

FTCC COVID -19 POLICIES AND PROCEDURES

Friendly Times Child Care Centre

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Policy elements

Here, we outline the required actions FTCC employees, parents and visitors should take to protect their health and well being

Policy brief & purpose

FTCC Covid-19 policies and procedures includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

FTCC s acknowledges the contagious nature of the Coronavirus/COVID-19 and that the public health authorities recommend practicing social distancing.

FTCC has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19. FTCC cannot guarantee that staff and or children will not become infected with the Coronavirus/Covid-19 and will not be held responsible if any child or staff becomes infected by COVID 19.

Pandemic Response Plan for FTCC (Operational Practice)

This document was created in response to the COVID-19 Pandemic. Part of the requirements to re-opening our facility after emergency closures were ordered in Ontario (March 13, 2020) was to establish a pandemic response plan. This Covid-19 Pandemic Response Plan and Operational Practice adheres to the advice of Toronto Public Health Pandemic Plan - March 2020 and the Ministry of Education Operational Guidance During COVID-19 Outbreak/Child Care Re-Opening.

The purpose of this document is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily. This document also outlines what to do in the event of exposure to COVID-19 by a child, parent, or staff member at the site.

FTCC encourages good infection prevention and control practices among staff, children, and visitors to help reduce the risk of illness. We follow the requirements and best practices outlined in the Toronto Public Health document, 2019 Infection Prevention and Control in Child Care Centres - Requirements and Best Practices (IPAC).

All child care employees, students, volunteers, and parents will be required to read and sign off on the policies and procedures in this document prior to returning to the Centre.

These Procedures apply to:

- All persons entering the Centre – including children, parents/guardians, staff, and essential visitors (i.e., school employees, caretaking).

Definitions/Acronyms

COVID-19 - is a disease caused by the 2019 novel coronavirus

THE CENTRE – **Friendly Times Child Care Centre**

MOH - Medical Officer of Health

COHORT- For this document, a cohort is defined as a group of children and staff members assigned to them, who stay together throughout the program for a minimum of 7 days.

PPE - Personal Protective Equipment

TPH - Toronto Public Health

Maximum Cohort Size and Ratio

The maximum cohort size for each room at the Centre during the re-opening stages and until further notice will consist of no more than the licensed room capacity. These include both staff and children.

- Maximum capacity rules do not apply to the director with their office in the classroom, special needs resource staff on-site and or staff designated to food prep and or toy sanitization, enhanced cleaning (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time during outdoor play.

Staffing

- Employees of the Centre are not permitted to work at other child care locations. If supply/replacement staff are required, they will be assigned to specific cohorts and will not move from room to room. The child care director should limit their movement between rooms, doing so only when necessary. If movement from room to room becomes necessary, the appropriate PPE will be worn (face shield/mask) and proper hand hygiene will be practiced before and after room movement. Staff moving between from multiple groups will be avoided as much as possible. Vulnerable Sector screenings are necessary to obtain employment with FTCC however in the event a staff is unable to obtain one FTCC will use their previous VSS and have the sign a Declaration of Offence along with contacting 2 additional references. SNR staff are essential to the needs of the Centre and will be allowed to assist the program

Enhanced Health and Safety Protocols/Procedures

Daily Screening and Temperature checks

Designated staff will conduct a temperature check of anyone entering the facility. Where a child or adult is exhibiting any symptoms of illness as listed on the Centre Screening Tool (**COVID-19 Active Screen Tracking Checklist**), staff must refuse entry into the facility. If symptoms are not COVID-19 related and present as enteric and respiratory the individual must remain away for 48 hours and be symptom-free before entering the facility.

Families will complete the Covid Screening tool online by 8:00 am every morning sending results to friendlytiemsc@gmail.com

Staff will use the **COVID-19 Active Screen Tracking Checklist** form to document the results for all persons screened when they arrive.

Staff who are experiencing any of the symptoms or who will answer “yes” to any of the questions on the active screening sheets are expected to stay at home and report their absence to their director. Staff confirmed or suspected of having COVID-19, contact **Toronto Public Health: 416-338-7600** for further screening and follow the direction from TPH and their Director for medical clearance to return to work.

Screening Posters

The Centre shall keep the **Screening Posters, provided by Toronto Public Health** visible on the exterior entrance and the interior of the building visible to all individuals entering the facility. Upon entry, the designated screener will administer the **COVID-19 Active Screen Tracking Checklist** form for all individuals (child, parent/caregiver, staff) entering the facility. Staff must refuse to allow anyone who answers “yes” to any of the COVID-19 screening questions. This also includes accepting any child whose parent/guardian has answered “yes” to any of the COVID-19 screening questions.

Screening Symptoms

COVID-19 Symptoms for children could include:

- Sore throat / painful swallowing
- Fever
- Diarrhea
- Runny nose
- Difficulty breathing
- Loss of taste or smell
- Feeling unwell muscle and aches /tired
- Nausea /vomiting
- Headache
- Fever

COVID-19 Symptoms for adults include:

- Sore throat / painful swallowing
- Fever
- Diarrhea
- Runny nose
- Difficulty breathing
- Loss of taste or smell
- Feeling unwell muscle and aches /tired
- Nausea /vomiting
- Headache
- Fever

In addition, ask staff, parent/guardian of a child if they have or other adults, they live with are exhibiting signs of respiratory illness.

If the individual answers **yes**, to any of the questions on the Screening Tool, exclude from the Centre facility. Direct the individual to arrange for further assessment by calling **Toronto Public Health: 416-338-7600**.

If the individual answers **no** to all questions on the Screening Tool, admittance into the Centre site will be allowed.

If symptoms of any illness develop while the individual is on-site following the directions for isolation listed on the Screening Tool.

If staff, children, or parents/guardians have been excluded from the Centre facility they must not return until they are symptom free and have followed the re entry policy. If staff, children, or visitors are confirmed or suspected of having COVID-19, contact **Toronto Public Health: 416-338-7600 for further assessment**.

The risk may be higher if the individual has a weakened immune system. This may be the case for older people and people with chronic diseases (e.g., diabetes, cancer, heart, renal, or chronic lung disease).

The definition of what forms the screening questions may change as more information about the virus becomes available. In this case, screening posters, questions, and checklists will be updated as advised by the local Medical Officer of Health.

*Further details around our Health Screening Procedures are attached in the appendices #1: ****Health Screening Procedure***

Documentation

Documentation of the information received during active screening must be recorded and kept with the child in their 'cohort' throughout each day of operation. At the time of arrival each day, all staff must review the active screening sheets for the children in their 'cohort' and enter confirmation of the review into the Daily Communication Log. The director or the Centre Health and/or Safety Rep. are responsible for ensuring that this information is managed and recorded as required. If a child presents with COVID-19 symptoms at any time, this information must also be documented in the child's file.

Protecting yourself from COVID-19

To prevent and control the transmission of micro-organisms staff must focus on the following principles:

1. Risk Assessment
2. Hand Hygiene
3. Use of Personal Protective Equipment (PPE)
4. Control of the Environment
5. Administrative Controls

Risk Assessment

Perform a risk assessment before each child interaction:

- What you will be doing? Is there a risk of exposure to the COVID-19 virus?
- Does the child have symptoms of a respiratory infection?
- What kind of contact/interaction will you be having with the child?
- Is there a way to maintain a 2-metre distance with the child during the interaction?
- Is there a way to avoid contaminating your hands during the interaction?

Hand Hygiene

The Centre is committed to providing a safe and healthy environment for children, families, and employees. The Centre will take every reasonable precaution to prevent the risk of communicable diseases within our child care facility.

Hand hygiene is an important element of infection control in child care centres. During a pandemic, hand hygiene should be reinforced and practiced by staff, children, parents or guardians, and visitors.

Increased hand washing monitoring will be implemented at the Centre and the handwashing procedure will be reviewed immediately with staff or children not following the appropriate handwashing procedures. Hand washing monitoring will be recorded and kept on file.

Hand hygiene posters (handwashing and hand sanitizing) will be posted at the entrance and in areas where they are likely to be seen to remind staff and children to practice hand hygiene frequently.

Washing hands with plain soap and water are recommended as the mechanical action is effective at removing visible soil as well as microbes. In instances where handwashing sinks are not available, supervised use of alcohol-based hand sanitizers (alcohol-based hand sanitizers) will be used.

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60- 90% alcohol-based). Handwashing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth, or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others.

Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

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

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

Hands should be cleaned frequently. At a minimum, practice hand hygiene:

- Upon entering or leaving the child care centre
- Before and after preparing, handling, serving, and eating food
- After using the washroom
- Before and after going outside
- After contact with body substances, mucous membranes of the eyes, nose, and mouth and non-intact skin (sneezing, coughing)
- Before putting on and after taking off PPE
- Before and after child contact
- Before and after using shared computers, sorting equipment, toys, etc.
- After touching 'regularly touched' items such as doorknobs, toilets and sink taps • Whenever there is a chance that your hands may have been contaminated!

Additionally, hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving, and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breastmilk
- Before and after giving medication
- Communal sensory play activity

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

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

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

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

Hand Hygiene Monitoring

To ensure that employees and children are using proper hand hygiene methods, the Director and designate will review hand hygiene practices on a regular basis and provide feedback to employees as required. In addition, the Director and designate will observe daily hand washing methods in each program (staff and children) and document the observation. If the proper handwashing method is not observed, the observer will demonstrate the proper method and request handwashing is repeated.

Hand Sanitizing Information

When your hands are not visibly dirty, a 60-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Parent consent is required to use hand sanitizer on children. If consent is not provided the child may not be permitted, please discuss with the Supervisor.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment, or environmental surfaces. Gloves are single use only.

Gloves and Hand Hygiene

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

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean, and dry inside

- Gloves are single-use only and must be task-specific such as gloves for diaper changes

The Centre will ensure:

- Additional tissue supplies and waste receptacles are made available
- Alcohol-based hand sanitizers are provided to supplement handwashing facilities, secured dispensers should be placed in supervised areas so children cannot access it independently
- Staff will ensure Safety Data Sheets and product labels that provide additional information regarding placement, storage, and warnings associated with alcohol-based hand sanitizers are available on site
- A written policy on the use of alcohol-based hand sanitizers is available
- Written permission from parents permitting the use of an alcohol-based hand sanitizer on their child/children is completed

Two ways to perform hand hygiene: ●

Handwashing

- Alcohol-Based Hand Sanitizer

Respiratory Etiquette

To prevent the spread of respiratory infections, proper respiratory etiquette will be taught to the children and regularly practiced by staff and visitors. Respiratory etiquette posters should be posted at the entrance and in areas where they are likely to be seen to remind staff and students to practice proper respiratory etiquette.

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Respiratory etiquette includes:

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

- If you have a tissue, cover your mouth and nose when you cough, sneeze, or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others

*Further details around our Hand Hygiene Policy are attached in the appendices #2: ****Hand Hygiene and Respiratory Etiquette Policy and Procedure***

Personal Protective Equipment

The Centre will provide Personal Protective Equipment (PPE) for use by staff when necessary. When possible, we will attempt to always maintain a one to two-week supply of PPE.

Staff **must** wear a surgical mask and eye protection (e.g., goggles, face shield) **always**

Masks are not recommended for children, particularly those under the age of two. **All children in the Before and After school programs must wear a mask when in care.**

In these instances, children will not be forced to wear a mask however, if they can tolerate it, they will be offered during these times.

The following PPE is available at the Centre and may be used if there is an identified risk of exposure to the COVID19 virus:

- Face shields and masks, gloves, goggles, gowns, hair net.

Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment, or environmental surfaces.

Hands must be washed when entering the child care. Indoor/outdoor shoes are required by all staff while in the child care.

Unless specified use of PPE is required, deciding to use PPE is based on your risk assessment of the situation •

Ask yourself: What you will be doing, is there a risk of exposure to the COVID-19 virus?

- PPE should not be worn when it is not needed
- Social distancing at 2 metres and proper hand hygiene will be the most important way to protect yourself from the COVID-19 virus
- Improper use of PPE can create a false sense of confidence, increase chances of infection and waste supply
- Proper use of PPE is an effective part of infection prevention and control, however, it is not a stand-alone method
- Three types of PPE may be considered based on a risk assessment of the situation
- Proper hand hygiene must be exercised before donning and after doffing PPE including gloves, face masks, and eye protection.

Strategies for Educators wearing face masks

Language, speech, and social development are so dependent on face-to-face interaction between adults and children. When wearing a face mask, facial expressions become more difficult to read, it is more difficult for an adult to show their interest in what a child is doing or saying, and speech may be muffled.

During times when it may be required for educators in our program to wear a mask, these strategies can be used:

- **Speak loudly and clearly** to circumvent the muffling effect of a face mask.
- **Lower you to the child's physical level** even though you may be distanced.
- **Exaggerate your intonation** in the absence of being able to use facial expression to augment and clarify your message.
- **Exaggerate your gestures** which will help get a child's attention and provide visual cues in the absence of the child being able to fully see your facial expression.
- **Consider wearing a badge or photo of yourself** or having photos in the classroom of educators and children with and without face masks. This is a great opportunity to make a 'homemade' book involving the children in the process.
- **Use gestures to encourage a child to take another turn** in an interaction or conversation e.g., hold out your arm, lean your body toward the child.
- **Aim to convey your message with your eyes** as much as possible such as using wide eyes when surprised, smiling eyes when happy, etc.
- **Make explicit comments to draw children's attention to your feelings**, e.g., 'Look how happy my eyes look! "Look how surprised I am. My eyes are so wide!"
- **Encourage parents to play with masks with their** children so children become more comfortable when seeing masks at child care. Play at putting them on and taking them off so children understand that the person wearing them is the same friendly person they have always known even if part of their face is hidden. Mask play can turn into a game where educators reveal a smile, frown, surprised look, etc. make comments such as "Even though you couldn't see my mouth, I was smiling and happy to see you!"

For additional information refer to the attached appendices #3 #3-Personal Protective Equipment Policy and Procedures

Management of cases and outbreaks of Covid-19

If Symptoms Develop in Staff during the Day

In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while at the Centre, the staff member must be immediately excluded from the program and sent home. If the staff member is experiencing respiratory symptoms, ensure the staff member immediately performs hand hygiene, dons a mask, and leaves the child care centre. The Staff must isolate immediately. Staff must follow re entry policy to return.

If Symptoms Develop in Children during the Day

In the event that a child develops any symptoms of illness (respiratory or otherwise) while at the Centre, separate the ill child from their cohort and move to a separate area under supervision. Staff should provide the child with a tissue to cover his or her mouth and nose when coughing or sneezing and should try to keep a distance of at least two metres (six feet) from the ill child, if possible. The child can be encouraged to lie down on a cot or mat while waiting for the parent or guardian. Tissues should be disposed of immediately in a garbage can. The child should practice hand hygiene following the disposal of the tissue. If the child is experiencing respiratory symptoms, ask the child to wear a mask while self-isolating at the facility. If the child is unable or unwilling to wear a mask, the staff person caring for the symptomatic child must wear a mask, face shield/goggles if they are unable to maintain a 2-metre physical distance. The Child must isolate immediately. Staff must follow re entry policy to return.

Staff caring for a child with respiratory symptoms must wear gloves and/or eye protection in addition to a mask if a risk assessment indicates that staff is unable to avoid coming into contact with contaminated surfaces or respiratory droplets from the child.

Once symptomatic individuals have left the Centre site, ensure that contaminated surfaces and high touch areas are disinfected.

In the case of an outbreak during a pandemic at the Centre, all parents would be notified immediately via email. An outbreak during a pandemic is one (1) case of the virus in the child care centre. The Centre will notify Toronto Public Health immediately upon learning of the case and follow the instructions provided regarding the closure, reporting, and information regarding a return to care.

Procedures for Suspected or Positive COVID-19 cases at the Centre

When there is a suspected or positive case of COVID-19 at the Centre, the following procedures must be followed:

Suspected COVID-19 Cases:

Symptomatic staff and children will be excluded from the child care centre and referred for testing. While awaiting test results, symptomatic staff and children will be directed to self-isolate.

Children or staff who have been in contact with a suspected COVID-19 case should be identified as a “close contact” and monitored for symptoms and cohorted. Toronto Public Health (TPH) will provide any further direction on testing and isolation of these “close contacts.” During this period, they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes).

Those who test *negative* for COVID-19 must be excluded for 24 hours after symptom resolution. If there is a positive COVID-19 case refer to *Positive cases* of COVID-19 procedures below.

If a child or staff has been excluded due to symptoms related to COVID-19 (suspected COVID-19 case)

- The Executive Director or designate will inform the Board of Directors, President and School Principal immediately
- The Executive Director/Designate will inform Toronto Public Health and follow their direction. ○ Provide names and contact information for the child or staff member who is being excluded to TPH ○ TPH will provide guidance on the information that should be shared with other parents/guardians of children in the child care centre
- Symptomatic staff and children will be referred for COVID-19 testing
 - Ensure that “close contacts” (staff and children who are in the same room) are cohorted and monitored for symptoms
 - The Supervisor is to ensure Serious Occurrence in CCLS is completed

Positive cases of COVID-19

In all cases of a positive COVID-19 case at the Centre, once a positive test result has been received, the following steps must be taken:

Executive Director:

- The Executive Director will inform the Board of Directors, President and School Principal immediately.
- The Executive Director will inform the Toronto Public Health of the outbreak/request guidance and follow their direction.
- Direction from TPH may include ○ Providing attendance record (record of people who were in the child care centre) ○ Providing names and contact information for families and staff who are being excluded ○ TPH will provide guidance on the information that should be shared with other parents/guardians of children in the child care centre
- Send out any communication provided by TPH for the following groups: ○ Families of children who are in direct contact with confirmed COVID-19 cases ○ Staff who are in direct contact with a confirmed COVID-19 case
- All other families and staff who are not in direct contact with a confirmed COVID-19 case and are not being excluded from the Centre.
 - Ensure Serious Occurrence in CCLS is complete and/or updated to include the outbreak of COVID-19 at the Centre

Steps when staff members, children, or household/ close contact test positive for COVID-19

Staff Member

In the event a child care staff tests positive for COVID-19:

- The employee should inform their director immediately and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their Executive Director.
- All other staff and families affected shall receive communication from the Executive Director. The Executive Director will send out communication as applicable.
- All staff and children who are in the same room as the staff member who has tested positive will be excluded from the Centre for 14 days unless indicated otherwise by TPH.

- Before returning to work, the staff must provide a letter from their case contact at Toronto Public Health confirming their approval to return to work.

Child

In the event a child tests positive for COVID-19:

- The parent should inform the Centre Executive Director immediately.
- The child will be managed by Toronto Public Health.
- Before returning to the Centre, the family must provide a letter from their case contact at Toronto Public Health confirming their approval to return to the centre.
- All staff and children who are in the same room as the child who has tested positive will be excluded from the Centre for 14 days unless indicated otherwise by Toronto Public Health.

Household/Close contacts of Children or Staff

In the event a household member or close contact of a child or staff tests positive for COVID-19:

- The staff or family who is “close contact” of a positive COVID-19 case attending the Centre should inform the Centre Executive Director immediately.
- Toronto Public Health Case and Contact team will be contacting the individual to assist with the isolation period for the family.
- The staff member or child will be required to isolate and will be excluded from the Centre for a minimum of 14 days to monitor symptoms unless indicated otherwise from Toronto Public Health.
- Before a child or staff can return to care or work, the Centre will require a letter from Toronto Public Health confirming they can return. This can be requested through the Case and Contact team who manages their case.

For further details around excluding ill children from the program and positive COVID-19 case at the Centre, see attached appendices #4 & #5:

****Exclusion of Sick Children Policy and Procedures**

****Procedure for Suspected or Positive COVID-19 Cases at the Centre**

FTCC RE Entry Policy

In the event Children or Staff have been sent home or absent due to symptoms of covid-19/cold/flu they must have 1 of the 3 options completed:

- 1) **10 days isolated (symptom free)**
- 2) **Physician note (no exceptions)**
 - a) *States individual does not have Covid-19*
 - b) *States the individual is well enough to return to work/care*
 - c) *States the date the individual can return*
- 3) **Negative Covid test**

Individuals must be completely symptom free to return to work/care. The **Back to Child Care/ School Confirmation** must be filled out indicating the correct box that applies. All documentation must be sent the night before re entry by 11:59pm.

The Back to Child Care/ School Confirmation must be completed to return to care regardless of the reason for absence. All documentation must be sent the night before re entry by 11:59pm.

Enhanced Cleaning and Disinfection

*Use in addition to Public Health Ontario's 'Cleaning and Disinfection for Public Settings' Document and refer to the attached policy for procedures.

Disinfectants commonly used in child care settings are effective against COVID-19. As per Public Health Ontario's recommendations, frequently touched surfaces should be cleaned and disinfected at least twice per day or more often as required. In a child care setting, frequently touched surfaces may include toys, learning materials, and other items. Efforts should be made to ensure the sharing of items is limited and items are cleaned and disinfected after each use.

Items used by children should be of a material that allows them to be easily cleaned and disinfected at least twice daily (such as items with hard surfaces). In an effort to maintain a physical distance of 2 metres between individuals and limit the spread of pathogens, items such as toys should be limited to one child at a time and cleaned and disinfected after each use.

Items that are not able to be cleaned and disinfected easily or at least twice daily should be removed from use at this time. Activities that do not allow for a physical distance of 2 metres between individuals and where media cannot be easily cleaned and disinfected should also be discontinued at this time. Examples of items and activities that should be discontinued include but are not limited to the following:

- soft toys
- items that require laundering such as dress-up clothes
- paper materials that are unable to be cleaned and disinfected such as books, puzzles, cards, magazines ●
- sensory play including the use of water, sand, and dry foods
- use of wading pools
- use of outdoor playgrounds including at the facility and in parks

The use of personal items such as tablets and books are not recommended; use of these items by staff must be closely monitored to ensure items are maintained in a clean and sanitary condition and are not shared between individuals. It is recommended that enhanced cleaning and disinfection principles be applied to all aspects of the facility and may include the following:

- cleaning and disinfection of toilets after each use
- cleaning and disinfection of cots after each use
- bedding is designated for each child and laundered weekly or more often if required

Cleaning Surfaces and Objects

Regular cleaning and disinfecting of objects and high-touch surfaces will help to prevent the transmission of viruses from contaminated objects and surfaces. The Executive Director or Health and Safety Rep will ensure monitoring of hand cleaning supplies is increased to ensure all sinks in the washrooms, and classrooms are well stocked with handwashing supplies at all times (i.e., hand soap and paper towels, etc.)

As per standard procedures, the Centre will ensure that each program has toys that are easily cleaned and disinfected, and any toys that do not meet those criteria will be temporarily removed from the classrooms. The toy washing frequency will be increased from weekly toy washing to daily washing or in some cases (preschool room) toys will be washed per each use.

High-touch objects and surfaces (e.g., doorknobs, shelves, faucets, light switches) will be cleaned and disinfected whenever possible and at least twice daily by a designated staff member.

Water fountains in the classrooms will be closed and children will be encouraged to drink water from their own personal water bottle, labeled with their name on it. If a child does not have a water bottle, the childcare will provide a cup of water and the cup will be washed immediately after use.

The Centre uses a mixture of 1-part bleach and 9 parts water for disinfecting hard surfaces (tables, shelves, counters). Toys are disinfected in a high-temperature commercial dishwasher following the TPH's guidelines.

*For additional information refer to the attached appendices #6
Environmental Cleaning and Disinfecting Policy and Procedures*

OPERATIONAL GUIDANCE

Changes in Program Delivery, Closures and Hours of Operation

The Centre may need to change services or close during a pandemic for the following reasons:

- The child care centre may be asked to close by Toronto Public Health to reduce the spread of the virus.
- Individual child care centres may close if caregiver-to-child ratios fall below legislative requirements.
- Individual rooms in child care may be closed due to an outbreak in that room.

The Centre will be operating with reduced hours to assist with increased staffing requirements and to allow time for employees to complete all of the requirements around additional cleaning and sanitizing. Our hours of operation will be (Preschool) 8:30 am- 5:00pm (Before and After School Program) 8:15-8:30-3:15-5:45pm The need for reduced hours will be reviewed regularly by the Board of Directors and the management team and parents will be notified of any changes made.

Communications Plan

The Centre agrees that communication with families regarding the enhancement of health and safety measure facilitate transparency of expectations. New policies/procedures will be shared with families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick to help keep all children and staff safe and healthy.

Parents will receive a copy of the Centre Covid-19 Response Plan which includes the policies and procedures regarding health and safety protocols to Covid-19.

When possible, the use of in-person communication will be limited. Parents may be contacted via email or telephone. The Centre will consider sending weekly updates, to document activities and learning that happens in the program. Photo documentation will be emailed to parent's when/if possible, following our current media and privacy

If in-person communication is required, appointments will be required to ensure appropriate social distancing and PPE protocols are in place.

Access to Child Care Spaces and Prioritizing Families

When determining prioritization of limited child care spaces during and after a pandemic, the Centre will consider the following:

- Children that attended Emergency Child Care centres during the period that the Centre was closed and that previously attended the Centre (children of essential, front-line workers).
- Children of essential workers that were not placed in an emergency child care centre that was previously attending the Centre.
- Children of families who are employed or self-employed where parents must return to work and that work outside of the home.
- Children of families who are students, in two-parent families, if one parent is a student, another parent must be employed, self-employed or in school.
- Families with special circumstances that would benefit from children returning to care such as children with special needs.

In each category, the following factors will also be considered while prioritizing families:

- Single parent families

The need for care and the type of care (part-time etc.) will be determined on an individual basis.

In addition to the above guidelines, our existing Waiting List Policies will be followed.

Children whose parents work from home or are home schooled will be placed on a waiting list and will not be accommodated at this time.

For further details around Enrollment, Waitlist and Withdrawal from the program see attached appendices #7:

*****Enrolment, Part-time Care, Waiting List and Withdrawal Policies and Procedures***

Licensed Child Care Spaces in Schools

The Centre is committed to working in collaboration with our school board partner to ensure that we can open and operate with appropriate health and safety policies and procedures in place. We will share our enhanced health and safety measures, policies, and procedures with the Principal of **Downsview Public School** to facilitate transparency of expectations.

Emergency Contacts List

The Centre will keep an up-to-date hard copy list of contact information for staff, volunteers, parents, or alternates Toronto Public Health and Ministry officials. The Centre will ensure parents have updated pick up lists for children in case the designated person is unavailable during the pandemic.

Protection of children whose families cannot care for them

The Centre will continue to follow the current protocols in our Parent Handbook around children who are picked up late. This protocol includes calling parents and emergency contacts. If no contact has been made with either the parent or emergency contact by 7:00 p.m., the staff have a duty to report to the police department as well as the Toronto Children's Aid Society (416-921-9975). The custody of the child(ren) at this time will be determined by the authorities.

Staff Training

Prior to returning to work, the Centre will ensure employees have reviewed the training modules provided by Toronto Public Health and Toronto Children's Services. Child care operators are required to confirm with Toronto Children's Services that all staff has completed the training module by emailing qualityassurance@toronto.ca. The modules include training on:

- Infection prevention and control (IPAC)
- Personal Protective Equipment (PPE)
- Screening
- Exclusion
- Environment and interactions

Additionally, employees will be trained on the Centre's Covid-19 Response Plan which includes health, safety, and other operational measures prior to returning to working with children.

Occupational Health and Safety

The Centre has an obligation to protect their workers from hazards in the workplace as set out in the Occupational Health and Safety Act (OHSA) and its regulations as well as the directives coming from the Chief Medical Officer of Health. Workers should raise any concerns to the:

• **Director • Health and Safety Rep • Board of Directors**

The Centre has a duty to take every reasonable precaution to protect workers from the hazards in the workplace and employees have the right to refuse unsafe work. In order to ensure every reasonable precaution has been taken, a 'Return to Work Task Force' has been created, it includes board members, team members, management, and the health and safety rep.

Employees have been able to participate in a COVID-19 Risk Assessment for the environment prior to returning to work in the childcare facility. This considered the following:

- What risks do we have?
- How can we eliminate risks?
- How is work performed?
- How can we implement barriers against COVID19?

Workplace communication is a key strategy for reducing hazards in the workplace. Employees will have designated procedures for:

- Reporting illness
- Asking for support
- Expressing concerns

These procedures are:

- Providing feedback/suggestions while completing the Risk Assessment:
- Email to the Executive Director
- Verbal Communication
- An anonymous box

Employees are required to protect his or her own health and safety by working in compliance with the law and with the practices established by the Centre.

Employees review the existing Occupational Health and Safety Policy and Procedure annually.

For further details around Occupational Health and safety see attached appendices #7:

*****Occupational Health and Safety Policy and Procedures***

IN PROGRAM CONSIDERATIONS

Attendance Records

Aside from keeping an attendance record of the children's daily arrival and departure times, the Centre will maintain daily records of anyone entering the facility. These records will include:

- Date
- Full Name (First and Last) of each person
- Time person arrived/left
- Reason for visit (catering, cleaning, maintenance, support staff, employees), etc.
- Screening (completion/result)

These records will be kept on premise and will be made available to facilitate the contact tracing in the event of a confirmed COVID-19 case or outbreak.

Drop-Off and Pick-Up Procedures

FTCC is committed to supporting the well-being and health and safety of all families and employees. In order to support physical distancing during drop-off and pick-up of children, and to reduce the mixing of cohorts, the following procedures will be implemented.

- To reduce the risk of exposure to your family, and when possible, we encourage designating one person per household to be the designated drop off and pick up person for your child/children.

Drop-Off Procedures • Parents will be ‘surveyed’ on expected Drop-off times and will be given a ‘15 minute drop off window’ based on their needs and answers given. If you arrive after your 15-minute window, you will be asked to line up in a secondary line up until we have a chance to screen your child prior to entry to the child care.

- Signage and markings on the ground to ensure physical distancing will be used to direct families through the entry steps.
- To reduce waiting times and to increase timely drop-offs, designated drop off ‘time frames/windows’ may be assigned to families based on estimated drop-off and pick-up times provided by parents/guardians
- Children will enter the building with one parent through the north end doors (daycare entrance and exit), the adult must wear a mask and follow all COVID 19 signs, once screening is completed, the parent/guardians will say their goodbyes and staff will escort the child or children to their designated classroom.
- The parent or guardian will exit through north end doors (daycare entrance and exit)

Pick-Up Procedures

- Parents/Guardians will be expected to arrive before closing to pick up their child/ren. If you need to pick up your child/ren earlier due to an appointment, please arrange with the child care staff or director via email a time to arrive. If your plans change suddenly or it is an emergency, please email the child care centre at **416-631-7681** to advise a change in your pickup time.
- End of the day pick-ups will be planned to be from the outdoor play spaces whenever possible to support a smooth physically distanced transition.
- In the case of inclement weather where outdoor pick-ups are not possible, please line up on the ground markings and use the daycare monito. State your child’s name when asked and walk to the designate door as follows where the staff will get your child ready for pick up:

○ Preschool Door # ○ School-age

Door # ○ FDK Door #

- Parents will not be permitted to enter the facility. If it is necessary for a parent/guardian to enter the facility, they must wear a face covering (mask/shield)
- Any soiled clothing that needs to be sent home will be taken outside with the group to avoid anyone from entering the facility.
- Outdoor shoes will be worn by all children and indoor shoes will be left at the centre for the following day.

For further details around our Drop-Off and Pick-Up Procedures see attached appendices #9:

*****Drop-Off and Pick-Up Policy and Procedures***

Visitors

No non-essential visitors will be permitted in the program. This includes but is not limited to

- Volunteers (parents, community members, high school students)

- Sales representatives

Virtual platforms will be used to host meetings

In cases where questions arise in the respect to which service providers are permitted to enter the premises, Toronto Public Health will be contacted, and their advice will be followed.

The use of video and telephone interview should be used to interact with families where possible, rather than in person. As much as possible, parents should not be permitted into the child care facility.

Children's Items from Home

Only items from home that are necessary for the children to have child care will be permitted. These items include:

- Toileting supplies (pull-ups, wipes, ointments)
- Indoor/Outdoor shoes
- Water bottle labeled with your child's name on it will be cleaned daily by child care staff and refilled each morning
- Extra clothing
- Outdoor clothing (sun hat, jacket, etc.)
- Blanket for rest time (NO PILLOWS OR STUFFED TOYS PERMITTED)

Parents are required to send a bag with child's items at the beginning of the week to be left at the child care all week. Only soiled items will be returned to families at the end of each day. Indoor shoes, additional clothing, etc. should remain at the child care for the duration of the week and sent home on Fridays for washing.

No toys, games, stuffed animals, etc. will be permitted to enter the child care centre

Space Set-Up and Physical Distancing

We recognize that physical distancing between children in a child care setting is difficult however, we encourage our staff to maintain a welcoming and caring environment for children.

The physical distancing of at least 2 meters must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort.

While setting up our play spaces these things were considered and implemented:

- Spreading children out into different areas, particularly at meal and dressing time;
- Incorporating more individual activities or activities that encourage more space between children; and
- Using visual cues to promote physical distancing (e.g., tape on the floor)

Strategies for educators who are physically distancing:

- **While maintaining physical distance, aim to still below at the child's physical level**, so your non-verbal cues are more obvious to the child.
- **Comment frequently on what you observe children doing** so that they know you are interested and paying attention.
- **Have similar materials to what the children have, so you can:** ○ *Imitate* what they are doing ○ *Expand* on what they are doing by doing something different using the same material. ○ *Extend* the topic when appropriate by making a comment or asking a question that encourages children to think more deeply (e.g.,

while playing with toy insects and a magnifying glass, you could say, “Spiders make me feel scared” and/or “When you see bugs inside your house, what do you do?”)

- **Incorporate ‘people play’ activities that allow you to engage children**, follow their lead and extend the interaction without materials or physical proximity, e.g., Simon Says, follow the leader, making up stories together, guessing games, I spy, etc.

Rest Time

To further reduce the risk of illness, a minimum of 2 metres will be maintained between children's napping arrangements. Cots will be arranged so that children are napping ‘head-to-toe’

Sheets and blankets must be laundered daily in hot water and should be stored individually until re-use. Sheets and blankets should not be returned to the cot until the child is ready to rest on it. Cots must be cleaned/disinfected daily/after each use.

Equipment and Toy Usage and Restrictions

FTCC will provide toys and equipment that are made of materials that can be cleaned and disinfected. No plush toys will be used in the child care facility during this time. Dolls and other fabric/cloth items that can’t be readily washed will be removed from the programs.

As much as possible toys and games are not to be shared between programs. If toys/equipment must be shared between cohorts, they must be cleaned and disinfected between cohorts.

Mouthed toys must be separated, cleaned, and disinfected immediately after the child has finished using it.

The Centre uses a mechanical dishwasher that reaches a rinse cycle of a minimum of 82 degrees Celsius to clean and disinfect toys. The designated person responsible for the cleaning of toys will ensure toys dry in a designated area that is separate from bathrooms, change tables, and protected from sources of contamination.

Disinfectant wipes will be used to clean/sanitize equipment and play structures that are too large for a sink or dishwasher.

Activities and toys to avoid during Pandemic

Group sensory play/activities such as sand tables or other materials that cannot be readily disinfected should be discontinued during a pandemic. Sensory activities that are offered should be provided single-use (i.e., available to the child for the day) and labeled with the child’s name and discarded at the end of each day.

Plush or stuffed toys will not be allowed since they cannot be readily cleaned and disinfected.

Other activities or equipment to consider discontinuing during a pandemic are:

- Cooking
- Dress Up
- Paper books that can’t be disinfected

Toys and Activities to consider during a pandemic are:

- Individual sensory items that are one use only and discarded after a child uses it such as, playdoh, individual water bins, individual slime portions, etc.

- Outdoor exploration
- Individual bins or 'kits' for art materials/ supplies for each child. Bins will be labeled with the child's name to prevent sharing (markers/crayons/paper/scissors/glue)
- Individual bins of books/reading material for each child. Bin will be labeled with the child's name to prevent sharing
- Washable toys

Strategies for book use and reading

The book 'centre' is a prime area for sharing books with children and having conversations that promote the development of emergent literacy skills. With several restrictions now in place on the material in the classroom that are difficult to sanitize, it is unclear where books will be permitted given some mixed messages about the transmissibility of the virus on paper. Although we can use audio or online books in our program, they generally provide limited or no opportunity for interaction or active engagement of the children.

If paper books are off-limits, ways of providing books that can be sanitized will be explored such as the bathtub and laminated books, which can include homemade ones. Other ideas we will explore are:

- **Group book sharing** where the educator holds the book is an ideal way to engage a group who is distanced and does not require the children to touch anything or each other.
- **Offer easy to clean props** to children that encourage participation and interaction while reading the story •
Read with animation
- **Make sure the book is large and clear** enough for the children to see the illustrations
- **Pause frequently to encourage interaction and conversation** with the children. Pausing helps you create opportunities to act out the story, imitate actions, ask questions, make interesting comments, and relate the book to the children's personal experiences.

Program Statement/Activities

The Centre values the commitments and guidelines that make up our program statement. Due to physical distancing and enhanced health and safety protocols, some of the approaches outlined in our program statement may not be possible to implement. At this time, we are committed to continuing to provide a safe and welcoming environment for children that includes the four foundations of How Does Learning Happen: belonging, well-being, engagement, and expression. We have given great thought as to how we can overcome some of the obstacles we face and turn them into opportunities. We will do everything possible to ensure the values in our program statement are reflected within the enhanced health and safety protocols in place.

Recognizing existing and new opportunities for incidental conversations.

Outdoor Play

Outdoor play will be scheduled in small groups/by cohort in order to facilitate physical distancing. In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individual outside of their cohort. Where the outdoor play area is large enough to accommodate multiple groups, space will be divided with physical markers to ensure cohorts remain separated by at least 2 metres.

If play structures are to be used by more than one cohort, the structures can only be used by one cohort at a time. Disinfectant wipes will be used to disinfect equipment and play structures that are too large for a sink or dishwasher. The use of the TDSB playground/playscape will not be permitted for school-age children during this time.

The Centre will provide designated toys and equipment (balls, loose equipment) for each room or cohort when possible. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.

When physical distancing outdoors presents a challenge, staff should consider alternate arrangements (e.g., community walk) using physical distancing practices whenever possible.

Hand sanitizer and/or a handwashing station will be available for use during outdoor play.

Food Provision/Food Safety Practices

The Centre staff will reinforce routine food safety and sanitation practices during meal preparation, and during meal times (snacks/lunch). These provisions include:

- Ensure and reinforce proper hand hygiene is practiced when staff is preparing food, and for all individuals before and after eating.
- Staff **MUST** wear a mask, hair covering and gloves while serving and/or preparing food
- Meal practices will be modified to ensure that there is no self-serving or sharing of food at mealtimes.
- Meals must be served by staff in individual portions to the children. Food cannot be left uncovered on tables.
- Children and staff must be seated to ensure physical distancing during meal times.
- Utensils must be used to serve food.
- Children will not be allowed to prepare nor provide food that will be shared with others.
- Shared utensils or items will not be provided (e.g. serving spoons, condiments).
- No food provided by the family/outside of regular meal provision will be allowed into the child care centre

Food Services

The Centre will continue to reinforce routine food safety and sanitation practices during the pandemic. The Centre will consider the following:

- Plan for alternative food supplies if regular catering services are interrupted.
- Consider using disposable cutlery and plates if staffing levels are low.
- Consider stockpiling a supply of non-perishable food in case food delivery is disrupted.

Provision of Special Needs Resources (SNR) Services

The Centre recognizes that children with special needs and their families continue to require additional support and services in our child care setting. The provision of in-person special needs services at the Centre will continue where appropriate. We will work with our resource consultant to explore alternative modes of service delivery where in person delivery is not possible or necessary.

All SNR staff will be screened prior to entering the child care setting as per the protocol outlined in our Screening policy and procedure.

Our SNR services are provided through external staff/service providers and their attendance in our facility will be recorded as required for contact tracing purposes.

Maximum capacity rules do not apply to the SNR staff (consultants and enhanced staff) on-site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).

Note: All references below refer to the current version of the plan and may be amended from time to time.

1. Forms:

- The Centre Health Screening Form
- The Centre Persons at Child Care Centre Attendance
- COVID-19 Screening Tool for Staff, Children and Parents/Guardians
- The Centre Risk Assessment Form
- The Centre Daily Checklist

2. Resources:

- Screening Posters (TPH)
- How to Use Hand Rub Poster/Hand Sanitizer
- Hand Washing Posters
- Toronto Public Health IPAC (2019)
- Ministry of Education Operational Guidance During COVID-19 Outbreak (Child care Re-Opening)
- Preventing the Spread of COVID-19 in Emergency Child Care
- Physical Distancing
- What you need to know about Covid-19
- Public Health Ontario's 'Cleaning and Disinfection for Public Settings'
- Ontario COVID-19 Self-Assessment Tool <https://www.ontario.ca/page/2019-novel-coronavirus>
- The Hanen Centre- Child Care After Covid-19: Balancing Precautions while Building Interactions

Health Screening Procedure Hand Hygiene and Respiratory Etiquette Policy and Procedures

Policy Statement

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

Hand hygiene is an important element of infection control in child care centres. During a pandemic, hand hygiene should be reinforced and practiced by staff, children, parents or guardians, and visitors.

Increased hand washing monitoring will be implemented at the Centre and the handwashing procedure will be reviewed immediately with staff or children not following the appropriate handwashing procedures. Hand washing monitoring will be recorded and kept on file.

Hand hygiene posters (handwashing and hand sanitizing) will be posted at the entrance and in areas where they are likely to be seen to remind staff and children to practice hand hygiene frequently.

Washing hands with plain soap and water are recommended at the Centre as the mechanical action is effective at removing visible soil as well as microbes. Instances where handwashing sinks are not available, supervised use of alcohol-based hand sanitizers (ALCOHOL-BASED HAND SANITIZERS) will be used/ provided.

Purpose

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

Application

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

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60- 90% alcohol-based). Handwashing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth, or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others.

Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

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

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

Hands should be cleaned frequently. At a minimum, practice hand hygiene:

- Upon entering or leaving the child care centre
- Before and after preparing, handling, serving, and eating food
- After using the washroom
- Before and after going outside

- After contact with body substances, mucous membranes of the eyes, nose, and mouth and non-intact skin (sneezing, coughing)
- Before putting on and after taking off PPE
- Before and after child contact
- Before and after using shared computers, sports equipment, toys, etc.
- After touching 'regularly touched' items such as doorknobs, toilets and sink taps • Whenever there is a chance that your hands may have been contaminated!

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

- Preparing, handling, serving, and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breastmilk
- Before and after giving medication
- Communal sensory play activity

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

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

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

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

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand Sanitizing Information

When your hands are not visibly dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Parent consent is required to use hand sanitizer on children. If consent is not provided the child may not be permitted, please discuss with the Program Manager. Children under the age of 1 are not permitted to have hand sanitizer applied, instead they perform hand washing frequently and gently.

Gloves and Hand Hygiene

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

To reduce hand irritation related to gloves:

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

The Centre will ensure:

- Additional tissue supplies and waste receptacle are made available
- ALCOHOL-BASED HAND SANITIZERS are provided to supplement handwashing facilities, secured dispensers should be placed in supervised areas so children cannot access it independently.
- Staff will ensure Safety Data Sheets and product labels that provide additional information regarding placement, storage, and warnings associated with ALCOHOL-BASED HAND SANITIZERS are available on site.
- A written policy on the use of alcohol-based hand sanitizers and obtain written permission from parents permitting the use of an alcohol-based hand sanitizer on their child/children.

Two ways to perform hand hygiene:

- Handwashing
- Alcohol-Based Hand Rub (Hand Sanitizers)

Respiratory Etiquette

To prevent the spread of respiratory infections, proper respiratory etiquette will be taught to the children and regularly practiced by staff and visitors. Respiratory etiquette posters should be posted at the entrance and in areas where they are likely to be seen to remind staff and students to practice proper respiratory etiquette.

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Respiratory etiquette includes:

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

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

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at the Centre and at any time where a change is made.

Use of Personal Protective Equipment (PPE) Policy

Personal Protective Equipment

The Centre will provide Personal Protective Equipment (PPE) for use by staff when necessary. When possible, we will attempt to maintain a one-to-two-week supply of PPE at all times.

Staff **must** wear a surgical mask and eye protection (e.g., goggles, face shield): at all times

Masks are not recommended for children, particularly those under the age of two. Children in Before and After school programs must wear masks at all times.

In these instances, children will not be forced to wear a mask however, if they can tolerate it, they will be offered during these times.

The following PPE is available at the Centre and may be used if there is an identified risk of exposure to the COVID19 virus:

- Masks and face shields, gloves, goggles, hair nets and disposable gowns

Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment, or environmental surfaces.

To reduce the risk of spreading COVID-19, the Centre staff will change their clothing to scrubs upon arrival into the child care centre and before entering their assigned 'cohort'. If the staff member chooses to leave the facility during a break, they must change back into their clothing prior to leaving the building and then back into their scrubs prior to returning to their 'cohort.' Hands must be washed when entering the child care. Indoor/Outdoor shoes are required by all staff while in the child care.

Unless specified use of PPE is required, deciding to use PPE is based on your risk assessment of the situation ●

Ask yourself: What you will be doing, is there a risk of exposure to the COVID-19 virus?

- PPE should not be worn when it is not needed
- Social distancing at 2 metres and proper hand hygiene will be the most important way to protect yourself from the COVID-19 virus
- Improper use of PPE can create a false sense of confidence, increase chances of infection and waste supply
- Proper use of PPE is an effective part of infection prevention and control, however, it is not a stand-alone method
- Three types of PPE may be considered based on a risk assessment of the situation.
- Proper hand hygiene must be exercised before donning and after doffing PPE including gloves, face masks, and eye protection.

For additional information refer to **Preventing the Spread of COVID-19 in Childcare Facilities Fact Sheet**.

Exclusion of Sick Children Policy and Procedures

Policy Statement

The Centre is committed to providing a safe and healthy environment for children, families, and employees. The Centre will take every reasonable precaution to prevent the risk of communicable diseases within our child care facility.

Purpose

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

Application

This policy applies to all employees, students, children, parents, community members, and any other persons engaged in business with the Centre.

Procedures

As required by the Child care and Early Years Act (CCEYA), the Centre must separate children of ill health and contact parents/guardians to take the child home.

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

- Ill children will be separated from all other children to the designated exclusion space (child care office or available empty classroom) and will be supervised and monitored by staff until they are picked up from care by a parent/guardian or person authorized to pick up by the parent/guardian.
- Symptoms of illness will be recorded in the child's daily record and a daily log as per the CCEYA.
- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick up the child immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34(3).

If you suspect the child has symptoms of a reportable communicable disease (Refer to TPDH Guidelines for Common Communicable Disease) including COVID-19, please report these immediately to Toronto Public Health's Communicable Disease Surveillance Unit (416-392-2489).

When to Exclude

Child care employees should exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness, or if the child exhibits any signs or symptoms as indicated in the COVID 19 Fact sheet.

Exclusion Examples:

- If the child has one or more of the following symptoms fever, cough, runny nose, muscle aches, and tiredness or shortness of breath

How to Exclude:

- Supervise the child in a designated space/room with a hand washing sink and/or hand sanitizer available.
- Notify parents/caregivers of the sick child for pick up.
- Only one staff should be in the designated exclusion space/room and attempt physical distancing. If physical distancing cannot be avoided, staff should wear a mask and gloves. Also, staff should perform hand hygiene and attempt to not touch their face with unwashed hands.
- If possible, a mask should be placed on the ill child, but only if the child is able to understand they cannot touch it.
- Increase ventilation in the designated exclusion space/room if possible (e.g. open windows).
- Clean and disinfect the area immediately after the child has been sent home.
- Staff and children who were in the same room with the ill child will be grouped together and not mixed with other care groups of 14 days.
- Staff should self-monitor for symptoms for the next 14 days. During this period, they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes).
- The supervisor or assistant supervisor will inform parents/guardians of children who were in the same room of possible exposure and should monitor their child for symptoms.
- Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre.

Surveillance

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

Ensure surveillance includes the following:

- Observe children of illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ached, headache, etc.)
- Record the date and time that the symptoms occur
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

Returning from exclusion due to illness

Staff/children who are being managed by TPD (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return the facility.

If not advised by TPD, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset; they must not have a fever and their symptoms must be improving. Past the 14day mark, they must be 48 hours symptom-free at a minimum.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before returning to work and/or commencing employment at the Centre and at any time where a change is made.

Reporting Illness

In the case of an ill person in the child care centre:

- Toronto Public Health should be notified by the Executive Director or designate, and their advice is to be followed.
- Public Health advice regarding notifying others in a shared space setting will be followed.
- Other children, including siblings of the sick child, and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact and further charted (i.e., grouped together) until they can be picked up by parents/guardians to safely isolate at home. The Toronto Public Health unit will proceed any further direction on testing and isolation of these close contacts.

Serious Occurrence Reporting (COVID-19)

- Child care centre licensees have a duty to report confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. The licensee will contact Toronto Public Health to report a child suspected to have COVID-19. Toronto Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Where a child, parent, staff of home child care provider is suspected (i.e., has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- Where a room, centre, or premises closed due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA unless Toronto Public Health advises otherwise.

Procedures for Suspected or Positive COVID-19 cases at the Centre

Purpose

The purpose of this procedure is to take all reasonable precautions in the protection of the staff, child, and families when there is a positive or suspected COVID-19 case at the Centre. There are established processes regarding communication, reporting, and business continuity when a staff, child, or close contact of a child or staff member tests positive for COVID-19.

Application

This policy applies to all employees, parents, students, and any other persons engaged in business with the Centre.

Procedure

All parents will be asked a series of questions upon entering the FTCC Childcare, all children will be screened prior to being allowed to enter their respective program, and children will not be allowed into the program if they exhibit any signs and symptoms of the following as per the TPH Guidelines.

The most common symptoms are

- fever
- cough
- difficulty breathing
- sore throat
- runny nose
- loss of taste or smell
- nausea
- vomiting
- diarrhea
- difficulty swallowing

When there is a suspected or positive case of COVID-19 at the Centre, the following procedures must be followed:

Suspected COVID-19 Cases

Symptomatic staff and children will be excluded from the child care centre and referred for testing. While awaiting test results, symptomatic staff and children will be directed to self-isolate.

Children or staff who have been in contact with a suspected COVID-19 case should be identified as a close contact, monitored for symptoms, and charted. Toronto Public Health (TPH) will provide any further direction on testing and isolation of these close contacts. During this period, they should avoid contact with vulnerable persons or settings where there are vulnerable people (i.e., long-term care homes).

Those who test *negative* for COVID-19 must be excluded for 24 hours after symptom resolution. If there is a positive COVID-19 case refer to *Positive cases* of COVID-19 procedures below.

If a child or staff has been excluded due to symptoms related to COVID-19 (suspected COVID-19 case)

- The Director will inform the Board of Directors, President and School Principal immediately.
- The supervisor will inform Toronto Public Health and follow their direction.
 - Provide names and contact information for the child or staff member who is being excluded to TPH
 - TPH will provide guidance on the information that should be shared with other parents/guardians of children in the child care centre
 - Symptomatic staff and children will be referred for COVID-19 testing
- Ensure that close contacts (staff and children who are in the same room) are charted and monitored for symptoms
- The Supervisor is to ensure Serious Occurrence in CCLS is completed.

Positive cases of COVID-19

In all cases of a positive COVID-19 case at the Centre, once a positive test result has been received, the following steps must be taken:

Director:

- The Director will inform the Board of Directors President and School Principal **immediately**.
- The Director will inform the Toronto Public Health of the outbreak/request guidance and follow their direction.
- Direction from TPH may include:
 - Providing attendance record (record of people who were in the child care centre)
 - Providing names and contact information for families and staff who are being excluded
 - TPH will provide guidance on the information that should be shared with other parents/guardians of children in the child care centre
- Send out any communication provided by TPH for the following groups:

- Families of children who are direct contact with confirmed COVID-19 case
- Staff who are in direct contact with a confirmed COVID-19 case
- All other families and staff who are not direct contact with a confirmed COVID-19 case and are not being excluded from the Centre.
- Ensure Serious Occurrence in CCLS is complete and/or updated to include the outbreak of COVID-19 at The Centre.

Steps when staff members, children, or household/close contact test positive for COVID-19

Staff Member

In the event a child care staff tests positive for COVID-19:

- The employee should inform the Director immediately and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their Director.
- All other staff and families affected shall receive communication from the Director. The director will send out communication as applicable.
- All staff and children who are in the same room as the staff member who has tested positive will be excluded from the Centre for 14 days unless indicated otherwise by Toronto Public Health.
- Before returning to work, the staff must provide a letter from their case contact at Toronto Public Health confirming their approval to return to work.

Child

In the event a child tests positive for COVID-19:

- The parent should inform the Centre Executive Director immediately.
- The child will be managed by Toronto Public Health.
- Before returning to the Centre, the family must provide a letter from their case contact at Toronto Public Health confirming their approval to return to the centre.
- All staff and children who are in the same room as the child who has tested positive will be excluded from the Centre for 14 days unless indicated otherwise by Toronto Public Health.

Household/Close contacts of Children or Staff

In the event a household member or close contact of a child or staff tests positive for COVID-19:

- The staff or family who is a close contact of a positive COVID-19 case attending the Centre should inform the Centre Executive Director immediately.
- Toronto Public Health Case and Contact team will be contacting the individual to assist with the isolation period for the family.
- The staff member or child will be required to isolate and will be excluded from the Centre for a minimum of 14 days to monitor symptoms unless indicated otherwise from Toronto Public Health.

- Before a child or staff can return to care or work, the Centre will require a letter from Toronto Public Health confirming they can return. This can be requested through the Case and Contact team who manages their case.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement or a parent/guardian of children placing their child in care at the Centre and at any time when a change is made.

FTCC Environmental Cleaning and Disinfecting Policy and Procedure

Policy Statement

FTCC is committed to providing a safe and healthy environment for children, families, and employees. The Centre will take every reasonable precaution to prevent the risk of communicable diseases within our facility.

Purpose

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

Application

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

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., bleach/water) is used to kill most disease-causing microorganisms. In order to be effective disinfectant must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labeled, and must have Safety Data Sheets (SDS) up to date (within three years), which are store in the white SDS binder (labeled).

Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to rapid temperature preferred) to ensure detergent is removed
- Let the surface dry

Disinfecting

Water and Bleach mixture (1-part bleach/9 parts water) made daily is used at the Centre as a disinfectant. In addition to the water/bleach mixture, Lysol Wipes are used to wipe down hard surfaces (doorknobs/shelves/light switches) in between water/bleach disinfecting.

- For general environmental disinfection of high touch surfaces, large toys, and equipment that cannot be but in the high-temperature commercial dishwasher use bleach and water mixture or Lysol wipes.

Disinfecting using Bleach/Water Mixture and/or Lysol wipes

- Put-on heavy-duty nitrile gloves and mask if the employee has sensitivities. Goggles/eye protection is also available.
- Spray the bleach/water mixture or use the Lysol wipe and leave on the surface for the appropriate disinfecting contact time (5 minutes) Lysol wipes (4 minutes)
- Once the disinfecting contact time has elapsed, the surface has not been disinfected.
- Any surface children may come into contact with requires a final rinse with a single-use paper towel
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel.

Cleaning and disinfecting frequency requirements

Clean and disinfect upon ENTRY to child care (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

Clean and disinfect upon children's ENTRY to child care:

- Any hard surfaces such as water bottles

Clean and Disinfect frequencies for other surface items:

- **Tables and countertops:** Used for food preparation and food service (trolleys) must be cleaned and disinfected before and after each use.
- **Spills:** Must be cleaned and disinfected immediately.
- **Hand wash sinks:** Staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).
- **Floors:** Cleaning and disinfecting must be performed as required (when spills occur) and throughout the day when rooms are available (during outdoor play).
- **Outdoor play equipment:** Must be disinfected before each group uses it, and additionally required (visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.

- **High-touch surfaces:** Any surfaces that have frequent contact with hands (e.g., light switches, shelving, containers, door knobs, sink faucets) These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- **Other shared items:** Phones, IPADS, keyboards, attendance binders, etc., these must be disinfected between users.

Clean and disinfect daily:

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

FTCC Occupational Health and Safety Policy and Procedures

FTCC commits to ensuring a safe working environment. FTCC will comply with all government legislation regarding occupational health and safety issues.

FTCC will make every effort to provide a safe and healthy work environment. To achieve this goal, all supervisors and workers must be dedicated to continuously reducing occupational risk or injury.

Every worker must protect his or her own health and safety by working in compliance with the law and with the practices established by the Centre. It is in the best interest of all parties to consider health and safety in every activity.

The issue of safety requires co-operation, so all employees, volunteers, and students must follow the Centre's safety policy. We actively encourage "safety consciousness" expecting everyone to be cautious in the workplace, and to immediately alert the Executive Director or health and safety representative, of any safety hazards or injuries. Any member of the Centre (including employees, volunteers, and students) who deliberately violates health and safety issues will be counseled and/or face disciplinary action.

The health and well-being of every employee, child and parent is of critical importance to the Centre. In carrying out this objective, our employees are to be provided with a clean and safe place to work, safe equipment, proper materials, and safe practices and methods are to be followed.

To fulfill our commitment to health and safety, the Centre will:

- Provide and maintain a safe and healthy work environment
- Provide appropriate training related to employee's specific job requirements
- Comply with legal requirements and follow accepted workplace practices

This Policy will be distributed to all employees and all employees will be required to review it and sign off annually. A copy of the Policy will be posted on the Occupational Health and Safety board and a copy in a common area.

While the Centre will make every effort to provide a safe, healthy work environment in accordance with the *Occupational Health and Safety Act* (the “Act”), all employees of the Centre have a duty to maintain the health and safety of a workplace. Everyone is responsible for preventing accidents and removing conditions that might cause injury, interrupt workflow, or damage or destroy equipment or property. Employees who jeopardize their own safety or that of other Employees or visitors will be subject to disciplinary action up to and including termination of employment.

ROLES AND RESPONSIBILITIES

Board of Directors

- Take all reasonable care to ensure the Centre complies with the Act and regulations
- Strategic oversight of health and safety policies and program
- Take every precaution reasonable to ensure the safety of employees

Executive Director

- Develop, implement, and enforce health and safety policies and program
- Post policies in the workplace
- Hire a “competent” supervisor as understood under the Act
- Inform parties of actual and potential workplace hazards
- Take steps to eliminate or control hazards
- Provide necessary instruction and safety equipment
- Collaborate with the Health and Safety Representative
- Take every precaution reasonable to protect employees
- Ensure all staff are educated in proper equipment use
- Conduct accident/incident investigations and report all findings of the investigation to the Board of Directors

Health and Safety Representative

- Advise the Board of Directors, the Executive Director, and employees on legislative requirements and changes, potential hazards and preventing injury and illness
- Conduct monthly inspections of the workplace and evaluate any actual or potential hazards, recommend corrective action, and follow up on implemented recommendations
- Report potential hazards to the Supervisor
- Identify situations that may be a source of danger to employees and make recommendations
- Obtain information about and be present for safety-related testing of equipment and tools
- Obtain information from the Centre on potential or existing hazards
- Assist in accident investigations, analysis and preparation of accident reports and summaries
- Actively promote health and safety in the workplace through training and information programs
- Administer the health and safety program
- Take part in discussions on injury, health and welfare and damage control

Employee

- Carry out work in a manner so as not to create health and safety hazard to yourself or others
- Assist in the reduction and control of accident and illness producing conditions
- Report to the Health and Safety Representative/Committee or the Supervisor if any unsafe acts, hazardous conditions, breaches in legislation, policy or practice and defects in or lack of equipment required to perform the role
- Co-operate with any health and safety investigations as required
- Comply with policy and procedures at all times, including personal protective equipment, housekeeping programs, labeling of cleaning products, proper storage methods, complete any injury reports and hand hygiene
- Participate in regular training as established by the Centre
- Suggest ways to eliminate hazards

Procedure for Responding to Injury or Illness

All incidents requiring any form of first aid, hospitalization, or calling of an ambulance that occur on-site, and impact employees, volunteers, clients, or visitors must report using the Incident/Accident Report Form. At a minimum and in all cases, accident and/or injury reporting shall comply with the requirements of the Act and the *Workplace Safety and Insurance Act, 1997*. Accordingly, the affected employee will participate in the completion of a report of an accident/incident form, as well as other necessary forms.

Employees should report any incident to the Supervisor or Health and Safety Representative/Committee Member who in turn is responsible to ensure that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities consistent with the reporting requirements specified in the Act.

In the event of a fatality or critical injury to an individual at a workplace, the Supervisor will notify the Ministry of Labour Safety Inspector immediately by telephone as well as provide a written report in the manner prescribed by the Act within forty-eight (48) hours after the occurrence of the incident.

Emergency and Fire Evacuation Procedure

In the event of a fire in your work area, employees should follow these guidelines:

- Step # 1 Employees must immediately stop whatever they are doing.
- Step # 2 Employees must walk directly to the nearest accessible fire exit and leave the building. They should feel all closed doors for heat before going through them. If the door feels hot, they must use a different door. They must not run or make detours (washroom, locker, etc.).

- Step # 3 Employees should walk to a designated gathering location outside of the building.
- Step # 4 Employees should stay together in a designated area until a headcount can be taken.
- Step # 5 Fire alarms will ring for a period of time and then be silenced. Once the alarm goes to the fire department, only the fire department should give instructions to silence the alarm. This does not mean the danger is over. Employees must not leave the gathering point or re-enter the building until instructed to so by Management or the Fire Department.

NOTE: There are clearly marked fire exits in the workplace.

Accident Prevention

1. Occupational Illness

Employees should be aware that an occupational illness under the Act is a condition that results from exposures in a workplace to a physical, chemical, or biological agent.

Employees should be aware of the potential infection hazards associated with child care services:

- Enteric, which causes diarrhea, vomiting, gastrointestinal symptoms
- Respiratory and systemic infections, which leads to influenza, chickenpox, hand, foot, and mouth disease
- Skin infections, bites, and wounds

An employee should immediately report to the Supervisor if he or she exhibits symptoms of occupational illness. Further, for specific types of illnesses, employees may be required to be away from work until they no longer have those symptoms.

2. Personal Protective Equipment

Where applicable, the Centre will provide employees the appropriate personal protection equipment (PPE) to use in the performance of their duties and responsibilities. The Centre will ensure that each employee is properly trained in and aware of the hazards associated with his or her position, and the required PPE and any requirements for maintenance, care, and use.

3. WHMIS

When handling materials, if the employee is in doubt as to the safe handling and storage, the employee should seek the assistance of the Supervisor. All Material Safety Data Sheets (MSDS) will be provided for all products in use at the Centre. The Centre will ensure that each employee is properly trained and aware of the hazards associated with his or her position.

4. Housekeeping

Good housekeeping is an essential operating practice throughout the Centre which contributes to a reduced accident and illness. Poor housekeeping is the most common cause of injuries and contributes to accidents. Everyone can assist in providing a safer and healthier workplace by observing, correcting, and/or reporting unsafe housekeeping practices and conditions.

Right to Refuse Unsafe Work Procedures

Employees have the right to refuse work that they believe endangers themselves or others in the workplace. Should an employee believe the work asked to be performed or being performed is dangerous, the employee should follow the procedure outlined?

- Staff Refuses to work because he or she has reason to believe work endangers health or safety
- Staff Reports Problem to Supervisor
- Health and Safety Rep called in
- The Supervisor investigates in the presence of Health and Safety Rep.
- Does the Supervisor agree the situation endangers health and safety?

NO

Does staff have reasonable grounds to believe work endangers health or safety?

If NO- return to work If YES- Health and safety rep called in

Health and Safety Rep investigates in presence of Employee and Supervisor

Written Decision

Corrective Action if ordered

YES

The Executive Director takes corrective action

Staff returns to work

If staff is not satisfied with corrective action, follow steps under **NO**

Every accident or incident, no matter how minor, should be reported to the Health and Safety Representative/Joint Health and Safety Committee.

This allows the Board of Directors and the Centre to ensure measures are put in place to assist in the prevention of future incidents and to ensure compliance with the requirements of the Ministry of Education and the *Child care and Early Years Act, 2014*.

Health and Safety Training

In accordance with the Act, the Centre will provide health and safety training for employees on their legal rights and duties, the role of the health and safety representative/joint health and safety committee, and common workplace hazards and occupational illness. Such training will be provided before any new

employee assuming his or her duties and responsibilities. Records of completed health and safety training will be kept as required by legislation.

All employees, volunteers, and students are to:

Be aware of physical safety:

- ✦ Blocked fire exits or extinguishers
- ✦ Blocked walkways
- ✦ Slippery floors or spills
- ✦ Worn or buckled areas of carpet or other flooring
- ✦ Frayed electrical wires
- ✦ Poorly lit areas and burnt-out light bulbs

Be aware of psychological safety:

- ✦ Treat colleagues and customers with respect regardless of ethnicity, religion, gender, age, appearance, or sexual orientation
- ✦ Not tolerate unwanted jokes, pictures or approaches of a sexual or otherwise offensive nature
- ✦ Not tolerate intimidation, bullying or verbal abuse
- ✦ Not tolerate hurtful gossip or other behaviour that puts another down
- ✦ Not harbour issues or resentments without discussing and resolving, or getting assistance to do so

Follow general safety rules:

- **Follow all safety procedures for the job ✦ Do not use any equipment that you are not trained to use ✦ Make sure trash is deposited in the bin or recycling container ✦ Keep walkways, doorways, fire exits, fire extinguishers, or fire sprinklers unblocked**
 - ✦ Keep workstations clean
 - ✦ Clean up any messes or spills immediately – if necessary, let others know or leave a sign if floors are wet
 - ✦ Report any hazards or injuries to the immediate Supervisor
 - ✦ Keep doors locked if working alone after hours or on weekends

Employees, volunteers, and students are encouraged to use additional precautions appropriate for other specific situations.

An FTCC_Staff Accident/Incident investigation form shall be completed within 24 hours of any accident or incident. (Attached)

This policy will be reviewed and signed annually by the director, health and safety representative, the Board of Directors, and employees.

FTCC Drop-Off and Pick-Up Policy and Procedures

FTCC is committed to supporting the well-being and health and safety of all families and employees. In order to support physical distancing during drop-off and pick-up of children, and to reduce the mixing of cohorts, the following procedures will be implemented.

- To reduce the risk of exposure to your family, and when possible, we encourage designating one person per household to be the designated drop off and pick up person for your child/children.

Drop-Off Procedure

- Parents will be ‘surveyed’ on expected Drop-off times and will be given a ‘15 minute drop off window’ based on their needs and answers given. If you arrive after your 15-minute window, you will be asked to line up in a secondary line up until we have a chance to screen your child prior to entry to the child care.
- Signage and markings on the ground to ensure physical distancing will be used to direct families through the entry steps.
- To reduce waiting times and to increase timely drop-offs, designated drop off ‘time frames/windows’ may be assigned to families based on estimated drop-off and pick-up times provided by parents/guardians
- Children will enter and exit the child care directly to their classroom door. Once screening is completed, the parent/guardians will be directed to escort their child to the correct door as follows:
 - Preschool Door # ○ School-age Door #
 - FDK Door #

Upon arriving at the designated door, your child will be greeted by a child care employee and you will be asked to say your goodbyes at the screening area at the north end doors.

Pick-Up Procedure

- Parents/Guardians will be expected to arrive before closing to pick up their child/ren. If you need to pick up your child/ren earlier due to an appointment, please arrange with the child care director via email a time to arrive. If your plans change suddenly or it is an emergency, please email the child care centre at **416-631-7681** to advise a change in your pickup time.
- End of the day pick-ups will be planned to be from the outdoor play spaces whenever possible to support a smooth physically distanced transition, alternatively a staff will escort your child or children to the screening area at door number 1 to be to meet their parent or guardian.
- In the case of inclement weather where outdoor pick-ups are not possible, please line up on the ground markings and use the monitor. State your child's name when asked and walk to the designate door as follows where the staff will get your child ready for pick up:
- As much as possible, parents will not be permitted to enter the facility. If it is necessary for a parent/guardian to enter the facility, they must wear a face covering (mask/shield)
- Any soiled clothing that needs to be sent home will be taken outside with the group to avoid anyone from entering the facility.
- Outdoor shoes will be worn by all children and indoor shoes will be left at the centre for the following day.