

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
- Gardening Policy & Procedure – COVID-19
- Hand Hygiene Policy and Procedure – COVID-19
- Health and Safety Policy related to Before and After School Operations – COVID-19
- Health Screening Procedure – COVID-19
- Health Screening Instructions – COVID-19
- Health Screening Instructions – Before and After School Programs – COVID-19
- Heat Stress Policy and Procedure – COVID-19
- Management of Communicable Diseases Policy and Procedure – COVID-19
- Management of Outbreaks (non-Covid-19) Policy and Procedure – COVID-19
- Oxivir Five 16 Concentrate Dilution Procedures
- Oxivir Five 16 Mixing Instructions (1 Gallon Jugs)
- Personal Protective Equipment (PPE) Policy and Procedure – COVID-19
- Pest Control Policy & Procedure – COVID-19
- Physical Distancing Policy and Procedure – COVID-19
- Procedure for Suspected or Positive COVID-19 cases – COVID-19
- Safe Handling of Breast Milk Policy & Procedure – COVID-19
- Sun Safety Policy & Procedure – 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
- Clear Mask Policy & Procedure – COVID-19

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

- If sensory materials (e.g., playdough, water, sand, etc.) are offered, emphasis should be placed on hand hygiene before and after use of materials
- Singing is permitted indoors. Staff masking and physical distancing is required for indoor singing programs
- If paper products (i.e., books) or sensory materials are used, hand hygiene before and after the use of materials, and respiratory etiquette, should be prioritized. The focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment especially when the cleaning of shared objects is not feasible

Food

- If staff are eating centre prepared food, serving utensils must be changed or disinfected between use
- Ensure proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating
- Family style meals are permitted provided that food handlers use adequate food handling and safety practices and food is served by child care staff
- Food must be served using utensils, and utensils must not be shared
- 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

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: September 29, 2021