



# **YMCA of Simcoe/Muskoka Child and Family Development**

## **Enhanced Health Care & Sanitary Procedures For COVID-19**

**Updated: July 1, 2020**

## Introduction

On May 19, 2020, the Government of Ontario announced that licensed child care may reopen during Stage 2 as part of their gradual, staged approach to reopening Ontario. All licensed child care centers are required to follow all provincial and local public health unit recommendations and licensing regulations under CCEYA, 2014.

Under the emergency provincial orders, the YMCA in support of our communities' response to COVID-19 operated four licensed child care centers for health care and frontline workers under the provincial emergency orders. Before reopening for our families, all emergency child care centers will be closed, at the end of the day on June 26, 2020 for deep cleaning.

The YMCA is the largest not-for-profit child care provider in Canada. With more than 30 years of experience in child care and about 75 licensed programs throughout the County of Simcoe, District of Muskoka and District of Parry Sound, the Y offers high-quality programs for infants, toddlers, preschool and school-aged children. Our highly trained Early Childhood Educators partner with parents to support each child's development and provide families with the security of knowing their child is in a safe and nurturing environment during these formative years.

## Enhanced Health Care & Sanitary Procedures for COVID-19

The following procedures have been developed based on the guidelines from Ministry of Health, Ministry of Education, Occupational Health & Safety Act and local public health units.

Where there is a conflict between this procedure, and the YMCA Licensed Child Care Policy Manual or the YMCA Illness and Sanitary Practices Manual, follow these procedures.

## Information to Share with Families

An updated version of the Parent Handbook for COVID-19 including enhanced sanitary and health care procedures will be made available on the YMCA website. Include this link in your parent newsletter and print some copies for parents who do not have access to a computer/printer.

<b>Screening</b>	Explain that all staff, parents and children will be screened daily and how screening will be done at your site.
<b>Drop-off/Pick-up</b>	Ask parents to try to have the same adult drop-off/pick-up child as much as possible.  Explain how parents will pick-up their child at the end of the day. (i.e. call center phone number provided and staff will bring child to the entrance.  Let parents know the YMCA considers an adult to be any responsible person over 16 years of age.
<b>What to bring?</b>	List all items to bring including: soothers, sippy cup, bottle, blanket, all required diapers, wipes, creams, medications/epi pens, change of clothes, clothes to play outdoors every day, sunscreen & bagged lunch for children in Summer Kids Club. All items are to remain at the program for cleaning and disinfection.

	Remind parents not to provide food that may contain or come in contact with nuts or nut products AND not to bring food to be shared (i.e. cake). Remind parents to label all items with their child's name.
<b>Exclusion of ill children</b>	Explain exclusion procedure for ill children (i.e. parent called to pick-up immediately, child isolated from other children and supervised by a staff).

## Curriculum and Programming

As centers reopen, we will focus on developing relationships with children (social environment) and ensuring everyone is safe and healthy. We will continue to deliver YMCA *Playing to Learn* and YMCA *A Place to Connect* curriculum based on the age group and interests of the children.

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission of illness and has been a widely used strategy during the pandemic.

<b>Educator's Role</b>	Ensure you are supporting play by being a caring, sensitive and fun play partner.  Children have been at home for a long time, be prepared for some children to need extra support to transition back to child care.
<b>Schedule</b>	Develop a routine and schedule as it helps children feel safe and comfortable.  Ensure that only one cohort is in communal areas at the same time (i.e. alternate the groups of children in the cubby area or washroom).
<b>Small Groups</b>	The same children and staff are grouped together in each classroom. This helps to reduce the spread of illness and is referred to as cohorting.  Small groups rotate through available outdoors and in their classroom. Rooms are cleaned and disinfected after each group's use.  Incorporate more individual activities or activities that encourage more space between children.
<b>Planning</b>	Plan activities that support the interests and needs of the children.  Older children should continue to collaborate on projects in their cohort.  Room capacities have been lowered therefore; you may be flexible with the number of activities provided at one time, for example: <ul style="list-style-type: none"> <li>○ Some toys can be taken out of rotation and disinfected, as long as there is enough variety and toys for the children.</li> <li>○ When setting-up table activities, use tables at opposite ends of the room, to avoid children congregating in one area.</li> </ul> Field trips, special guests who perform or deliver activities will not be permitted this summer.  There is evidence from outbreaks in choirs that singing indoors is linked to the spread of COVID-19. Singing is an important part of the child care program.

	Avoid singing in groups indoors (i.e. circles), increase ventilation in the classroom by opening windows or adding a fan if available. If children and staff are 2 meters apart then singing is permitted (i.e. child washing hands & staff sings a washing hands song, clean-up song).
<b>Program Plan &amp; Documentation</b>	The same requirements apply.
<b>Room Set-Up</b>	<p>Remove and store all area carpets, soft/plush toys, dress-up clothes, pillows, blankets, and furnishings that cannot be cleaned and disinfected easily between each use.</p> <p>Remove and store all group sensory activities (i.e. no group water or sand play indoors or outdoors).</p> <p>When planning activities think about ways you can reduce the sharing of materials between children;</p> <ul style="list-style-type: none"> <li>○ Provide each child with a baggie or basket labelled with their name, that can be cleaned and disinfected with their own craft materials</li> <li>○ Any sensory/natural play items used must be new every day, provided for single use and dedicated per child. Please discard all items during or at end of day.</li> <li>○ Put a system in place where children must wash their hands before taking a book or game made of cardboard</li> </ul> <p>It is not required to remove toys that are made of wood (i.e. blocks).</p>
<b>Outdoor Play</b>	<p>Offer increased outdoor play in small groups, do not let cohorts mix.</p> <p>Put a plan in place to close the outdoor sand box or other shared outdoor sensory activities.</p> <p>Water for drinking must always be available on the playground. It is recommended that you use paper cups &amp; have the educator pour water for the children rather than water bottles that can touch on a shelf.</p>
<b>Physical Distancing</b>	<p>Children naturally play in close physical proximity.</p> <p>We are implementing additional precautions like reduced group size, screening and more frequent cleaning and disinfection to reduce the spread of illness.</p> <p>Understandably, physical distancing is challenging in a child care setting.</p> <ul style="list-style-type: none"> <li>● Cohorts must maintain at least 2 metres from each other and 2 metre separation should be encouraged even within cohorts.</li> <li>● Spread children out into different areas.</li> <li>● Stagger, or alternate, lunchtime and outdoor playtime.</li> <li>● Incorporate more individual activities or activities that encourage more space between children.</li> <li>● Do not use community playgrounds at this time; however, outdoor play at licensed child care sites is encouraged in small groups in order to encourage physical distancing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use physical markers or visual cues to ensure cohorts remain separated.</li> <li>• Increase the distance between nap mats, if possible. If space is tight, place children head-to-toe or toe-to-toe.</li> <li>• Avoid close greetings like hugs or handshakes.</li> <li>• Help children to learn about distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends.</li> <li>• Set up regular activities outside such as snack time, arts and craft time.</li> <li>• Set up mini environments within your facility to reduce number of children in a group, for example set up two or three craft areas for colouring or doing crafts.</li> <li>• Increase the space between children during activities such as snack and lunch by moving or separating tables and chairs so they are farther apart.</li> <li>• Make use of all the space in your facility for napping to increase space between children.</li> <li>• When children want to use the same area or do the same activity, redirect some children to another area.</li> <li>• Reinforce and remind of the rule of “hands to yourself”.</li> </ul> <p>Use a cloth barrier if you picking up younger children such as a blanket or cot sheet. Avoid sharing of toys, materials between children, where possible, without disruption play.</p>
--	---

## Role of Supervisor

<b>Flush for Lead</b>	The supervisor will flush the kitchen sink for lead for five minutes upon entering the program and record the Flushing for Lead Record. Refer to annual test results to determine if flushing is to be completed daily or weekly.
<b>Procedures</b>	<p>Provide all staff with a copy of these procedures.</p> <p>Review with staff so that they understand their responsibilities.</p> <p>Post a copy of the COVOD 19 Workplace Safety Summary on the staff information board and on the Health and Safety board/binder.</p> <p>Post a copy of the Occupational Health and Safety Legislation on the Health and Safety Board. (green book)</p> <p>Have staff sign off they have read and understand these procedures.</p>
<b>Personal Protective Equipment</b>	<p>Ensure there is a stock of the required personal protective available and accessible to staff at all times. Complete the Weekly Inventory shared document to find out more about picking up your PPE:</p> <p>Ensure staff know how to use personal protective equipment correctly. Print posters from the local public health unit website and post where PPE is commonly used and on the Health and Safety board/binder.</p>

	Supervisors must monitor throughout the day, that staff are correctly implementing these procedures and physical distancing.
<b>Screening</b>	<p>The supervisor will be responsible for the screening of all staff and children in the centre. Assign and train a designate staff the role of screening. Assign and train staff the roles cleaning and disinfecting.</p> <p>Immediately report to local public health unit if a staff, parent, or child is confirmed positive for COVID-19 or if they have the symptoms of COVID-19 (suspected/presumptive/probable case), follow all directions given by public health.</p> <p>File a serious occurrence report in CCLS for any suspected or confirmed cases of COVID 19.</p> <p>Track all child and staff absences and the reason for absence/symptoms of ill health in the daily written record.</p>
<b>Absence</b>	Follow-up on any staff or child who is absent and record any symptoms of ill health in the daily written record, the individual's file, and complete the COVID 19 Reporting Form and submit to public health if symptoms are related to a suspected case of COVID 19
<b>Schedule</b>	Supervisors should work the opening shift so that they can screen all staff and children. The other option is to rotate between opening and closing the program, so that you are accessible to staff and parents who may have questions. If closing ensure that the designate screener opens the program.

## Scheduling Staff

<b>Capacity</b>	<p>Maximum operating capacity and group sizes are determined by the government.</p> <p>There can be no more than 10 individuals, both children and staff in each classroom (cohort).</p> <p>Staff must be kept with the same group of children as much as possible.</p> <p>Ratios have not changed. Maximum group sized and classroom capacity have changed to 10.</p>
<b>Reduced Ratio (2/3)</b>	<p>Rules have not changed (i.e. opening, closing, rest time).</p> <p>Remember, you cannot mix children from different classrooms.</p> <p>Remember 2/3 ratios are never used with infants.</p>
<b>Screening, Cleaning &amp; Disinfecting</b>	Additional staff are assigned to each room for ongoing cleaning and disinfection throughout the day.

<b>Food Handling</b>	<p>Staff with a current Food Handler Certificate will be assigned to prepare food for the children. This person cannot directly supervise children but can be a screener.</p> <p>Only staff may serve food and drinks to children (i.e. not family style/self-serve by child). Food is to be individually plated and served to each child. If food is being plated in a classroom, ensure that this is happening on a counter that has been cleaned and disinfected and that food is kept out of reach of children.</p>
<b>Supply Staff</b>	Supply staff will work in only one center.

## Role of Staff

<b>Flushing for Lead</b>	The opening staff in each classroom will flush the sink in their classroom for five minutes and record on the form. Refer to the programs flushing for lead test results to determine if flushing needs to be completed daily or week.
<b>Children's Personal Items</b>	<p>Welcome children back to the center.</p> <p>Explain the importance of keeping all personal items in the assigned spot (e.g. cubby).</p> <p>Teach, remind and assist as required, children to wash their hands before entering the classroom.</p>
<b>Cohorting</b>	<p>Do not mix groups of children, even at opening and closing times and during staff breaks.</p> <p>The same group of children should be kept together with the same staff as much as possible (i.e. cohorting).</p>
<b>Screening</b>	<p>Track all child and staff absences and the reason for absence/symptoms of ill health in the daily written.</p> <p>Monitor children and self for signs and symptoms of ill health throughout day and follow the procedure for isolation, testing, and exclusion.</p>
<b>Programming</b>	Provide play-based activities based on children's age and interests.
<b>Infants &amp; Toddlers</b>	<p>If working with young children who you pick up regularly (e.g. feeding bottle, changing diaper) bring extra clothing (e.g. t-shirts, over-size shirts) that can be used to cover your clothing to prevent body fluids from coming into contact with you clothing. These shirts need to be changed each time you pick up a child.</p> <p>Supervisors will also provide small receiving blankets, cot sheets, or other options that can be laundered after being used.</p>
<b>Cleaning &amp; Disinfecting</b>	<p>Assist with cleaning and disinfecting, always clean and disinfect any shared space after you finish using it (i.e. office, staff room, washroom).</p> <p>Complete a thorough cleaning and disinfection of the room and all common touch surfaces twice daily or more frequently if needed. Record the times the program was cleaned and disinfected on the monthly disinfection calendar daily.</p>

	Clean and disinfect toys and equipment in the playground after the cohort leaves the playground.  Cots and cribs will be disinfected after each use and sheets laundered daily in hot water.
<b>Monthly Pest Surveillance</b>	Complete the monthly pest surveillance form monthly on their room.
<b>Playground Inspections</b>	Record daily playground inspections on the playground inspection form in their binder.  Complete and record the monthly playground inspection on the playground they use.
<b>Sleep Routine Monitoring</b>	Supervise children when they are sleeping and monitor them. Record monitoring daily on the sleep routine monitoring form.
<b>Laundry</b>	Place soiled laundry in a plastic bag in a sealed bin and wash daily on hot water. If handling laundry that is soiled with bodily fluids ensure you are wearing mask, goggles, and gloves.
<b>Breaks</b>	During lunch breaks maintain physical distancing in the staff room.  Wash hands before starting work again.
<b>Personal Protective Equipment</b>	Review the safe practices for the use of personal protective equipment, posters are available in the child care center, and videos are available on  Public Health Ontario website: <a href="https://www.youtube.com/channel/UCVHo7YRHEGDvc9JtqYA16UQ/playlists">https://www.youtube.com/channel/UCVHo7YRHEGDvc9JtqYA16UQ/playlists</a>

## Sanitary Procedures

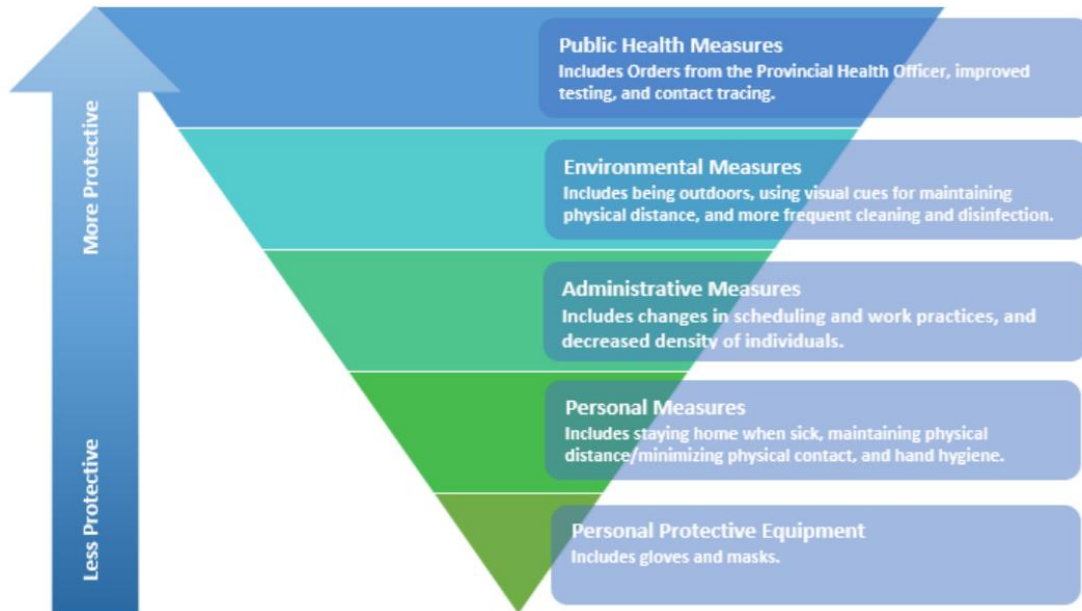
Infection prevention and control (IPAC) is an acronym used by public health to describe the policies, procedures, and best practices that prevent the spread of illness. In the licensed child care center, we are responsible for implementing IPAC based on the recommendations from our local public health unit. At the YMCA, we refer to these practices as our Sanitary and Health Care Procedures. Another term used to refer to the infection prevention measures implemented in licensed child care is; suppression standards; as these practices work together to suppress/destroy germs that can \\\\\\\cause illness.

In these days of COVID-19, the media has focused on specific examples of IPAC, including wearing masks in public, or social/physical distancing. There are just two examples, of IPAC, and as the chart below illustrates, are less protective than other practices like cleaning and disinfecting or reducing the number of children and staff in the child care center.

Licensed child care is well positioned to lead the opening of the economy, as we already had robust IPAC practices in place before COVID-19. The suppression standards described in these procedures, are enhanced IPAC practices, and are informed by the learnings from the child care centers for essential service workers.



**The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease**



<p><b>Personal Protective Equipment – What is it?</b></p>	<p>Personal protective equipment (PPE) is designed to protect the user from coming into contact with harmful chemicals, body fluids, and the germs that spread illness.</p> <p>PPE includes items like gloves for cleaning and disinfecting, disposable vinyl gloves, masks, gowns and eye protection.</p>
<p><b>Personal Protective Equipment – When to use it?</b></p>	<p>See Appendix A: Recommended PPE for Staff by Task at end of this procedure.</p>
<p><b>Cleaning &amp; Disinfecting</b></p>	<p><b>Cleaning</b> – removing all visible dirt from the surface of an object.</p> <ul style="list-style-type: none"> <li>○ Use detergent/soap and water (e.g. in a spray bottle prepared each day).</li> <li>○ Remember to rinse off detergent/soap residue with clean water before disinfecting.</li> </ul> <p><b>Disinfecting</b> – reduces germs on a surface.</p> <ul style="list-style-type: none"> <li>○ Done after cleaning.</li> <li>○ Use your local public health unit recommended concentration of disinfectant for the task.</li> </ul> <p>When possible do cleaning and disinfecting when children are not present (to avoid children breathing in sprayed chemicals).</p>
<p><b>Disinfectants</b></p>	<p>Use only disinfectants with a Drug Identification Number (DIN) that are on the following Government of Canada website:</p> <p><a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html">https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html</a></p>

	<p>Below the list of disinfectants approved to use for routine disinfecting.</p> <ul style="list-style-type: none"> <li>• Quatto 400 PPM to be tested daily</li> <li>• Bleach 1000 PPM, 200 PPM Food Preparation, to be made daily</li> <li>• ES15 ready to use</li> </ul> <p>Below is the list of approved disinfectants to be used as high level disinfecting for blood, vomit and bodily fluids.</p> <ul style="list-style-type: none"> <li>• Virox 5 Wipes</li> <li>• Bleach 5000 PPM</li> <li>• ES15</li> </ul> <p>Instructions for using chemicals can be found on the label or look up the manufacturer's instructions on the internet to determine safe use and which PPE is required.</p> <p><b>Chemicals like detergents, disinfectants, and sanitizers can be dangerous, therefore always read and follow the manufacturer instructions, ensure all chemicals in containers are labelled correctly, and never mix two chemicals in the same container. If you are unsure...ASK.</b></p> <p>Before using, ensure that the disinfectant is not expired (some disinfectants that are mixed each day, like bleach must be discarded at the end of the day.</p>
<p><b>Disinfectant Contact Time</b></p>	<p>Ensure you are leaving disinfectant to remain on surfaces for the required correct contact time – the time it takes for the disinfectant to do its work.</p> <p>You must wait the entire recommended contact time and allow the disinfectant to dry – rather than wipe it off.</p> <p>After the contact time is complete follow the manufacturer instructions for either rinsing with clean water or wiping dry.</p> <p>Below are contact times for the following disinfectants.</p> <ul style="list-style-type: none"> <li>• Quatto 60 seconds, secondary potable water rinse required on food surfaces or mouthed toys</li> <li>• Bleach 5 minutes, then use a secondary potable water rinse</li> <li>• Virox rub surface with cloth for 5 minutes and then use a secondary potable water rinse</li> <li>• ES15 5 minutes, then use a secondary potable water rinse</li> </ul>
<p><b>Frequency of Cleaning and Disinfecting</b></p>	<p>All staff have a role in cleaning and disinfecting, it is not just the designated cleaning staff.</p> <p>Before re-opening the child care center.</p> <p>Before and after eating, clean and disinfect tables.</p> <p>After children leave a room, clean and disinfect all high touch areas and shared toys/equipment (minimum twice each day, when visibly dirty, or after</p>

	<p>contact with body fluids including saliva from mouth, mucus from sneezing, etc.)</p> <p>After a child puts a toy in their mouth, sneezes or coughs on toys, take toy out of rotation and clean and disinfect.</p> <p>Washrooms, including sink faucets, toilet flush handle, and soap dispensers should be cleaned and disinfected after every group washroom routine (if visibly dirty, or after contact with body fluids like urine, stool, mucus from sneezing, etc.</p> <p><b>It is not necessary to disinfect toilets between each child in a group's use - it is more important to follow contact times and ensure disinfectant has been rinsed or wiped before a child sits on the toilet/diaper table to prevent chemical burns.</b></p> <p>Outdoor toys and structures must also be cleaned and disinfected between groups. Or you may choose to have a designated bag/bin of toys for each group that you only need to clean and disinfect once each day.</p> <p>Frequently touched surfaces such as doorknobs, light switches, hand rails, must be disinfected at least twice a day.</p> <p>Electronics should be disinfected with alcohol prep wipes or Virox wipes. Ensure disinfectant is allowed to dry for 1 minute for alcohol and 5 minutes for Virox.</p> <p>Vacuum fixed carpets daily.</p> <p>Clean and disinfect cubbies daily.</p> <p>Cots and cribs must be cleaned and disinfected daily and between being used by different children.</p> <p>Clean and disinfect shared spaces like staff rooms, adult washroom, and office after each person's use.</p> <p><b>Note: Should any child present with symptoms of COVID-19, the group will go outside until a staff is available to complete a thorough cleaning and disinfection of all toys and equipment in the room.</b></p>
<p><b>How to Clean and Disinfect Toys</b></p>	<p>Clean toys with warm soap and water, rinse and disinfectant according to the contact time of the disinfectant you are using. A potable water rinse is required for all toys that will be mouthed or food contact surfaces.</p> <p>Alternatively, toys can be cleaned and disinfected in a mechanical dishwasher provided that the rinse cycle reaches a minimum of 82 degrees Celsius.</p>

	<p>Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e. washing dishes, food preparation).</p>
<p><b>Cleaning and Disinfecting Body Fluids</b></p>	<p>Treat all body fluids (e.g., saliva, urine, stool, vomit, mucus, blood), as potentially infectious.</p> <p>Wear disposable gloves when there may be contact with another person's body fluid such as when cleaning cuts or scrapes, cleaning up blood, vomit and/or stool from surfaces or contaminated linens, and changing diapers with diarrhea.</p> <p>In addition to gloves, staff should wear a mask, gown and eye protection when cleaning up stool or vomit from a contaminated surface if there is a chance of body fluid splashing onto the face</p> <p>An apron, gown or separate set of clothes may be used if direct contact with body fluids is likely to occur.</p>
<p><b>How to Clean and Disinfect Body Fluids</b></p>	<ol style="list-style-type: none"> <li>1. Wash hands.</li> <li>2. Put on gown</li> <li>3. Put on mask</li> <li>4. Put on goggles/face shield</li> <li>5. Put on disposable gloves</li> <li>6. Clean up body fluids using a disposable absorbent cloth (e.g., paper towel).</li> <li>7. Clean the area with detergent/soap and warm water, then rinse off detergent/soap with clean water.</li> <li>8. Disinfect the area using one of the following. <ul style="list-style-type: none"> <li>○ ES15, contact time 5 minutes, potable water rinse after 5 minutes</li> <li>○ Virox 5, wipe area continuously for 5 minutes, potable water rinse after 5 minutes</li> <li>○ Bleach 5000 PPM, contact time 5 minutes, potable water rinse after 5 minutes</li> </ul> </li> <li>9. Discard contaminated paper towels, gloves, etc.in a plastic bag. Tie bag closed and place with regular trash.</li> <li>10. Contaminated clothing can be wrapped and tied closed in a plastic bag and sent home for cleaning. Launder with hot water.</li> <li>11. Wash hands after removing gloves.</li> <li>12. Goggles are assigned to individual staff and should be disinfected using virox for 5 minutes or ES15 for 5 minutes after use</li> </ol>

## Health Care Procedures

<p><b>Parents, Visitors, Vendors, Contractors &amp; Inspectors</b></p>	<p>Public Health requires that the number of individuals entering the child care center be limited to staff, children and only absolutely necessary individuals.</p> <p>An individual permitted to enter the center must be screened using the active screening questions including taking their temperature, and their contact information must be recorded on the visitor log in the event public health must contact them for the purposes of self-isolation or testing.</p> <p>The following individuals will not be permitted to enter the center:</p> <ul style="list-style-type: none"> <li>• Parents (be reasonable, if a parent needs to use the washroom for example, screen them and let them in).</li> <li>• Special guests delivering presentations</li> <li>• New parents/tours</li> <li>• Volunteers and students</li> </ul> <p>The following individuals are permitted to enter the center after being screened:</p> <ul style="list-style-type: none"> <li>• Government representatives – Program Advisor, Public Health or Fire inspector.</li> <li>• Resource Consultant, enhanced staff, therapists.</li> </ul> <p>When possible, inform vendors like caterers or supply deliveries to call the center when they arrive, and meet you at the entrance to receive deliveries outside of the program.</p> <p>Contractors like cleaners, or emergency services like plumbers must be screened. Try to schedule their work for a time when children are not present.</p>
<p><b>Thermometers/Taking Temperatures</b></p>	<p>Use a contactless thermometer as a first step. If the thermometer reads a fever use a contact thermometer take the temperature.</p> <p>Before taking a temperature, wash hands with soap and warm water or use hand sanitizer, put on a gown, mask, goggles/face shield and gloves</p> <p>Take temperature, and record.</p> <p>Dispose of any wipes or probe covers in a garbage can lined with a garbage bag.</p> <p>Clean then disinfect thermometer with alcohol prep wipes using a contact time of 1 minute. .</p> <p>Wash hands with soap and warm water or use hand sanitizer</p> <p>Ensure only 1 family is permitted at the screening table at a time.</p>

<p><b>Set Up of Screening Station</b></p>	<p>Set up the screening station outside the building near the entrance, or just inside the door.</p> <p>It is preferred that only ONE entrance/exit be used for access to the center to ensure that each person is screened. However, in larger programs, or programs where each room has an exit outside, it may work better for parents and children to be screened at the classroom door.</p> <p>What is required in the screening area:</p> <ul style="list-style-type: none"> <li>○ hand sanitizer</li> <li>○ no-touch infrared thermometer and a thermometer with single use-protective covers</li> <li>○ alcohol prep wipes with 70% alcohol,</li> <li>○ Garbage can you have lined, with bag</li> <li>○ Gloves, gowns, masks, goggles</li> </ul> <p>Post relevant information on the front door including:</p> <ul style="list-style-type: none"> <li>○ Screening Signage</li> <li>○ Symptom Signage</li> <li>○ Proper use of hand sanitizer poster</li> <li>○ Anaphylaxis Alert</li> </ul>
<p><b>Screening Process</b></p>	<p>Plan how you are going to support physical distancing during drop-off (i.e. remaining 2 meters apart).</p>
<p><b>Public Health Guidance</b></p>	<p>If at any time you are uncertain if a parent, child, staff, or your own signs and symptoms could be COVID-19 or require testing contact your local public health unit at 705-721-7520 ext. 8809.</p> <p>They are there to advise and guide us.</p>
<p><b>Testing</b></p>	<p>Individuals have the legal right to refuse testing.</p> <p>If a parent refuses testing for themselves or their child, or a staff refuses testing – inform your local public health unit and ask for guidance from your manager.</p>
<p><b>Screening of Opening Staff</b></p>	<p>The supervisor will open the program and will monitor themselves for signs and symptoms of COVID-19 at home and take their temperature.</p> <p>Ontario’s self-assessment tool to assess symptoms <a href="https://covid-19.ontario.ca/self-assessment/#q0">https://covid-19.ontario.ca/self-assessment/#q0</a></p> <p>If they have signs of symptoms of COVID-19, they cannot attend the center and must call the manager to report their illness and arrange for the designate screener to open the centre.</p> <p>If healthy, upon arrival the supervisor will complete the <u>COVID-19 Active Screening Form</u> and record their temperature and screening results.</p>
<p><b>Screening of All Other Staff</b></p>	<p>Each staff will monitor themselves for signs and symptoms of COVID-19 at home and take their temperature.</p>

	<p>Ontario's self-assessment tool to assess symptoms <a href="https://covid-19.ontario.ca/self-assessment/#q0">https://covid-19.ontario.ca/self-assessment/#q0</a></p> <p>If they have signs of symptoms of COVID-they cannot attend the center and must call the supervisor to report their illness.</p> <p>Upon arrival, the staff will call, text, or email the screener who will ask them the questions on <u>COVID-19 Active Screening Form</u> and report their temperature taken at home.</p> <p>All staff must be screened upon arrival every day.</p>
<p><b>If Staff answers NO to ALL active screening questions</b></p>	<p>The staff can now enter the center. Staff will apply hand sanitizer entering the centre and wash their hands upon entering their room.</p>
<p><b>What if a Staff did not take their temperature at home?</b></p>	<p>If a staff did not take their temperatures at home prior to arriving, the screener will ask them to proceed to the screening station to complete their temperature check.</p> <p>Screener will step away from the screening area and observe the staff using the glass door as a barrier.</p> <p>Screener will monitor staff:</p> <ul style="list-style-type: none"> <li>• While they take their own temperature using the thermometer provided.</li> <li>• To ensure they use hand sanitizer before and after taking their temperature.</li> <li>• To ensure they use the thermometer and disposable covers provided and that they are discarded immediately after use into the garbage can</li> <li>• To ensure thermometer is disinfected with the alcohol wipes for one minute that are provided</li> <li>• Staff will be reminded to take their temperature at home prior to arrival at the centre</li> </ul> <p>The screener will record the screening results for all staff on the <u>COVID-19 Active Screening Form</u> for Staff.</p>
<p><b>If Staff answers YES to ANY of the active screening questions</b></p>	<p>If the staff answers <b>YES to ANY of the active screening questions</b>, they are not permitted to report to work or enter the center.</p> <p>Staff must inform their supervisor by phone they cannot report to work and the symptoms they are experiencing so they can be recorded in the daily written record and on the COVID 19 Reporting Form provided by the local public health unit.</p> <p>The screener will provide the staff with the contact information for the contact the health unit and the closest testing site.</p>

	<p>The Supervisor or designate will:</p> <ul style="list-style-type: none"> <li>• Contact the SMDHU at 705-721-7520 ext. 8809 to notify them of a suspected case of COVID-19 and seek advice on next steps regarding information that should be shared with other staff and parents of children in the center and whether anyone else must be tested, excluded, etc.</li> <li>• Complete the SMDHU COVID 19 Reporting Form and Fax to the Confidential fax line at 705-733-7738</li> <li>• Report a Serious Occurrence in CCLS. Only post the Parent Notification Form if the local public health unit grants permission.</li> <li>• Inform the community manager</li> </ul> <p>Public Health will:</p> <ul style="list-style-type: none"> <li>• Refer any other symptomatic individuals for testing.</li> <li>• Provide any further direction on self-isolation of close contacts to the symptomatic individual.</li> <li>• If required, declare an outbreak and then determine when the outbreak is deemed over.</li> <li>• Give guidance on information to be shared with other staff and parents.</li> </ul> <p>Staff who test negative for COVID-19 must</p> <ul style="list-style-type: none"> <li>• Advise the supervisor of test results.</li> <li>• Be excluded 24 hours after symptoms are gone or as directed from public health.</li> </ul> <p>Staff who test positive for COVID-19 must:</p> <ul style="list-style-type: none"> <li>• Advise the supervisor of test results</li> <li>• Be excluded for 14 days after the onset of symptoms or as directed from public health.</li> </ul> <p>Close Contacts (i.e. members of cohort, other staff in break area, etc.):</p> <ul style="list-style-type: none"> <li>• Can continue to attend the center if they are asymptomatic (i.e. no symptoms), unless otherwise directed by public health.</li> <li>• They should be monitored for symptoms, and if they become symptomatic, should be excluded and reported to the health unit as a suspected case</li> </ul>
<p><b>Screening of Parents and Children and Essential Visitors</b></p>	<p>The Supervisor will complete the COVID-19 Screening Form for Staff, Visitors, Parents/Caregivers and Children by remaining in the glass entrance door and ask parents the questions. Families should allow extra time upon arrival for screening to be completed. All parents are encouraged to call the centre in advance and complete the screening with the supervisor over the phone prior to arrival. If screening is completed on the phone a visual check is required prior to admitting the child into the program.</p>



	<p>Temperatures must be recorded for every person screened. Staff, essential visitors, parents, and children will be asked to take their temperature at home and to report their temperature upon arrival as part of the screening process. Parents will be advised that whoever is bringing their child to the centre must take their temperature at home first and report it during the screening process.</p> <p>The Supervisor must inform all parents of the screening requirements prior to the family returning to the center.</p> <p>Parents should be asked to get in the habit of monitoring themselves, their children who attend the child care center and other household members for signs of symptoms of COVID-19 and to take their temperature and the temperature of children who attend the child care center each day before heading out of the house, to prevent them not passing screening and being sent home.</p> <p>Ontario’s self-assessment tool to assess symptoms <a href="https://covid-19.ontario.ca/self-assessment/#q0">https://covid-19.ontario.ca/self-assessment/#q0</a></p> <p>Screening must be completed for ALL parents and children upon arrival at the center every day.</p>
<p><b>If Essential Visitor, Parent or Child answers NO to ALL active screening questions</b></p>	<p>If the visitor, parent(s)/caregiver(s) and child(ren) ALL answer NO to ALL active screening questions, staff will ask the parent(s)/caregiver(s) to self-report the temperatures for themselves and their child(ren) and any person who brings their child to care taken at home prior to arriving. Staff will record the temperatures on each individual screening form</p> <p>Once screening is completed, an assigned staff will escort the child to their classroom. A cloth barrier such as receiving blanket or cot sheet is required anytime you need to hold a younger child and laundered after single use. Children over two years will use hand sanitizer upon entering the program and wash their hand upon entering their room.</p>
<p><b>What if a Parent did not take temperatures at home?</b></p>	<p>If a parent did not take temperatures at home prior to arriving, the screener will ask them to proceed to the screening station by the entrance to complete their temperature check.</p> <p>Screener will step away from the screening area and observe the temperature checks using the glass door as a barrier to maintain a minimum 2-meter distance from those who approach for temperature checks.</p> <p>Screener will monitor staff:</p> <ul style="list-style-type: none"> <li>• While they take their own temperature using the thermometer provided.</li> <li>• To ensure they use hand sanitizer before and after taking their temperature.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure they use the thermometer and disposable covers provided and that they are discarded immediately after use into the garbage can</li> <li>• To ensure thermometer is disinfected with the alcohol wipes provided.</li> </ul> <p>The screener will record the temperature and screening results for all staff on the applicable <u>COVID-19 Active Screening Form Staff</u>.</p>
<p><b>If Essential Visitor, Parent or Child answers YES to ANY of the active screening questions</b></p>	<p>If a visitor, parent, child, sibling or person bringing the child to care answers YES to ANY of the screening questions, the family will not be permitted to enter the center. The parent/guardian will be advised to consult with Simcoe Muskoka District Health to arrange for COVID-19 priority testing.</p> <p>The Supervisor or designate will:</p> <ul style="list-style-type: none"> <li>• Contact the SMDHU at 705-721-7520 ext. 8809 to notify them of a suspected case of COVID-19 and seek advice on next steps regarding information that should be shared with other staff and parents of children in the center and whether anyone else must be tested, excluded, etc.</li> <li>• Complete the SMDHU COVID 19 Reporting Form and Fax to the Confidential fax line at 705-733-7738</li> <li>• Report a Serious Occurrence in CCLS . Only post the Parent Notification Form if the local public health unit grants permission.</li> <li>• Inform the community manager</li> </ul> <p>Public Health will:</p> <ul style="list-style-type: none"> <li>• Refer any other symptomatic individuals for testing.</li> <li>• Provide any further direction on self-isolation of close contacts to the symptomatic individual.</li> <li>• If required, declare an outbreak and then determine when the outbreak is deemed over.</li> <li>• Give guidance on information to be shared with other staff and parents.</li> </ul> <p>Visitors, Parents or children who test negative for COVID-19 must</p> <ul style="list-style-type: none"> <li>• Advise the supervisor of test results</li> <li>• Be excluded 24 hours after symptoms are gone or as directed from public health.</li> </ul> <p>Visitors, Parents or children who test positive for COVID-19 must:</p> <ul style="list-style-type: none"> <li>• Advise the supervisor of test results</li> <li>• Be excluded for 14 days after the onset of symptoms or as directed from public health.</li> </ul> <p>Close Contacts (i.e. members of cohort, other staff in break area, etc.):</p> <ul style="list-style-type: none"> <li>• Can continue to attend the center if they are asymptomatic (i.e. no symptoms), unless otherwise directed by public health.</li> </ul>

	<ul style="list-style-type: none"> <li>• They should be monitored for symptoms, and if they become symptomatic, should be excluded and reported as a suspected case</li> </ul>
--	--

## Hygiene Practices

<p><b>Hand Washing</b></p>	<p>Hand washing for staff and children is the best way to prevent the spread of illness.</p> <p>Staff are responsible for supervising children to ensure they are hand washing correctly.</p> <p>Monitor all sinks in classroom, washrooms, kitchen/food preparation area to ensure there is an adequate supply of soap and paper towels if applicable.</p> <p>When sinks for hand washing are not available, you may use alcohol-based hand sanitizer containing at least 60% alcohol. Know that this is not very effective when a child's hands are quite soiled. Read labels and use ABHR the same way you would wash with soap and water. Ensure to keep ABHR out of the reach of children and do not use on children under the age of two.</p>
<p><b>When Staff Must Hand Wash</b></p>	<ul style="list-style-type: none"> <li>• After arriving to work &amp; before leaving.</li> <li>• Before putting on and after removing gloves.</li> <li>• Before &amp; after handling food, preparing bottles, feeding children, &amp; eating/drinking. Including handling breast milk.</li> <li>• After coughing, sneezing, or blowing your nose or helping a child.</li> <li>• After touching own or someone else's face.</li> <li>• After using the toilet, or helping each child to use the toilet.</li> <li>• After each child's diaper check/change.</li> <li>• Before &amp; after administering medication, lotions, creams, to self or child.</li> <li>• Before and after cleaning/bandaging cut, scrape, wound.</li> <li>• After cleaning &amp; disinfecting.</li> <li>• After taking a toy that has been put in child's mouth, sneezed or coughed on out of rotation.</li> <li>• When hands are dirty.</li> <li>• After playing outside.</li> <li>• After changing garbage bags, taking out garbage.</li> <li>• After handling soiled laundry</li> </ul>
<p><b>When Children Must Wash Hands</b></p>	<ul style="list-style-type: none"> <li>• After arriving at the center, &amp; before leaving.</li> <li>• Before &amp; after eating/drinking.</li> <li>• Before and after individual sensory play.</li> <li>• After coughing, sneezing, or blowing nose.</li> <li>• After using toilet.</li> <li>• After diaper change.</li> <li>• After playing outside.</li> </ul>

	<ul style="list-style-type: none"> <li>• When hands are dirty.</li> <li>• After handling shared toys/items.</li> </ul>
<b>Steps for Handwashing</b>	<ol style="list-style-type: none"> <li>1. Wet hands with warm water.</li> <li>2. Apply liquid soap.</li> <li>3. Lather for at least 15-20 seconds (or as long as it takes to sing the “Happy Birthday” song).</li> <li>4. Rub between fingers, back of hands, fingertips, under nails.</li> <li>5. Rinse well under warm running water.</li> <li>6. Dry hands well with paper towel or hot air blower.</li> <li>7. Turn taps off with paper towel, if available.</li> </ol>
<b>Hand Sanitizer</b>	<ul style="list-style-type: none"> <li>• Using soap and warm water is the best method of cleaning hands. Use hand sanitizer when soap and water are not available.</li> <li>• Limit the use of hand sanitizer to adults only. Children under 2 years old must not use hand sanitizer. Older children must be supervised when using hand sanitizer so they do not put their hands in their eyes, nose or mouth.</li> <li>• If hands are dirty, they must be washed with soap and warm water before using hand sanitizer.</li> <li>• Minimum concentration of alcohol in hand sanitizer is 60%, the maximum is 90%.</li> <li>• Use enough hand sanitizer to wet hands for 15-20 seconds.</li> </ul>
<b>Steps for Hand Sanitizer</b>	<ol style="list-style-type: none"> <li>1. Apply hand sanitizer.</li> <li>2. Rub hands together for at least 15-20 seconds.</li> <li>3. Work hand sanitizer between fingers, back of hands, fingertips, and under nails.</li> <li>4. Rub hands until dry.</li> </ol>
<b>Cough and Sneeze Etiquette (Respiratory Etiquette)</b>	<ol style="list-style-type: none"> <li>1. Cover mouth and nose with a tissue when you cough or sneeze (use enough tissue so that fingers do not touch mucus).</li> <li>2. Immediately dispose of tissue in a garbage can bag lined with a bag.</li> <li>3. Wash hands with soap and warm water.</li> <li>4. Keep hands away from face.</li> </ol>
<b>Diapering and Toileting</b>	<ul style="list-style-type: none"> <li>• Provide a basket labelled with child’s name for each child to store their diapers, creams, etc.</li> <li>• Wash hands before and after using gloves.</li> <li>• Use a new pair of gloves to diaper each child.</li> <li>• Use a tissue or disposable glove to apply creams, lotions, etc.</li> <li>• Assist child to wash hands after toileting and each diaper change.</li> <li>• Clean and disinfect diaper change table after each child.</li> <li>• Increase frequency of cleaning and disinfecting toilets, sinks, and after each toileting routine.</li> <li>• Provide a garbage can with lid, lined with a bag and take garbage outside after every round of diaper changes.</li> </ul>
<b>Rest/Sleep</b>	<ul style="list-style-type: none"> <li>• In new situations it may be difficult for children to fall asleep. Prepare to give reassurance, and offer alternate activities if a child does not want to lay down.</li> </ul>

	<ul style="list-style-type: none"> <li>• Children will have a cot/crib assigned to them that will be labelled with their name.</li> <li>• Cots/cribs will be placed to support physical distancing practices (ideally 2-meter separation if feasible). If space is tight, place children head-to-toe or toe-to-toe.</li> <li>• Use regular detergent on hot water laundry cycle to wash all bedding.</li> <li>• Cots/cribs must be cleaned and disinfected each day and between each user.</li> <li>• Cot/crib sheets and blankets must be laundered daily after each use</li> <li>• Ensure cot sheets and blankets belonging to different children are labelled with the child’s name and stored so they don’t touch other children’s bedding.</li> <li>• Children are to bring their own washable blankets</li> <li>• Sleep toys are not permitted</li> </ul>
<p><b>Food Handling</b></p>	<ul style="list-style-type: none"> <li>• Continue to use the dishes you always use. If you have a dishwasher/sanitizer you may use reusable dishes, if not use paper products.</li> <li>• Designate one staff with a current Food Handler Certificate to be responsible for preparing snacks/lunch</li> <li>• The food handler cannot provide care to children and is not permitted in classrooms</li> <li>• Only the cook and supervisor are permitted in the kitchen</li> <li>• Centre fridges and microwaves cannot be used to store or heat staff and children’s lunches</li> <li>• Summer School Age staff are responsible to monitor bagged lunches and follow up with families if lunches do not meet the Bagged Lunch requirements.</li> <li>• Remind parents to provide an ice pack in children’s lunches as they will not be able to use our fridge (i.e. to prevent touching).</li> <li>• Classroom staff will individually plate food for children on the food cart or counter (no family style serving where children self-serve).</li> <li>• Monitor children so they are not sharing food.</li> <li>• Food must be covered when not serving.</li> <li>• Provide a garbage can bin with lid that is lined with a bag to discard food.</li> <li>• Children must not prepare or handle food that will be served to others.</li> </ul>

**Managing Illness**

<p><b>Health Checks and Tracking Symptoms of Ill Health</b></p>	<p>Staff must ensure that they monitor themselves and all children for signs and symptoms of illness and that a temperature is taken if they suspect either themselves or a child has a fever.</p>
---	--

	<p>Ontario’s self-assessment tool to assess symptoms <a href="https://covid-19.ontario.ca/self-assessment/#q0">https://covid-19.ontario.ca/self-assessment/#q0</a></p> <p>The supervisor must document any symptoms observed in the daily written record and on the child’s Symptoms of Ill Health form in their file, and on any tracking template provided by the local public health unit.</p>
<p><b>Children Who Display Symptoms of COVID-19 During Care</b></p>	<p>Ensure an area, preferably an enclosed room, is designated for isolation or sick children, and is stocked with thermometer, rubbing alcohol, masks, gloves, eye protection, gowns, hand sanitizer, tissue, a garbage can you have lined, with a bag, cot/mat, extra sheets, and a few toys that can easily be disinfected. Upon a child displaying symptoms of ill health the staff will put on full PPE (gown, mask, goggles, gloves) and place a mask on the child if they are 2 or older and immediately take them to the Isolation Room and supervise them until their parent picks them up.</p> <p><b>If ANY ONE</b> of the symptoms related to COVID-19 are present in a child, the child must be immediately be excluded from the child care center and sent for testing. The child must self-isolate until results of the test are received and the local public health determines the required period of exclusion.</p> <p>If the child has a sibling who attends a YMCA child care center, the sibling must also be excluded.</p> <p>Children should not be attending if they have cold symptoms (i.e. runny nose, sneezing, coughing) unless they have a history of allergies or asthma with a doctor’s note on filing indicating such. Also children with a fever of 37.8° Celsius should not attend.</p> <p><b><u>If a child needs immediate medical attention, call 911.</u></b></p> <p>Staff must:</p> <ul style="list-style-type: none"> <li>• Immediately isolate the child with symptoms of illness from other children, preferably in an enclosed room, but minimally 2 meters away from all other children in the classroom.</li> <li>• Have another staff contact the parent to immediately pick up the child and take them for testing. If you cannot reach the parent(s), call the emergency contacts, then the authorized pick-ups. Sometimes a parent is more likely to read a text or email if they are at work.</li> <li>• Ask any child over 2 years to wear a procedure/surgical mask if they can tolerate it.</li> <li>• Wear a gown, procedure/surgical mask, eye protection and gloves.</li> <li>• Increase ventilation in the isolation area if possible (e.g., open windows).</li> <li>• Keep the child comfortable by providing a separate cot and toys.</li> <li>• After the child is picked up, document the symptoms observed, the date and time that symptoms occurred, and the program room the</li> </ul>

	<p>child attended in the daily written record, on the child’s Symptoms of Ill Health form in their file, and on any tracking template required by the local public health unit.</p> <ul style="list-style-type: none"> <li>Once the child has been picked up, ensure that the isolation area including cot/mat, and toys are thoroughly cleaned and disinfected with concentration recommended for outbreaks. Any books or cardboard games should be sealed in an air-tight container for 7 days.</li> </ul> <p>Cleaning and Classroom Staff:</p> <ul style="list-style-type: none"> <li>If possible, move the cohort of children who were in the program room with the symptomatic child to a vacant program room or outside and immediately clean and disinfect</li> </ul>
<p><b>Reporting Suspected Case of COVID-19</b></p>	<p>The Supervisor or designate will:</p> <ul style="list-style-type: none"> <li>Contact the SMDHU at 705-721-7520 ext. 8809 to notify them of a suspected case of COVID-19 and seek advice on next steps regarding information that should be shared with other staff and parents of children in the center and whether anyone else must be tested, excluded, etc.</li> <li>Complete the SMDHU COVID 19 Reporting Form and Fax to the Confidential fax line at 705-733-7738</li> <li>Report a Serious Occurrence in CCLS. Only post the Parent Notification Form if the local public health unit grants permission.</li> <li>Contact the community manager</li> </ul> <p>Public Health will:</p> <ul style="list-style-type: none"> <li>Refer any other symptomatic individuals for testing.</li> <li>Provide any further direction on self-isolation of close contacts to the symptomatic individual.</li> <li>If required, declare an outbreak and then determine when the outbreak is deemed over.</li> <li>Give guidance on information to be shared with other staff and parents.</li> </ul> <p>Children who test negative for COVID-19 must:</p> <ul style="list-style-type: none"> <li>Parents must advise the supervisor of test results</li> <li>Be excluded 24 hours after symptoms are gone or as directed from public health.</li> </ul> <p>Children who test positive for COVID-19 must:</p> <ul style="list-style-type: none"> <li>Parents advise the supervisor of test results</li> <li>Be excluded for 14 days after the onset of symptoms or as directed from public health.</li> </ul>
<p><b>Staff Who Display COVID-19-related Symptoms While at Work</b></p>	<p>In the event that a staff person becomes ill while at the child care center, the staff should put on a procedure/surgical mask and isolate themselves from others as quickly as possible until they are able to leave the center and go</p>

	<p>for testing. The staff must self-isolate until results of the test are received and the local public health determines the required period of exclusion.</p> <p><b><u>If a staff needs immediate medical attention, call 911.</u></b></p> <p>The Supervisor or designate will immediately contact Public Health.</p>
<p><b>Reporting Suspected Case of COVID-19</b></p>	<p>The Supervisor or designate will:</p> <ul style="list-style-type: none"> <li>• Contact the SMDHU at 705-721-7520 ext. 8809 to notify them of a suspected case of COVID-19 and seek advice on next steps regarding information that should be shared with other staff and parents of children in the center and whether anyone else must be tested, excluded, etc.</li> <li>• Complete the SMDHU COVID 19 Reporting Form and Fax to the Confidential fax line at 705-733-7738</li> <li>• Report a Serious Occurrence in CCLS. Only post the Parent Notification Form if the local public health unit grants permission.</li> <li>• Contact the community manager</li> </ul> <p>Public Health will:</p> <ul style="list-style-type: none"> <li>• Refer any other symptomatic individuals for testing.</li> <li>• Provide any further direction on self-isolation of close contacts to the symptomatic individual.</li> <li>• If required, declare an outbreak and then determine when the outbreak is deemed over.</li> <li>• Give guidance on information to be shared with other staff and parents.</li> </ul> <p>Staff who test negative for COVID-19 must:</p> <ul style="list-style-type: none"> <li>• Must advise the supervisor of test results</li> <li>• Be excluded 24 hours after symptoms are gone or as directed from public health.</li> </ul> <p>Staff who test positive for COVID-19 must:</p> <ul style="list-style-type: none"> <li>• Advise the supervisor of test results</li> <li>• Be excluded for 14 days after the onset of symptoms or as directed from public health</li> </ul>

**Staff Information**

<p><b>Staff Personal Belongings</b></p>	<ul style="list-style-type: none"> <li>• Bring only what is necessary into the center.</li> <li>• Each staff member when they arrive to work will clean and disinfect any of their personal belongings with hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.</li> <li>• Each staff is designated a space to store personal items that is separate from other staff. Each staff member is responsible for cleaning and disinfecting their area at the end of each shift.</li> </ul>
---	--



	<ul style="list-style-type: none"> <li>• Staff will not be able to store food in the classroom</li> <li>• Use of fridges and microwaves for heating or storing staff or children’s lunches is not permitted.</li> <li>• Provide an ice pack in your bagged lunch and keep either in your car or in your designated space.</li> <li>• Staff room/washroom – each staff member is responsible for cleaning and disinfecting after they use a shared space</li> <li>• Office – each staff member is responsible for cleaning and disinfecting after each use including - desk, phone, computer, chair arms, door handles, and light switches.</li> </ul>
<b>Breaks</b>	<p>There are no restrictions on staff leaving the site for their break.</p> <p>Screening upon return is not required. Illness does not incubate this quickly. Staff are required to always be aware of symptoms of ill health and should report them promptly to the supervisor.</p> <p>Remind staff to bring an ice pack for their lunch as they will not be permitted to out their lunch in the fridge (i.e. no touching)</p>

### Appendix A: Recommended PPE for Staff by Task

PPE Item	Screening	Cleaning & Disinfecting	Hands on Care of Child	Caring for sick child	When staff is sick
Gloves – vinyl	Yes – if you touch an item that a parent, child or staff has touched in the screening area you must remove gloves, hand sanitize or wash hands with soap & water & put on new gloves	Yes, if cleaning up body fluids (i.e. vomit, stool, urine, blood, mucous)  When cleaning & disinfecting isolation area or sick child’s classroom.	Yes if diapering, wiping child’s bottom, wiping child’s nose, giving first aid, etc.	Yes	No
Gloves – rubber	No	Yes if there is a chance of chemicals splashing	No	No	No
Masks – procedure/surgical	Yes	Yes, if washing laundry that has been soiled with bodily fluids.	No	Yes	Yes, inform your supervisor so you can leave the center asap
Masks – fabric* If you want to wear a fabric mask other times than identified on this	No	No	No	No	Yes

chart it is your choice. You are to provide your own mask					
Face shields/goggles	Yes	Yes, if there is a chance of chemicals or body fluids splashing  When cleaning & disinfecting a bodily fluid spill.	No	Yes	No
Gowns	No	Yes, if there is a chance of body fluids splashing on clothes.  When cleaning & disinfecting a bodily fluid spill.	No	Yes	No
Cloth (i.e. receiving blanket, extra cot sheet, clean blanket)	Yes if you are picking up a child	No	Yes if you are picking up a child	No	No

## Appendix B: Public Health Contact for Reporting Suspected COVID-19

<b>Simcoe Muskoka District Health Unit</b>	<ul style="list-style-type: none"> <li>Contact the SMDHU at 705-721-7520 ext. 8809 to notify them of a suspected or positive case of COVID-19 and seek advice</li> <li>Complete the SMDHU COVID 19 Reporting Form and Fax to the Confidential fax line at 705-733-7738</li> </ul>
<b>North Bay Parry Sound District Health Unit</b>	<b>COVID-19 Hotline:</b> <a href="tel:705-474-1400">705-474-1400</a> or <a href="tel:1-800-563-2808">1-800-563-2808</a> ext. 5

**Appendix C: SMDHU Guidance Document**

**Appendix D: SMDHU Screening Tool**

**Appendix E: SMDHU Surveillance Line List for Children**

**Appendix F: SMDHU Surveillance Line List for Staff**

**Appendix G: SMDHU COVID-19 Reporting Form**

**Appendix H: SMDHU FAQ Document**