

Macklin House Daycare Centre COVID-19 Enhanced Health and Safety Protocols



SEPTEMBER 2020

MHDC Head Office - Updated Sept 21/20

Dear Families

Macklin House Daycare (later described as MHDC) has been required to update and follow policies for Covid-19 enhanced Health and Safety as recommended by the Ministry of Education Child Care and York Region Public Health.

Our policies and protocols are included in this package for your review and records. Please ensure that you read the document and reach out us for any clarification.

MHDC has trained all staff to implement the following measures that will reduce the spread of COVID-19 and other infectious illness within the center.

These guidelines are subject to change as per the direction of the Ministry of Education Child Care and Early Years Licensing Branch and local Public Health Units.

CENTRE HOURS

For the safety of all children and staff there are allocated drop off and pick up times for each site. Kindly ensure that you are familiar with the ones associated to your child's centre.

Any arrangements for drop off or pick that are not according to the set times below must be approved by the onsite supervisor in consultation with head office.

SITE	REGULAR SCHOOL DAYS	PA DAYS AND HOLIDAYS
ADRIENNE CLARKSON	DISMISSAL BELL – 6:00 PM PM PICK UP TIME 4:00 – 5:45 PM	7:30 AM – 5:30 PM
COPPARD GLEN	7:00 AM – FIRST BELL AM DROP OFF TIME 7:00 – 8:00 AM DISMISSAL BELL – 6:00 PM PM PICK UP TIME 4:00 – 5:45 PM	7:30 AM – 5:30 PM
MAIN CENTRE	7:30 AM – 5:30 PM AM DROP OFF TIME 7:30 – 9:30 AM PM PICK UP TIMES 4:00 – 5:15 PM	7:30 AM – 5:30 PM
O.M. MACKILLOP	7:00 AM – FIRST BELL AM DROP OFF TIME 7:00 – 8:00 AM DISMISSAL BELL – 6:00 PM PM PICK UP TIME 4:00 – 5:45 PM	7:30 AM – 5:30 PM
ROMEO DALLAIRE	7:00 AM – FIRST BELL AM DROP OFF TIME 7:00 – 8:00 AM DISMISSAL BELL – 6:00 PM PM PICK UP TIME 4:00 – 5:45 PM	7:30 AM – 5:30 PM
SAM CHAPMAN	DISMISSAL BELL – 6:00 PM PM PICK UP TIME 4:00 – 5:45 PM	7:30 AM – 5:30 PM
THORNHILL	7:00 AM – FIRST BELL AM DROP OFF TIME 7:00 – 8:00 AM DISMISSAL BELL – 6:00 PM PM PICK UP TIME 4:00 – 5:45 PM	7:30 AM – 5:30 PM

NOTE: OUR PROGRAM IS CLOSED ON ALL STATUTORY HOLIDAYS

CONDITIONS OF ENROLLMENT

- ❖ ALL PARENTS/GUARDIANS MUST SUBMIT AN AKNOWDLEDGEMENT, CONFIRMING ACCEPTANCE OF THE CONDITIONS STIPULATED IN THIS DOCUMENT AND RECEIPT OF THIS DOCUMENT AND FORM PRIOR TO START DATE
- ❖ THERE ARE SET TIMES FOR DROP OFF/PICK UP *ALL PARENTS MUST SUBMIT A DROP OFF AND PICK UP TIME BEFORE START OF PROGRAM
- ❖ ONE DEDICATED PARENT/GUARDIAN MUST DROP OFF/PICK UP CHILD EVERYDAY
- ❖ PARENTS ARE **NOT PERMITTED IN THE CENTRE AT THIS TIME**
- ❖ ALL CHILDREN/PARENTS/GUARDIANS WILL BE **SCREENED OUTSIDE THE CENTER DAILY**
- ❖ **ALL SCHOOL AGE CHILDREN GRADE FOUR AND OLDER MUST WEAR A MASK**
*YOUNGER CHILDREN IN SCHOOL ARE ENCOURAGED TO WEAR A MASK
- ❖ **ALL PARENTS MUST WEAR A FACE MASK IN THE SCREENING AREA**
- ❖ ALL PARENTS/GUARDIAN ARE REQUIRED TO **FOLLOW THE SCREENING PROCEDURE, INCLUDING PHYSICAL DISTANCING MEASURES**
- ❖ **YOUNGER CHILDREN AT MHDC** >BRING A BACKPACK CLEARLY LABELED WITH YOUR CHILD'S NAME THAT INCLUDES A CHANGE OF CLOTHES, HAT, INDOOR SHOES, SUNSCREEN ON THE FIRST DAY. **NO BLANKETS. PERSONAL BELONGIGS SHOULD BE TRANSFERRED TO AND FROM THE CENTER ON A DAILY BASIS**
- ❖ **OUTSIDE FOOD IS NOT PERMITTED** INTO THE CENTRE
- ❖ ALL PARENT MEETINGS WILL BE ACCOMODATED VIRTUALLY OR VIA TELEPHONE
- ❖ ALL COMMUNICATION WILL BE ACCOMODATED VIA EMAIL/TELEPHONE
- ❖ PLEASE ENSURE TO READ THE POLICY AND PROTOCOLS. FEEL FREE TO CONTACT THE ONSITE SUPERVISOR OR OUR OPERATIONS MANAGER IF YOU REQUIRE ANY CLARIFICATION.

WE LOOK FORWARD TO HAVING YOU BACK!

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Macklin House Daycare Centre as per the Ministry of Education and The York Region Public Health requirements has developed a Covid-19 management plan

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on our children, staff, and families, it is important for us to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for families, Staff, Students and Visitors to reduce the potential risk for infection during Ontario's Recovery Period.

These instructions supersede Macklin House Daycare Centre's policies that are already in place. Pandemic plan measures/policy will be reviewed with all Centre staff and families prior to their start date. A copy will be emailed to all Staff and families.

These requirements are based on:

- The Ontario Ministry of Education Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening
- The Public Services Health and Safety Association Health and Safety Guidance for Employers of Child Care Centres
- York Region Public Health Guidance
- York Region Public Schools Return to School Guidelines

These guidelines are subject to change as per the direction of the Ministry of Education Child Care and Early Years Licensing Branch and local Public Health Units.

MHDC programs located within York Region District Schools will adhere to the Return to School Guideline in addition to the ones outlined in this document.

This Plan includes policies and procedures, infection prevention and control practices and appropriate response planning to ensure the health and safety of all of children, staff, parents/guardians, Students, and visitors.

These enhanced measures will remain in place until such time that the Ministry of Education and York Region Public Health indicate it is safe to return to normal operating procedures or makes further changes to health and safety recommendations. All childcare centers are required to follow all existing health and safety requirements and regulations and ensure all current infection prevention and control practices are adhered to.

A copy of all records will be retained on premises for 12 months

ALL PARENTS/GUARDIANS, STAFF, STUDENTS ARE REQUIRED TO REVIEW THESE UPDATED MEASURES IN ORDER TO GAIN WORK, PLACEMENT, REGISTRATION AT THE CENTRE

What is COVID-19?

COVID-19 is a new strain of coronavirus that are part of a large family of viruses that can cause symptoms similar to the common cold but can advance, in some cases, to severe respiratory illness or even death.

How the virus spreads:

COVID-19 typically spreads through:

- droplets from coughing and sneezing
- close prolonged personal contact with an infected person (e.g. being coughed or sneezed on or being within 2 meters for 15 minutes)
- touching an infected surface and then touching your mouth, nose, or eyes

Common symptoms include:

- fever
- new or worsening cough
- shortness of breath

A range of other symptoms may include:

- sore throat
- difficulty swallowing
- runny nose (without another known cause)
- nasal congestion (without another known cause)
- nausea or vomiting, diarrhea, abdominal pain
- unexplained fatigue/ malaise/ muscle aches
- headaches
- chills
- pink eye (conjunctivitis)
- new loss of sense of smell or taste
- rash (in children)
- croup (respiratory infection resulting in barking cough and difficulty breathing in children)
- lack of energy or difficulty feeding (in infants)

*The symptom list will be updated, as required, as per direction from Ministry of Health. Important Health Care Information to Have on Hand
Contact a health care provider, Telehealth Ontario at 1-866-797-0000 or York Region Public Health 1-800-361-5653 if you or another individual are experiencing symptoms of COVID-19. Refer to York Region Public Health website www.York.ca/covid19 OR Region Public Health at 1-800-361-5653.

If symptoms change or worsen, the individual may need to seek medical attention. If the individual has any severe symptoms, such as difficulty breathing or chest pain, call 911

CHILDREN AND STAFF/VOLUNTEERS PERSONAL BELONGINGS

To mitigate infection, the transfer of personal belonging in and out of the center must be limited.

Children

Effective September 01/20, all children in grades 4 and above are required to wear a non-medical mask while inside the childcare premises including the hallways. York Region Public Health also strongly that children Kindergarten to grade 3, wear a mask. We ask that this is applied when possible/child can tolerate it.

Personal belongings (back packs, clothing) brought into the centre must be minimized

Infants, Toddlers, Preschool

We ask you bring a backpack with your child's change of clothes, indoor running shoes Summer (hat, sunscreen) Winter (snow pants/suit,) on day one and leave it at the centre.

- Children's belongings must be clearly labelled and stay in child's cubby
- MHDC will provide blankets where applicable. Parents are NOT to bring in any blankets or soft toys
- Strollers will not be allowed into the centre. We will have a dedicated area for strollers outside the center. Parents are responsible for proper labelling and covering of strollers. MHDC will assume no liability for any damage or loss.

School Agers

- Indoor shoes and extra clothing brought in a back-pack and left in a designated area. NO lockers to be used at this time

Staff

As of September 1st, 2020, all adults in a child care setting (i.e. staff, students, essential visitors/vendors) are required to wear medical masks (i.e. surgical masks) and eye protection (e.g. face shield, goggles or wrap-around safety glasses) while inside the child care premises, including the hallways. **Staff will bring just essential items into the center. All items must be in one bag (*with closure, i.e. purse, backpack – not plastic bag) This bag must be wiped down/ disinfectant at normal level prior to storing**

- Personal electronics/ cell phone/I pad etc. are NOT allowed to be out in the program room at any time
- Lunch must be in a closed container, in a cooling bag with staff name clearly labelled. Staff lunch will NOT be refrigerated in the centre fridge

SCREENING

Daily Active Screening for COVID-19 of Persons Entering Child Care

POLICY

Screeners must wear appropriate PPE when screening

Every person arriving at the childcare centre must perform the daily self screening at home PRIOR to arriving at the centre. A health check confirming that the daily screening was completed at home and a temperature gauging will be completed prior to permission to enter the center. The screening information will be documented on the appropriate COVID-19 Active Screening Forms for Children(household), Staff, and Essential Visitors and Vendors to facilitate contact tracing by York Region Public Health in the event of a confirmed COVID-19 case or outbreak.

Individuals re-entering the childcare centre (leaving and coming back on the same day) must be screened again PRIOR to re-entering the centre.

Children, Staff, Parent/Guardian, Students/Volunteers/Essential Visitors who are symptomatic or fail the screening (have one or more symptoms included in the reference guide) will NOT be permitted to enter the childcare centre. This includes having a cold.

Parents/ Guardians and Staff who are symptomatic *(as outlined above) should NOT enter the screening area.

ALL children/staff/students/visitors who have one or more symptoms will be required to:

- Get a covid- 19 test completed/ isolate and remain away from the centre for 14 days
- If received testing and testing is negative, be symptom free for 24 hours and submit documentation of the negative test.
- If covid-19 test positive – follow the direction of York Region Public Health

Essential visitors may include professionals delivering supports for children with special needs, Ministry staff, MHDC managers and other public officials such as the fire marshal, public health inspectors, etc. Essential visitors will be required to meet all daily active screening requirements prior to entering the centre.

Individuals who were previously ill, have been symptom free for 24 hours, and have tested negative for COVID-19 must complete additional screening using the COVID-19 Re-entry Screening Form for Previously Ill Individuals PRIOR to also completing the daily active screening process. These individuals must provide the childcare centre Supervisor with a copy of the negative COVID-19 test result.

The Centre will maintain daily attendance records of any essential visitor or vendor entering the centre and the approximate length of their stay (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.)

This information will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Records are to be kept on the premises for 12 months

SCREENING OF CHILDREN AND HOUSEHOLD (Parents/Guardians/ people living in same household

Screening policy and protocols will be given to all parents, guardians, and staff prior to start date.

A consent of agreement, acknowledging and accepting all policy and protocols must be received by all parents, guardians, and staff prior to start date

The COVID-19 Screening Agreement to be provided to parents/guardians

includes the following:

- Acknowledgement that children who are ill should not attend the childcare centre
- Acknowledgement that children should not attend childcare if any member of their household is ill with COVID-19 related symptoms
- Agreement that any child or his/her family members experiencing symptoms should be excluded from the childcare/isolate for 14 days or get tested for covid-19
- Understanding of the information provided on the active screening procedure
- Agreement to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons entering the centre
- Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of the childcare placement
- Agreement to not administer any medication to their child that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping child off at the childcare centre
- Agreement to exclude child(ren) from childcare immediately upon observing any signs or symptoms of illness in any family member until medically deemed able to return to care
- All children in grades 4 and above are required to wear a non-medical mask while inside the child care premises including the hallways. York Region Public Health also strongly that children Kindergarten to grade 3, wear a mask. We ask that this is applied when possible/child can tolerate it.
- Consent to provide copies of any of child(ren)'s COVID-19 test results to childcare centre Confidentiality of Personal Health Information Collected for COVID-19 Screenings

- It is important to note that York Region Public Health is required by Ontario's Personal Health Information Protection Act (PHIPA) to respect and protect the privacy of the individuals being screened for COVID-19
- will only disclose a positive case to a childcare centre if it is needed to manage the exposure risk to others as guided by public health

Childcare staff are required to protect all personal health information collected for the COVID- 19 screenings and/or information provided by York Region Public Health regarding a positive COVID- 19 test result to reduce exposure.

Parent and child privacy are paramount; therefore, childcare staff are encouraged to treat families in a respectful manner which protects the privacy of their family.

COVID-19 screening results must only be shared with York Public Health. All screening documents completed will be stored in the main office. Privacy is everyone's responsibility.

SCREENING OF SUPERVISORS AND STAFF

The Supervisor must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at the childcare centre. Active screening must be completed for all staff at the site each day. The Supervisor will develop the active screening schedule and assign staff to conduct active screening of parents/guardians and children for each day.

A Supervisor or designate will always be onsite at the childcare centre. The Supervisor will be the first staff to arrive at the centre. The Supervisor will self-screen at home using the COVID- 19 Active Screening Form for Staff and will answer the screening questions in writing and complete the temperature check, to ensure s/he is well enough to report to work. If unable to report to work, the Supervisor will ensure a back up staff is called into work.

Once the Supervisor has completed the self-screening at home, s/he will arrive at the centre and complete active screening for the second staff to arrive at the site. Once screened, the second staff to arrive will confirm the written screening completed by the Supervisor. The Supervisor will then complete active screening for all staff. The Supervisor on duty will ensure that active screening is completed for all staff for every staffing shift.

Staff are required to stay home if they are experiencing ANY of the symptoms identified on the active screening form and to report their absence to their Supervisor immediately.

Any essential visitor or third-party vendor (such as caterers or cleaning services) granted entry into the childcare centre MUST also complete the daily active screening process prior to entering the site using the COVID-19 Active Screening Form for Essential Visitors and Vendors. Entry into the childcare centre should only be permitted if there is a need to enter the setting.

Any third-party vendors (such as cleaning services) that arrive at the childcare centre after- hours must self-screen prior to entering the site by completing the COVID-19 Active Screening Form for Essential Visitors and Vendors. They must also record their time of arrival and departure upon entering and leaving the childcare centre.

Staff will advise third-party vendors of proper hand hygiene and cleaning and disinfection practices when using the thermometer

SCREENING ARRIVAL AND DROP OFF PROCEDURES

A screening area will be designated outside of the center. Staff that are screening will be provided with and must wear equipment and supplies provided at screening station.

This will include a mask, face shield and gown (if preferred). Hand Sanitizer will be available and should be used after any interaction with an individual at the screening area

All Staff, Children (households) and any adult will confirm that the daily screening (as provided by MHDC for each child/parent/guardian/household) was completed prior to arriving to the centre.

Each Parent/Guardian/Staff/Student will provide verbal confirmation of the above upon arrival at the center

Each Child/ Staff/Student will have their temperature taken and documented prior to having access into the center.

AFTERSCHOOL PROGRAM

Staff will conduct a health check using the health check screen on children arriving afterschool for before and afterschool programs. Temperature will be gauged for all children.

The Screening information includes the name, contact information, time of arrival/departure and temperature log. This information will be kept on premise for 12 months and may be shared the Ministry of Education and Public Health where required.

Children, Staff, Parent/Guardian, Volunteers who are symptomatic or fail the screening (have one or more symptoms included in the reference guide) will NOT be permitted to enter the childcare centre. This includes having a cold.

Parents/ Guardians and Staff who are symptomatic *(as outlined above) should NOT enter the screening area.

ALL children/adults who have ONE OR MORE symptom will be required to isolate for 14 days or get a covid-19 test. If a test has been taken and negative, they must be symptom free for 24 hours.

Screening Tool:

Staff must be trained on conducting the screening using the COVID-19 Active Screening Forms for Staff, Households or Essential Visitors and Vendors as well as using the COVID-19 Re-entry Screening Form for Previously Ill Individuals in situations where previously ill individuals who have tested negative are returning to the centre

Screen POSITIVE:

Any staff/parent/child/essential visitor who arrives at the centre and answers **YES to ANY** of the questions on the active screening form will be directed to not enter the centre and to return home immediately

Children/any adult that has one or more symptom must be excluded and isolate from the center for 14 days and be symptom free prior to coming back to the centre OR get a COVID-19 test.

Staff or children with a pre- existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash) should have this documented in their file. Only medical notes from physicians or nurse practitioners that indicate that the individual is free from communicable disease are acceptable.

Individuals who choose not to have COVID-19 testing must be excluded from the childcare setting for 14 days/ until symptom free/as directed by Health Practitioner

The Supervisor will collect as much information as possible, including:

- ❖ Who is symptomatic (child/parent/household member/staff) and age (if child)?
- ❖ Type of symptoms?
- ❖ Date and time of onset of symptoms?
- ❖ Circumstances when symptoms began?
- ❖ Where symptoms experienced (childcare centre or at home)?
- ❖ How long has child attended the childcare centre?
- ❖ Did individual answer YES to any other screening questions?

The Supervisor will contact York Public Health if test results are positive.

- ❖ Staff and children must self-isolate for 14 days from the start of symptoms (unless tested negative for COVID-19). Any siblings of the child attending the childcare centre must also be excluded from childcare.
- ❖ If tested negative for COVID-19, the staff/child may return to the centre 24 hours after symptoms resolve if they have not been exposed to a confirmed or suspected case of COVID-19.
- ❖ If tested positive for COVID-19, staff/child will be required to continue self-isolation for 14 days from the start of symptoms. York Region Public Health will confirm when staff/child can return to the childcare centre.
- ❖ Staff or children who have been identified as a close contact of a confirmed or suspected case of COVID-19 should be excluded from the childcare setting for 14 days after their last exposure, regardless of their test result.
- ❖ The need to isolate close contacts while test results are pending will be assessed on a case by case basis.

Screen NEGATIVE:

If screened negative (NO to ALL questions), temperature of child(ren) and parent/guardian will be taken

Once the parent/guardian and child(ren) have all passed the active screening requirements, the child(ren) will be escorted into centre by staff (younger children)/ Parents are **NOT** permitted into the centre at this time.

Re-entry Screening of Previously ILL Individuals Tested Negative for COVID-19

If a previously ill child, parent/guardian, or staff person has:

- 1) tested NEGATIVE for COVID-19; AND
- 2) remained symptom-free for at least 24 hours, they can return to the child care centre (unless they have had close contact with a confirmed COVID-19 case or symptomatic person(s), in which case, they will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected case).

The parent/guardian or staff person must provide a copy of the COVID-19 test result to the childcare centre Supervisor to verify the negative result. Upon return to the centre, the previously ill child must complete the re-entry screening conducted by screening staff over the phone with the parent/guardian using the COVID-19 Re-Entry Screening Form for Previously Ill Individuals. The Supervisor will conduct re-entry screening for previously ill staff.

If YES was answered to ANY of the questions in Step 2 of re-entry screening form, staff must refuse the individual entry into the childcare centre. The individual will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected COVID-19 case.

If NO was answered to ALL questions in Step 2 of the re-entry screening form, staff may proceed with conducting active screening on the individual.

Note: Individuals tested positive for COVID-19 require direction from York Public Health on when they can return to the childcare centre.

The active screening policy and forms will be updated as advised by York Region Public Health. Documentation of the information collected during active screening must be recorded on the COVID-19 Active Screening Forms for Staff, Households, Essential Visitors and Vendors or the COVID-19 Re-entry Screening Form for Previously Ill Individuals in situations where previously ill individuals with a negative test result are returning to the centre. The Supervisor is responsible for ensuring that this information is recorded as required, maintained on the premises, and managed in accordance with the childcare provider's relevant privacy and document management practices as set out in the Child Care and Early Years Act (i.e. O. Reg. 137/15: at least three years from the date "the record" is made).

COHORT (GROUP) SIZE

As of September 1, 2020, childcare settings may return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to the COVID-19 outbreak).

All ratios (children/staff) for each age group must be maintained as per licensing guidelines. Staff and students are not included in the maximum group size. Staff should work at only one location. Supervisors and/or designates should limit movement between rooms, doing so only when necessary. Supply/replacement staff should be assigned to specific cohorts.

A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Provision of Special Needs Resources (SNR) Services

Children with special needs and their families may require additional supports and services at the center. The following provisions will be made:

- The provision of in-person special needs services at the centre will continue where appropriate
- When SNR services are provided through external staff/service providers the centre will inform all families of this fact, and record attendance for contact tracing purposes
- All SNR staff must be screened before entering the centre, as per the protocol in the screening section below
- Should questions arise in respect of which service providers are permitted to enter the premises, the local public health unit will be contacted
- The centre will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible

GENERAL SANITARY PRECAUTIONS AND PHYSICAL DISTANCING MEASURES

POLICY

MHDC will maintain a strict routine infection prevention and control practices COVID-19 Guidance for Child Care as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

PROCEDURES

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

All adults in a childcare setting (i.e., staff, visitors, and students) are required to wear medical masks and eye protection (i.e., face shield) while inside in the childcare premises, including in hallways.

All children in grades 4 and above are required to wear a non-medical or cloth mask while inside in the childcare premises, including in hallways.

All school-aged children (under grade 4) are encouraged but not required to wear a mask while inside in the child care premises, including in hallways (see information about the use of masks on the provincial COVID-19 website or the Public Health Ontario factsheet on non- medical masks). Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).

The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.

HAND HYGIENE AND RESPIRATORY ETIQUETTE

Staff, parents/guardians, and children will be reminded and required to follow and practice proper respiratory etiquette – (i.e. coughing, sneezing into arm sleeve, washing hands, use of sanitizer etc.)

Posters illustrating will be posted
(e.g., cover your cough and sneeze signs posted in program rooms)

Hand Washing

Staff should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after breaks
- After using the toilet
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Children should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing

Staff should follow and role model the following steps for proper hand washing:

- Wet hands
- Apply soap
- Lather for at least 15 seconds (or if the “Happy Birthday” song). 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

Video: [Correct Handwashing Procedures - Full Steps](#)

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are always well stocked (i.e. soap, paper towels, waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance for the centre and throughout the centre. Ensure hand sanitizer is readily accessible in areas where hand washing facilities are not available. However, hand sanitizer dispensers should not be in locations that can be accessed by young children

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer (at least 60% 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 sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Other personal hygiene measures include avoiding touching your eyes, nose or mouth and avoiding high-touch areas, where possible, or ensuring you clean your hands afterward

PPE

(Masks and Eye Protection, Gowns, Gloves)

As of September 1st, 2020, all adults in a child care setting (i.e. staff, students, essential visitors/vendors) are required to wear medical masks (i.e. surgical masks) and eye protection (e.g. face shield, goggles or wrap-around safety glasses) while inside the child care premises, including the hallways. All children in grades 4 and above are required to wear a non-medical mask while inside the childcare premises including the hallways. York Region Public Health also strongly that children Kindergarten to grade 3, wear a mask. We ask that this is applied when possible/child can tolerate it.

Staff must wear surgical/procedural masks and eye protection (face shield, goggles, or wrap-around safety glasses) when:

- Cleaning and disinfecting blood or bodily fluids spills if risk of splashing (gloves must be used as well)
- Caring for a sick child (gloves must be used as well)
- Conducting active screening at screening station

Staff should wear a surgical/procedural mask or cloth mask when physical distancing (of 2 meters or greater) is difficult to maintain, such as but not limited to:

- Providing direct care (e.g. diapering or feeding)
- Holding or carrying a child
- Assisting a child with dressing

Masks must be worn by staff who become sick (they should also immediately go home). Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. Masks may not be tolerated by everyone based on underlying health issues, behavioural issues, or beliefs. If the mask interferes with the ability to breathe or speak clearly, maintain a two-meter distance as much as possible.

Both masks and gloves may cause a false sense of security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and

taking them off if not handled correctly. Hands must be washed or sanitized before putting on and after taking off a mask.

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them. Disposable gloves do not replace hand washing.

The following links from Public Health Ontario and Public Health Agency of Canada describe appropriate PPE use

Videos

[How to wear a medical mask](#)

[Putting on Full PPE](#)

[Taking off Full PPE](#)

CLEANING AND DISINFECTING

Cleaning and disinfecting reduce the spread of germs. Some germs can live for hours, days or weeks on toys, counters, diapering table, doorknobs, computer keyboards and other surfaces.

Cleaning with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning will substantially reduce the number of germs that may be on surfaces.

Disinfecting after cleaning will kill most of the germs that were left behind. Cleaners and disinfectant products and methods already used by childcare centres are effective against COVID-19.

MHDC will use a solution of bleach and water of 500 ppm. This solution will be tested for accuracy using testing strips. The solution will be made by a dedicated staff in each room.

The solution will be stored in a spray bottle and stored away from the children's reach

Date and time of the making of the solution will be recorded in a log in each room

The Supervisor at MHDC will set up a schedule to ensure all cleaning and disinfecting duties are consistently completed and documented.

The 6 steps for cleaning and disinfecting are:

1. Clean with soap and water.
2. Rinse with clean water.
3. Apply the disinfectant according to the manufacturer's instructions on the label.
4. Allow the surface or object to soak in the disinfectant for the required contact time. Refer to the **Disinfection Chart for Child Care Centres included in this package** for the required contact times when using household bleach and water. A disinfectant with a Drug Identification Number (DIN) can also be used.
5. Rinse with clean water if required according to manufacturer's instruction on the label. Rinsing is not required when using household bleach and water.
6. Let air dry.

ENHANCED CLEANING AND DISINFECTION

To minimize the spread of COVID-19, enhanced cleaning and disinfection procedures as required for licensing by the Ministry and York Region Public Health must be followed:

- Frequently touched surfaces will be cleaned and sanitized with an approved sanitization solution as directed by Public Health at least twice per day.

(Frequently touched surfaces include toys, tables, chairs, doorknobs, light switches, toilet and faucet handles, sink, handrails, and electronic devices)

- Approved disinfectant with a Drug Identification Number (DIN) will be used. Disinfectant (Everyday level) will be available, prepared and used as per manufacturer's instructions
- A sufficient supply of cleaning and disinfecting products provided and accessible to staff in each room. Staff will be informed of the storage area in each room
- Documentation of sanitization will be recorded for each room and kept in a binder in each room

Toys and Equipment

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor must be advised of any concerns regarding toys and equipment.

Each group will have dedicated toys and equipment per room

All toys used are made of material that can be cleaned and disinfected

- Group water/sensory tables must **not** be used. Only individual sensory play is permitted (i.e. each child has their own separate bin).
- Ensure each child's individual sensory play toys are cleaned and disinfected between use
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable
- Remove toys that cannot be easily cleaned and disinfected, such as plush toys, natural materials, books, puzzles
- Toys and equipment should be cleaned and disinfected at a minimum between cohorts
- Mouthed toys should be cleaned and disinfected immediately after child is finished using it
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used
- Staff are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- Tables and chairs being used are to be cleaned and disinfected before and after use and as often as needed
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible

LAUNDRY AND SLEEPING EQUIPMENT

- A cot and linen for nap time will be dedicated to each child and clearly labelled with child's name and not shared
- Centre will provide blankets– these will be washed daily/as required
- Children will have a cot assigned to them. Cots will be placed to support physical distancing practices – 2 meters apart where possible and head/toe
- Cots and cribs must be cleaned and disinfected daily or more frequently as needed.
- High touch surfaces on cots and cribs must be disinfected twice a day or as often as necessary
- Cot sheets and blankets will be washed daily
- The centre will provide blankets where required by the child *no blanket or any other sleep toys to be brought from home

PROPERTY OF MHDC

DIAPERING AND TOILETING

Our diaper changing and toileting policy and procedure will be followed including the cleaning and disinfecting of diapering area, wearing of gloves, and following proper hand hygiene.

In addition:

- Each child will have their own diapers, wipes, and creams. There should be no sharing of wipes and creams
- Toilets/potty chairs and seats are cleaned and disinfected between uses Contaminated (e.g., fecal) items belonging to the child (including soiled clothing) are sent home immediately for cleaning
- Soiled items will be placed in a securely tied plastic bag and send home with the child's parents/guardians. **Soiled item must not be rinsed and or washed at the centre**
- For School Age Children in Before and After School Programs, only one group should access the washroom at a time, and it is recommended that the facilities be cleaned in between each use.

Additional Infection Control Practices

- Regularly clean and disinfect high-touch surfaces including doorknobs, light switches, faucet handles, handrails, and electronic devices at **least twice daily (for 7 :00 am – 6:00 pm operations)** to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.
- High touch electronic devices (i.e. keyboards, tablets) may be disinfected with 70% alcohol (i.e. alcohol prep wipes) while ensuring the dilute solution contacts the surface for at least one minute.
- washroom facilities are frequently cleaned and disinfected
- Low-touch surfaces (any surfaces at the location that have minimal contact with hands), must be cleaned and disinfected daily (i.e. window ledges, doors, sides of furnishings, etc.)

- Carpets are to be vacuumed daily
- Ensure garbage is kept in waterproof containers lined with plastic garbage bags. Staff must dispose of garbage daily. Any blood-soiled items must be discarded in sealed bags
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/designated area
- bottles, sippy cups, and pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The plastic handle of the pacifier must be washed in soap and water upon arrival to the centre.
- For creams and lotions during diapering, staff must never put hands directly into lotion or cream bottles. They must use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe
- Children should bring their own sunscreen where possible and it should not be shared. Staff may help apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application)
- Avoid getting close to faces of all children, where possible
- Open windows where possible
- Avoid singing activities indoors and ensure physical distancing for singing activities outdoors

FOOD SAFETY

To reduce the risk of contamination, our food provision policy will be altered to ensure there is no sharing of food or drinks, at any time. Food /drinks /snacks of any kind will NOT be permitted to enter the centre. Your child may bring a water bottle; however, it must be clearly labelled with his/her name and will be wiped down prior to entering the centre.

The following protocols must be followed:

- ❖ No food should be provided by family *except for baby formula and baby foods where required and special precautions for handling and serving the food must be put in place
- ❖ Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- ❖ There should be no self-serve or sharing of food at mealtimes or throughout the day
- ❖ Children should neither prepare nor provide food that will be shared with Others
- ❖ Where possible, children should practice physical distancing while eating
- ❖ Utensils must be used to serve food
- ❖ Meals or snacks will be portioned into individual size in the food preparation area in each room
- ❖ No utensils or food items (e.g., serving spoon, saltshaker) should be shared
- ❖ Foods are prepared, handled, stored, and served in a safe manner as outlined in Food Premises
- ❖ Multi-use utensils must be cleaned and sanitized between uses as per requirements

SPACE SET UP AND PHYSICAL DISTANCING

As per Ministry and Public Health Guidelines, children will be placed in groups. Each group will stay together throughout the day. Where possible, maintain physical distancing of at least 2 meters (6 feet) or more between persons, including staff, parents, and children.

Physical distancing may be difficult to maintain in the childcare setting; however, additional steps should be taken to limit the number of people in close contact (i.e. within minimum 2-meters of each other).

Physical distancing will be encouraged where possible between children within the same cohort.

Physical Distancing Measures

Our program will endeavor to provide a welcoming and caring environment to children. We will continue to deliver our program statement to the best of our ability; however, the approaches may not be achieved due to physical distancing requirements

While physical distances between children and between staff and children may be difficult, the following guidelines will be established:

- When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort
- spreading children out into different areas, particularly at meal and dressing time
- incorporating more individual activities or activities that encourage more space between children
- using visual cues to promote physical distancing
- avoiding singing activities indoors
- Where two groups are using the same indoor space (e.g. gym), ensure that a floor to ceiling temporary physical barrier is in place to ensure that physical distancing of at least 2 meters between cohorts is maintained
- In shared outdoor space, groups must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort
- increase the distance between cots/resting mats or place the children head to toe/ toe to head
- Staggering lunch/break time for staff

- Re-arranging/increasing spatial distance of chairs and tables in staff room to ensure physical distancing
- Shared spaces and structures that cannot be cleaned and disinfected *between cohorts should not be used*

Physical distancing in small children (infants/toddlers/preschoolers)

- planning activities that do not involve shared objects or toys
- when possible, moving activities outside to allow for more space.
- Label all belonging with child's name
- Children must not share food, feeding utensils, soothers, bottles, sippy cups, Etc.
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
- Place a temporary name label on toy being used by a child to discourage accidental sharing
- avoiding singing activities indoors

INTERACTIONS WITH INFANTS AND TODDLERS

We recognize that our little ones will require special care and affection. We will continue to provide big smiles and plenty of positive praise and conversations.

Additionally, we will support infants and Toddlers by:

- encourage staff to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking
- Staff refrain from getting close to faces of all children, when possible
- placing infants in every other crib, and mark the cribs that should not be used to support physical distancing

OUTDOOR PLAY

Outdoor play will be scheduled in small groups/by group (cohort) to facilitate physical distancing

- If two groups (cohort) are outdoors a physical distance of 2 meters will be maintained between the groups (cohorts)
- Each group will have room designated outdoor toys (balls, loose equipment)
- Outdoor toys will be disinfected after each group use
- if toys and equipment are shared – they will be cleaned and disinfected prior to being shared
- Staff will minimize sharing and frequency of touching objects, toys, equipment, and surfaces including personal items
- Alternate outdoor arrangements (e.g. community walk), will occur where there are challenges securing outdoor play space. Physical distancing practices must be maintained when possible
- Children should bring their own sunscreen where possible and it should not be shared
- Staff may help apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (washing hands before and after each application).
- If play structures are to be used by more than one cohort, the structures can only be used by one cohort at a time and should disinfected (everyday level) before and after each use by each cohort.
- Community/public playgrounds are not used

PROTOCOL WHEN SOMEONE DEMONSTRATES SYMPTOMS OF ILLNESS

To protect the health and well-being of children and staff within the childcare centre, all children will be monitored while in care for emerging signs or symptoms of any illness, including COVID-19.

Children or staff who become ill while at the childcare centre must return home as soon as possible. The Supervisor must initiate the centre’s illness management policies, including the following measures related to outbreak management for COVID-19.

One positive confirmed case of COVID-19 in a childcare centre is considered an outbreak

PROCEDURES

Health Checks for Children in Care

Staff must ensure that all children in care are monitored for illness, with a temperature taken as necessary, including for the following signs and symptoms of COVID-19:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough
- Shortness of breath or difficulty breathing Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)

<ul style="list-style-type: none"> • Sore throat • Difficulty swallowing • Pink eye (conjunctivitis) • Chills • Rash 	<ul style="list-style-type: none"> • Headaches • Unexplained fatigue/malaise / muscle aches • Abdominal pain • Croup (respiratory infection resulting in barking cough and difficulty breathing) 	<ul style="list-style-type: none"> • Diarrhea • Nausea/vomiting • Decrease or loss of sense of taste or smell • Runny nose without other known cause • Nasal congestion without other known cause
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Any of the following symptoms:

- Staff must ensure that hand hygiene is performed before and after each health check with each child
- Supervisor must document any symptoms observed on the child’s Illness Tracking Form

Children Who Display COVID-19-Related Symptoms During Care

If ANY ONE OR MORE of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the childcare centre and sent home. If the child has siblings who attend the same childcare centre, all siblings must also be excluded.

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a separate room/area. If a separate room is not available, the sick child should be kept separated from others at a minimum distance of 2 meters in a supervised area until they can go home.
- The child should be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
- Ensure the child wears a surgical-type or cloth mask (if tolerated) to cover the child's nose and mouth. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the ill child should also wear a surgical mask and eye protection (i.e. safety glasses or face shield). Hands must be washed before and after taking off a mask.
- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves should be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Respiratory etiquette should also be practiced while the child is waiting to be picked up. Tissues should be provided to the child and disposed of properly after use in a lined, covered garbage container.
- Increase ventilation if possible (e.g., open windows).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the child (and siblings if applicable). If a parent cannot be reached, an

emergency contact person will be contacted to pick up the child.

- Supervisor will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
- Once the child has been picked up, the Supervisor will ensure that the room/area where child was separated to and any other areas/surfaces that the child had contact with are thoroughly cleaned and disinfected.

The child will be excluded from childcare and self-isolate for 14 days (unless tested negative) from the start of symptoms and be tested for COVID-19 before returning to childcare. The Supervisor will provide the parent/guardian with contact information for York Region Public Health for information on symptoms, getting tested and self-isolation.

- **If tested negative**, and free of symptoms for 24 hours, the child must pass re-entry screening (refer to COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff) to return to childcare.
- **If tested positive**, York Region Public Health will provide direction on when the child can return to childcare.

Staff Who Display COVID-19-Related Symptoms While at Work

Any staff person who presents with symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the COVID-19 Active Screening Form for Staff must not return to the centre.

If a staff person becomes ill while at the childcare centre:

- Staff must isolate themselves as quickly as possible until they are able to leave the centre and wear a surgical-type or cloth mask covering the nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Supervisor will provide the staff person with contact information for York Region Public Health for information on symptoms, getting tested and self-isolation.

- Staff must remain off work and self-isolate for 14 days from the start of symptoms (unless tested negative). If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.
- If staff person tests negative for COVID-19, and is free of symptoms for 24 hours, s/he must pass re-entry screening (refer to COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff) to return to work.
- If staff person tests positive, York Region Public Health will provide direction on when s/he can return to work.

TESTING

To ensure the health and safety of all the children that attend our program – ALL symptomatic children and staff must be excluded from the center OR will be required to have testing.

- Those who test negative for COVID-19 will be excluded from the program until 24 hours after symptom resolution AND PASS THE SCREENING CRITERIA PRIOR TO RETURNING TO THE PROGRAM
- Those who test positive for COVID-19 will be excluded from the program for 14 days after the onset of symptoms and clearance has been received from York Region Public Health
- Where a single, symptomatic, laboratory confirmed case of COVID19 in a staff or child as a confirmed COVID-19 outbreak in consultation with the York Region Public Health
Staff and children who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by York Region Public Health.
- Staff and children waiting for test results will be excluded from the centre until results are confirmed
- Asymptomatic persons will only be tested as directed by York Region Public Health.

When a Child OR Adult becomes ill, with ONE OR MORE symptoms/indicated that they will be tested, the Supervisor will report the illness must report to the Ministry as a Serious Occurrence.

- Other children and staff in the centre who had close contact with a child or staff person who became ill should be grouped together. If Tested positive, York Region Public Health will provide any further direction on testing and isolation of close contacts.
- Children or staff who have been identified as a close contact to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.
- If test is positive, School age programs located in a shared setting (e.g. in a school), follow York Region Public Health’s advice on notifying others using the space of the suspected illness.

SERIOUS OCCURRENCE REPORTING

Effective September 1, 2020, and in accordance with the August 2020 [Operational Guidance](#) document, child care licensees will be required to submit serious occurrences for a suspected case of COVID-19 for individuals exhibiting **1 or more symptoms**

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when one of the following individuals has a **confirmed** case of COVID-19 **OR** a **suspected** case involving the individual exhibiting **1 or more symptoms AND** the individual has been **tested**, or has indicated that they will be tested for COVID-19:

- a **child who receives childcare** at childcare centre,
- a **parent of a child**
- a **staff** member at a childcare centre
- a **student** at childcare centre

Effective September 20, 2020, Serious Occurrence for COVID-19 reporting will have additional fields **in the “suspected/confirmed case of COVID-19” category** to assist with accurate reporting. These fields are mandatory unless otherwise stated and consist of radio buttons, drop-downs and list style entries.

Revision of open Serious Occurrences

Program advisors will be using the “Request for Revision” process for all COVID-19 related serious occurrences. This process will give licensees the opportunity to revise an open serious occurrence. i.e. change suspected to confirmed or add/remove individuals impacted.

For all serious occurrences not related to COVID-19, the update process will continue.

Additional Information/Tips:

- Where a serious occurrence has been reported for a suspected case (as defined above) and the individual’s test results are positive, licensees must revise the original serious occurrence report submitted. **Test Results are NOT required to be uploaded.**
- Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, licensees must revise the existing/open serious occurrence report; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.
- Please note: should the entire child care, part of the child care (i.e. a program room) or a home child care provider’s home close due to a “confirmed or suspected case”, a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the Serious Occurrence report and/or revise the serious occurrence report when the closure occurs.

Symptoms of COVID-19

The ministry recommends licensees refer to the [Ministry of Health COVID-19 Reference Document for Symptoms](#) which outlines the symptoms which have been most commonly associated with COVID-19.

MHDC is required to post the serious occurrence notification form as required under the CCEYA unless the local public health unit advises otherwise.

This report will be shared with the Region of York and York Region District School board (for programs located within schools)

STAFFING COSIDERATIONS

In addition to the regular schedule, shift policy, the following enhanced policy is in effect

- Staff should work at only one childcare location
- Staff will be assigned to one cohort for a minimum of 7 days
- Sharing phones, desks, offices and other tools and equipment are discouraged. Disinfect after each use.
- If documents must be exchanged, leave them on a clean surface while maintaining a two-meter distance.
- Limiting the total number of workers onsite during childcare centre hours and where they are assigned to work.
- Supervisors and/or designates should limit their movement between rooms, doing so only when necessary.
- MHDC will prepare a supply list in the event a staff is ill. Supply/replacement staff should be assigned to specific cohorts.
- Place possibly contaminated laundry, including non-medical cloth masks and facial coverings, into a container with a plastic liner and do not shake.
- Wash with regular laundry soap and hot water (60-90°C) and dry well
- Clothing, linens and non-medical cloth masks and facial coverings can be washed with other laundry
- Staff must implement a process for containing and laundering work clothing.
- Clothing must be washed prior to wearing to work
- Staff will stay in their assigned room/ with their cohort. When using the

washroom/lunch time/ kitchen/ staff must follow the guidelines and visual cues for physical distancing, wearing a mask, disinfecting hands

PROPERTY OF MHDC

- Staff must be at the centre a minimum of 15 minutes prior to their shift time to accommodate screening
- Schedules may NOT change without a minimum of 7day notice
- Staff must maintain physical distancing while on their lunch break
- If a staff goes off premises during lunch time, a re-screening will have to completing, including information about where the staff was during their break
- All staff are required to attend a virtual staff meeting once a month.
- Request for vacation – any time off including appointments, must be given a minimum of 3 weeks prior – no exceptions will be made

OCCUPATIONAL HEALTH AND SAFETY/TRAINING FOR STAFF AND STUDENTS

Macklin House will ensure that all staff and students will be provided training on the health and safety preparedness and management of COVID-19 including staff safety and infection prevention and control measures as outlined by York Region Public Health Guidelines a minimum of one time, prior to start of work.

Staff will be trained and become familiar with our policies and procedures and the Operational Guidance During COVID-19 Outbreak as prescribed in this document prior to the program Re-opening.

This training will be provided by reviewing policies and procedures outlined in this document, through virtual meetings/ telephone meetings, and fact sheets. A copy of all updated enhanced policies/protocols/ expectations will be emailed to each staff member prior to re-opening. Staff will acknowledge receipt and understanding of policies via email to the onsite supervisor.

Visual aids (postings) posted in each room and throughout the centre

This training will include all

- how to safely conduct daily screening
- instruction on enhanced cleaning and disinfection of space and equipment
- hand hygiene and respiratory etiquette
- guidance on the use of masks and PPE

- management of child or staff who has symptoms of illness/testing protocols
- completing /documenting daily records including attendances, daily screening, temperature taking, cleaning, and disinfecting
- Symptomatic childcare staff who develops symptoms compatible with COVID-19 will require to get tested.
- If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member should seek out assessment and be tested for COVID-19 at a COVID-19 Assessment Centre as soon as possible after identification of the case
- If the staff member tests negative and becomes symptomatic, the staff member should be re-tested.
- If the test result is negative, asymptomatic staff must remain in self-isolation for 14 days from their last exposure to the case
- If the staff illness is determined to be work-related - in accordance with the Occupational Health and Safety Act and its regulations, MHDC will provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection the Ministry of Labour.

GUIDANCE ON THE USE OF MASKS AND PERSONAL PROTECTIVE EQUIPMENT

All staff will perform a risk assessment to determine PPE required for each task. PPE is for single use – unless specified by manufacturer. MHDC will ensure that there is sufficient PPE available for staff at the center

All staff will be trained on the procedure of putting on and taking off protective equipment. A poster illustrating the proper method to put PPE on and take off will be posted in each Room

- All staff will follow the procedure recommended by Public Health of Ontario prior to putting on/taking off Protective Equipment. This includes: Masks – Perform proper handwashing hygiene prior to putting on a mask /Perform proper handwashing hygiene after taking off the mask
- In the Screening area and when accompanying children into the program

on arrival and departure from the centre, staff will be required to wear a mask, shield, gown, and gloves

- Staff will be encouraged to wear a mask when in program with the children
- Staff will be required to wear a mask, shield, gown, and gloves when cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing
- Staff will be required to wear a mask, shield, gown, and gloves when taking care of a symptomatic child at the centre prior to pick up
- Where possible for children over the age a two, a child with symptoms should wear a mask. Staff will perform hand hygiene prior to assisting a child to wear a mask
- Staff will perform proper hand hygiene after assisting a child to wear a mask
- Staff will wear a mask, face shield, gown, and gloves to clean and disinfect area/room of symptomatic child once the child has left the centre.
- Staff must follow proper Hand hygiene for donning and doffing PPE
- When the Supervisor is notified that a staff person has tested positive for COVID-19, they will consult with York Region Public Health to determine when the staff can return to work. Staff should also report to their Employee Health/Occupational Health and Safety department prior to returning to work.
- If the staff person's illness is determined to be work-related – in accordance with the Occupational Health and Safety Act and its regulations – the Supervisor must provide a written notice within four days of being advised that the staff person has an occupational illness, including an occupationally-acquired infection, to the:
 - Ministry of Labour and Joint health and safety committee (or health and safety representative)
 -

Closure of the Child Care Centre

The decision to close the childcare centre will depend on several factors and will be determined on a case-by-case basis in consultation with York Region Public Health. Case scenarios could include but are not limited to a case with an ill staff person with exposure to multiple children, or two or more cases within the childcare centre.

INTERACTIONS WITH PARENTS/GUARDIANS

We continue to recognize that parents are the first educator for all children. We appreciate your valued guidance and feedback on the care of your children. To mitigate the risk of infection our conversations and interactions will have to be achieved **virtually or via telephone**. **All parent/Guardians must ensure that we have your updated email address and telephone number. It is imperative that you check your email daily.** We ask that:

- Virtual and telephone interviews with parents/guardians are used
- Email your daily direction – where applicable to the centre supervisor
 - Menus will be emailed to families
 - We will send you images/video of children's activities
 - Physical visits by parents into the centre are not permitted (unless otherwise pre-arranged and authorized by the supervisor/operations manager)
 - All notifications of changes in program, events, will be sent to parents via email

SPACES AND FEES

Space in our program at this time is determined by requirement. All families were asked to submit registration requests/confirmations by August 14/20. Spaces will be allocated to essential workers, and seniority at this time.

If the placement was accepted, MHDDC will hold the deposit and all fees will be applicable regardless of attendance.

Payments will be accepted as per regular policy. Payments made in cash must be approved by director and parent must pre-arrange for submission of cash payment with the Supervisor.

Cash payments will be accepted in the screening area outside of the centre at a pre-arranged time

PARENT ACKNOWLEDGMENT

All parents are required to sign the parent acknowledgment prior to start of care.

MHDC Parent/Guardian COVID-19 Policy Acknowledgment and Agreement

Under Provincial direction, childcare centres may operate following strict health and safety protocols to prevent the spread of COVID-19 and to ensure the safety of childcare staff, children, and their families.

What is COVID-19?

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

CHILD WHO ARE ILL SHOULD NOT ATTEND THE CENTRE

CHILDREN SHOULD NOT ATTEND THE CENTRE IF ANY OF THE MEMBERS IN THEIR HOUSEHOLD IS ILL / HAVE COVID-19 SYMPTOMS

Health and Illness Protocol for COVID-19

To manage the risk of spreading illness within the childcare centre, York Public Health has provided direction on cleaning/sanitation protocols and personal health care practices including frequent hand washing. York Public Health also requires daily active screening of all individuals arriving at the childcare centre.

ALL PARENTS/GUARDIANS/ STAFF/STUDENTS must screen children/household with the screening tool provided by MHDC prior to arriving to the centre.

MHDC will require a verbal notification confirming that screening was completed at home prior to arrival at the centre.

A visual health check and Temperature checks of all child (ren) entering the centre as well as all Parent/Guardians/that accompany the child will be taken and documented daily at the screening area.

A visual health check and Temperature checks of all Staff/Students/will be taken and documented daily at the screening area.

In addition to daily active screening, all children will be monitored throughout the day for emerging signs or symptoms of illness.

Your COVID-19 screening results, including contact information, collected by the childcare centre during the screening process, may be provided to York

Region Public Health, The Ministry of Education to help manage and reduce the risk of spreading the COVID-19 virus in the childcare centre.

As a Parent/Guardian, you can prevent the spread of illness by keeping your child(ren) home from the program if you or your child(ren) experience **ANY** of the following signs or symptoms:

- A temperature at or above 37.8 degrees Celsius (100 degrees Fahrenheit)
- New or worsening cough or shortness of breath
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)
- **Any** of the following symptoms:

<ul style="list-style-type: none">○ Sore throat○ Difficulty swallowing○ Pink eye (conjunctivitis)○ Chills○ Rash (in children)○ *Croup (in children)	<ul style="list-style-type: none">○ Headaches○ Unexplained fatigue/malaise/muscle aches○ Abdominal pain	<ul style="list-style-type: none">○ Diarrhea○ Nausea/vomiting○ Decrease or loss of sense of taste or smell○ Runny nose without other known cause○ Nasal congestion without other known cause
--	---	--

*Respiratory infection resulting in barking cough and difficulty breathing

If your child(ren) experiences any of the signs or symptoms listed above while at the childcare centre, the Supervisor will contact you or your emergency contact to pick up your child(ren) immediately. While your child(ren) waits for you or your designate to arrive, s/he will be separated from the other children.

Any family member experiencing symptoms should be tested for COVID-19 before the family can return to childcare.

The Supervisor will provide the parent/guardian with contact information for York Region Public Health. Children with symptoms must be excluded from childcare and self-isolate for 14 days after the onset of symptoms (unless tested negative). This exclusion will also apply to children exposed to a confirmed case of COVID-19 or to symptomatic person(s).

To protect the health of all individuals at the childcare centre, staff will support the arrival and pick up routine for families.

Pick-up and drop-off of child(ren) will occur outside the centre (unless otherwise required/arranged and approved by the Supervisor upon consultation with head office) at a pre-set /arranged time.

Parent/Guardians are NOT permitted into the centre at this time.

Upon arrival, once a child(ren) has completed active screening and been deemed able to enter the centre, staff will escort the child(ren) to the appropriate program room.

Parents must set a pickup time with the Supervisor ahead of time. In the event of an isolated change in pick up time, the parent must call/email the Supervisor in advance.

ALL PARENTS/GUARDIANS ARE REQUIRED TO COMPLETE THE ACKNOWLEDGEMENT FORM SUBMIT TO THE CENTRE SUPERVISOR PRIOR TO THE FIRST DAY OF CARE.

PROPERTY OF MHDC



MHDC ACKNOWLEDGMENT AND AGREEMENT OF COVID- 19 REQUIREMENTS, POLICIES, SCREENING

As a Parent/Guardian responsible for my child(ren)'s childcare placement, I agree to the following: ACKNOWLEDGMENT

- I have received, read, understood, and agree to follow the Macklin House Daycare Centre COVID-19 Enhanced Health and Safety Protocols
- I understand the risk of illness associated with placing my child(ren) in childcare services; I agree to all screening requirements and to accurately respond to all screening questions,
 - including the reporting of temperatures daily for all persons entering the centre.
- Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of my childcare placement.
- I will **not administer** any medication to my child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child(ren) off at the childcare centre.
- I agree to exclude all my children from childcare immediately upon observing any of the above signs or symptoms of illness in any family member until medically deemed able to return to care; and
- I understand that all children in grades 4 and above are required to wear a non-medical or cloth mask while inside the child care centre, that children in grades 1-3 may be required to wear a non-medical or cloth mask, and that kindergarten children are strongly recommended to wear a non-medical or cloth mask while inside the child care centre. Parents/guardians are responsible for providing their children with masks.
- I consent to providing copies of any of my child(ren)'s COVID-19 test results to childcare centre.
- My child will be dropped of (am) at _____am/picked up (pm) _____pm
By _____Name of Parent/Guardian

Designated Parent/Guardian Phone Number () _____

Designated Parent/Guardian Email Address () _____@_____._____

CHILD'S NAME	LAST	FIRST
PARENT/GUARDIAN NAME (PRINT)		
PARENT/GUARDIAN SIGNATURE		
DATE (YY/MM/DD)		
SUPERVISOR SIGNATURE		
RECEIVED DATE (YY/MM/DD)		

COVID-19 Screening

Notice with Respect to the Collection, Use and Disclosure of Personal Health Information

The information pertaining to your COVID-19 Screening is being collected, used and disclosed under the authority of the *Health Protection and Promotion Act R.S.O. 1990 c.H.7* and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure and disposal of information including the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.5* and the *Personal Health Information Protection Act 2004 S.O. 2004 c.3*.

This information will be used by York Region Public Health to investigate the occurrence of COVID-19 in the Region of York, provide case management, follow-up with close contacts to assess the risk to others, program planning and evaluation. If you test positive for COVID-19, your result may be disclosed to your childcare provider to reduce the risk of spreading the virus in a childcare setting.

Any questions, regarding this collection, use or disclosure may be directed to the Medical Officer of Health, 17250 Yonge Street, Box 147, Newmarket, ON L3Y 6Z1

MHDC**Centre
contact
numbers and
Email
information**

SITE	CONTACT NAME	CONTACT INFO
Head Office	Sarah Traccitto operations Manager	905-472-6201 Sarah.traccitto@mhdc.ca
Head Office	Shahina Lalani Director	905-472-6201 Shahina.lalani@mhdc.ca
Adrienne Clarkson	Roxanne Lawson Supervisor	905-597-5534 Roxanne.lawson@mhdc.ca
Coppard Glen	Marie Singh Supervisor	647-669-5438 Marie.singh@mhdc.ca
Mhdc Main Centre	Maria Ally Supervisor	905-472-6200 Maria.ally@mhdc.ca
O.M.Mackillop	Manal Farag Supervisor	905-237-4800 Manal.farag@mhdc.ca
Romeo Dallaire	Lyly Duong Supervisor	905-553-4005 Lyly.duong@mhdc.ca
Sam Champman	Irene Ly Supervisor	905-472-9800 Irene.ly@mhdc.ca
Thornhill	Raunia Visuvanathan Supervisor	905-882-5439 Raunia.visuvanathan@mhdc.ca

<p>MHDC</p> <p>Head Office contact numbers and Email information</p>	<p>HEAD OFFICE</p> <p>OPERATIONS MANAGER – SARAH TRACCITTO</p> <p>TELEPHONE: 905-472-6201</p> <p>EMAIL: sarah.traccitto@mhdc.ca</p> <p>DIRECTOR – SHAHINA LALANI</p> <p>TELEPHONE: 905-472-6201</p> <p>EMAIL: shahina.lallani@mhdc.ca</p>
<p>York Region Health Information</p>	<p>York Region Public Health at 1-800-361-5653</p> <p>COVID-19 Assessment Centres</p> <p>For more information on COVID-19 Assessment Centres including testing criteria, hours of operation and procedures, please visit the Provincial website:</p> <p>https://covid-19.ontario.ca/assessment-centre-locations/</p> <p><u>Please Note:</u></p> <ul style="list-style-type: none"> ➤ Since the hours and testing criteria/eligibility of Assessment Centres may change, please contact the Assessment Centre, or visit their website to confirm ➤ Not all Assessment Centres will test babies/small children

References and Resources

[Child Care and Early Years Act, 2014](#)

Ministry of Education

<http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf>

[COVID-19 Guidance for Child Care](#)

(York Region Presentation by Public Health)

[COVID-19 Information for Re-opening Licensed Child Care](#)

[Centres COVID-19 Child Care Centre Self Auditing Checklist](#)

Video: [Putting on Full PPE](#)

[Taking off Full PPE](#)

Video: [Correct Handwashing Procedures - Full Steps](#)

[Covid-19 symptoms](#)

[Proper coughing and sneezing etiquette illustration](#)

[MHDC Kidzone Child Self Screening Template](#)

[MHDC Kidzone Parent and Staff Self Screening](#)

[Ontario Public Health Locations](#)

<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>

MHDC - CHECK YOUR CHILD DAILY FOR SYMPTOMS OF COVID-19

Complete this self-screening daily before sending your child to the daycare
You will be asked for a verbal confirmation upon arrival to the center

Keep us SAFE! Before sending your child to the daycare assess your child for NEW, WORSENING or UNEXPLAINED symptoms related to COVID-19. If you are concerned about your child's symptoms, consult your health care provider.

Common symptoms of COVID-19 include:

 FEVER (temperature of 37.8°C or greater)	 NEW OR WORSENING COUGH	 SHORTNESS OF BREATH	 SORE THROAT OR DIFFICULTY SWALLOWING
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
 ALTERED SMELL OR TASTE	 NAUSEA/VOMITING, DIARRHEA, ABDOMINAL PAIN	 RUNNY NOSE, OR NASAL CONGESTION (unrelated to seasonal allergies, post nasal drip etc.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STAY INFORMED.
Visit york.ca/covid19
1-800-361-5653
© Last updated July 22, 2020

Page 1 of 2



Other less common symptoms of COVID-19 can include:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Tiredness, feeling unwell or muscle aches	<input type="checkbox"/> Yes <input type="checkbox"/> No	Red/purple discoloration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Worsening of chronic conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Increased tiredness/fatigue
<input type="checkbox"/> Yes <input type="checkbox"/> No	Chills	<input type="checkbox"/> Yes <input type="checkbox"/> No	Difficulty feeding in infants
<input type="checkbox"/> Yes <input type="checkbox"/> No	Headaches		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Croup		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pink eye		

* these symptoms are less common and may occur in children or people living with a developmental disability

For an up-to-date list of all symptoms, visit york.ca/covid19

If your child has underlying health conditions, share this information with your day camp, child care centre or school so they are aware of possible related symptoms.

If your child has new, worsening or unexplained symptoms related to COVID-19:

- Do not enter and return home immediately
- Seek assessment and testing as early as possible at a COVID-19 Assessment Centre and self-isolate while waiting for result
- If test result is negative, self-isolate for 24 hours after symptom resolution, unless you have been a close contact of an existing COVID-19 case in which case please follow instructions from York Region Public Health and isolate for 14 days since last contact
- If test result is positive or test is not completed, self-isolate for 14 days (including any members of your household or people you had close contact with from 48 hours before symptom onset) and contact York Region Public Health
- If parents/guardians have symptoms of COVID-19, do not enter the child care, day camp or school and seek assessment and testing at a COVID-19 Assessment Centre and self-isolate while waiting for result

AN ACKNOWLEDGEMENT THAT YOU HAVE COMPLETED THIS SCREENING, A VISUAL HEALTH CHECK AND TEMPERATURE MEASURE WILL BE REQUIRED PRIOR TO ENTRY TO THE CHILD CARE

Page 2 of 2

MHDC COVID-19 STAFF, PARENT, VISITOR SELF-ASSESSMENT

Complete this self-screening daily before sending your child to the daycare
You will be asked for a verbal confirmation upon arrival to the center

Before entering, please assess yourself (and, if applicable, your child or other dependents) for symptoms of COVID-19.

COMMON SYMPTOMS OF COVID-19 INCLUDE:

 FEVER (Temperature of 37.8°C or greater)	 NEW OR WORSENING COUGH	 SHORTNESS OF BREATH (Dyspnea)
---	--	--

OTHER SYMPTOMS OF COVID-19 CAN INCLUDE:

 SORE THROAT OR DIFFICULTY SWALLOWING	 NEW SMELL OR TASTE DISORDER(S)	 NAUSEA/VOMITING, DIARRHEA, ABDOMINAL PAIN	 RUNNY NOSE, OR NASAL CONGESTION Unrelated to seasonal allergies, post nasal drip etc.
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AN ACKNOWLEDGEMENT THAT YOU HAVE COMPLETED THIS SCREENING, A VISUAL HEALTH CHECK AND TEMPERATURE MEASURE WILL BE REQUIRED PRIOR TO ENTRY TO THE CHILD CARE

For an up-to-date list of all symptoms, visit york.ca/covid19

IF YOU HAVE SYMPTOMS OF COVID-19:

- Do not enter and return home immediately
- Seek assessment and testing as early as possible at a COVID-19 Assessment Centre
- Self-isolate for 14 days (including any members of your household or people you had close contact with from 48 hours before symptoms)

STAY INFORMED.
Visit york.ca/covid19
1-800-361-5653



PROPER CLEANING AND DISINFECTION PRACTICES

Cleaning

- Cleaning must always be the first step to remove dirt and debris from a surface and is necessary for a disinfectant to be effective
- Clean with a detergent, water, and friction and clean from least contaminated to most contaminated areas

Disinfectants

- Disinfectants are applied to a clean surface in order to kill disease-causing germs
- Disinfectants must have a drug identification number (DIN) if approved for use in Canada (common household bleach and isopropyl alcohol are the only exceptions)
- Always follow manufacturer's instructions for use (MIFU). Read label for direction on: dilution and mixing, personal protective equipment (PPE) needed (e.g., gloves, goggles), surfaces appropriate for use, contact time, efficacy on specific organisms, and rinsing requirements
- There are a variety of disinfectants in the market. Choose a disinfectant that is compatible with your surfaces and with contact times that fit your needs
- Check the expiry date. If a product has expired, do not use. Discard expired product safely or return to manufacturer
- Ensure the concentration of disinfectant is correct before use (i.e. use test strips)
- Toys that will be mouthed should be rinsed thoroughly with water following disinfection
- Do not use antiseptic wipes and other products intended for skin (i.e. alcohol-based hand rubs) on surfaces

Cleaning and disinfecting wipes

- Follow manufacturer's recommendations
- Wipes may become dry (improper storage or during use) due to fast drying properties before contact time is achieved
- Wipes are not recommended as a routine cleaning/ disinfectant tool, especially for heavily soiled surfaces
- They can be used for items that cannot be soaked and for small items that must be disinfected between uses
- Ensure the surface or item remains wet with the product for the required contact time (additional wipes may be needed)
- Wipes must be kept wet and should be discarded if they become dry

Blood and body fluid spills

- Wipe spills immediately- use disposable towels to remove most of the organic matter, clean the area and then disinfect the spill area
- See the chart below for examples of disinfectants to use depending on volume of blood/ body fluid spill

When to Clean and Disinfect	Examples of Active Ingredients/ Disinfectant Products	Contact Time (minutes)	Where to Clean and Disinfect
1. Everyday use (non-outbreak) 2. Minor blood/ body fluid spill (drops of fluid) Effective against: <i>Vegetative bacteria and enveloped viruses</i> <ul style="list-style-type: none"> • Staphylococcus aureus (includes MRSA) • Streptococcus • Salmonella • Vancomycin Resistant Enterococcus (VRE) • Human Immunodeficiency Virus (HIV) • Respiratory Syncytial Virus (RSV) • Influenza Virus • Pseudomonas Aeruginosa • Herpes 	100 ppm bleach solution (Everyday use; non-outbreak)	10	Surfaces: <ul style="list-style-type: none"> • Door knobs • Hand rails • Chairs • Tables • Elevator buttons • Telephones • Counter tops • Sink faucet handles • Toys • Commode chairs • Shared play equipment
	1,000 ppm bleach solution (Minor blood/ body fluid spill)	10	
	Quaternary Ammonium Compounds (QUATS) (i.e. Lysol® ED- Everyday Disinfectant, Quato 78 Plus™, A-3®, Swish Clean and Green™)	MIFU	
	3% Hydrogen Peroxide	10	
	70-90% Alcohol (Ethyl or Isopropyl) (For soaking)	10	
	Zochlor	MIFU	
1. Outbreak situation 2. Major blood/ body fluid spill 3. Confirmed viral or bacterial infection of pathogens listed below (non-outbreak situation) Effective against: <i>Mycobacteria, enveloped and non-enveloped viruses and fungi</i> <ul style="list-style-type: none"> • Mycobacteria tuberculosis • Norovirus • Hepatitis A Virus • Rotavirus • Coxsackie Virus/ Hand, Foot and Mouth Disease • Rhinovirus/ Common Cold • Candida 	5,000 ppm bleach solution Also a sporicidal (see below for recipe)	10	Equipment: <ul style="list-style-type: none"> • Blood pressure cuffs • Thermometers • Stethoscope
	6% Hydrogen Peroxide	30	
	Enhanced Action Formulation Hydrogen Peroxide	MIFU	
	Zochlor	MIFU	

Note: York Region Community and Health Services does not endorse any of the examples of brand name products listed above.

Bleach (Sodium Hypochlorite) Solutions

- Use undiluted household bleach (5.25% or ~50,000 ppm) when making the solutions in the chart below
- When making bleach solutions, add bleach to water- do not add water to bleach
- Store bleach solutions in closed containers, away from heat and light
- Bleach solutions should be properly labelled
- Online dilution calculator available from Public Health Ontario at the following link:
<https://www.publichealthontario.ca/en/health-topics/environmental-occupational-health/water-quality/chlorine-dilution-calculator>

Parts per million (ppm) Concentration	Recipes (~ = approximately, t= teaspoon, tb=tablespoon)
100 ppm (1:500, 0.01%)	Mix 2 ml (0.4 t) of bleach with ~1 L (4 cups) of water
1,000 ppm (1:50, 0.1%)	Mix 20 ml (4 t) of bleach with ~1 L (4 cups) of water
5,000 ppm (1:10, 0.5%)	Mix 100 ml (8 ¾ tb) of bleach with ~1 L (4 cups) of water

Community and Health Services
 Public Health
 1-877-464-9675
 TTY 1-866-512-6228
 york.ca



Cover Your Cough or Sneeze

1 | Cover your cough
or sneeze



2 | Put your used tissue
in the garbage



3 | Wash hands with
liquid soap and water



OR

Clean with alcohol-
based hand sanitizer



Coronavirus Disease 2019 (COVID-19)

How to wash your hands



<p>1</p>  <p>Wet hands with warm water.</p>	<p>2</p>  <p>Apply soap.</p>	<p>3</p>  <p>Lather soap and rub hands palm to palm.</p>	<p>4</p>  <p>Rub in between and around fingers.</p>
<p>5</p>  <p>Rub back of each hand with palm of other hand.</p>	<p>6</p>  <p>Rub fingertips of each hand in opposite palm.</p>	<p>7</p>  <p>Rub each thumb clasped in opposite hand.</p>	<p>8</p>  <p>Rinse thoroughly under running water.</p>
<p>9</p>  <p>Pat hands dry with paper towel.</p>	<p>10</p>  <p>Turn off water using paper towel.</p>	<p>11</p>  <p>Your hands are now clean.</p>	

COVID-19 AND CHILDREN

BACKGROUND

COVID-19 is a viral illness caused by a coronavirus called SARS-CoV-2 and is spread through respiratory droplets when in [close contact](#) with someone who is infected. This virus can often cause a mild illness, with [symptoms](#) similar to that of the common cold. It can also cause more severe illness, with symptoms such as pneumonia (infection of the lungs) or even death. Older adults and those who have chronic medical conditions are more susceptible to severe illness. COVID-19 tends to cause milder illness in children. Most people who become ill with a coronavirus recover at home without need for medical care. No antiviral medications are available yet for the treatment of COVID-19 and a vaccine has not yet been developed.

SYMPTOMS IN CHILDREN

While many children are asymptomatic or only have mild illness, watch for any of the following symptoms of COVID-19.



Other Symptoms of COVID-19 can include:

- Unexplained fatigue, malaise or myalgia (tiredness, feeling unwell, or muscle aches)
- Exacerbation of chronic conditions (worsening)
- Chills
- Headaches
- Croup
- Pink eye
- Red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
- Lethargy
- Difficulty feeding in infants

If your child has any symptoms of COVID-19:

- Take your child for assessment and testing at a COVID-19 Assessment Centre located at:
 - » [Markham-Stouffville Hospital](#)
 - » [Mackenzie Health](#)
 - » [Southlake Regional Health Centre](#)
- Get in touch with anyone your child has been in [close contact](#) with from 48 hours before their symptoms started and while they had symptoms, and ask them to immediately [self-isolate](#)
- You and your child must [self-isolate](#) for 14 days after your child's symptoms started
- Call York Region Public Health at 1-800-361-5653 if you have any questions
- If your child's test is positive, York Region Public Health will contact you to find out if your child has had any close contacts that may also need to self-isolate

For more information, visit
york.ca/covid19



HOW TO PUT ON A FACE MASK

Cloth or non-medical masks are recommended to reduce the spread of your own germs in areas where physical distancing may be challenging. It could also offer some protection for you when you go out for essentials. Medical and surgical masks, including N95 respirators, should be saved for our front-line health professionals.



1. Perform Hand Hygiene
Wash your hands for at least 20 seconds or use alcohol-based hand sanitizer.



2. Secure the elastic loops of the mask around your ears
If your mask has strings, tie them securely behind your head.



3. Cover your mouth and nose with the mask
Make sure there are no gaps between your face and the mask.



4. Do not touch the front of the mask while you wear it
Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

HOW TO REMOVE YOUR MASK

Do not touch the front of your mask to remove it



1. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.



2. Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.



3. If you are wearing a disposable mask hold only the loops or strings and place the mask in a garbage bin lined with plastic. Cloth masks should be washed after each use.



4. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer after taking the mask off and disposing of it or throwing in the laundry.

A few tips to keep in mind

- Ensure the right side of the mask is facing outwards
- Do not share masks. Do not reuse single-use masks
- Do not use masks on children under the age of 2, anyone who has trouble breathing or is unable to remove the mask without assistance
- Replace a disposable mask once it becomes damp or soiled. Wash a cloth mask in the laundry after each use
- Do not leave any discarded masks in places where others can come in contact with them such as shopping carts, bus stops, or on the ground
- Wearing a non-medical mask is NOT a replacement for physical distancing. Keep a 2-metre distance whenever possible to help stop the spread of COVID-19

For more information, visit york.ca/COVID19



202022-41

COVID-19: WASTE HANDLING TIPS

To stay safe and stop the spread, please handle your waste responsibly to further reduce potential risks and spread of COVID-19.

Dispose of waste properly
Throw used tissues, wipes, latex gloves and masks in a wastebasket lined with a plastic bag. Securely tie your plastic bag and place in the garbage.

Wash or sanitize your hands
After throwing these items in the garbage and after emptying your waste basket, wash your hands thoroughly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.

DO NOT place gloves, masks or PPE in the recycling bin
These items are not recyclable and must be removed by hand by front-line staff.

DO NOT flush wipes down the toilet
Disinfecting wipes, baby wipes and even “flushable” wipes are not flushable and clog your pipes and sewers.

If you have symptoms or have tested positive for COVID-19:
Place all items that have come into contact with your mouth, nose or eyes into the garbage – this includes recyclables such as plastic water bottles, pop cans or milk cartons, or green bin items such as facial tissue or paper napkins.

IF YOU HAVE SYMPTOMS OF COVID-19 SEEK ASSESSMENT AND TESTING

FEVER
(TEMPERATURE OF 37.8°C OR GREATER)

NEW OR WORSENING COUGH

SHORTNESS OF BREATH

SORE THROAT OR DIFFICULTY SWALLOWING

NEW SMELL OR TASTE DISORDER(S)

NAUSEA/VOMITING, DIARRHEA, ABDOMINAL PAIN

RUNNY NOSE, OR NASAL CONGESTION UNRELATED TO SEASONAL ALLERGIES, POST NASAL DRIP ETC.

Seek assessment and testing at one of the three COVID-19 Assessment Centres in York Region: Markham Stouffville Hospital, Mackenzie Health, Southlake Regional Health Centre.

The most important thing you can do is stay home when you are sick.

Under the Occupational Health and Safety Act, employers must take precautions to keep workers safe, including keeping them informed, creating policies and procedures and ensuring workers use the right protective equipment.

For more information, visit york.ca/COVID19



202022-40

Child Care Centre: _____ Room: _____

CASE IDENTIFICATION		SYMPTOMS													OUTCOME					
Date	Child's Initials	First Date of Symptoms	Abdominal Cramps	Blood in Stool	Chills	Coughing	Diarrhea	Eye Irritations/ Discharge	Fever	Headache	Looks Flushed/ Jaundice	Muscle Aches	Skin Rash	Sore Throat	Vomiting	Other Comments and Observations (Fever temperature and time taken, other symptoms)	Child Absent	Child Sent Home	Date of Return	Staff Initials
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>							



MACKLIN HOUSE DAYCARE CENTRE INC
COVID- 19 WEEKLY ACTIVE SCREENING FORM FOR CHLD/HOUSEHOLD

SITE: _____ ADDRESS: _____

CHILD'S NAME (LAST, FIRST) _____ PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN CONTACT # _____ PARENT/GUARDIAN ADDRESS: _____

DATE	ARRIVAL AND DEPARTURE TIMES	HAVE YOU PERFORMED THE SELF SCREENING PROVIDED BY MHDC AT HOME? YES <input type="checkbox"/> NO <input type="checkbox"/>	Q5: TEMPERATURE DOES YOUR CHILD OR ANYONE IN THE HOUSEHOLD HAVE A FEVER? DETAILS - CHILD (If temperature is higher than 37.8 C indicate "yes" for fever present and record temperature)	Q5: TEMPERATURE DO YOU HAVE A FEVER? READING DETAILS PARENT/ GUARDIAN (If temperature is higher than 37.8 C indicate "yes" for fever present and record temperature)	PARENT VERBAL CONFIRMATION	SCREENER INTIAL
			TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
			TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
			TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
			TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
			TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TEMPERATURE: FEVER PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		

***OTHER SYMPTOMS INCLUDE:**

Sore throat, Difficulty swallowing ,Pink eye (conjunctivitis), Chills, Rash, Headaches, Unexplained fatigue/malaise/ difficulty feeding, muscle aches, Abdominal pain, Croup (respiratory infection resulting in barking cough and difficulty breathing), Diarrhea, Nausea/vomiting, Decrease or loss of sense of taste or smell ,Runny nose without other known cause, Nasal congestion without other known cause

If YES was answered for any of the questions, the child /Staff/Visitor will NOT be permitted to center and will have to follow the re-entry guidelines to be allowed back to the centre
 Collection of personal information on this form is under legal authority Child Care Early Years Act and York Region Public Health. This information is used to record information relate to the health, safety and wellbeing of children and staff to enhance safety during the covid-19 pandemic. This information may be shared with York Region Public Health and Ministry of Education when requested.



MACKLIN HOUSE DAYCARE CENTRE INC
COVID- 19 WEEKLY ACTIVE SCREENING FORM FOR STAFF /HOUSEHOLD

SITE: _____ ADDRESS: _____
 STAFF NAME (LAST, FIRST) _____
 STAFF CONTACT # _____ STAFF ADDRESS: _____

DATE	ARRIVAL AND DEPARTURE TIMES	HAVE YOU PERFORMED THE SELF SCREENING PROVIDED BY MHDC AT HOME? YES (<input type="checkbox"/>) NO (<input type="checkbox"/>)	Q5: TEMPERATURE DO YOU OR ANYONE IN THE HOUSEHOLD HAVE A FEVER? DETAILS - STAFF (If temperature is higher than 37.8 C indicate "yes" for fever present and record temperature)	STAFF VERBAL CONFIRMATION	SCREENER INTIAL
	/		TEMPERATURE: FEVER PRESENT? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		
	/		TEMPERATURE: FEVER PRESENT? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		
	/		TEMPERATURE: FEVER PRESENT? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		
	/		TEMPERATURE: FEVER PRESENT? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		
	/		TEMPERATURE: FEVER PRESENT? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		

***OTHER SYMPTOMS INCLUDE:**

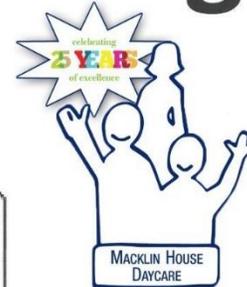
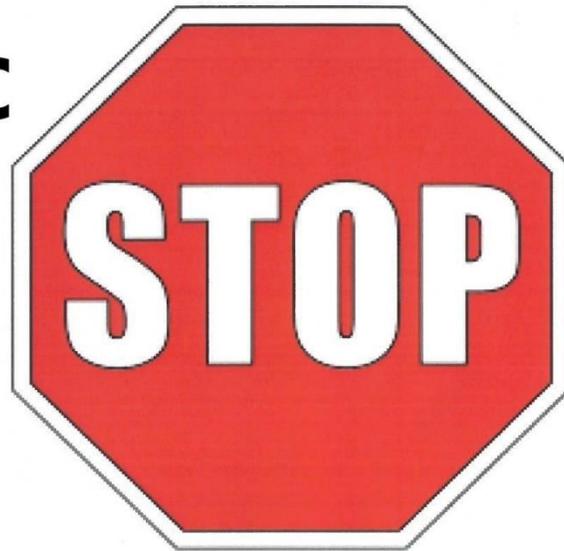
Sore throat, Difficulty swallowing ,Pink eye (conjunctivitis), Chills, Rash, Headaches, Unexplained fatigue/malaise/ difficulty feeding, muscle aches, Abdominal pain, Croup (respiratory infection resulting in barking cough and difficulty breathing), Diarrhea, Nausea/vomiting, Decrease or loss of sense of taste or smell ,Runny nose without other known cause, Nasal congestion without other known cause

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DO NOT ENTER/CALL AHEAD/SCREENING REQUIRED

COVID-19 Screening

MHDC



As a precautionary measure

COVID-19 Screening

is now required at this location

CALL US FIRST FOR SCREENING REQUIRMENTS

PLEASE SUPPORT US IN KEEPING OUR CHILDREN , FAMILIES AND STAFF SAFE!