

PROMISED FUTURE, INC.

PANDEMIC OPERATIONAL RESPONSE PLAN TO COVID-19

Promised Future, Inc. is committed to protecting the health and safety of the children, our employees and the community. We are closely monitoring COVID-19 and will base our response and actions on recommendations from York Region Public Health, Ministry of Health, Health Canada, Ministry of Education and any relevant authorities.

While infection prevention and control has always been a part of our childcare culture, we have had to make some adaptations and enhance some of the policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all. Promised Future will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

Our school will be thoroughly cleaned before reopening. Daily cleaning will include enhanced and additional requirements as outlined by York Region Public Health.

Promised Future will not allow non-essential visitors into our program including parents and individuals not essential to the operation of our program. Any essential visitors including Ministry of Labour, Ministry of Health or Ministry of Education representatives will be able to enter the premises using appropriate personal protection equipment (PPE).

Infection prevention and control measures will include screening, physical distancing, enhanced cleaning and disinfection, proper hand hygiene and respiratory etiquette, proper use of Personal protection equipment and proper food preparation. (distribution of catered lunch)

The following are a general understanding of the policies we will have in place for as long as it is necessary. Policies may be changed periodically as regulations change and will be communicated to families through direct email. We require full compliance of policies and procedures from families and employees. Families, who do not follow all policies and procedures of Promised Future, may put their child's spot in the program in jeopardy.

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 childcare centre may be asked to close by York Region Public Health to reduce the spread of the virus.
- Childcare centre may close if caregiver-to-child ratios fall below legislative requirements.
- Our childcare may be closed due to an outbreak.

The Centre will be operating with regular hours. Staff requirements will allow time for employees to complete all of the requirements around additional cleaning and sanitizing. **Our hours of operation will be 9:00 a.m. to 4 p.m. sharp.** There will be no extended day hours as children may attend no more than 6 hours. The need for reduced hours will be reviewed regularly by The Owner and Staff and parents will be notified of any changes made.

Communication

Promised Future will communicate any changes to policies and procedures by direct email to families and employees. Phone calls and virtual meetings can be held with families and employees if required. No visits for potential families will occur at this time. Virtual tours can be arranged if necessary.

The Centre will keep an up-to-date hard copy list of contact information for staff, parents, 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.

Promised Future will share a copy of this plan and all relevant policies with families by posting copies and emailing families. In addition, Promised Future will ensure that all employees receive copies of the policies, in addition to reviewing and training employees before re-opening occurs. Employees will sign an acknowledgment.

Any changes to the policies will be communicated to families and employees in the same format.

Daily Routines

Promised Future is required to maintain daily records of anyone entering the premises and the approximate length of stay. The information collected will include name of the person, contact information (if they are not part of the centre), time of arrival and departure and screening results. All records are to be kept up to date and available on the premises for inspection. These records will be used to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. **All parents must check their child's temperature before coming into the program. Employees must also check their own temperatures before coming into work. If you or your child is sick or has a temperature, please do not come to the program. Please call the centre to let the Supervisor know of the absence and the reason why.**

Any employee who meets the following criteria (temperature of 37.8 or greater and/or any of the symptoms in this document), must stay home and immediately report their symptoms to the on-site supervisor.

To reduce the risk of spreading COVID-19, the staff may choose to change clothing or wear an apron over their clothing before entering the room. This apron will be washed with the centres Laundry daily. Hands must be washed when entering the childcare. All staff while in the childcare require Indoor/outdoor shoes.

All clothing worn in the program should be laundered each day after leaving the program. It is recommended that staff working with younger children wear different clothing when in the centre.

Daily Wellness Screening Procedures

All individuals including children, childcare employees, parents/guardians and essential visitors must be screened each day before entering the childcare centre, including daily temperature checks. Children will be monitored throughout the day for COVID-19 related symptoms and temperatures will be taken at arrival and, at minimum, 1 additional time per day.

- Only one parent may drop off a child at the Childcare Centre at one time. **PLEASE** ensure that you do not leave any personal items such as strollers or bikes at the centre.
- Parents must comply with the centre's procedures when completing the Daily Wellness Screening. Parents should plan for additional time to accommodate the screening process.
- The Childcare program will have one entrance/exit where the screening process will occur. (Through the Side door in the Parking area).
- An area will be designated outside the main room to conduct screening. The screener will wear full personal protective equipment (PPE) and stay 2 meters from those entering the premises.
- The screener conducting the screening will have received training on active screening processes and requirements. The screening area will have a table, hand sanitizer, non-touch thermometer, disposal gloves, disposal masks and a waste bin and Public Health Resources.
- The ground will be marked with appropriately distancing lines for families who are waiting to be screened. Dropping off of children should be staggered to avoid long lines when waiting to be screened. Promised Future will require parents to wait in cars and will call parents forward as they arrive.
- To ensure health and safety, as well as stringent infection prevention and control practices, Promised Future will receive your children from the screening area.
- Employees conducting the daily screening will complete hand hygiene. The child/adults temperature will be taken, discard the disposable cover (if applicable) and sanitize the thermometer. Sanitize hands and record temperature and response to questions.
- Our employees will greet and screen each child. Screening will consist of a series of questions and temperature check of the child/employee. Employees will screen for a fever (temperature of 37.8 C or greater) using an infrared thermometer or a thermometer covered with single-use protective covers. These covers will be disposed of after each use. Thermometers will be cleaned and disinfected with an everyday level disinfectant before re-use.
- Parents/guardians are not permitted past the health screening line to ensure physical distancing as directed by Public Health. Only one parent/guardian is permitted into the screening area. Employees are not permitted past the health screening line until they have been cleared to enter by the screener.
- Once the child is cleared to enter the program, the child will disinfect their hands and will follow a second staff inside. Here the staff will help the child remove their outdoor shoes and put on their indoor shoes. The child will be escorted to their classroom.

Enhanced Well-being Monitoring

Screening questions will include confirmation if the parent/child has any of the following symptoms:

- New or worsening cough
- Sore throat
- Difficult swallowing
- New taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion-in absence of underlying reason for these symptoms such as seasonal allergies, asthma etc.

Does the parent/the child have any of the following atypical symptoms:

- Unexplained fatigue/malaise/myalgia
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Multisystem inflammatory vasculitis in children [Presentation may include persistent fever, abdominal pain, conjunctivitis, gastrointestinal symptoms (nausea, vomiting and diarrhea) and rash]

Any individual who answers yes to any of the questions will not be permitted to enter the facility or if their temperature is above 37.8 C degrees. Children and Employees will also be excluded if they develop any symptoms related to COVID-19 while in care.

- An essential front line worker that may be in contact with COVID-19 cases may be asked further questions such as “what precautions have been taken to prevent contracting COVID-19”
- All individuals entering the building must sanitize with alcohol based rub that contains at least 60% alcohol content for hand hygiene. Consent is required from parents however; your child may be refused admittance in the program if consent is not received.
- Once our screening is complete, one of our employees will escort the child inside. All children require indoor and outdoor shoes. Outdoor shoes will be removed and left in the cloakroom before children will be escorted to their classroom and put on indoor shoes.
- **Parents should limit belongings going back and forth; however, if any items do go home such as a lunch bag or a bag with extra clothing, they will be received and disinfected before going into the program.**
- **We ask that no personal items such as electronics or books come in.** No stuffed animals will be allowed in the program. Prior to opening, Parents can view staff Photo’s on website of the employees so you can see who is caring for your child. If requested, we will provide pictures of the same employees in masks/protective gear to share with your little one.
- A daily record of screening results will be maintained and kept on the premises. The answers received in the screening process for children and employees will be documented and maintained in a secure manner to protect the individual’s privacy. Completed forms will be filed in a locked cabinet and may be reviewed by relevant partners such as Public Health or Ministry of Education.
- Any absences will be recorded in the daily log. Employees will follow up with families or employees who are absent.

Pick Up Procedures

Our procedures have changed and due to the added safety procedures, we will have someone escort your child to you at pick up time. Parents are asked to call 5 to 10 minutes prior to arrival.

Promised Future, Inc. 905-851-8980

Sandra Tiano 647-832-1570

Michelle Farr 647-839-5229

We ask that you remain in your car and we will bring your child to you.

Please share Promised Future procedures with anyone who will have access to drop off or pick up your child. Please ensure that we have (legal) custody agreements on file and ensure that we are notified of any changes.

Cohorts and Staffing

- Cohort sizes for our classroom (cohort) will follow the regulated numbers as approved by Public health and Ministry of Education. As of August 2020, each cohort has increased from 10 people (including teachers) to a maximum of up to 16 children per session, plus teachers although we must still follow Ministry of Education ratios for our Program there will never be more than 16 children in the room at any time.
- Children will be assigned to a specific cohort and will stay together throughout the day
- Childcare employees can only work in one location.
- Supply/replacement staff will be assigned to a specific cohort
- If shared equipment is used between cohorts, the equipment will need to be disinfected and dried before the next group of children can use it.
- Activities will be planned with physical distancing in mind. Any equipment that is shared must be disinfected before another child can play with it. Sensory activities such as slime or playdough will be created individually and will be stored in a bag with the child's name

Personnel Protection Equipment

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

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

- **In the screening area, when screening or escorting children to the child care area (rooms)**
- **When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets**
- **When caring for a sick child or a child showing symptoms of illness**

Masks are recommended when social distancing is not possible. Children attending the program are not required to wear masks, however may do so if they feel comfortable. Proper procedures to wear and remove the mask should be shared with the child as well as how to store the mask if it needs to come off temporarily not to contaminate the surroundings, Single use masks should be discarded after use.

Promised Future staff are not required to wear masks all day unless they are screening, cleaning, preparing food or dealing with an ill child or at any other time a staff cannot socially distance. Disposable masks will be required when screening, caring for a symptomatic ill child or when preparing food. If an employee chooses to use a reusable mask, it must be of medical grade when a mask is required. An employee wearing a mask when required or when choosing to put on a mask must do so following the proper steps. All employees will be trained how to put on and how to take off masks as well as full PPE. Single use PPE should be discarded after use and not saved for re-use. Use of PPE is required when:

- Employees conducting the screening and escorting the children into the program must be wearing full Personal Protection Equipment (PPE) including disposable gowns, gloves, masks and shields.
- Employees who are sanitizing the high touch points & washrooms will also be wearing full PPE.
- Kitchen staff preparing catered food will wear a mask. Gloves will be worn when required, but are not necessary as proper handwashing can be performed
- Employees who are preparing the disinfectant solution are required to wear appropriate PPE including gloves and goggles.
- Employees that come in contact with blood or body fluids
- Employees who are cleaning and disinfecting
- Employees will try to avoid getting close to a child's face. It is recommended that employees wear masks where social distancing is not possible.

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

To reduce the risk of spreading COVID-19, the staff may choose to change clothing or wear an apron over their clothing before entering their assigned 'cohort'. This apron will be washed with the carry-in blankets daily. Hands must be washed when entering the childcare. All staff while in the childcare require Indoor/outdoor shoes.

Supervisors will review how to wear and remove PPE (as appropriate to specific role) with staff through video, role modelling and observations periodically and provide feedback to employees as required.

Strategies for Educators wearing facemasks

Language, speech, and social development are so dependent on face-to-face interaction between adults and children. When wearing a facemask, 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 yourself 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 facemasks.
- 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 childcare. 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!"

Hand Hygiene and Respiratory Etiquette

Promised Future will ensure that proper hand hygiene supplies are available, including adequate amounts of liquid soap, paper towel, hand sanitizer, tissues and waste bins lined with plastic bags.

Handwashing with soap and water is the preferred method for cleaning hands. Children and employees will be encouraged to incorporate additional hand hygiene opportunities into the daily schedule. If there is no access to soap and water, hand sanitizer containing a minimum of 60-90 % alcohol can be used if hands are not visibly soiled. Parent consent is required to use hand sanitizer on children. Hand sanitizer used on children must be supervised and out of the reach of children.

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 routines
- Applying sunscreen (wash after each child)
- 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

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

- Preparing, handling, serving and eating food
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before putting on and after taking off PPE
- Before and after giving medication
- After touching regularly touched items such as door knobs, toilets and sink taps
- Whenever there is a chance that your hands may have been contaminated!

When hands are visibly soiled, the following steps must be followed for cleaning hands. If you have access to running water and soap:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

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 20 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Gloves when Cleaning/Disinfecting

One employee will perform preparing the disinfecting product each morning. The Employee will ensure that appropriate Personal Protection Equipment (PPE) is worn when preparing the disinfecting solution including, mask, eye protection and gloves.

Covering Your Cough

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. Keep your distance (preferably more than 2 meter/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 do not 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.

Supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required. Hand washing is the preferred method of hand hygiene; however, hand sanitizer will be used where hand washing is not possible such as at the screening table and when playing outside.

Environmental Cleaning and Disinfecting Procedures

A cleaning and disinfecting log will be kept to demonstrate cleaning schedule. We will also keep a log of disinfection of toys and washrooms.

To stop the chain of transmission, cleaning and disinfection of surfaces and items play an important role.

- Items that need to be sanitized can be cleaned using disinfectants that are routinely used at Promised Future.
- Frequently touched surfaces will be cleaned, and disinfected at least twice per day or more often as required. This may include learning materials, tables, chairs, door knobs, light switch etc.
- Increased frequency of cleaning and disinfecting objects, toys and high touch surfaces.
- Efforts will be made to limit the sharing of items, and will be cleaned and disinfected, after each use.
- Enhanced hand washing routines will be encouraged throughout the day.
- Ensure that all toys used at the centre are made of material that can be easily cleaned and disinfected. All plush toys and cloth items have be removed.
- Mouthed toys will be disinfected immediately after each use.
- Group sensory will be discontinued. Individual sensory items such as playdough and goop must be individual and discarded after use. (Playdough can be stored in an individually labelled bag for the child to use for that day. It can never be shared with another child).
- Toys/supplies that have been used by the children and require sanitation should be placed in a bin and disinfected at a later time. Toys/supplies should not go back on the shelf once they have used until they have been sanitized and dried.

Cleaning and Disinfection frequency requirements

- Clean and disinfect upon ENTRY to childcare: Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers
- Clean and disinfect upon children's ENTRY to childcare: Any hard surfaces such as water bottles, containers, bags.
- Washrooms will be disinfected after each use for employees and for each child. If a cohort is doing a full washroom routine, the whole area will be disinfected before the next cohort is able to use the washroom.
- Phones, walkie-talkies and other items that may be shared between teachers in the cohort, should be disinfected right after each use.

Clean and disinfect frequencies for other surfaces and items:

- Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher.
- Tables and countertops: used for food preparation and foodservice must be cleaned and disinfected before and after each use.
- Tables and chairs must be cleaned and disinfected before and after serving food as well as 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, i.e., when spills occur, and throughout the day
- Any garbage bins that need emptying during the day, will be removed by the employees and disposed of in the school bin.
- Floor Mats: cleaning and disinfecting must be performed throughout the day and at a minimum of twice daily.
- High-touch surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets etc.) 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: e.g., phones, IPADs, attendance binders etc., must be disinfected between users.
- All items that cannot be cleaned (paper books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days after use.

Clean and disinfect daily:

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.) Linens must be cleaned and disinfected daily

Disinfection and containment of items & room when isolating a child

- Employees MUST wear full PPE when disinfecting items used by a symptomatic child.
- Any contaminated articles belonging to the symptomatic child must be cleaned and disinfected at outbreak level disinfection immediately
- Any articles belonging to the symptomatic child including soiled clothing are to be sent home immediately for cleaning. Do not rinse or launder at the centre. Place items in a plastic bag taking care not to contaminate the area)

Additional Infection Prevention and Control Practices for Hygiene Items

- It is preferred that children not use their pacifiers in the program. If pacifiers are necessary, please ensure that they are individually labelled and stored separately (not touching each other) The pacifier must be washed in soap and water upon arrival to the centre and must not be shared with any other child.
- For creams and lotions during diapering, staff will not put their hands directly into lotion or cream bottles. A tissue or single-use gloves will be used. We encourage you to provide a container of the lotion/cream to remain at the program. If a bottle/container is coming from home, employees will wipe the cream/lotion container with a disinfecting wipe

Equipment & Toy Disinfecting Procedures

All toys that are plush have been removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all communal sensory play is suspended. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

Cleaning and Disinfection of Toys

Toys will be air dried in a designated area that is separate from bathrooms or change tables and protected from sources of contamination.

A Bin Method for Disinfecting Toys can also be used using bleach and water (10 min contact time).

To ensure consistent and proper dilution disinfectant, one staff will be assigned to prepare the bottles each morning. The staff will ensure that they are wearing appropriate PPE when mixing the solution Staff will use test strips to test the concentration.

Cleaning and Disinfecting Large Toys/Equipment In-Place

Large toys, wooden toys, etc. that cannot be immersed in a disinfectant solution will use this method for washing. Equipment will be cleaned with soap and water using a cloth. Use a clean wet cloth to rinse. The area will be disinfected by spraying Lysol Ready-To-Use (RTU) or wipe with disinfectant wipes and let it sit for required contact time. Do not spray product to toys and surfaces when children or other staff are nearby. A final rinse is required using a single-use wet paper towel. Allow to air dry

Considerations:

- No outdoor sandboxes or water tables will be used.
- Unused test strips must be kept dry and in a dark space.
- When a new bottle of test strips is opened, the date opened should be written on the Bottle.
- Test strips expire six (6) months after the container is opened. Any unused test strips must be discarded after 6 months as it is no longer effective.
- Refer to the manufacturers label for disinfectant used to ensure proper usage.
- All products used must have a DIN (Drug Identification number) and a Safety Data Sheet (SDS).
- Toy cleaning schedules will be posted in the room and updated daily by the employee responsible
- Toys, including large toys, equipment and high touch items will be cleaned and disinfected at least two times per day and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with body fluids.
- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.
- Toys that have become visibly dirty or that have come into contact with body fluids (e.g. toys that have been mouthed) should be taken out of circulation immediately, cleaned, and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.
- If the bins are full, employees will need to remove the garbage and dispose of it in the bin outside

Physical Distancing

- Children will be encouraged to physically distance where possible.
- Non-physical gestures and greetings such as wave or nod should be encouraged to avoid close greetings such as hugs and handshakes.
- Meal times/snack times may be staggered if children cannot maintain social distancing.
- Tables and chairs will be set up for social distancing wherever possible.
- Activities will incorporate more individual activities.
- Floors will be marked to promote physical distancing
- Singing activities will be avoided indoors
- Child care staff will practice physical distancing during breaks/lunches.

Strategies for educators who are physically distancing:

- While maintaining physical distance, aim to still be low 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.

Posted Signage

- Promised Future will provide visual guides to assist with physical distancing (e.g., pylons or markings on the floor) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the child care centre
- Promised Future will place front entrance signage identifying the screening process outside and directly inside child care centre doors. Procedures will also be provided to families prior to reopening. It is suggested that the procedures are all shared with any one dropping off or picking the child.
- Handwashing signs are posted in the Bathroom's near the sink, and Beside handwashing sink in kitchen

Parents Fees

In an effort to stabilize parent fees when re-opening, the Centre is committed to set fees at the level they were prior to the closure.

- During the period of the Pandemic, the Centre will not charge or accept fees or deposits to add families to a priority list for preferred access to spaces.
- The Centre will not charge fees to parents if they do not have access to space or decide not to accept a space

Once the program returns to normal operations, Promised Future will follow the recommended procedures for parent fees.

Access to Child Care Spaces and Prioritizing Families

Spaces will be given based on the time stamp of each family's registration. Criteria when giving away spaces may require prioritization of limited childcare spaces regarding:

- Children of essential, front line workers;
- 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;
- Children of families who are looking for work.

Spaces for September Enrollment will be given once we receive confirmation of the enrollment capacity and any criteria for offering spaces to our current families.

Families on the waitlist will only be offered a space, once our current families have been offered spaces.

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

Due to limited spaces, make-up days will not be permitted at this time. Fees will also not be adjusted for missed scheduled days.

Handling of Linen, Food and Utensils

- Blankets should be cleaned and disinfected/laundered after each use. Promised Future will have a rotation of supplies to ensure that clean blankets are available every day.
- Children will not share any food, water bottles or personal items and belongings. Personal items must be labelled with each child's name.
- All meals and snacks will be portioned into individual servings in the kitchen/food preparation area before serving in the classroom.
- Children and employees will practice social distancing while eating wherever possible
- Tables and chairs must be cleaned and disinfected after each use.
- No self-serve or sharing of food will occur in the classroom.
- Milk/water can be served to children in the classroom however; one teacher should be assigned for each meal service.
- No utensils or food items (e.g. serving spoon) should be shared
- No food provided from the family unless where required. Special precautions are to be put in place if this is the case.
- Children must not prepare food or provide food that could be shared with others.
- Proper hand hygiene will be practiced during food preparation, before, and after eating.
- One employee will be assigned the task of filling water bottles for children and staff. Water bottles will be disinfected prior to refilling.
- Foods are prepared, handled, stored and served in a safety manner requirements in Food Premises Regulation 493/17
- Multi use utensils must be cleaned and sanitized between uses as per requirements in Food Premises Regulation 493/17

Occupational Health and Safety

- Promised Future has written policies and procedures for the employees' safety, which includes measures, and procedures for the infection prevention and control.
- If an employee is suspected to have or diagnosed with covid-19, the staff must remain off work until symptoms are fully resolved and clearance provided by their local health unit to return to the childcare.
- Self-monitoring signage will be posted in the office, washrooms, and entrance.
- If an employee's illness is determined to be work-related-in accordance with the Occupational Health and Safety Act and its regulations, Promised Future must provide written notice within four days of being advised that the worker has an occupational illness or infection to Ministry of Labour and the Joint Health and Safety representative.
- Until notified otherwise, all meetings will be conducted virtually by using a format such as Zoom or GoToMeeting.
- Employees will be trained prior to starting in the program. The training will include review of policies, safety training, updating any risk assessments and health and safety training such as Whimis, and proper putting on and removal of PPE.
- Employee shifts will be remain the same.
- Staff schedules will extend at this time for cleaning and disinfecting half hour before the start of the day and half hour at the end of day. In addition, toys and equipment will be disinfected during the day as required.
- Promised Future will review the Public Health Auditing Checklist prior to reopening and as required.

Child Care Employee Requirements

- All employees must follow Promised Future policies and procedures already in place and any enhanced policies as outline in the Pandemic Response plan to Covid-19.
- Employees will be assigned to a designated cohort.
- All employees must practice physical distancing when entering the program.
- Employees must be screened at the entrance door and disinfect their hands.
- Employees must disinfect any personal items that have hard surfaces such as cell phones, water bottles, lunch bags etc. when they enter the premises.
- All employees must have indoor shoes when in the program.
- Employees are encouraged to change their clothes especially when working with the younger children. Any employee that needs to pick up a child will need to place a blanket or wear a disposable apron between children. The blanket will need to be laundered or the disposable apron will need to be disposed of in between each child.
- Employees can only be onsite during an assigned shift to ensure that the number of staff on site is limited. No employees can enter the building until screening has been completed. Employees who arrive early must wait outside until the screening has been completed.
- Office and staff washrooms will be available however, social distancing will be required. Tables and chairs will be separated to keep distancing.
- Washrooms will be disinfected after each use by each staff. Each washroom will have adequate supplies available.
- Employees must report to their on-site supervisor any absence of any equipment or protective devices that are required.
- Employees have a responsibility to ensure that all safety policies are followed and to inform their on-site supervisor if someone is not following procedures as they have been trained.
- Employee's hours will be recorded on manual time sheets.
- If the screener is not at the door, please call the centre to let them know that you have arrived. Do not enter until the screener has completed the screening process
- Any employee that has been approved for vacation will need to sign a Travel declaration.

Exclusion of Sick Children

As required by the Child Care and Early Years Act (CCEYA), Promised Future 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, childcare employees will ensure the following:

- ill children will be separated from all other children to the designated exclusion room,(office) and will be supervised and monitored by an Employee until they are picked up from care by a parent/guardian.
- If the isolation room has a window, it should be open. The employee should wear full PPE. Another staff will stand outside the door to support the staff and child. The child should be encouraged to wear a mask if they can tolerate it.
- Any siblings of the symptomatic child should also be picked up at the same time and excluded from the Centre. Contaminated items belonging to the symptomatic child are sent home immediately in a tied up plastic bag.
- Symptoms of illness will be recorded in the child's daily record and in 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; Parents should fill out the Ontario COVID-19 Self-Assessment Tool to determine further actions. Parents are to follow the recommendation of the self-assessment tool.
- 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 a child has symptoms of a reportable communicable disease (refer to Public Health guidelines for Common Communicable Diseases), please report these immediately to York Region's Control of Infection Unit (1-877-464-9675 ext. 73588).

When to exclude

Childcare 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.

Exclusion Examples:

- If the child has one or more of the following symptoms fever, cough, muscle aches and tiredness or shortness of breath
- Symptoms defined as greater than normal would be if a child has diarrhea consistent with teething, and an additional symptom presents itself, such as lethargy
- Only one employee should be in the designated exclusion room and attempt physical distancing. A second staff will remain outside the room for support to the employee in the room. If physical distancing cannot be avoided, Employees should wear full PPE (a mask, gloves, a disposable gown and a shield). In addition, Employees 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 that they cannot touch it. Masks will not be provided to any child under the age of two.

How to exclude a Child with non COVID-19 symptoms

- One staff will supervise the child in a designated 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 room and attempt physical distancing. Staff must wear a mask and gloves. Eye protection must be worn if physical distancing of 6ft / 2m cannot be maintained and there is anticipation of contact with bodily fluids.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home
- While cleaning and disinfecting wear PPE (mask and gloves)

How to exclude a child with two or more COVID-19 symptoms if symptoms are considered to be COVID-19 related (refer to most recent health screening checklist)

- Supervise the child in a designated room with a hand washing sink and/or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up
- If the child has two or more symptoms, contact Public Health and follow their direction in terms of what the procedures will be for the ill child, the employee isolating with the child and the cohort the child was in. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- Only one employee should be in the designated exclusion room and attempt physical distancing. A second staff will remain outside the room for support to the employee in the room. If physical distancing cannot be avoided, Employees should wear full PPE (a mask, gloves, a disposable gown and a shield). In addition, Employees 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 that they cannot touch it. Masks will not be provided to any child under the age of two.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues
- Wearing full PPE, clean and disinfect the area immediately after the child has been sent home
- If the child has two or more symptoms and the symptoms are consistent with COVID-19, Public Health will be contacted.
- Children and staff who were exposed to the sick child should be identified as a close contact and will continue to be cohorted. Public Health will provide any further direction on testing and isolation of close contacts If Public Health does not recommend that a cohort be excluded, employees and children who were in the same room with the ill child will be grouped together and not mixed with other care groups for 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)
- Public Health will instruct KCF if parents/guardians of children who were in the same room will need to be informed of a possible exposure, and should monitor their child for symptoms
- Employees and children who are being managed by York Region Public Health should follow their instructions to determine when to return to the child care centre.
- Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre.
- Please refer to Procedure for Suspected or Positive COVID-19 cases for detailed steps

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Employers must monitor for an increase in above normal amount of illness among other employees and children, by looking at the normal occurrence of illness at the location and during the specific time period as well as pre-existing conditions.

Ensure surveillance includes the following:

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

Returning from exclusion due to illness

Employee/children who are being managed by York Region Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from York Region Public Health to determine when to return to the facility.

If not advised by York Region Public Health, Employees/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 14 days mark they must be 24 hours symptom free at a minimum or until they have been tested and found to have a negative result.

Procedures for Suspected or Positive Covid-19 cases

When there is a suspected or positive case of COVID-19 of any employee, child or close contact of children or anyone that has entered the program, the following procedures must be followed

Suspected COVID – 19 Cases

If a staff member becomes ill while at work, they are required to leave work and go for COVID-19 testing. Promised Future will provide a disposable mask and gloves for the staff to wear when leaving the centre. Staff are advised to remain at home until they are known to be COVID-19 negative and 24 hours symptom free.

Symptomatic employees/children will be excluded from the program and referred for testing. While awaiting test results, symptomatic employees and children will be directed to self-isolate.

Children or employees who have been in contact with a suspected COVID 19 case should be identified as a close contact, monitored for symptoms and cohorted. York Region Public Health 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 a child or Employee has been excluded due to symptoms related to Suspected COVID-19 case:

- The Owner/Supervisor will inform Public Health
- Provide names and contact information for the child or employee who is being excluded. York Region Public Health will provide guidance on information that should be shared with other parents/guardians of children in the childcare Centre.
- Ensure that close contacts (Employees and children who have been in the same room) are cohorted and monitored for symptoms
- Symptomatic Employees and children will be referred for testing
- Joint Health and Safety Committee will be informed of the suspected case
- Owner is to ensure a Serious Occurrence is submitted in CCLS is completed.

Positive Cases of COVID-19

In all cases of a positive COVID-19 case, the following steps must be taken:

- The Supervisor will contact York Region Public Health and report the outbreak/request guidance. One confirmed case is considered a confirmed outbreak.
- Promised Future may be requested, by Public Health, to provide tracking / surveillance line list, as well as names and contact information for families and employees who are being excluded. Public health will provide parameters on who should be excluded and will provide ongoing support for the child care operations and outbreak management.
- The Supervisor/Owner will consult with Public Health in regards to a communication letter to be sent out to:
 - Families of children who are direct contacts with a confirmed COVID-19 case
 - Employees who are direct contacts with a confirmed COVID-19 case
- All other families and Employees who are not direct contracts with a confirmed COVID- 19 case and are not being excluded from Promised Future will ensure the following groups are contacted and any relevant documentation is completed and provided:
 - Ministry of Education (must be informed prior to receiving Serious Occurrence).
 - Ministry of Labour
 - Joint health and safety committee/ representative.
 - York Region District School Board.
- As required by MED, ensure Serious Occurrence in CCLS is completed and/or updated by the Owner as soon as possible.
- Deep cleaning of the Centre will be arranged by Promised Future immediately.

Steps when Employees, children or household / close contacts test positive for COVID-19:

In the event, a childcare **employee** tests positive for COVID-19:

- The employee should inform their supervisor immediately and self-isolate immediately.
- The employee will cooperate with the Owner and the York Region Public Health to identify close contacts and follow the direction from Public Health and the Administrative team.
- All other employees and families affected shall receive communication from the Owner.
- All employees and children who are in the same room/cohort as the employee, as well as any siblings in another cohort, who has tested positive will be excluded from the program for 14 days, unless indicated otherwise by Public Health.
- Prior to returning to work, the employee must provide a letter from their case contact at Public Health confirming their approval to return to work

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

- The parent should inform the supervisor immediately
- The child will be managed by York Region Public Health
- Prior to returning to Promised Future, the family must provide a letter from their case contact at York Region Public Health confirming the child's approval to return to the Centre
- Any siblings of the child in a Promised Future program will also be excluded.
- All Employees and children who are in the same room as the child who has tested positive, will be excluded for 14 days, unless indicated otherwise by Public Health
- **This means a closure of Promised Future for 14 Days.**

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

- The employee or family who is a close contact of a positive COVID-19 case attending Promised Future should inform the supervisor immediately
- York Region Public Health Case and Contact team will be contacting the individual to assist with the isolation period for the family.
- The Employee or child (and any siblings) will be required to isolate and will be excluded from Promised Future for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by Public Health.
- Before a child or Employees can return to care, Promised Future will require a letter from York Region Public Health confirming they can return. This can be requested through the Case and Contact team who manages their case.

Returning from exclusion due to suspected Case of Covid 19

Employee/children who are being managed by York Region Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from York Region Public Health to determine when to return to the facility.

If not advised by York Region Public Health, Employee/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 14 days mark they must be 48 hours symptom free at a minimum.

These Policies and Procedures are part of the Promised Future Pandemic Response plan and are intended to reduce the spread of COVID-19 during this time. While physical distancing is encouraged, it is not possible in every situation within each cohort.