposed to a confirmed case of COVID-19 must be excluded from the childcare setting for 14 days. This means the children and staff must self-isolate at home and monitor for symptoms during the 14 days. Testing should also happen as soon as possible after any symptoms develop. Asymptomatic individuals are also encouraged to get a COVID-19 test during the 14 days of isolation. Even if the test is negative, the isolation must continue for 14 days.

Staff and children who were exposed to the child or staff who became ill with symptoms will remain together and be monitored for signs and symptoms of ill health. The Program Manager will contact and inform the parents of children who were exposed to the ill child or staff. Parents will be advised that they need to monitor their child for symptoms. Childcare staff must avoid being in contact with vulnerable persons or settings where there are vulnerable persons.

Cases and outbreaks must be reported to Toronto Public Health immediately. The phone line is open from 8:30 am to 4:30 pm Monday to Friday. The Surveillance Line is 416 – 392 – 7411. Reports outside of these hours are to be made to 3-1-1. Specifically, clusters of suspected cases (2 or more children or staff with COVID-19 symptoms within a 48-hour period) and any cases of COVID-19 among staff or children that have been confirmed through testing or probable (symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).

Toronto Public Health will provide advice about information that should be shared with other staff and parents in the event there is a case or outbreak of COVID-19 in the centre.

Children and staff who are being managed by Toronto Public Health must follow Toronto Public Health's instructions to determine when to return to the centre. Clearance tests may be required of staff or children prior to returning to the centre.

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) will need to follow instructions from TPH to determine when they will be permitted to return to Harmony Childcare Centre
- Staff/children who are **not advised** by TPH, will not be permitted back to Harmony Childcare Centre for whichever is longer of the following:
 - For 14 days from the first day of symptoms
 - OR**
 - With a Covid-19 test – once you receive a negative result, another 24 hours AFTER symptoms have FULLY resolved, then child/staff can return

All COVID-19 suspected or confirmed cases that involve any child, family or employee of Harmony Childcare Centre, requires a Serious Occurrence to be submitted to the Ministry of Education.

K. ADDITIONAL GUIDANCE FOR PROVIDING CARE:

Definition of Cohort:

Defined as a group of children and staff members assigned to them, who stay together throughout the duration of the program for a minimum 7 days.

As of September 02, 2020 regular group sizes for all age groups were reinstated. Maximum classroom sizes are: 24 for pre-school, 26 for JK/SK and 30 for School-Age. We will do our best to maintain smaller group sizes when possible and group children in pods. This means that pods must stay together throughout the day and cannot mix with other cohorts. Again, this will be done to the best of our ability. School aged children will be grouped in pods according to which classes they are in while attending school.

Each cohort / pod will have their own separate indoor program space. Outdoor play will be extended as much as possible as this will limit close contacts and promote social distancing. Cohorts will have access to their own time for outdoor play. All toys and equipment used will be cleaned and disinfected between the cohorts use of outdoor space or removed until cleaned and disinfected.

Additional Measures for the Care of Children:

- The runner will bring the child(ren) to their assigned program space inside or outside
- Children and staff in a cohort are not to mix with other cohorts
- Children's environment / space will be setup to 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 cubby space
- Children's activities will be planned/provided as individual activities, and activities that limit close contact
- Children's nap cots will have increased space between them (2 meters)

- Children's bedding will be removed daily and put into a large zip lock bag with child's name – this may change as Covid-19 Guidance changes
- Cots will be disinfected before and after use
- Children will have all snacks and meals in the child's program space (indoor or outdoor)
- Children are to be spread apart for meals/snacks
 - One designate staff is to serve food
 - Use chairs at different tables in program space
 - Use small blankets on the outdoor surface/grass spread apart for each individual child to sit on for outdoor snack/lunch
- Children's group sensory play will be removed (e.g. water tables / sand tables) water tables can be used in yard space for staff to clean toys ONLY
- 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 that are age appropriate will have hygiene practices such as proper hand hygiene, coughing etiquette, tissue use, etc. reviewed with them daily
- Children will be supervised to ensure hand hygiene practices are being done appropriately and hands are clean

Additional Measures for Staff providing Child Care:

- All staff working for Harmony Childcare Centre during the Covid-19 pandemic will not work for any other organization
- Staff will follow physical distancing guidelines
- Staff will communicate with co-workers prior to moving into common areas by using phone and / or social distance in common area
- Staff have been provided a full-face shield, gowns, masks, disposable aprons and gloves to wear in their cohort for close contact, such as diapering and providing first aid.
- If necessary and in situations that require it, staff can access an oversized cover-all (easy to put on and take off over work clothes)
- Staff will use disposable plastic aprons / dental bibs as a physical barrier to allow for comforting a child, these will be disposed of after each child interaction.
- 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, neck and anywhere touched by child's secretions several times a day
- Staff will assist in the application of sunscreen; staff will wash hands in between helping/applying each child's sunscreen
- Staff will call for extra food / utensils using phone to kitchen
- Staff will ensure that door handles are cleaned after their cohorts have come in by wiping and spraying with a disinfectant (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 arrange *staggered* rest times / breaks / lunch times to limit contact with each other if they cannot ensure proper distancing
- Staff are required to work with the same cohort for a minimum of 7 days

Additional Measures for the use of ALL outdoor spaces:

Each outdoor space/yard will have a caddy with the following supplies:

- Hand sanitizer, paper towels, disinfectant, etc.
- Bin/bag for mouthed toys (to be disinfected inside)
- Disposable aprons/dental bibs for staff to use when comforting children
 - This is in addition to required outdoor play emergency items

L. SOCIAL DISTANCING AND CLASSROOM STAFF:

Harmony Childcare Centre has access to many school yards. This will assist us in maintaining social distancing while allowing the children to participate in the activities we have planned for the outdoors. Staggered outdoor times will ensure social distancing both inside the classrooms and outside in the playground.

Outdoor play and time spent outside is an integral part of our program. Fresh air and sunlight are essential to support your child's immune system and general well-being. Weather permitting, we will try and increase outdoor activities / time. Your child will need weather appropriate clothing and a water bottle. Closed toe shoes (running shoes) are important to minimize the possible spread of the virus and to allow full participation in our active activities. Socks must be worn at all times, bare feet are not permitted.

Please ensure all items are labelled with your child's name. While the children are engaged in outdoor activities the classroom and equipment will be disinfected and ready for use once the children return indoors.

The staff will be supervising the children closely and will always do their best to ensure social distancing and to ensure infection prevention and control. The rooms will be set up to promote social distancing. Activities will be spaced throughout the room to encourage social distancing. Individual activities will be provided for the children as much as possible. Extra chairs will be removed, and visual markers will help everyone remember to practice social distancing.

With our younger children we will aim for social distancing in a fun and friendly way that is appropriate to their younger age.

M. COMMUNICATION WITH FAMILIES/GUARDIANS:

Toronto Public Health will be contacted if there is a suspected or confirmed case of COVID-19 in any of our centres and we will follow their recommended protocol. Please refer to <https://www.toronto.ca/home/covid-19/> to stay up to date on latest updates.

Any change or updates to any of our policies and processes concerning Covid-19 will be sent to all families by email and posted / updated on our website.

Signs are posted indoors and outdoors to allow visual instructions for families and staff. All signage is in support of Toronto Public Health's message to help stop the spread of Covid-19.

All day to day communication will take place by phone or email. Tours or meetings are not being scheduled at this time. Parents are required to update us **immediately** with any change to phone numbers / email addresses / emergency contacts.

For the duration of Covid-19, we will make every effort to provide families with contactless paperwork via email.

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.

Contact numbers / email:

Main Telephone Number: 416-656-8902

School-Age Room: 416-656-0448

Email address: harmonycc@on.aibn.com / Susie@harmonycc.ca

Website: www.harmonychildcarecentre.ca

N. ITEMS NEEDED - PLEASE PROVIDE US WITH THE FOLLOWING:

- Bag with the following ***labelled*** items – zip lock bags if possible.
 - 2 full extra sets of clothes (underwear, socks, etc.)
 - water bottle
 - diapers, pull-ups and wipes (if required)
 - weather appropriate outdoor wear / clothing as required
 - a pair of shoes to wear when they are inside the classroom (indoor only shoes)
 - a pair of shoes to wear when they go outside their classroom / outdoors (outdoor shoes)
 - all children must wear socks

NOT ALLOWED TO BE BROUGHT IN / LEFT HERE:

- home toys
- pacifier only for sleep time (must be washed with soap and water at home and brought in a zip lock baggie labeled with your child's name)
- no stuffed animals
- no home pillows / blankies, etc.
- strollers

IN CONCLUSION:

We have an awesome, fun filled program planned for the children. We will keep them active and engaged with special activities and time with their friends while practicing social distancing.

September 2020

**PARENT AGREEMENT for
PROTOCOLS DURING THE COVID-19 PANDEMIC**

I, _____ have read the Protocol for COVID-19 Pandemic Parent Information Package, understand the risk of my child returning to care and any questions I have / had, have been answered and explained to me. I have read, reviewed and will abide to the following policies / protocols and understand that failure to do so may result in the withdrawal of services.

Table of Contents:	Initials:
A. Notice of Risk	_____
B. Daily Home Health Check	_____
C. Daily Screening Prior to Entering Harmony	_____
D. Consistency during Drop Off and Pick Up 1. Drop Off Procedures 2. Pick Up Procedures	_____
E. Late Fees	_____
F. Reporting Absences	_____
G. Enhanced Hand Hygiene	_____
H. Enhanced Environmental Cleaning and Disinfecting	_____
I. Enhanced Toy Cleaning and Disinfection	_____
J. If Symptoms Develop During a Child / Employee's Day	_____
K. Additional Guidance for Providing Care	_____
L. Social Distancing and Classroom Staff	_____
M. Communication with Families / Guardians	_____
N. Items Needed – Please provide us with the following	_____

I will ensure that I confirm that my child(ren) and family have done a "health check" at home and I am aware that I am **REQUIRED to do this for Entrance** to Harmony Childcare Centre.

Parent's Signature/Guardian

Date of Signing

Parent's Signature/Guardian

Date of Signing