

Health and Safety Guidance related to Operations - COVID-19

This Health and Safety guidance document will support Toronto Early Learning and Child Care Services (TELCCS) in implementing Health and Safety procedures and processes outlined in the Ministry of Education **Operational Guidance during COVID-19 Outbreak** and Toronto Public Health's **COVID-19 Guidance for Child Care Settings**. Health and Safety policies and procedures regarding COVID-19 protocols will be shared with families of children attending centres.

Policies and Procedures have been developed for all TELCCS locations. Specific procedures will be found in each of the following documents:

- Environmental Cleaning and Disinfecting Policy and Procedure – COVID-19
- Exclusion of Sick Children Policy and Procedure – COVID-19
- Hand Hygiene Policy and Procedure – COVID-19
- Health Screening Procedure – COVID-19
- Health Screening Instructions – COVID-19
- Management of Communicable Diseases Policy and Procedure – COVID-19
- Management of Outbreaks (non-Covid-19) Policy and Procedure – COVID-19
- Personal Protective Equipment (PPE) Policy and Procedure – COVID-19
- Physical Distancing Policy and Procedure – COVID-19
- Procedure for Suspected or Positive COVID-19 cases – COVID-19
- Toileting and Diapering Policy and Procedure – COVID-19
- Toy Washing and Disinfecting Policy and Procedure – COVID-19
- Visitors (essential) in TELCCS Policy and Procedure – COVID-19
- Nutrition Services – Cleaning, Sanitizing and Disinfecting
- Nutrition Services – Dishwashing and Sanitization
- Nutrition Services – Receiving Food Deliveries

General

- All in-person meetings and group events will be rescheduled. It is encouraged to have meetings, including with families, virtually. WebEx conference calling can be utilized if needed.
- Strollers will not be permitted in the child care centre. An outdoor area for stroller storage will be designated for each location
- When holding infants and/or toddlers, staff must use blankets or burp cloths over clothing and change the blanket/burp cloth between children
- Increase public health awareness by posting COVID-19 signs the designated screening station to raise awareness about health and safety measures that can help prevent the spread of COVID-19. Posters can be found on Confluence.

- Communication with stakeholders such as building owners/property managers (e.g., child care programs that operate in shared spaces in schools or apartment buildings) on a routine basis to provide updates about policies and procedures and to align any gaps or concerns regarding infection prevention and control practices. Asset Management will support TELCCS centres with this.

Program Revisions

Program

- Communal sensory activities are suspended. Single use sensory materials can be used (e.g., individual playdough, individual bin with water). These activities must be discarded immediately after use and bins cleaned and disinfected.
- Singing should be avoided indoors and ensure physical distancing for singing activities outdoors.
- Items that cannot be readily cleaned and disinfected (e.g. books) should be batched. Batched items can be rotated on a weekly basis
- Items should be taken out of rotation after use, placed in a sealed container and set aside for seven days before reusing.

Food

- If staff are eating centre prepared food, serving utensils must be changed or disinfected between use
- Food must be served using utensils, and utensils must not be shared.
- Sharing of non-centre prepared food items must be avoided to ensure hands are not touching multiple items, this includes pot lucks etc.,
- Do not allow any self-serve arrangements in the program
- Food items can be served from the trolley
- Avoid multiple hands touching proximal items. Shared items such as salt shakers and condiments must not be available for self-serve
- Children must not prepare food that will be shared with others
- There must be no food provided by the family/outside of the regular meal provision of the program. If the regular meal program permits food to be provided by the family (i.e., in special circumstances), enhanced precautions for handling and serving the food must be implemented and policies and procedures adapted to reflect this.

Group Sizes

- Cohorts are defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program.
- Rooms will follow appropriate CCEYA regulations for ratios and group sizes within the maximum group size cohort as per the Ministry of Education and Toronto Public Health Guidelines.
 - Centres that have an exception for following lower group size cohorts due to Health and Safety requirements will be notified
- Supervisors should arrange staffing assignments to limit the number of staff entering or working in different rooms/areas as best as possible (e.g. routine cover-offs should be supported by the same staff).

- All cohorts should stay together and not mix with other cohorts when possible as to minimize risks of potential infection spread
 - Supply staff should be assigned to specific cohorts/child care locations when possible.

Visitors and Drop Off / Pick Up Procedures

- Policies and Procedures are in place to support physical distancing and safe pick up and drop off of children. Please refer to Physical Distancing Policy and Procedure – COVID-19 and Health Screening Procedures – COVID-19 and Health Screening Instructions – COVID-19 for specific set up and processes.
- Non-essential visitors will not be allowed to enter the centre. Ministry of Education staff or other public officials will be allowed to enter and inspect the centre at any reasonable time, and must be screened before entry.
- Encourage essential visitors to not enter program rooms, and to instead observe from the door, where possible.
- Essential visitors/students need to follow the same PPE requirements as staff
- Anyone entering the centre including the above, will need to be screened and pass the health screening.
- Each location will maintain daily records of anyone coming into the centre (maintenance, cleaners, inspectors, special needs staff etc.) including names, time in and out, purpose and areas visited. These records will be kept up to date to facilitate contact tracing. Records will be kept on site for three years, and then will be sent offsite for storage for seven years.
- There will not be any volunteers at the centres during this time. Essential workers who support child care operations in TELCCS locations may be permitted; however, this will need to be determined on a case by case basis
- Pick up and drop off times for children are to be staggered to avoid gathering at screening areas and entryways

Revised: December 3, 2020