



Gan Yeladim Day Care Centre

PROTOCOL FOR CHILD CARE DURING COVID 19 PANDEMIC

PARENT INFORMATION PACKAGE

Updated on January 25, 2021

Welcome Back Gan Yeladim Families

Welcome back children and families! We have missed all of you so much. Gan Yeladim Day Care Centre has been providing quality licensed childcare since 1980. Even though we can't have everyone back together right away, we are excited to start doing what we love to do. We have learned over the last months that this is an ever-evolving situation, and our commitment to support our families and children remains the same.

All of you have already completed our standard policy intake process when you started with us. With the re-opening of childcare, we created a new set of polices pertaining to Covid-19 for your review and signature. The last page of this Information Package is where you sign off that you understand the new measures.

Gan Yeladim Day care Centre will only accept Full Time children during COVID-19 pandemic operations (this is not applicable to students enrolled prior to the mandated daycare closure in March 2020)

Gan Yeladim Day Care Centre has and will continue to implement all recommendations and requirements from Toronto Public Health (TPH) and/or the Ministry of Education (MOE) to support the health and safety of all children and staff to help stop the spread of Covid-19.

We appreciate your continued support and confidence in us. On behalf of everyone at Gan Yeladim Day Care Centre, we are very grateful to be back working with all of you!

Galina Bagga
Executive Director

A. Notice of Risk

We are closely monitoring Covid-19 and while measures to attempt to control these risks are implemented in our centre, it is important that parents and staff are made aware of and understand the risks. Please read the Notice of Risk below:

When children from multiple families attend a single child care centre, there is an increased risk of the COVID-19 virus coming into the centre. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the centre. This means that children can bring home an infection acquired at the centre. This child care centre has a screening process to help detect infections when symptoms are present; however, this screening process will not detect infected children or adults who do not have symptoms.

B. Daily Home Health Check

All child(ren)/employees results of temperature taken at home is **REQUIRED for Entrance** and is to be reported at time of onsite screening, these results will be logged on daily log sheet by a staff member.

At home screening is required by TPH to be completed by All families, employees and service workers Prior to coming to Gan Yeladim Day Care Centre

If you or your child have any of the symptoms outlined below, **stay home, do not come** to Gan Yeladim Day Care Centre and report symptoms by phone to the daycare.

Symptoms:

- Fever (37.8 degrees C or greater)
- New or worsening cough, shortness of breath
- Sore throat, difficulty swallowing, new olfactory or taste disorder
- Nausea, vomiting, diarrhea, abdominal pain
- Runny nose, nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.)
- Other signs – clinical or radiological evidence of pneumonia
- Atypical symptoms and signs – unexplained fatigue/malaise/myalgias, delirium, unexplained or increased number of falls, acute functional decline, worsening of chronic conditions, chills, headaches, croup, conjunctivitis, multisystem inflammatory vasculitis in children, unexplained tachycardia (heart rate over 100 beats per minute), including age specific tachycardia for children, decrease in blood pressure, unexplained hypoxia, lethargy and difficulty feeding in infants (if no other diagnosis)

If you or any member of your household, staff member or a child answers **YES** to any of the questions outlined below, from Toronto Public Health COVID-19 Screening Checklist, **stay home, do not come** to Gan Yeladim Day Care Centre and report the answers by phone to the staff at our centre.

1. Do you or your child have symptoms compatible with Covid-19 and in whom laboratory diagnosis of COVID-19 is inconclusive?
2. Do you or your child live with, or provide care for (without appropriate PPE), or spent time with someone who has tested positive for COVID-19, is suspected to have COVID-19, has an inconclusive laboratory diagnosis of COVID-19, or who has symptoms that started within 14 days of travel outside of Canada?
3. Do you or your child live in or work in an institution, group home, or other facility known to be experiencing an outbreak of COVID-19 (e.g., long-term care, prison)?
4. Have you or your child travelled outside of Canada within the last 14 days?

C. Daily Screening Prior to Entering GYDCC

At this time, TPH has recommended that only staff and children enter the centre and that all others, such as parent/guardians of children and delivery persons be met at the door.

Onsite screening is required by TPH of all children, employees, and service workers before entrance to Gan Yeladim Day Care Centre can be approved

Important: Gan Yeladim Day Care Centre screening staff **may take the temperature** of any child, employee or essential service worker during the screening process

Screening area:

1. The screening area is located outside at the parking lot entrance of Beth Emeth Synagogue located at 155 Wilmington Avenue, Toronto.
2. During Fall, winter and inclement weather, the screening station will be located inside the building, on the lower landing of the daycare entrance.
3. The child will not be allowed to enter the daycare centre until all screening steps are complete. The parent/ guardian will answer all the questions on the screening checklist.
4. The screener will screen all individuals entering the building: staff, parents/ guardians, and children. All visitors will be screened each day before entering the childcare settings.
5. The 2-meter distance will be maintained by the screener from those being screened
6. The screening records will be kept on premises for one year.
7. The attendance records of staff, children, and essential visitors will be kept with detailed information of screening on the premise and for at least a year.
8. In order to have an organized screening time, the drop off schedule will be in place. The parents will choose the drop off time in advance in order to eliminate the wait time.
9. If the family has missed the drop off time, they must wait for all scheduled children to be screened before being screened and/ or the families will be required to wait in a line maintaining a 2 meters physical distancing.
10. The parents may not enter the centre
11. After child is allowed to be in attendance for the day after screening, the child will use hand sanitizer and will be escorted to the class by a staff member.
12. Non-essential visitors will not be permitted to enter the child care centre.

Screening Procedures:

- Every staff, child and visitor must be screened prior to being admitted into the child care centre. Staff must follow the screening checklist for each person and record the outcomes (pass or fail).
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff; also included are household contacts.

- Parents/guardians are not permitted past the health screening designated area to ensure physical distancing. Only one parent/guardian is permitted into the screening area
- Staff are not permitted past the health screening area until they have passed the screening and have been cleared to enter the child care centre
- Only the children and staff will have their temperature taken
- Parents/guardians are not permitted into the child care centre
- Staff should continue to self-monitor themselves and monitor children in care throughout the shift. Any symptoms must immediately be reported to the centre supervisor.
- Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6ft/2 meters from others.
- Ensure that a face mask, the face shield/ goggles and a gown are worn anytime you are working in the screening area.
- Health Screening Staff must wear appropriate PPE at all times including: Gloves, Masks, Eye Protection and Gowns (Refer to Protective Personal Equipment Policy and Procedures for further information on required PPE)
- The screener will ask the questions on the most recent Health Screening Checklist.
- If the individual answers NO to all questions, and does not have a fever (37.8 degrees C and above), they have passed the screening and can enter the building.
- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (37.8 degrees Celsius and above), they have failed the screening and cannot enter the building.

D. Pick Up and Drop Off Procedures

Following the Ministry of Education requirements outlined in an Operational Guidance During COVID-19 outbreak, Child Care reopening and the Toronto Public Health Guidance for child care settings, the following drop off and pick up policy and procedure will be in effect effective July 6, 2020.

The Purpose of this policy is to ensure the social distancing requirements are met during the drop off and pick up times and to ease the screening process
Staggered/alternate scheduling during the drop off/ pick up time:

Drop off time

1. The Parents/ Guardians will require confirming the drop off time with the child's teacher by choosing the available time slot allocated to their child's cohort/ classroom from the assigned time slots for each cohort.
2. Only one adult will accompany a child to and from a daycare

3. The screener will screen the child and the parents prior to entering the daycare centre. The screening will be done in the designated screening area. Please refer to the Screening Procedures
4. The staff member will receive a child who passed the screening test and was admitted to the child care centre by a screener. This Staff member will escort the child to their designated classroom
5. The parents are not allowed to enter the child care centre past the screening area at the drop off time

Pick up time

1. The Pickup area is located on the side of the building to the right.
2. The Parents/ Guardians will require confirming the pickup time with the child's teacher by choosing the available time slot allocated to their child's cohort/ classroom from the assigned time slots for each cohort.
3. The Parent/ Guardian will be required to wait outside of the daycare centre in the designated pick up area and wait for the child to be escorted to the parent/ guardian by a staff member
4. The children WILL NOT BE escorted to a parking lot/ to the car parked outside of the building by the staff member
5. If the parent is not available to pick up the child at the confirmed time, the parent must inform the centre, as soon as possible, about the approximate pick up time, so the centre will make the necessary arrangements. Please note that the short notice of less than an hour may not be accommodated
6. In the event, the child is picked up during the scheduled outdoor play, the parents must wait for the child to be released by the teachers at the pickup area. The parents may not enter inside the playground/ outdoor play area to pick up a child.

E. Physical Distancing Policy and Procedures

In order to reduce the spread of COVID -19 or any other communicable disease, the physical distancing of 2 meters or 6 feet will be exercised at all times, if possible. It is understood that understanding the physical distancing concept is very challenging for the children, therefore the environment will be set up to promote physical distancing as much as possible.

- Physical distancing will not compromise supervision or a child's safety
- The designate drop off location near the main entrance is in effect
- The designate pick up location on the side of the building to the right is in effect
- The screening station for in-person screening is designated at the daycare entrance is set up to ensure the required screening measures are in place for each person entering the daycare centre and to ensure the physical distance from the rest of the non essential visitors not permitted at the centre is in place.

Child to child and Educator and child physical distancing protocol:

- The educators are encouraged to use the visual cues such as tape markings on the floor to assist children and child care staff to maintain a two meter distance from each other
- The children will be encouraged to use gestures when greeting peers and the teachers
- Spreading the children out into different areas.
- More individual activities that encourage more space in between the children will be incorporated.
- Extra chairs, tables and furniture are removed from the class to ensure space in the area to allow children to spread out.
- Tape will be added on the floor to direct the children around the room.
- The play areas will be positioned to encourage social distancing and limit the movement of the children towards and/ or away from the specific areas.
- The cots will be set up with increased space in between of 2 meters. If space is limited, the cots will be positioned head to toe or toe to toe
- If possible, the educators may stagger mealtimes, so all of the children are not eating meals at the same time.

When physical distancing between a child and the educator is not possible, the educator is required to follow these steps:

- Wear a mask and eye protective glasses and/ or a face shield and gloves when changing a child
- Use a blanket or a cloth over clothing when holding a child. Change the cloth or the blanket between children.
- Use of a mask and other available PPE when maintaining physical distance is not an option (attending to a child with tantrum, walking a child from the screening area to the classroom, walking a child to the washroom, when assisting a child with an individual activity that requires a close proximity in space)

Physical Distancing and PPE protection among educators:

The educators are required to wear a medical masks and eye protection (e.g. face shield, safety glasses and goggles) at all time while inside in the child care premises, including in hallways and staff rooms unless eating, but time with mask off should be limited and physical distance should be maintained.

The use of mask and eye protection is required for staff/ early childhood education students when outdoors if physical distancing cannot be maintained.

The educators are required to wear a mask, gloves and eye protection or face shields when:

- Holding the child's hand while walking a child from the screening station to the class and from the class to pick up station / to and from playground/ to the washroom and back

- Changing a child
- Assisting a child with their washroom routine
- There is a possibility of coming into contact with body fluids during any cleaning

The hand washing routine/hand sanitizing must be followed before placing the PPE on and after removing PPE.

Effective July 7, 2020 children ages 3 and up, daycare staff and all other essential visitors require wear masks inside the building. This is a temporary By-Law. The centre will follow the recommendation of the Ontario Public Health and will update the wearing mask procedures accordingly.

All exemptions to wearing PPE by Staff members are documented and kept on file.

Staff shifts are staggered to reduce risk of exposure

F. Enhanced Hand Hygiene

- Staff will supervise all child hand hygiene to ensure hands are cleaned appropriately.
- Staff will review daily with age appropriate children, proper hand hygiene practices as well as coughing etiquette, tissue use, etc.

Proper hand washing steps using soap and water (in a sink)

- Remove jewellery such as rings
- Wet hands up to the wrist
- Apply enough soap to cover hands
- Lather for at least 15 seconds doing all the following
 - Rub between each finger and front/back of hands
 - Rub each fingertip, under nails
- Rinse off all lather with water
- Dry hands well with paper towel
- Turn taps off with paper towel

Proper hand cleaning steps using hand sanitizer (70% and up alcohol-based)

- Remove jewellery such as rings
- Apply enough alcohol-based sanitizer into the cupped palm of one hand to wet both hands completely
- Rub the liquid into the palm, back of hands, between fingers and under nails

Hand hygiene practices/frequencies

- Enhance hand hygiene practices for children and staff as follows:
 - before entrance and leaving the building
 - before and after preparing food or drinks
 - before and after eating or handling food/feeding children
 - before and after administering medications or first aid

- before and after diapering
- before and after playing outside
- before and after use of gloves and masks
- after the use of the bathroom or helping children use the bathroom
- after any contact with bodily fluid
- after handling garbage, laundry, children's bedding
- after wiping a child's nose, after washing a child's face

G. Enhanced Environment Cleaning and Disinfecting

As recommended by Public Health Ontario and Toronto Public Health, the following measured will be in place at our centre to ensure Enhanced Environmental Cleaning and Disinfecting

- All disinfectants used will have a Drug identification Number (DIN)
- Chlorine bleach solution will remain the main disinfectant at our centre
- The Bleach solution used will be prepared in a ratio of:
1 teaspoon (5ml) of bleach per cup (250ml) of water, or
2 teaspoons (10 ml) of bleach per 500 ml of water, or
4 teaspoons (20 ml) of bleach per liter (1000ml) of water

This is a recommended bleach solution used during the outbreaks

- A minimum 2 minutes surface contact time is required
- The bleach solution is prepared fresh daily by each staff member
- Personal Protective equipment is required to be used when handling cleaning and sanitizing containers
- All cleaning and disinfecting solutions must be stored away from the children

In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty. Examples include, but not limited to doorknobs, elevator buttons, light switches, toilet handles, counters, handrails, touch screen surfaces and keypads

- Cots are cleaned and disinfected weekly and as often as necessary (e.g. when soiled or after use by a symptomatic child)
- Individual items that may be handled by more than one individual such as electronic devices, toys and balls must be cleaned and disinfected between users.
- The toilet seat and/ or the diaper change tables must be cleaned and disinfected after each child
Hand washing sinks: staff and children washroom areas must be cleaned and disinfected at least 3 times per day and as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).

- All cooking and eating items are single use and will be disinfected using a mechanical dishwasher or in the absence of, the standard bleach 3 sink posted method.
Only authorized staff are permitted to enter the kitchen and they will be appropriately clothed (clean clothes, tied hair/ hair net, non slipped shoes)
- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use
- Chairs and tables must be cleaned and disinfected before and after serving food
- Spills: must be cleaned and disinfected immediately
- High Touch surfaces: these are surfaces that have frequent contact with hands, these areas must be cleaned at least twice daily or when soiled(e.g. door handles, light switches, food carts etc.)
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- Floor Mats: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily, before and after daily use.
- Outdoor equipment/play toys: Outdoor play structures are not required to be cleaned and disinfected unless the equipment is visibly soiled or dirty All outdoor play toys that are used must be easy to clean and disinfect. Toys must be cleaned and disinfected daily and as often as necessary

H. Enhanced Toy Cleaning & Disinfection

The disinfection of toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.

- Only the toys and equipment that are made of materials that can be cleaned and disinfected will be used.
- All toys that are plush must be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all group water and sand sensory play is suspended. The educators may still offer playdough play to each child, the playdough will be disposed of after each use. Playdough made on premises will only be made by staff. Staff must wear PPE when preparing playdough. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.
- If possible, the toys and play structures will be assigned to one cohort only.
- Toys must be cleaned and disinfected daily and as often as necessary
- Whenever possible, the educators will be splitting up the sets of toys to be available for rotation.

For example: the bin of Lego will be separated in half. One half is accessible in a program space and the other is put away for rotation. Once child A finished playing with the Lego, it

is removed from the program area to be cleaned and disinfected. The Lego that was put away for rotation is now made available for the next child to play with.

- For art experiences each child will have a personal bin or basket filled with their own personal art materials. Each bin can have a variety of material such as pencil, crayons, markers, other arts play material. The materials in each basket cannot be shared among the children even if they are in a same cohort(group)
- Mouthed toys must be separated, cleaned and disinfected immediately.
- Toys that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labeled and inaccessible to children.
- Clean and disinfect the toys using the three bins method. Toys must be washed and rinsed prior to disinfecting

Toy Washing Procedures - Cleaning and Disinfection using a 3 bin method

1. Wash with soap and warm water to clean visible dirt
2. Rinse soap off with clean water
3. Soak in Bleach Concentrate mixture for 2 minutes required contact time for disinfecting
4. Air dry toys by placing them on a drying tray or towel

Toy Washing Procedures - Cleaning and Disinfection using a Mechanical Dishwasher

- The rinse cycle must meet a minimum of 82 degrees Celsius
 - Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e. washing dishes, food preparation, serving)
 - Toys are placed evenly on the dishwashing racks and are an appropriate size to ensure they will not fall into the basin
 - Toys are removed carefully once the wash cycle is complete as they may be hot or contain hot water
 - Toys are air dried in a designated area that is separate from bathrooms or change tables and protected from sources of contamination
- The kitchen is clean and tidy when you have completed toy washing

Outdoor use toys

Large Play structures must only be used by one cohort at a time

Toys and large Play structures must be cleaned and disinfected when visibly soiled or dirty

I. If Symptoms Develop During A Child/Employees Day

Gan Yeladim Day Care Centre (GYDCC) is committed to providing a safe and healthy environment for children, families and employees. GYDCC will take every reasonable precaution to prevent the risk of communicable diseases within our location.

Purpose To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and Children's Services regarding the exclusion of sick children in Child Care Centres.

Application This policy applies to all employees, students, community members and any other persons engaged in business with GYDCC Child Care.

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

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

Ill children will be separated from all other children to the designated exclusion room and will be supervised and monitored by a staff member until they are picked up from care by a parent/guardian.

How to exclude steps below must be followed.

- Symptoms of illness will be recorded in the child's daily record and in a daily log
- 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; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).
- If you suspect a child has symptoms of a reportable communicable disease (refer to Toronto Public Health Guidelines for Common Communicable Diseases), please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-2489).

When to exclude:

A sick child must be excluded when they have any COVID-19 related signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.

- Follow the steps below on How to exclude a child with COVID-19 symptoms if symptoms are considered to be COVID-19 related (refer to most recent health screening checklist)
- Follow the steps on How to exclude a child with non-COVID-19 symptoms below if symptoms are not COVID-19 related (refer to most recent health screening checklist)

How to exclude a child with COVID-19 symptoms

- One staff will supervise the child in a designated room with a hand washing sink and/or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up

- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it, and if the child is over the age of 3
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues
- If the child's symptoms are consistent with COVID-19, staff and children who were exposed to the ill child should be identified as a close contact and will continue to be cohorted.
- Toronto Public Health will provide any further direction on testing and isolation of close contacts.
- Staff should self-monitor and children should be monitored 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)
- Supervisors will inform parents/guardians of children who were exposed to the ill child, and advise that they 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 childcare centre.
- GYDCC's must refer to Procedure for Suspected or Positive COVID-19 cases in Child Care for detailed steps

Surveillance

- Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.
- Ensure surveillance includes the following:
- Observe children for illness upon arrival (screening procedure in place for GYDCCs)
- 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 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.
- Refer to the Procedure for Suspected or Positive Covid-19 cases in GYDCC. If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset, unless they have been tested and results are found to be negative for COVID-19.

- Those who test negative for COVID 19 must be excluded for 24 hours after symptom resolution.
- Those who test positive for COVID19 must be excluded from the Child Care for 14 days after the onset of symptoms and clearance has been received from Toronto Public Health.
- Child care staff and children exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days:
 - o These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
 - o Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
 - o 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

Exclusion steps for staff

1. Ill staff will inform the Director/designate immediately of symptom(s)
2. Staff will be separated from all others
 - a. in designated exclusion space (indoor or outdoor) to arrange a ride
 - b. leave the childcare centre immediately
3. Symptoms of illness will be recorded on the exclusion form
4. Toronto Public Health will be contacted and will provide recommendations regarding testing
 - Currently if symptomatic with respiratory symptoms, COVID-19 testing is recommended in adults
5. The exclusion room will be cleaned and disinfected immediately after staff has left

Note Covid-19 situation is evolving very quickly; refer to TorontoPublicHealth.ca/Coronavirus for the latest information

TPH Guidelines for Self-isolation – whichever is the longer time frame of:

- For 10-14 days from the first day of symptoms
OR
- Until 24 hours AFTER symptoms have FULLY resolved

Please contact the Toronto Public Health hotline to specify the isolation period related to your situation

TPH Definition of Self-isolation (for details, TPH Self-Isolation Instructions Covid-19 page)
Self-isolation is when you are sick with symptoms of COVID-19 and you have been told by a health care provider or Public Health to separate yourself from others, including from the people you live with, to the greatest extent possible. The purpose of self-isolation is to prevent the spread of COVID-19 to others in your home and your community

All COVID-19 confirmed cases that involve any child, employee or service worker of Gan Yeladim Day Care Centre will be reported to Toronto Public Health.

The Ministry of Education will receive a Serious Occurrence report in CCLS within 24 hours of becoming aware of a positive COVID-19 case. Parents will be notified of a positive Covid-19 case at the centre by email and/ or the Serious Occurrence Notification form posted in the visible area of drop off /pick up area.

J. Additional Guidance for Providing Care

Children will be placed in a maximum cohort size under the Child Care Yearly Years Act, 2014. This group includes both staff and children, they must stay together throughout the day

Each cohort will have their own separate indoor program space. Outdoor play will be extended as much as possible as this will limit close contacts and promote social distancing. Cohorts will have access to their own time for outdoor play. All toys and equipment used will be cleaned and disinfected between the cohorts use of outdoor space or removed until cleaned and disinfected.

Additional Measures for the Care of Children at GYDCC location:

- Children will stagger for arrival/departure
- Children in a cohort are not mix with other cohorts
- The staffing arrangements are made 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)
- Children's environment/space will be setup to encourage the children to be spread out into different areas of the room while they play
- Children will bring their bag from home and it will be stored in their program space; this bag will be sent home with Parents to ensure daily laundry of bed sheets and blankets is complete.
- Children's activities will be planned/provided as individual activities, and activities that limit close contact
- Children's nap cots will have increased space between them (2 metres) see posted bed charts for each space.
- Cots will be disinfected weekly or when soiled
- Children will have all snacks and meals in the child's program space (indoor or outdoor)
- Children are to be spread apart for meals/snacks
 - One designate staff is to serve food on plates
 - Same designate staff is to do second serving of food paying close attention to not tap a child's plate with a serving utensil
 - Use chairs at different tables in program space

- Use disposable covers on the outdoor surface/grass spread apart for each individual child to sit on for outdoor snack/lunch
- Children's group sensory play will be removed (e.g. water tables / sand tables)
- Children's toys that cannot be easily cleaned and disinfected will be removed
- Children's program space will have reduced clutter, remove/store unnecessary items (e.g. extra chairs, toys, shelves turned)
- Children's toys will be limited to those that can be easily cleaned and disinfected repeatedly during the day, or if mouthed after each use
- Children that are age appropriate will have hygiene practices such as proper hand hygiene, coughing etiquette, tissue use, etc. reviewed with them daily
- Children will all be supervised to ensure hand hygiene practices are being done appropriately and hands are clean

Additional Measures for Staff providing Child Care

- All staff working for Gan Yeladim Day Care Centre during the Covid-19 pandemic will not work for another daycare centre facility
- Staff will follow physical distancing guidelines
- Staff will communicate with co-workers prior to moving into common areas by using walkie talkies/phone and will maintain social distance in common area
- Staff have been provided a full-face shield and medical masks to wear in their cohort for close contact, such as diapering and providing first aid.
- Staff should practice physical distancing when not at work. For more details, visit TPH's physical distancing webpage
- Staff can protect themselves by wearing an oversized button-down, long sleeved shirt (easy to put on and take off over work clothes)
- Staff will use receiving blankets/towels as a physical barrier on their shoulder to allow for comforting a child, blankets/towels will be replaced with clean blanket/towel after each child interaction
- Staff will bring extra clothes to change into in case their clothes get contaminated
- Staff will wear long hair up in a ponytail or off their face to minimize the touching of their face
- Staff will wash their hands, neck and anywhere touched by child's secretions several times a day
- Staff will assist with the application of sunscreen; staff will wear gloves, staff will wash hands in between helping/applying each child's sunscreen.
- Staff will call for extra food/utensils using intercom to Director, or by phone to kitchen
- Staff will ensure that high touched surfaces in the hallway, railings of staircases are cleaned after their cohorts have used the staircase by wiping with a disinfectant on a cloth (last staff with group to wipe)
- Staff will change a child's clothes if secretions are on the child's clothes
- Staff will place any contaminated clothes in a labeled plastic bag to go home with the child
- Staff will have staggered rest times/breaks/lunch times to limit contact with each other, additional covered outdoor spaces are provided for physical distancing.

- All pre-planned group activities and in person meetings will be cancelled.
- All day to day communication will take place by phone or by email pertaining to children at our centre.
- All parent/ Supervisor communications should be done over the phone or by email. If necessary, the online meetings will be schedules
- **Tours or meetings are not being scheduled at this time.** Parents are required to update us with any change to phone numbers or email addresses.
- Gan Yeladim will temporarily place a hold on the group Music and Gym classes.

Additional Measures for the use of ALL outdoor spaces

When going outside, each group will have a trolley with the following supplies:

- Hand sanitizer , gloves, extra masks, paper towels, a garbage bag
- Drinking water, disposable cups
- A separate garbage bag/ bucket for soiled toys

K. Communication with Families/Guardians

Toronto Public Health will be contacted if there is a suspected or confirmed case of COVID-19 at our centre and we will follow their recommended protocol. Please refer to <https://www.toronto.ca/home/covid-19/> to stay up to date on latest updates.

Any change or update to any of our polices and processes we have provided concerning Covid-19 will be sent to all families by email.

Signs are posted indoors and outdoors in all areas to allow visualized instructions for families and staff. All signage is in support of Toronto Public Health's message to help stop the spread of Covid-19.

For the duration of Covid-19, we will make every effort to provide families with contactless paperwork, by email or by placing in your child's bag. For example, Accident / Incident Forms and Medication Instructions.

If you are **not** bringing your child to the centre, please call or email and report the reason why your child is not coming in.

416-638-1796 Gan Yeladim Day care Centre

administrator@ganyeladim.com

ganyeladimgalina@gmail.com

Please provide us daily with the following:

All Children Using Day Care must bring on a daily basis one small sized Bag with the following labeled items:

- 3 extra sets of clothes,
- sun hat,
- sunscreen,
- diapers (if required) weather appropriate outdoor wear as required
- Bed sheet and a blanket for sleep time
- Small blanket to be used as a protection for staff when caring for a child
- Clean indoor shoes
- Extra plastic bags for soiled belongings

All children's belongings sent to daycare will be with your child for the day and will go home with them at pickup, we will not be storing daily belongs during the Covid-19 pandemic.

Clean and washed blankets, bed sheets, clothes must be sent to the daycare on a daily basis.

L. Payment of Fees during pandemic operations:

As per the centre's Parent Handbook, Gan Yeladim does not offer refunds for absence due to illness. However, if a child has a prolonged illness requiring hospitalization, a family may request a fee adjustment in writing to the Board of Directors. This request will only be considered if accompanied by a physician's letter outlining the reasons for extended absence from the Centre.

The following is in effect during the pandemic operations:

Gan Yeladim does not offer refunds for absences related to the COVID-19 related symptom exclusions. This also includes the COVID-19 test results wait times.

Government assistance programs:

The Canada Recovery Caregiving Benefit (CRCB) gives income support to employed and self-employed individuals who are unable to work because they must care for their child under 12 years old or a family member who needs supervised care. This applies if their school, regular program or facility is closed or unavailable to them due to COVID-19, or because they are sick, self-isolating, or at risk of serious health complications due to COVID-19. The CRCB is administered by the Canada Revenue Agency (CRA).

If you are eligible for the CRCB, your household can receive \$500 (\$450 after taxes withheld) for each 1-week period.

If your situation continues past 1 week, you will need to apply again. You may apply up to a total of 26 weeks between September 27, 2020 and September 25, 2021.

In the event of the emergency closure of the centre during the outbreak, one annual two weeks payment will be applied to your account.

The families with the City of Toronto Childcare Subsidy contract and the Fee Portion payable to the centre must adhere to the City of Toronto payment guidelines when it comes to the emergency closure.

I, _____ have read the Protocol for Child Care During COVID-19 Pandemic Parent Information Package and any questions I have had, have been explained to me and I have noted the following specific and applicable points:

Client Initials _____

- A. Notice of Risk _____
- B. Daily Home Health Check _____
- C. Daily Screening Prior to Entering GYDCC _____
- D. Pick Up Drop Off Procedures _____
- E. Physical Distancing Policy and Procedures _____
- F. Enhanced Hand Hygiene _____
- G. Enhanced Environment Cleaning and Disinfecting _____
- H. Enhanced Toy Cleaning & Disinfection _____
- I. If Symptoms Develop During A Child/Employees Day _____
- J. Additional Guidance for Providing Care _____
- K. Communication with Families/Guardians _____
- L. Payment of Fees during pandemic operations _____

I will ensure that I report my child(ren)'s results of temperature taken at home and **I am aware that it is REQUIRED for Entrance to Gan Yeladim Day Care Centre.**

Parent's Signature/Guardian

Date of Signing

Parent's Signature/Guardian

Date of Signing