



Children's Circle of St. Barnabas Policy and Procedure Manual

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| Policy Name | COVID-19 Hand Hygiene Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: July 6, 2020 | Last Review Date: December 7, 2020 | Last Revision Date: June 29, 2020 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. CCD will take every reasonable precaution to prevent the risk of communicable disease within our centre.

Purpose

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

Applies to

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

Definitions

Hand hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene, including handwashing using soap and water when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose;
- Using the washroom;
- Handling garbage;
- Handling raw foods;
- Outdoor play;
- Toileting/diapering routine;



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- 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; and,
- Gardening.

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

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

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

- 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; and,
- Turn taps off with paper towel, if available.

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

- Apply hand sanitizer (70-90% alcohol-based);
- Rub hands together for at least 20 seconds;
- Work sanitizer between fingers, back of hands, fingertips, and under nails; and,
- Rub hands until dry.

Hand Hygiene Monitoring

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

Hand Sanitizing Information

When your hands are not visible dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has



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completely evaporated from the child's hands before allowing the child to continue their activity. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

Glove Use

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

Gloves and Hand Hygiene

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

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible;
- Ensure that hands are clean and dry before wearing gloves;
- Ensure gloves are intact, clean and dry inside; and,
- Gloves are single use only.

Gloves when Cleaning/Disinfecting

When employees are mixing chemicals into bottles or buckets, they must wear thicker dishwashing-like gloves. Also, employees must wear these gloves when immersing toys in diluted disinfectant when toy washing, as their hands are more frequently immersed.

Covering Your Cough Procedure

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.

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

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

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD and annually thereafter and at any time where a change is made.



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| Policy Name | COVID-19 Diapering and Toileting Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: July 6, 2020 | Last Review Date: December 7, 2020 | Last Revision Date: June 29, 2020 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. CCD will take every reasonable precaution to prevent the risk of communicable diseases at our centre.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CCD regarding diapering and toileting.

Applies to

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

Procedures

Diapering and toileting can pose a risk of communicable disease transmission among children and adults as a result of environmental contamination; therefore, the following steps are required in order to minimize the risk of disease spread.

Diaper Change Area Requirements

- A designated diaper changing area with a diaper change pad in good repair;
- The designated diaper changing area must be separate from a food prep area;
- If the diapering area is in a program room, then a hand washing sink must be adjacent to the diapering changing area and be used for the staff and children during the diapering process. This sink shall not be used for food preparation, rinsing cloths, soiled clothing, toy or utensil washing or dumping liquid waste;
- A separate IPAC handwashing sink is required in the room for the use of children and staff and may also be used for disposing of liquid waste such as leftover milk and water;



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- Hand washing sink(s) shall be equipped with soap in a dispenser, running hot and cold water, and paper towels;
- Hand washing sinks must be cleaned and disinfected twice daily and additionally as required;
- Single-use disposable gloves and a face shield or safety glasses are required;
- Separate diapers and ointments/creams (ointments/creams must be labelled for each child);
- Virox disinfectant must be labelled;
- Hand sanitizer available and stored out of reach of children;
- TPH hand washing and hand sanitizing procedures are posted at sink level or as close to sink level as possible.
- Diapering and toileting procedures shall be posted in diapering/toileting areas and followed by all employees

Surfaces

- Diapering surfaces shall be constructed of a smooth, non-porous, non-absorbent material that is easy to clean (i.e. a washable pad covered by smooth vinyl). These surfaces must be free of cracks; and,
- Diapering surfaces must be disinfected after each use, and additionally if necessary.

Toileting Area Requirements

- Hand wash sinks shall be equipped with soap in a dispenser, running hot and cold water, and paper towels. If either hot or cold water is available, please ensure water temperature is tepid (warm);
- Hand washing sinks must be cleaned and disinfected twice daily and additionally as required;
- Single-use disposable gloves and a face shield or safety glasses are required;
- Hand sanitizer available;
- Virox, labelled;
- TPH hand washing and hand sanitizing procedures are posted at sink level or as close to sink level as possible; and,
- Diapering and toileting procedures shall be posted in diapering/toileting areas or as close as possible and followed by all employees.

Waste

- Garbage pails shall have a leak proof plastic liner (garbage bag);



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- Garbage pails for diapers and organic waste must have a lid that is foot activated; and,
- Garbage pails must also be constructed of metal/non-flammable material.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD and annually thereafter and at any time where a change is made.



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| Policy Name | COVID-19 Laundry Policy and Procedure | | |
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| Approved By: Board of Directors | Last Approval Date: July 6, 2020 | Last Review Date: December 7, 2020 | Last Revision Date: June 29, 2020 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. CCD will take every reasonable precaution to prevent the risk of biological, chemical and physical hazards within our centre.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CCD for doing laundry safely at our centre.

Applies to

This policy applies to all employees, students, children and any other persons engaged in business with CCD.

Procedures

Laundry Schedule

- All bed linens are to be changed and laundered daily;
- All hand towels, kitchen towels, and room towels are to be laundered daily; and,
- The rooms must ensure that all soiled bibs are washed and dried daily.

Soiled Laundry

- All employees are to perform hand hygiene prior to touching laundered items or before returning to the program after handling soiled laundry;
- All employees are to wear gloves when handling laundry soiled by bodily fluids (heavily-soiled-linen (HSL), see last point in this section). Gloves are to be removed, disposed of and hand hygiene performed prior to touching laundered items or before returning to the program after handling such laundry;
- Children's soiled clothing (including cloth diapers) must be sent home for cleaning (do not rinse; roll and place items in a sealed plastic bag); solid stools must be disposed of in the toilet prior to bagging clothes;
- Soiled and/or wet clothing, towels or bibs are not to be left in laundry bins overnight; and,
- When handling child care-owned heavily-soiled-linen (HSL) you must ensure the following:



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- Hand hygiene is performed before and after glove use;
- Gloves are worn;
- Place HSL in a plastic bag to avoid contamination with other soiled linens;
- Rinse/remove any particles (i.e. vomit, blood) into the empty laundry sink;
- Clean and disinfect the laundry sink after removing HSL;
- Wash HSL separately from other soiled linens; and,
- After HSL linens have been washed, disinfect the washer using disinfecting procedure below.

Laundry Facilities

- Prior to operating the washer and dryer, read the manufacturer's instructions on use;
- Use laundry facilities for child care linens and supplies only;
- Keep all laundry in the laundry bins specific to soiled laundry (as distinct from laundry baskets meant only for clean laundry) until ready for washing;
- Choose water temperature according to the fabric being washed. Measure the laundry soap per directions. Use complete wash and rinse cycles:
 - If there are head lice or scabies in the child care centre, use the hot water in the washing machine and hottest temperature in the dryer;
- Ensure laundry sink is cleaned and disinfected bi-weekly with sodium carbonate (baking soda);
- Remove lint from the dryer each time when removing clean dry laundry;
- Keep washer door open between loads and especially at night to allow for it to dry out; and,
- Laundry products need to be stored/locked and kept out of reach of children.

Laundry Equipment Cleaning and Disinfecting

- Disinfect the washer after removing HSL and as needed:
 - Perform hand hygiene and put on gloves;
 - Remove any visible dirt or particles from the inside of the washer;
 - Spray or wipe Virox inside the washer and door; and,
 - Remove gloves and perform hand hygiene.
- Clean the washer using sodium carbonate (baking soda) bi-weekly and as needed
 - Disinfect washer, as per instructions above;
 - Add one cup to the inside of the washing machine; and,
 - Run the washer on a normal cycle with warm water.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD and annually thereafter and at any time where a change is made.



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| Policy Name | COVID-19 Toy Cleaning and Disinfecting Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: July 6, 2020 | Last Review Date: December 7, 2020 | Last Revision Date: June 29, 2020 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. CCD will take every reasonable precaution to prevent the risk of injury and infectious disease within our centre.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CCD in regard to the acceptable types of toys, and cleaning/disinfecting of toys during the COVID-19 pandemic.

Applies to

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

Procedures

Toys and play based learning are an integral part of childcare as they can enhance children's sense of touch, sight, taste, smell and hearing. Toys, however, can also be an excellent vehicle for the spread of infectious diseases. Employees must ensure the following procedures are followed to reduce the risk of disease transmission among children when playing with toys:

Hand Hygiene

- Before and after sensory play, children should be encouraged or assisted to perform hand hygiene
- Playrooms must have access to both hand sanitizer and a hand wash station
- Play areas must have hand sanitizer available

Toy Materials/Design

- All plush toys, including stuffed animals, hand puppets, cloth toys, etc., must be removed and not used in any playroom;
- Toys must be nonporous and able to withstand rigorous cleaning and repeated exposure to disinfectants;



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- To facilitate cleaning, smooth/non-textured toy surfaces are preferred; and,
- Water toys which cause water to stay in them are not to be used. Water play toys must be able to be taken apart for cleaning, disinfecting and drying.

Toy Storage

- Toys that are mouthed or contaminated by body secretions shall be removed from the area and placed in a bin for immediate disinfection; they should then be cleaned and disinfected; and,
- Toy storage boxes/cupboards should be emptied, cleaned and disinfected twice daily. Toy bins should be monitored for pest activity.

Indoor playhouses/climbers

- Must have their high touch surfaces cleaned and disinfected at least twice daily, or more frequently.

Computers/shared electronic games/video equipment

- Must be cleaned and disinfected between users.

Sensory play equipment

- Communal sensory play bins/tubs cannot be used;
- Individual bins can be used for individual children, and must be cleaned and disinfected after every use;
- Remove any toys used during sensory play and place in the bin for immediate disinfection; and,
- Store bought playdough must be for an individual child and should be discarded as per the manufacturer's recommendations.

Toy Cleaning and Disinfection

- When cleaning and disinfecting toys you must wear the appropriate personal protective equipment (PPE):
 - When cleaning and disinfecting: rubber gloves and mask (if you have scent sensitivities);
- Toys must be cleaned and rinsed prior to disinfection;
- All toys must be cleaned and disinfected at least twice daily. Each room will post and display a toy washing schedule;
- Toys must be inspected for damage, cracked or broken parts, as these may compromise cleaning. Any toy that is found to be damaged, cracked or broken should be discarded;
and,
- Outdoor Play Equipment requires cleaning and disinfecting after being used.



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Toy Cleaning and Disinfecting Routine

To ensure consistent and proper dilution of the Virox Concentrate, one person will be in-charge of mixing all bottles of Virox for use in the rooms (1:64 solution). The Virox solution is good for 30 days, after which the bottle must be emptied and refilled.

3 Bin – 4 Step Method for Disinfecting Toys using Virox Concentrate (5 min contact time)

Small toys that can be immersed in water should use the 4 Bin- 5 Step method for washing. Please following the steps below:

1. Sink/Bin - wash with soap and warm water to clean visible dirt
2. Sink/Bin - rinse soap off with clean water
3. Sink/Bin - soak in Virox Concentrate mixture for 5 minutes to disinfect
4. Air dry toys by placing them on a Drying Tray

Cleaning and Disinfecting Large Toys/Equipment In-Place using Virox Concentrate (30 second contact time)

Large toys, wooden toys, cots, cribs, etc. that cannot be immersed in a disinfectant solution should use this method for washing. Please follow the steps below:

1. Clean with soap and water using a cloth
2. Wipe with a clean wet cloth to rinse
3. Disinfect by spraying properly mixed Virox Concentrate and let it sit for 30 seconds (required 30 second contact time). Do not spray product to toys and surfaces when children or other staff are nearby.
4. A final rinse is required using a single-use wet paper towel
5. Allow toys to air dry

Tips & Reminders

- Fill the bucket only to a level that is comfortable for transporting to the area you use for toy washing – a trolley can also be used to assist with transporting.



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- Refer to the manufacturers label Virox Concentrate for further information or review.

Policy and Procedure Review

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| Policy Name | COVID-19 Environmental Cleaning and Disinfecting Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: July 6, 2020 | Last Review Date: December 7, 2020 | Last Revision Date: June 29, 2020 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. CCD will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

Purpose

To ensure that all employees, students and any other persons engaged in business with CCD are aware of and adhere to the directive established by Toronto Public Health (TPH), and CCD regarding the environmental cleaning and disinfecting in our centre.

Applies to

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

Definitions

Cleaning: the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. You require warm water, detergent and mechanical action (i.e. wiping) to clean surfaces. Rinse with clean water after to ensure detergent film is removed.

Disinfecting: a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms.

Background Information

Increased rates of childhood infections are influenced by physical environments. Maintaining clean and healthy environments in CCD will help prevent and control the spread of infectious diseases. Cleaning and disinfecting are an integrated part of ongoing operating practices, and scheduled cleaning routines and policies contribute to an overall safe and healthy environment for employees, children and visitors.



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Policy Details

Disinfecting

Virox (1:64 solution) has been approved by TPH for use in our child care centre as a disinfectant for 30 second contact. Virox is considered a high-level disinfectant, which is defined as complete elimination of all microorganisms in or on a surface.

All products must be out of reach of children, labelled and you must have material safety data sheets (MSDS) up to date (within three years).

Cleaning

Use dish soap and water. Once cleaned, rinse the surface with clean water.

Procedures

Cleaning:

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

Disinfecting:

- Put on gloves and mask (if employee has respiratory sensitives);
- Spray or wipe on Virox (1:64 solution) and leave the solution on the surface for the appropriate disinfecting contact time (30 seconds). Ensure spray setting is on stream or a minimal mist to avoid eye and respiratory irritation;
- Let the surface dry;
- Once the disinfecting contact time has elapsed, the surface has now been disinfected and is ready for use; and,
- If the surface continues to be wet after the disinfecting contact time has elapsed, you may wipe it dry with paper towel or a dry clean cloth.

Disinfecting classroom food surfaces (i.e. lunch tables, high chair tray):

- Put on gloves and mask (if employee has respiratory sensitives);
- Spray or wipe on Virox (1:64 solution) and leave the solution on the surface for the appropriate disinfecting contact time (30 seconds). Ensure spray setting is on stream or a minimal mist to avoid eye and respiratory irritation; and,
- If the surface continues to be wet after the disinfecting contact time has elapsed, you may wipe it dry with paper towel or a dry clean cloth.



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Disinfecting Schedules

Clean/Disinfect throughout the Day

- Tables and countertops used for food preparation and food service must be cleaned and disinfected before and after use; rinse with clean water after disinfecting;
- Spills: employees must clean and disinfect spills promptly; and,
- During an outbreak: Cleaning and disinfecting should be done often throughout the day as the risk of environmental contamination is higher.

Clean/Disinfect Daily

- Hand wash sinks in washroom areas by cleaning company, and additionally as required by employees;
- Floor cleaning must be performed daily by the cleaning company;
- Carpets are to be vacuumed daily by the cleaning company; and,
- High-touch surfaces (any surface that has frequent contact with hands) must be disinfected at least twice daily (and cleaned prior to disinfection if visibly dirty) or as necessary by employees.

Clean/Disinfect Monthly

- Low-touch surfaces (any surface at your location that has minimal contact with hands), must be cleaned and disinfected daily.

Clean/Disinfect as Required

Blood/Bodily Fluid Spills: Using the steps below, the surface should be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated;
2. Perform hand hygiene then put on gloves;
3. Clean up the spill with paper towels, spray with Virox (1:16 solution), leave 30 seconds, wipe dry;
4. Rinse with clean water;
5. Discard used paper towels immediately;
6. Disinfect the spill area with Virox (1:16 solution), leave 5 minutes, wipe dry and rinse with clean water;
7. Remove gloves and discard them immediately;
8. Perform hand hygiene; and,
9. Notes:
 - If the spill includes broken glass, ensure a brush and dust pan is used to pick it up and discard. NEVER use your hands to clean up glass;
 - If this type of spill occurs on a carpet, follow the above steps along with steam/wet cleaning the carpet (outside help will likely be required); and,



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- Please refer to the TPH poster called *Blood and Bodily Fluid Spills*.

Cribs and Cots

- Must be cleaned and disinfected before being assigned to another child;
- Crib mattresses must be cleaned and disinfected when soiled or wet;
- All cots and cribs are to be maintained in good repair;
- All cribs must be disinfected daily and more frequently during an outbreak;
- All cots must be disinfected daily and more frequently during an outbreak;
- Crib mattresses must be made of a cleanable material;
- Cots must be stored so contact with the sleeping surface of another cot does not occur;
- Bedding (sheets and blankets) must be assigned to each child and laundered daily; and,
- Cots and cribs must be labelled and assigned/designated to a single child.

Cleaned/Disinfected throughout the Year

- Non-infant rooms must be fully cleaned at least 2 times a year, and additionally if necessary;
- Carpets must be cleaned four times per year in the infant room and twice per year in all other rooms; and,
- If the carpet does not appear to be adequately cleaned, re-cleaning or replacement may be necessary: notify the Director.

Additional Infection Prevention and Control Practices

- Pacifiers must be individually labelled and stored separately (not touching each other), and must not be shared among children;
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles; and,
- For toy cleaning and disinfecting, please refer to the Toy Washing policy.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD and annually thereafter and at any time where a change is made.



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| Policy Name | COVID-19 Exclusion of Sick Children Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: December 7, 2020 | Last Review Date: September 7, 2021 | Last Revision Date: September 7, 2021 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. CCD will take every reasonable precaution to prevent the risk of communicable diseases within our location.

Purpose

To ensure that all families, employees, students, volunteers and any other persons engaged in business with CCD are aware of and adhere to the directive established by Toronto Public Health (TPH) and CCD regarding the exclusion of sick children.

Applies to

This policy applies to all employees, families, students, volunteers and any other persons engaged in business with CCD.

Procedure

As required by the Child Care and Early Years Act, CCD must separate children of ill health and contact parents/guardians to take the child home.

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

- Ill children will be separated from other children to the designated exclusion room, and will be monitored and supervised by a staff until they are picked up from care by a parent/guardian;
- Children older than two years should wear a medical mask (if tolerated) and they are able to use it properly (e.g. donning and doffing carefully, avoiding touching while on);
- Child care staff supervising the ill child should maintain physical distancing as best as possible, and wear PPE, including medical mask, eye protection (e.g. face shield or safety glasses/goggles), gloves and an isolation gown;
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA;



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- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; and,
- 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 as per R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease (refer to CCD Guidelines for Common Communicable Diseases), please report these immediately to the Director who will call TPH's Communicable Disease Surveillance Unit (416-392-7411).

When to Exclude

CCD staff should exclude a sick child when the child has any signs and/or symptoms of COVID-19; symptoms greater than normal for any identified health condition; or if the child is unable to participate in regular programming because of illness.

Exclusion Examples:

- If a child has one or more of the following new or worsening symptoms related to COVID-19: fever (37.8°C or above) and or chills, cough, difficulty breathing or shortness of breath, decrease or loss of taste or smell, nausea, vomiting or diarrhea
- 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 or a child with asthma has continued symptoms even after the administration of puffers

How to exclude

- 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
- Children older than two years should wear a medical mask (if tolerated) and they are able to use it properly (e.g. donning and doffing carefully, avoiding touching while on);
- Child care staff supervising the ill child should maintain physical distancing as best as possible, and wear PPE, including medical mask, eye protection (e.g. face shield or safety glasses/goggles) and an isolation gown;
- Open outside doors and windows to increase air circulation in the area if it can be done so safely;
- Clean and disinfect the area immediately after the child has been sent home



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- Staff 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
- Staff should self-monitor for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes)
- The Director will inform parents/guardians of children who were in the same room of possible exposure, and should monitor their child for symptoms
- Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness.

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 the room the child attends (e.g., room number/description);
- Record attendances and absences; and,
- Record any outings, special events, etc.

Child returning from Exclusion Due to Illness

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

If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 10 days from symptoms onset; they must not have a fever and their symptoms must be improving.

Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD, and at any time where a change is made.



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| Policy Name | COVID-19 Procedure for Suspected or Positive COVID-19 Cases |
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| Approved By: Board of Directors | Last Approval Date: May 19, 2021 | Last Review Date: September 7, 2021 | Last Revision Date: September 7, 2021 |
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Purpose

To ensure that all families, employees, students, volunteers and any other persons engaged in business with CCD are aware of and adhere to the directive established by Toronto Public Health (TPH) and CCD regarding the process for dealing with a suspected or positive COVID-19 case at CCD. There are established processes in regards to communication, reporting and business continuity when a staff, child or close contact of a child or staff member tests positive for COVID-19.

Applies to

This policy applies to all employees, families, students, volunteers and any other persons engaged in business with CCD.

Procedure

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

Suspected COVID-19 Cases

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

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

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



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

- The Director will inform the CCD Joint Health and Safety Committee of any staff who has been excluded due to symptoms of COVID-19
- Ensure that close contacts (staff and children who are in the same room) are cohorted and monitored for symptoms
- Supervisor must inform parents/guardians of children and staff who were exposed to the ill child or staff, and advise that they should monitor for symptoms. They must also be advised to avoid contact with vulnerable persons or settings where there are vulnerable persons.
- Child care staff must not work in other child care settings.
- Symptomatic staff and children will be referred for testing.

Positive Cases of COVID-19

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

Director:

- Inform Board of Directors immediately
- Inform Toronto Public Health (TPH) surveillance unit at 416-392-7411 and follow their directions
- Provide names and contact information for families and staff who are being excluded to Toronto Public Health (they will give direction on who should be excluded)
- Send out any communication provided by TPH. TPH will provide letters for the following groups:
 - Families of children who are direct contacts with a confirmed COVID-19 case
 - Staff who are direct contacts with a confirmed COVID-19 case
 - All other families and staff who are not direct contacts with a confirmed COVID-19 case and are not being excluded from the child care
- Ensure WSIB and Ministry of Labour reporting is completed (when it is a staff member)
 - The Joint Health and Safety Committee is to be informed
- Positive cases for staff, students and enrolled children will be submitted as a Serious Occurrence in CCLS as per the centre's Serious Occurrence Policy
 - A notification form will be posted advising of any positive cases in the centre, and a copy will be emailed to all parents and staff.

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

Staff Member



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

- The employee should inform the Director immediately and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and the Director.
- All other staff and families affected shall receive communication from the Director. The Director will send out communications, as applicable.
- All staff and children who are in the same room as the staff member who has tested positive will be excluded from the centre for 14 days, unless indicated otherwise by Toronto Public Health
 - These individuals must self-isolate at home and monitor for symptoms for the next 14 days
 - Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop
 - If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.
- Staff and children who are being managed by Toronto Public Health must follow TPH instructions to determine when to return to the child care centre
- Clearance tests are not required for staff to return to the child care centre.

Child

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

- The parent should inform the Director immediately
- The child will be managed by Toronto Public Health.
- All staff 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 Toronto Public Health
- These individuals must self-isolate at home and monitor for symptoms for the next 14 days
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
- If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative
- Children and their families must follow TPH instructions to determine when to return to the child care centre
 - Clearance tests are not required for children to return to the child care centre
- The *Return to Child Care Confirmation Form*, or an email containing the required information, must be provided upon return to the child care centre.



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Household / Close contacts of Children or Staff

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

- The staff or family who is a close contact of a positive COVID-19 case should inform the Director immediately
- Toronto Public Health (TPH) Case and Contact team will be contacting the individual to assist with the isolation period for the family.
- The staff member or child will be required to isolate and will be excluded from the child care centre for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by TPH
- Close contacts of cases must follow TPH instructions to determine when to return to the child care centre

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD and annually thereafter and at any time where a change is made.



Children's Circle of St. Barnabas Policy and Procedure Manual

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| Policy Name | COVID-19 Health Screening Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: May 19, 2021 | Last Review Date: September 7, 2021 | Last Revision Date: September 7, 2021 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families, employees, students, volunteers and any other persons engaged in business with CCD. CCD will take every reasonable precaution to prevent the risk of COVID-19 and other infectious diseases within our location.

Purpose

To ensure that all families, employees, students, volunteers and any other persons engaged in business with CCD are aware of and adhere to the directive established by Toronto Public Health (TPH), and CCD in regards to a health screening before entering the premises.

Applies to

This policy applies to all employees, families, students, volunteers and any other persons engaged in business with CCD. Everyone must be screened prior to entering the premise.

Procedure

Prior to health screening, set up is required, please complete the following:

- Complete the health screening training
- Identify/set up the location and staffing of the screening table:
- Place at front entrance, visually blocking entrance into the centre (if possible)
- Only ONE entrance/exit is to be used, to ensure that each person is screened
- Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened
- Provide visual guides to assist with physical distancing (e.g., pylons, spray-painted lines) 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



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- Place front entrance signage identifying the screening process outside and within the health screening area
- Place hand sanitizer at the screening table. Ensure it is visible to staff/clients entering the building and they are asked to hand sanitize
- Ensure Toronto Public Health resources are available for anyone who does not pass the screening
- Ensure the health screening area is disinfected regularly throughout screening and the day
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff
- Parents / guardians are not permitted past the health screening line to ensure physical distancing. Only one parent / guardian is permitted into the screening area
- Staff are not permitted past the health screening line until they have been cleared to enter the child care centre
- Only the children and staff will have their temperature taken, not parents / guardians
- Parents / guardians are not permitted into the child care centre

Screening Procedure

Every staff, child and visitor must be screened prior to being admitted into CCD. Staff must follow the screening checklist for each person and record the outcome (pass or fail).

Questions are for families

Greet everyone into the child care centre with a friendly, calm manner. Request that only ONE parent / guardian enters the health screening area with the child and request they both use hand sanitizer.

1. Does your child have any of the following new or worsening symptoms, without a known cause identified by a health care provider: fever (37.8°C or higher) and or chills, cough, difficulty breathing, loss of taste or smell, nausea, vomiting or diarrhea?
 - **If YES, stay/go home, self-isolate and get tested or contact your child's health care provider.**
2. Does anyone in your household have one or more of the symptoms of COVID-19 and or are waiting for test results after having symptoms? Yes/No *If the child is fully vaccinated or has tested positive for COVID-19 in the last 90 days and been cleared, select "No".
3. In the last 10 days, has the child tested positive on a rapid antigen test or a home-



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based self-testing kit? Yes/No *If they have since tested negative on a lab-based PCR test, select "No".

4. Has the child been notified as a close contact of someone with COVID-19 or been told to stay home and self-isolate? Yes/No *If the child is fully vaccinated or has tested positive in the last 90 days and been cleared or public health has said the child does not have to self-isolate, select "No".

5. In the last 14 days, has the child travelled outside of Canada AND been advised to quarantine per the federal quarantine requirements? Yes/No

If you answered YES to questions 2, 3, 4 or 5, stay/go home, self-isolate and follow the advice of public health.

Parents will be required to sign the *Child Screening Log*, indicating their child has passed the screening before their child is escorted to their room.

Temperatures of all children will be taken and recorded on the *Child Temperature Log* twice daily (AM and PM) by classroom teachers.

For children who attend elementary school – if we do not walk the child to school in the morning, we will require an email from the parent that says they screened their child at home and the child has passed the screening and can attend the centre after-school. It is a requirement for the parent to send this email by 2:30pm or we will not pick up the child from school.

Questions are for staff/visitors

1. Does you have any of the following new or worsening symptoms, without a known cause identified by a health care provider: fever (37.8°C or higher) and or chills, cough, difficulty breathing, loss of taste or smell, tired or sore muscles or joints, nausea, vomiting or diarrhea?

- **If YES, stay/go home, self-isolate and get tested or contact your health care provider.**

2. Does anyone in your household have one or more of the symptoms of COVID-19 and or are waiting for test results after having symptoms? Yes/No *If you are fully vaccinated or have tested positive for COVID-19 in the last 90 days and been cleared, select "No".

3. In the last 10 days, have you tested positive on a rapid antigen test or a home-based self-testing kit? Yes/No *If you have since tested negative on a lab-based PCR test, select "No".



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4. Have you been notified as a close contact of someone with COVID-19 or been told to stay home and self-isolate? Yes/No *If you are fully vaccinated or have tested positive in the last 90 days and been cleared or public health has said you do not have to self-isolate, select "No".

5. In the last 14 days, have you travelled outside of Canada AND been advised to quarantine per the federal quarantine requirements? Yes/No

If you answered YES to questions 2, 3, 4 or 5, stay/go home, self-isolate and follow the advice of public health.

Staff will be required to sign the *Staff Screening Form*, indicating they have passed the screening, and staff will take their own temperature upon entry and record the result on the *Staff Screening Form* outside the office.

Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately. Personal protective equipment (PPE), a mask and gloves, must be worn for this, with hand hygiene performed before and after donning and doffing the gloves and mask.

All screening and temperature logs will be kept on file for a minimum of one year from the date of making and will be used as a record of attendance to facilitate contact tracing.

A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days.

A minimum physical distance of 2 metres/6 feet will be maintained between all cohorts.

All meetings with parents which would normally be conducted in-person, will be scheduled in a manner that is consistent with the wishes of the parents/guardians. This might include over the phone, video-conferencing or via email.

Procedure for Pick Up

As parents are not allowed in the centre, parents must call their child's room 5-10 minutes before arriving for pick up. This will ensure that the staff can get the child ready and meet the parent outside in the waiting area.

Contact Tracing

All attendance and screening sheets will be kept on site to facilitate contact tracing in the case of a suspected or positive case.



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Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD, and at any time where a change is made.



Children's Circle of St. Barnabas Policy and Procedure Manual

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| Policy Name | COVID-19 Personal Protective Equipment Policy and Procedure |
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| Approved By: Board of Directors | Last Approval Date: June 23, 2021 | Last Review Date: June 23, 2021 | Last Revision Date: June 23, 2021 |
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families, employees, students, volunteers and any other persons engaged in business with CCD. CCD will take every reasonable precaution to prevent the risk of COVID-19 and other infectious diseases within our location.

Purpose

To ensure that all families, employees, students, volunteers and any other persons engaged in business with CCD are aware of and adhere to the directive established by Toronto Public Health (TPH), and CCD in regards to use of personal protective equipment (PPE) on Children's Circle property (indoor and outdoor).

Applies to

This policy applies to all employees, families, students, volunteers and any other persons engaged in business with CCD. Everyone must use personal protective equipment (PPE) on Children's Circle property (indoor and outdoor) as directed.

Procedure

Children's Circle will provide personal protective equipment (PPE) for use by staff as necessary, maintaining a one to two week supply of PPE at all times. This will include medical masks, gloves, face shields and isolation gowns.

Staff are required to wear a medical mask and eye protection (e.g. face shield or safety glasses) while inside in the child care premises, including in hallways and staff room (unless eating, but time with masks off should be limited and physical distance should be maintained). Masks should cover the nose and chin and be snug against the cheeks. Masks should not be tucked under the chin, hanging from an ear, or on the forehead.



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All other adults (i.e. parents/guardians and visitors) are required to wear a face covering or non-medical face mask when 6ft/2m of physical distance cannot be maintained, both indoors and outdoors.

Children in kindergarten and above are required to wear a non-medical mask or face covering while indoors and outdoors at the child care setting, including hallways and on the playground. If a child requires a mask and does not have one, the daycare will provide a non-medical cloth mask to the child. A mask is not required outdoors if 6ft/2m of physical distancing can be maintained.

When not in use, a child's non-medical mask or face covering may be stored in a clean paper bag.

The use of masks and eye protection is not required for staff when outdoors, if 6ft/2m of physical distancing can be maintained.

The use of masks is not required for children when outdoors, if 6ft/2m of physical distancing can be maintained.

Masks are not recommended for children under the age of two.

Masks must be replaced when they become damp or visibly soiled.

Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or surfaces (e.g. diaper change pads and surrounding counter tops).

An isolation gown is required when caring for an ill child, and should be discarded after the child has been picked up from care and you have disinfected the isolation area.

The Director will document exceptions related to wearing PPE:

- Exceptions to wearing a mask and eye protection indoors may include medical conditions that make it difficult to wear a mask or eye protection (e.g. difficulty breathing, low vision); a cognitive condition or disability that prevents wearing a mask or eye protection; hearing impairments or when communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication; and when performing duties in which a staff member is separated from their cohort and other staff/students (e.g. working alone in an office or during meal preparation in the kitchen).



Children's Circle of St. Barnabas Policy and Procedure Manual

Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD, and at any time where a change is made.