



Section	Policy No.	Title	Last Reviewed	Page
4. YMCA Child Care	4.29	COVID-19 POLICY	September 5, 2021	1 of 17

Purpose

The YMCA is committed to providing a safe and healthy environment for children, families and educators. The YMCA will take every reasonable precaution to prevent the risk of communicable diseases within all of our locations.

The 2019 novel coronavirus is spread through respiratory droplets:

- from person to person through coughing, sneezing, close contact
- touching contaminated surfaces

Symptoms of COVID-19

Symptoms range from mild – like the common cold and other common respiratory infections – to severe. Please refer to the [Provincial Screening tool](#) for a current list of symptoms.

In accordance with the instructions issued by the CMOH, schools and child care programs must require that individuals who are not fully vaccinated submit to regular rapid antigen testing. Individuals subject to testing requirements must provide verification of negative test results at least two times per week as an added measure to protect child care settings from the risk of COVID-19

For more information about COVID 19 visit the Ministry of Health Ontario - http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx or the public health unit at <https://www.phdapps.health.gov.on.ca>

LICENSING REQUIREMENTS

Group Size, Capacity & Ratio

- As of September 1, 2020, all child care program will return to operating maximum group sizes as set out under the CCEYA
- All groups will maintain ratios set out under the CCEYA

Name of age category	Age of Children in Group	Ratio of Educators to Children	Maximum Number of Children in a group	Number of qualified educators
Infant	Younger than 18 months	3:10	10	1/3
Toddler	18 months -- 29 months	1:5	15	1/3
Preschool	30 months -5.11 years	1:8	24	2/3
Kindergarten	44 months – 6.11 years	1:13	26	½
Primary/Junior School Age	68 Months – 12 years	1:15	30	½
Junior School Age	9 years – 12 years	1:20	20	1/1



- Educators and placement students are not included in the maximum group size, but should be assigned to a specific group where possible
- Children are permitted to attend on a part time basis, and as with children attending full time, should be included in one group and should not mix with other groups
- Maximum group size rules do not apply to Special Needs Resource staff at a child care program
- Each group should stay together throughout the day and as much as possible should not mix with other groups
- Mixed age grouping is permitted as set out under the CCEYA and where a director approval has been granted on the license
- Reduced ratios are permitted as set out under the CCEYA provided that groups are not mixed and that reduced ratios are not permitted at any time for infants
- Programs that utilize a room/space that is shared by other user groups must ensure the room/space is cleaned and disinfected before and after using the space (ie: before and after needs to be cleaned before each group leaves the area and other group enters)
- Multiple child care programs can be offered within a building as long as they are able to maintain separation between the programs and groupings

Educators

- Movement of supervisors and/or designates, staff and students on educational placement between child care locations and between licensed age groups is permitted.
- Reducing the movement of staff and placement students where possible is encouraged to minimize potential for transmission.
- Each group will continue to require a qualified educator by submitting a request for DA with the Ministry
- Educator Director Approval's (DA) can be transferred from one YMCA childcare centre to another YMCA childcare centre
- DA's can be requested for multiple age groupings
- Staff that are included in ratios are required to have valid certification in first aid training including infant and child CPR, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB).
- The WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended.
- Vulnerable Sector Checks (VSC) -- A VSC is required when working with children

MANAGEMENT OF CENTRES:

- To promote physical distancing, educators will be given the opportunity to participate in virtual meetings (ie: Zoom or Teams)
- The YMCA will follow all directions from Minister of Health, Public Health and Ministry of Education (ie: cancelling visits within senior centres or community trips)
- There may be regional differences in protocols but it is important to follow the advice of the local public health officials to keep children and families safe in their respective communities.

HEALTH AND SAFETY REQUIREMENTS



Each child care centre will submit an attestation to the Ministry to confirm new policies and procedures have been developed and reviewed with educators and students. All policies and procedures will be consistent with any direction of a medical officer of health and include information on how the child care setting will be operated during and throughout the recovery phase following the COVID-19 outbreak including:

- Disinfection of the space, toys and equipment
- How to report illness
- How physical distancing will be encouraged
- Requirements on the use of medical masks and eye protection, and Personal Protective Equipment (PPE), including information on exemptions or exceptions
- How shifts will be scheduled
- How attendance records will be organized and maintained in order to facilitate contact tracing
- A communication plan in the event of a case/outbreak
- Rescheduling of group events and or in person meetings
- Parent drop off and pick up procedures

Sanitary Practices -- Enhanced Environmental Cleaning and Disinfecting

Many infectious diseases and illnesses can be prevented through appropriate hygiene, sanitation, and infection prevention or control practices

- YMCA Child Care centres must be cleaned daily. In addition, frequently touched surfaces will be cleaned and disinfected twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage
- Remove any items that are not easily cleaned (ie: fabric or sensory toys)
- Immediately clean and disinfect visible dirt and soiled surfaces or objects
- Shared spaces or equipment will be cleaned in between each use and only one group at a time will access the shared space/equipment
- Multi-use utensils must be disinfected
- Be aware of spreading the virus through respiratory droplets
- Refrain from activities with exposure to animals or pets
- Ensuring children do not share soothers, bottles, sippy cups, facecloths, etc. Label these items with the child's name to discourage accidental sharing
- Avoid getting close to faces of all children, where possible

Examples of items and activities that should be discontinued include but are not limited to the following:

- soft toys
- items that require laundering such as dress up clothes
- use of wading pools
- The use of personal items such as tablets and books is not recommended; use of these items by the educator must be closely monitored to ensure items are maintained in a clean and sanitary condition and are not shared between individuals.

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 kills 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. Let the surface dry



Disinfecting: describes a process completed after cleaning, in which a chemical solution (i.e. PDQ Disinfectant Cleaner) is 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. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

ENHANCED ENVIRONMENTAL CLEANING & DISINFECTION

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 in the WHMIS MSDS binder.

Hand Washing

Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol based hand sanitizer when hands are visibly soiled and for children.

Wearing disposable gloves does not eliminate the need for thorough hand washing. Handwashing with soap and water is the preferred method for cleaning hands. Hands must be washed with soap and warm water before and after direct contact with people or objects contaminated with blood and other body fluids for a minimum of 20 seconds.

Support the children to wash their hands frequently, including:

- Upon entering the premise
- Before and after touching or eating foods
- After using the washroom
- After returning from playing outside
- After sneezing or coughing into hands
- When visibly soiled

If sensory materials (e.g., playdough, water, sand, etc.) are offered, emphasis should be placed on hand hygiene before and after the use of materials

Encourage educators and children to cough or sneeze into their sleeve or cover their mouth and nose with a tissue. Throw tissues out immediately after use and wash hands.

Avoid touching the eyes, nose and mouth with unwashed hands

Hand Sanitizer

Hand washing is important to help prevent the spread of infectious diseases (such as COVID-19) but you might not always have a quick access to soap and a sink. When your hands are not visible dirty, hand sanitizer is an effective way to keep your hands germ-free but soap and water is recommended over alcohol-based hand sanitizer for children. Anti-viral hand sanitizer (at least 70-90% alcohol and no alcohol substitute) will be distributed throughout the child care centre and in high use areas.

When applying hand sanitizer, rub hands together for at least 15 seconds, work sanitizer between fingers, back of hands, fingertips and under nails, rub hands until dry.

Educator should wash their hands:

- Upon arrival at the child care centre (at the start of their shift)
- Before –
 - Handling food
 - Preparing bottles



- Feeding children
- Giving or applying medication or ointment to a child or self
- Putting gloves or masks on
- Between –
 - Handling raw and cooked food – cross contamination is a risk
- After –
 - Toileting (including diapering & diapering areas and assisting children)
 - Touching shared items
 - Handling food
 - Handling garbage
 - Feeding children
 - Contact with body fluids (including runny noses, spit, vomit, blood)
 - Animal contact (including contact with cages, pet food etc.)
 - Cleaning
 - Removing gloves or masks
- Wash hands before leaving your workspace
- Individual paper towels and soap will be available in the washroom at all times.
- Hand washing signs will be posted in washrooms and kitchen area.

Gloves and Hand Hygiene

Gloves will 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. Hand hygiene will be practiced before applying and after removing gloves. Gloves will be removed and discarded after each use.

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 nitrile gloves for diaper changes

Gloves when Cleaning/Disinfecting

Educators must wear gloves when immersing toys in diluted disinfectant when toy washing.

Cleaning of Equipment, Furniture and frequently touched surfaces

- To keep germs from spreading, you must first clean and then disinfect.
- Use disposable cleaning equipment, ie: disposable wipes, when possible
- Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles and tabletops and must be disinfected at least twice a day and as often as necessary (ie: when visibly dirty or contaminated with body fluids)
- Other shared items: (i.e. phones, Ipad's, Ipod's, attendance binders, etc.) these must be disinfected between users
- Spills must be cleaned and disinfected immediately
- Only use disinfectants that have a Drug Identification Number (DIN). Low level hospital grade disinfectants may be used
- All child care programs will maintain a Sanitary Log to monitor cleaning & disinfecting
- Educators will adhere to diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting processes.



Equipment will be cleaned and disinfected at a minimum of twice a day, or as required using a 2 step procedure:

- Step 1: Clean - wipe down area with soap and water
- Step 2: Disinfect- use disinfectant according to Safety Data Sheets (SDS)
- Programs where permitted will use Disposable cups, dishes and cutlery on site

Disinfectants:

- All disinfectants require a contact time. Some need up to 10 minutes but while the YMCA is enhancing their cleaning and disinfecting, public health recommends a disinfectant that requires less contact time. Read the label for directions
- Disinfectants can be applied with spray bottles. Label these bottles and keep out of reach of children
- Commercially prepared disinfectants are available and widely used. Refer to the manufacturer’s instructions prior to use
- If possible, use test strips to check the diluted solution strength when mixing the disinfectant
- Some products require rinsing after use if applied on a food contact surface.
- Check the manufacturer’s label for the appropriate uses of the product (ie: environmental cleaning, body fluids, etc.)

Item	When	How
<u>Toys</u> Small toys that go into mouth Large toys Shared electronics/computers Outdoor Play Equipment	Twice/day or immediately after being mouthed Twice/day Twice/day Twice/day	Clean – disinfect – air dry Hard plastic toys can go into the dishwasher and cloth toys into the washing Clean – disinfect – air dry Wipe with appropriate disinfectant for electronics Clean – disinfect
<u>Sleep Areas</u> Cots & Crib (must be labelled) Bedding/linens Crib mattress	After each use Daily/Weekly (follow recommendations of your Public Health) (cot covers should be laundered weekly) After each use	Clean – disinfect – wait several minutes – wipe Launder and dry on hottest temperature setting Clean – disinfect – air dry
<u>Play Areas/Surfaces</u> Light switches, door handles, Tables, Highchairs & counters Floors – tiles, vinyl	Twice/day and or when visually dirty Before & after each use Daily	Disinfect Clean – disinfect -- air dry Appropriate floor cleaner Sweep & mop



Floors – carpet	Daily Minimum twice per year	Vacuum Steam clean
Small rugs	Daily	Vacuum or launder
<u>*Washroom</u>		
Toilet bowls	Weekly	Clean – toilet bowl cleaner
Toilet seats & rims	Twice/day	Clean – disinfect – air dry
Flushing handle, door knobs, counters, faucets	Twice/day	Clean -- disinfect – air dry
	After each use	Clean – disinfect – wipe dry
Diaper change surface	After each use	Clean – disinfect – air dry
Potty chair		
Handwash sinks	At least Twice/day	Clean – disinfect – air dry

***school custodians in the before/after program will be cleaning the school washrooms**



Personal Protective Equipment (PPE)

- Improper use of PPE can create a false sense of confidence, increase chances of infection and waste supply
- Proper use of PPE is an effective part of infection prevention and control, however it is not a stand-alone method
- Centres should have at least 7 days of supplies at the centre
- All educators will be trained on the proper use of personal protective equipment by utilizing resources from Public Health. For example videos will include but not be limited to:
 - 7 Steps of Hand Hygiene
 - Putting on Gloves
 - Putting on Mask and Eye Protection
 - Taking Off Mask and Eye Protection
 - Taking Off a Gown and Gloves
 - Taking off Full Personal Protective Equipment
 - Putting on Full Personal Protective Equipment
- Require educator to wear gloves 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
- Proper hand hygiene must be exercised before donning and after donning PPE including gloves, face masks and eye protection
- The following PPE is available at all YMCA sites and may be used if there is an identified risk of exposure to the COVID-19 virus:
 - Gloves, Masks, Eye Protection and gowns

MASKS:

- Masks are most effective when they are worn correctly
 - Wear a mask that fits well around your nose, mouth and chin without gaps
 - Clean your hands before putting on, taking off or adjusting your mask
 - Touch only the straps when putting on and taking off a mask
 - Avoid touching your mask while wearing it to avoid contaminating your hands
 - If reusable, store in a clean place and wash regularly
 - Discard non-reusable masks in a lined garbage bin if damp, soiled or damaged, and clean your hands afterwards
- If a child care staff, authorized visitor or placement student received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time in the child care setting and while outside. Their mask may only be removed to consume food or drink and the individual must remain at least two metres away from others when their mask has been removed.
- **Expectations for all adults** in the YMCA child care centres:
 - All educators/supervisors/placement students are required to wear a medical masks and eye protection (for example, goggles/face shield) while inside of the child care centre including in hallways, staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained)



- All other adults (ie: authorized visitors) are required to wear a face covering; a medical grade mask will be provided at our centres
- Medical masks (surgical/procedural) are required to be worn by educators outdoors if two metres of distance from others cannot be maintained
- Physical distancing is strongly encouraged between groups
- Eye protection is also required if an educator comes within two metres of an unmasked individual both indoors and outdoors, as per occupational health and safety requirements
- **Expectations for children:**
 - Masks are not recommended for children under the age of two years; If a parent of a child 2-3.8 years of age requests their child wear a mask, the YMCA will accommodate
 - Mandatory masking requirements are now in place for all children in grades kindergarten to grade 12, including in hallways
 - Parents/guardians are responsible for providing their school aged child(ren) with a mask(s)
 - Masking and eye protection are not required outdoors if two metres of distance from others can be maintained. Physical distancing is strongly encouraged between groups
- Masks should be replaced when they become damp or visibly soiled
- If a child received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time in the child care setting. Their mask may only be removed to consume food or drink and the child must remain at least two metres away from others when their mask has been removed.
- Under the directive from Public Health an employer needs to take reasonable measures to safeguard employees including the requirement to wear a mask and face covering. If there is a medical condition preventing an educator from wearing a mask, they must provide evidence reasonable under the circumstances and the YMCA will work with the educator to accommodate. Educators will need to fill in a form requesting an exemption from wearing a mask due to a medical reason and submit to the YMCA Human Resource Department

Screening for Symptoms -- Ensure all Educators are familiar with the Screening Tool Purpose

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening is an essential step.

Screening for Symptoms

A more rigorous and cautious approach has been adopted to support a more comprehensive and enhanced school and child care screening program.

All individuals entering the child care premises must self-screen every day before attending the program using the provincial screening tool or a screening tool designated by the local public health unit.

The province will continue to provide a COVID-19 screening tool for use by schools and child care, and may update this frequently throughout the year.



All individuals must follow the monitoring and isolation advice outlined in the screening tool. Local public health units may designate a commensurate or more restrictive screening tool for local use.

Any individuals that do not pass the screening procedures will be asked to return home and self-isolate. *See the provincial [COVID-19 screening tool](#) for symptom screening, monitoring and isolation procedures.*

At the advice of the local public health unit, the YMCA may choose to implement additional screening measures based on local circumstances.

Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting

See the [provincial COVID-19 screening tool](#) for symptom screening, monitoring and isolation procedures. All individuals must follow the monitoring and isolation advice outlined in the screening tool.

Persons who test positive for COVID-19 should follow the guidance of their local public health unit and health care professional regarding direction for isolation and returning to a child care setting. The individual cannot return until cleared by their public health unit. Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

If an individual becomes ill while in the child care setting:

- The ill individual must be immediately separated from others, in a separate room where possible (i.e., an isolation room). Parents/guardians must be contacted for pick-up of symptomatic children.
- Symptomatic children who are separated from others must be supervised.
- Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible (e.g., if a young child needs comfort) staff/providers should consider additional PPE (i.e., gloves, gown).
- The person caring for the individual must wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
- If tolerated, the ill individual should also wear a medical mask.
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up. Have tissues available in this area
- Cleaning of the area the separated individual was in and other areas of the child care setting where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves
- All items that cannot be cleaned (ie: paper, books, puzzles) should be removed and stored in a sealed container for a minimum of 7 days
- If the child care program is located in a shared setting (ie: a school), follow public health advice on notifying others using the space of the suspected illness

The ill individual and/or their parent or guardian should be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice and/or going for testing for COVID-19.

Communication protocols to update and inform necessary stakeholders within the child care community while maintaining confidentiality of the ill individual should be initiated (e.g., contact the school, home



child care agency, service system manager and/or ministry through a Serious Occurrence Report as applicable).

Regular child care operation can continue unless directed otherwise by the local public health unit.

An ill individual who has a known alternative diagnosis provided by a health care professional may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.

A Parent/guardian will fill in an attestation form to confirm that their child is healthy and able to return to child care

For Before & After Child Care Programs -- An individual who has been screened for symptoms prior to the before school program would not need to be re-screened for the core day program. Similarly, an individual that has been screened prior to the before school program or core day program, would not need to be re-screened for the after school program

Each centre will designate an area near the main entrance to conduct screening. In order to control the flow of traffic and number of people within an area, each program will have a single point of entry. The entry point will be staffed to ensure that those entering have completed the screening/wellness check and that the facility is not exceeding the maximum numbers allowed

- Use of visual markers (for example, tape on the floor/ground or pylons) to assist children and parents/guardians in maintaining a two metre (6 foot) distance from each other while waiting to be screening
- An area/ table will be set up outside for parents/ guardians to place any items that the child needs, this will include backpacks, special food and medication.
- Alcohol-based hand sanitizer containing at least 60% alcohol content will be available at the screening area for adults
- Signage will be placed at the entrance to identify the screening process
- Screening stations will be separated by a physical barrier (such as a plexiglass barrier)
- Screeners will take appropriate precautions when screening, including maintaining a distance of at least 2 meters (6 feet) from those being screened, and wearing personal protective equipment (Personal Protective Equipment as recommended by the local public health including a medical mask, eye protection, gown, gloves)
- Children will wash hands once inside the centre and Educators can use the alcohol-based (60-90%) hand sanitizer prior to entering the premise or immediately wash their hands
- Personal items should be minimized; belongings should be labeled
- Once the child is allowed to enter, a YMCA educator will accompany the child into the centre where they will be able to hang up their belongings at their cubby, wash their hands and enter their classroom
- Supervisors & Managers need to be informed of all that are denied access
- The before and after child care program will inform the school of a denied access

The YMCA will continue to offer drop off and pick up procedures where parents do not enter the premises; however, if a parent wishes to enter the premises, they will be required to complete screening



and show proof of completed provincial screening tool. All parents/guardians must wear a medical grade mask when entering the program.

Departure/Pick Up

As families will remain outside of the YMCA child care centre, we ask that they call about 5 minutes prior to arrival and a YMCA educator will prepare their child for pick up. The YMCA educator will escort the child out of the centre to the waiting parent/guardian and share details of the child's day.

Attendance Records

Child care centres must maintain daily records of anyone entering the facility and approximate length of their stay. (ie: cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food)

The records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (ie: records can be made available to public health within 24 hours of a confirmed COVID-19 case or outbreak).

Include the following information in the daily records:

- Name of person entering the facility
- Contact information
- Time of arrival/departure
- Screening completion/result

Educator/Supervisor/Placement Student's contact information will be available in their centre file.

Children's contact information will be available on the child's registration form/emergency card.

Visitor's contact information will be listed on the Record of Visitor's log.

Outbreak Management

An outbreak may be declared by the local public health unit when:

- Within a 14 day period, there are two or more laboratory confirmed COVID-19 cases in children, educators or authorized visitors with an epidemiological link (ie: cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire centre.

- The public health unit will help determine which groups of children and/or educators need to be sent home or if a partial or full closure of the centre is required.
- If the public health unit determines that partial or full closure of the centre is required, the YMCA will revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

Required Steps in an Outbreak:

If an outbreak is declared at the child care centre, the following measures must be taken:



- 1) Consult with and follow directions from Public Health
- 2) Notify all families, Educators, and authorized visitors of the centre's outbreak status by phone calls and or emails as well as post the Serious Occurrence notification form
- 3) Enhance cleaning and disinfecting procedures
- 4) Enhanced screening procedures (i.e. increased frequency of health checks)
- 5) More frequent hand hygiene with children and educator
- 6) Review educator training on proper PPE use

Declaring an Outbreak Over:

In consultation with Public Health, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive educator/child

Returning from exclusion Due to Illness

Those being managed by the Public Health (ie: confirmed cases of COVID-19, household contacts of cases) should follow all instructions from public health to determine when to return to the child care program.

Definitions:

Symptomatic – having symptoms

Asymptomatic – presenting no symptoms of disease

Health Checks

As all children are screened upon entry to a YMCA child care centre, a mid-day health check will be conducted on the children in each room and documented on the daily attendance form in our Early Years Centres (Infants-Preschool ages).

Before and after child care will complete their visual health check as children arrive to the after school program.

All Educators will report to their supervisor/manager when a child shows any signs and symptoms of ill health during program hours.

Reporting and Serious Occurrence Reporting

Currently where a child, educator, placement student or authorized visitor has a confirmed case of COVID-19:

- Report this as a serious occurrence to the Ministry of Education
- to the local public health unit; the YMCA will also provide any additional materials required such as daily attendance records to support the case management and contact tracing

Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected educators and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.

If a closure is ordered by the local public health unit and the YMCA has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.

Should additional individuals at the centre develop a confirmed case, the YMCA will:



- revise the open serious occurrence report to include the additional cases; or
- submit a new serious occurrence report if the first has been closed already

If the local public health unit determines that a full or partial closure is required, a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category. The YMCA will notify all workers if they may have been exposed in the workplace.

Serious Occurrence notification forms will be posted as applicable. All updates to the Serious Occurrence will also be posted as they are submitted to the Ministry.

OPERATIONAL REQUIREMENTS

Training

All Educators and placement students will participate in mandatory training on the health and safety measures and their role in stopping the spread of COVID-19 prior to re-opening and then on a quarterly basis or as health and safety measures change, whichever comes first. Once training is complete, educators will sign a policy checklist that will be maintained within the child care centre for a minimum of one month. Supervisors will complete visual checks to verify educators are in compliance with and have an understanding of the training materials and operational measures.

Communication with Families

- The YMCA will share with parents the policies and procedures regarding health and safety protocols to COVID-19
- Policy regarding sick children and what the process will be in the event that children are identified as being ill before intake, as well as during the day including additional precautions. This will include procedures for child pick up when requested (parents/ guardians must have a plan in place to have children picked up if requested)
- If we need to have conversations with parents, we will try and have these using live streaming programs like Zoom to have that discussion rather than a face to face meeting.

Parent Fees

- Where a child who was receiving care in a child care centre immediately prior to the closure is offered a child care space for September 1, 2020, or later, parents will have 14 days to accept or decline the placement.
 - If the placement is accepted, child care operators may charge a fee to use whether the child attends or not
 - If the placement is declined, child care operators may offer the placement to another child.

Physical Distancing (limited contact)

- The child care environment will limit contact between everyone while still fostering creativity and fun
- When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres will be maintained between different groups and should be encouraged, where possible, between children within the same group by:



- spreading children out into different areas, particularly at meal and dressing time (ie: staggering lunch / snack times and play times outside)
- incorporating more individual activities or activities that encourage more space between children; and
- using visual cues to promote physical distancing.
- Examples:
 - When setting up cots or cribs for nap time, they will be set up in such a way to keep the children 2 m apart or set up so that they are head to toe. Cots and cribs should be disinfected after each use
 - Reduce the number of children in an area or at a table; spacing the chair placement
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
 - planning activities that do not involve shared objects or toys;
 - when possible, moving activities outside to allow for more space;

Outdoor Play

- Outdoor play will be scheduled in small groups in order to facilitate physical distancing
- In shared outdoor space, groups must maintain a distance of at least 2 meters between groups and any other individuals outside of their group
- Toys and equipment for outdoor play will be cleaned and disinfected prior to being shared
- Alternate outdoor arrangements (e.g., community walk) where there are challenges securing outdoor play space

Visitors:

- There should be no non-essential visitors at the program
- Students completing post-secondary educational placements will be permitted to enter one child care centre and will be assigned to one group of children
- Placement students will also be subject to the same health and safety protocols as other educators such as screening, the use of PPE and must also review the health and safety protocols
- The provision of special needs services will continue; All SNR staff will be screened before entering the child care centre
- Use of video and telephone interviews should be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a child care centre
- there will be no volunteers in the child care centre

Food Provision

Child care centres will change meal practices to ensure there is no self-serve or sharing of food at meal times.

- Utensils will be used to serve food
- Meals will be served in individual portions to the children
- Before and After Snacks will be a grab and go with little to no preparations
- There will be no items shared (i.e., serving spoon or salt shaker).



- There will be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place)
- Children will neither prepare nor provide food that will be shared with others
- Ensure proper hand hygiene is practiced when educators are preparing food and for all individuals before and after eating
- Where possible, children will practice physical distancing while eating
- There will be no sharing of utensils

RE-OPENING PRIORITIZATION POLICY

Until further notice, and in accordance with regulatory *Child Care and Early Years Act, 2014* (CCEYA), the YMCA will not charge fees to parents if they do not have access to a space, or decide not to accept a space when it becomes available during the re-opening child care phase. Once we are able to resume operating at full capacity, families who did not accept a spot during this time, or were not offered a spot during this time will not be penalized.

The YMCA will use the following principles to plan the return of children to the centre.

1. Full Time Status

Families who were full time at the point of closure and wish to continue with full time care will receive priority over part time families. Schedule change requests can be submitted however may not be guaranteed.

Prioritization:

Spaces will be filled according to the ordinance of the sequential priority list:

1. Emergency Child Care attendees
2. YMCA Educator requiring child care in order to work in program
3. Work/ School Outside of the Home
4. Work/School Inside the Home
5. Special Circumstances
6. Socialization

2. Part Time Status

Families who were registered for part time at the point of closure and wish to continue with part time care will be considered if spaces are available. Schedule change requests can be submitted however may not be guaranteed

Prioritization:

Spaces will be filled according to the ordinance of the sequential priority list:

1. Emergency Child Care attendees
2. YMCA Educator requiring child care in order to work in program
3. Work/ School Outside of the Home
4. Work/School Inside the Home
5. Special Circumstances
6. Socialization

**Requests to Change Care**

Families should submit any changes to their care needs to their supervisor as soon as possible.

New Enrollment

Families will be placed on a waiting list and will be contacted once a space becomes available. There is no fee for a family to be placed on a waiting list.