



## **Atelier Childcare Inc. C-19 Health and Safety Policy/Procedures**

We will ensure that our centre operates in compliance with applicable licensing as well as health and safety legislation. In addition to our routine practices, and the following enhanced procedures, our centres will adhere to any other requirements from the Toronto Public Health Department (TPH) and the Ministry of Education (MoE).

This procedure guide was created using both the [C-19 Guidance for Child Care Settings \(Revised July 31, 2020; Toronto Public Health\)](#) and the [Child Care Reopening \(Version 3 - August 2020; Ministry of Education\)](#). It has also been reviewed by a parent advisory board and reflective of industry best practices. In the event that one governing authority is less stringent than the other, we will adopt the more stringent guideline in order to protect the safety of the children and the staff.

This is a fluid document that will be changing over the next few months, as we settle into the new normal. In the event that new guidelines or recommendations come forward, we will review them carefully and advise all families of the changes in a timely manner.

Policies and procedures have been reviewed with staff, and training was conducted to ensure infection prevention and control measures are followed. Our Centre Director/designate, will conduct regular checks and monitoring, and will be logged daily, to ensure compliance with the following items.

### **Maximum Cohort/Pod Size and Ratio**

We will maintain operations with a maximum program occupancy and class sizes as follows.

**Note these numbers may be subject to change.**

For the purposes of this document, **a pod 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.

- As of September 1, 2020, the maximum pod size for each room will consist of the regular licensed number as per the CCEYA (Childcare & Early Years Act) (ie., licensed age groups prior to C-19).

- Maximum capacity rules do not apply to Special Needs Resource staff on site (ie., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).
- Each pod must stay together throughout the day and are not permitted to mix with other pods.
- We will maintain ratios as set out under the CCEYA.
- Reduced ratios are permitted during drop off, pick up times and sleep time as set out under the CCEYA provided that pods are not mixed with other pods.
- Pods will have designated stairwells in the centre to minimize the use of public spaces.

### **Staffing**

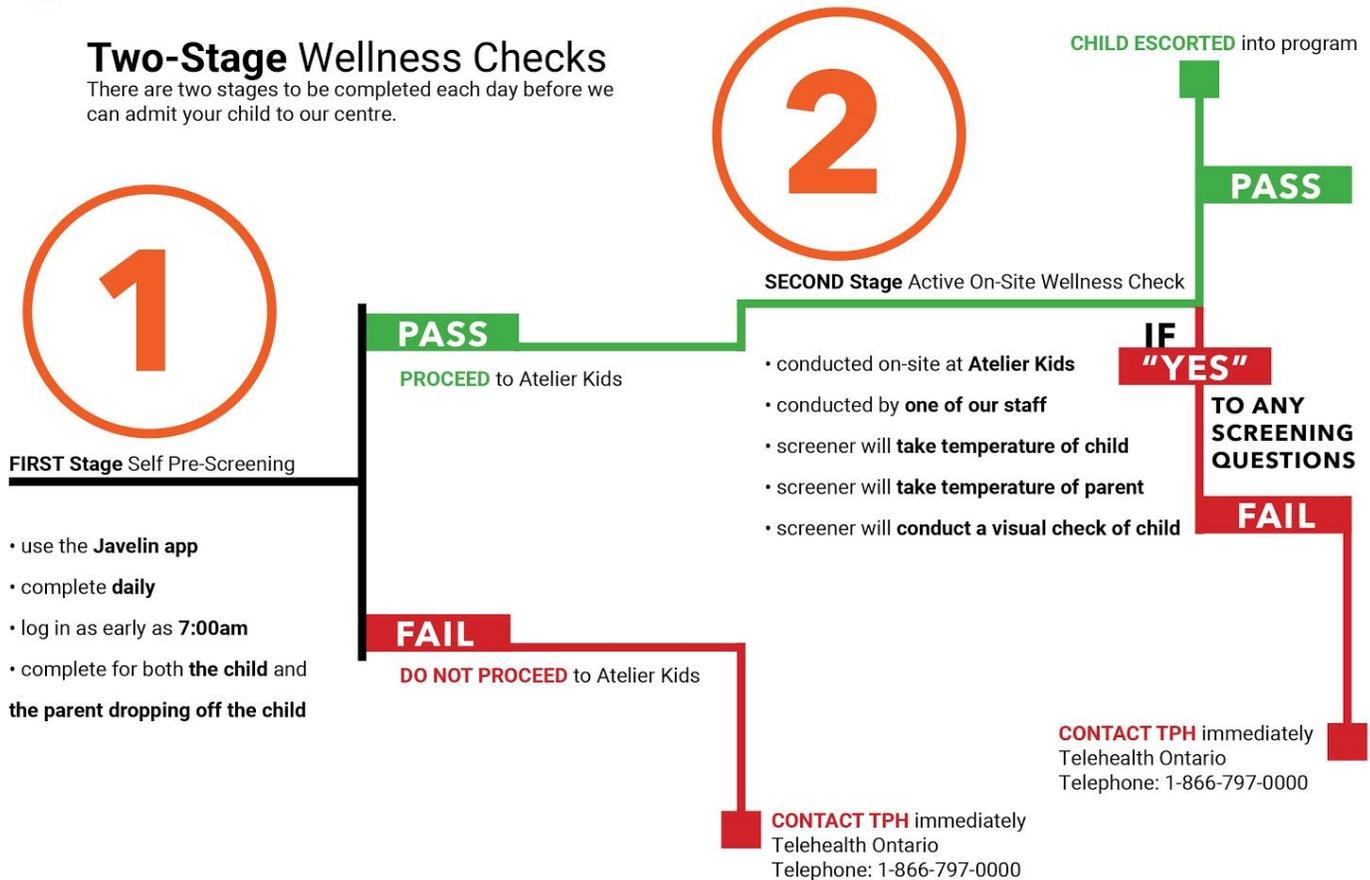
- Staff will be scheduled to work at our location only. They will have set opening and closing shifts.
- Hours of operation have been changed to **8:00am to 5:30pm** at the initial re-opening stage to allow time at the beginning and end of day for extra preparation, cleaning and sanitizing. These hours will gradually return back to normal once new routines are well established.
- Our Centre Directors and/or designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff will be assigned to specific pods, unless required to move to another pod. Masks will be worn at all times.
- Staff will be scheduled to work based on the needs of the centre including the arrival and departure times of children. Float staff will be assigned to one room.

### **Visitors**

- Non-essential visitors will not be permitted in the centre.
- The provision of special needs services may continue.
- Video/telephone interviews will be used to interact with families when possible, rather than in person.
- Any required visitors including Ministry staff and other public officials (ie., fire marshal, public health inspectors) are permitted to enter the premises at any reasonable time and will have appropriate PPE (ie., masks and gloves).
- Volunteers or students will not be permitted in the centre.
- A daily record (Visitor's Log) will be maintained of anyone entering the centre and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing support for children with special needs, those delivering food). Records will be kept electronically.
- Records (ie., name, contact information, time of arrival/departure, screening completion/result, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed C-19 case or outbreak.

## Two-Stage Wellness Checks

There are two stages to be completed each day before we can admit your child to our centre.



### Wellness Checks (Self Pre-Screening and On-Site Wellness Check)

There are **two stages to be completed each day** before we can admit your child to our centre.

**The FIRST STAGE** is a self wellness check (pre-screening), completed on the **Javelin app**, prior to coming to the centre on the day your child is attending. This app will be available at 7:00am every morning. Both the child and the parent dropping off the child must complete this stage. This app will give a pass (**green**), **which means you can proceed** to coming to the centre or a fail (**red**), **which means you cannot come to the centre and to contact TPH immediately**. The screening information will be documented automatically. Families will need to attest to the accuracy of these answers. These records will be maintained electronically for contact tracing purposes.

**The SECOND STAGE** is an active on-site Wellness Check conducted by one of our staff. The screener will take the temperature of the child and parent, wearing required PPE and with appropriate hand hygiene (hand washing or hand sanitizing) before and after taking the temperature of each person. They will also conduct a visual check of the child to ensure they are well enough to attend.

Once the parent/caregiver and child(ren) have all passed the Wellness Check requirements, the child(ren) will be escorted into the childcare program by staff.

**If an individual in the family answers YES to ANY of the active screening questions, the family will not be permitted to enter the centre and should seek the guidance of Toronto Public Health.** The Centre Director or designate will provide the parent/caregiver with contact information for TPH. The Centre Director or designate will contact and follow the TPH unit's advice with respect to the next steps, exclusion, and appropriate process for notifying parents with children enrolled at the childcare centre receiving childcare. We will take our direction from Toronto Public Health and the Ministry of Education.

Drop off and pick up of children will happen outside the centre. Parents/guardians must not go past the Wellness Check or enter the child care centre unless there is a specific need to do so and the parent/guardian passes the screening.

### [Reference Document for Symptoms](#)

**Staff must refuse entry to any person who does not pass our Wellness Check. This includes not allowing a child into the program whose parent/caregiver and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms.**

**Our Wellness Check Area will be set up as follows:**

- **The screening section will be placed outside**, in the back adjacent to the playground entrance under a tent. The screener will be separated by a plexiglass screen but will have a mask on hand if required. This will be the only access point for entry/exit by every person, to ensure that everyone gets checked.
- **Parents will be given a specific time slot for drop off (8:00am to 9:00am) and pick up (4:30pm to 5:30pm)** to eliminate lineups. These times will be assigned by our Director, and we will communicate those times with you. We have many families to accommodate so please try to stick to your allotted time. If you have a preference, please let us know as soon as possible but we cannot guarantee that we can accommodate your request. Families should allow extra time for screening to be completed

- **We will provide visual guides to assist with physical distancing** (ie., pylons, bright colour tape on the ground) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the childcare centre. Please be mindful that our driveway is shared with the neighbour and there may be vehicular traffic.
- **Screeners will be separated by a Plexiglass barrier.** If the minimum distance cannot be maintained, staff will wear PPE.
- **Staff member(s) will be trained** on conducting the screening.
- **Signage identifying the wellness check process** outside and directly inside the childcare centre doors will be posted.
- **Hand sanitizer will be made available** in the screening area. It will be visible to staff/clients entering the building to ensure that it will be used.

### **Wellness Checks for Centre Staff**

**Daily two-stage Wellness Checks will take place for all staff at the centre.**

- The Centre Director or designate who is first on site will conduct a self wellness check at home daily (through Javelin) to ensure they are well enough to report to work.
- All staff will conduct a Self Wellness Check (through Javelin). This app will give a pass (**green**), **which means you can proceed** to coming to the centre or a fail (**red**), **which means you should not come to the centre and to contact TPH immediately.**
- Staff are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening app and to report their absence to their Director or designate immediately.
- Any staff who arrive at the centre and answer **YES** to **ANY** of the questions on the active screening form will be directed by the Centre Director or designate to not to enter the centre and to return home immediately.
- C-19 testing will be required for any staff experiencing symptoms before returning to work. The Centre Director or designate will provide staff with contact information for TPH.
- The Centre Director or designate will contact TPH to notify them of a potential case and seek advice regarding the information that should be shared with other staff and parents/caregivers.
- Staff will remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.
- Staff who have been exposed to a confirmed case of C-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

## **Re-entry Screening of Previously Ill Individuals Tested Negative for C-19**

If a previously ill child or staff person has

### **1. tested NEGATIVE for C-19**

AND

**2. remained symptom-free for at least 24 hours**, they can return to the childcare centre (unless they have had close contact with a confirmed C-19 case or symptomatic person(s), in which case, they will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected case).

For the purpose of this document, **close contact is considered to be anyone who provided care for, or who had close physical contact.** (ie., < 2 metres for any amount of time, to a person with C-19 and/or symptoms consistent with C-19, without using consistent and appropriate PPE).

The parent/guardian or staff person must either provide a copy of the C-19 test result to the childcare centre or TPH must confirm their test result is negative. Upon return to the centre, the previously ill child must complete the re-entry screening conducted by screening staff with the parent/guardian using the C-19 Re-Entry Screening Form. The Centre Director or designate will conduct re-entry screening for previously ill staff.

**If YES was answered to ANY of the questions in Step 2 of the re-entry screening form, staff must refuse the individual entry into the childcare centre.** The individual will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected C-19 case.

If **NO** was answered to **ALL** questions in Step 2 of the re-entry screening form, staff may proceed with conducting active screening on the individual. **Note: Individuals who tested positive for C-19 require direction from TPH on when they can return to the childcare centre.**

## **Management of Children with Possible C-19**

The centre will have a designated isolation/wellness room. Symptomatic children will be immediately separated from others in the designated isolation room area until they can go home.

- Notify the TPH unit immediately and follow all direction provided when:
  - **Clusters of suspected cases**  
(ie., 2 or more children/staff with C-19 symptoms within a 48 hour period)

- **Cases of C-19 among staff or child attendees that are laboratory-confirmed or probable**

(ie., symptoms occurred among staff or child who has been exposed to a person with confirmed C-19)

- Where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, staff will wear a mask and gloves.
- While contacting the public health unit, at minimum the child (if over two years old) and childcare worker should wear a surgical / procedure mask (if tolerated).
- If the child is young and requires close contact and care, caregivers will continue to care for the child until the parent is able to pick the child. Caregivers will wear PPE, (mask, gloves, eye protection) and be mindful of handwashing and avoid contact with the respiratory secretions of the child.
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated in should be conducted once the child has been picked up.
- Children with symptoms should be tested.
- Other children and staff in the centre who were present while a child or staff member became ill should be identified as a close contact and podded (grouped together). TPH will provide direction on testing and isolation of these close contacts, as well as communication required to families.
- The child should be excluded from childcare and self-isolate for 14 days from the start of symptoms and be tested for C-19 before returning to childcare. The Centre Director or designate will provide the parent/guardian with contact information for TPH.
- Unless otherwise directed by TPH, if tested negative, and free of symptoms for 24 hours, the child must pass re-entry screening to return to childcare.
- If tested positive, TPH will provide direction on when the child can return to childcare.
- Alternatively, a medical note from a physician stating that either the child is fit to return to the childcare centre or is free from communicable disease must be provided to access childcare.
- Tuition will continue to be charged if a pod is shut down for 14 days or if the child is waiting for test results, or is sick and is denied entry into the centre. If the government announces an emergency act, then tuition will not be charged, as legislated by the emergency order. We will take direction from the province in these matters.

### **Staff Who Display C-19-Related Symptoms While at Work**

Any staff person who presents with symptoms of C-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the Active Screening Form must not return to the centre. In the event that a staff person becomes ill while at the childcare centre:

Staff should isolate themselves as quickly as possible until they are able to leave the centre and wear a surgical-type or non-medical face mask covering the nose and mouth.

C-19 testing will be required for any staff experiencing symptoms before returning to work. The Centre Director or designate will provide the staff person with contact information for TPH and where available a referral letter for C-19 priority testing. Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. If the staff person tests negative, they should not return to work until free of symptoms for 24 hours or as directed by TPH.

If a staff tests negative for C-19, and is free of symptoms for 24 hours, they must pass re-entry screening to return to work.

If a staff tests positive for C-19, TPH will provide direction on when they can return to work.

### **When becoming aware of any suspected and/or confirmed cases of C-19 for any of the above individuals, the Centre Director or designate will:**

- Notify the TPH unit immediately and follow all direction provided
- Notify the Owner/Head of School
- Notify the Childcare Quality Assurance and Licensing Branch Program Advisor
- Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in the Childcare Licensing System and posting the SO notification form)
- Conduct deep cleaning and disinfecting in the centre

### **Occupational Health and Safety**

If a staff is suspected to have, or diagnosed with C-19, the staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.

- The childcare operator will consult with TPH to determine when the staff can return to work.

- If the staff illness is determined to be work-related: In accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection to the Ministry of Labour

## **Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of C-19 in Child Care Centres**

### **Hand Washing**

Childcare staff will engage themselves and the children in increased frequency of handwashing throughout the day and at the following times:

- At the start of the day and before going home
- After going to the washroom
- After a diaper change or assisting a child with using the toilet
- After outdoor play
- Before preparing or handling food, preparing bottles or feeding children
- Before and after eating or drinking
- Before and after touching their own or someone's face
- Before and after giving or applying medication or ointment to a child or self
- After getting hands dirty
- Before and after contact with bodily fluids (runny noses, spit, vomit, blood)
- After blowing nose, sneezing or coughing
- After cleaning tasks and handling garbage

### **Childcare staff will assist children to ensure correct handwashing in the following situations:**

- At the start of the day and before going home
- After going to the washroom
- After a diaper change
- After outdoor play
- After handling shared toys or items

- Between activities
- Before and after eating and drinking
- After getting hands dirty
- After wiping nose or handling dirty tissues
- After sneezing or coughing

**Staff should follow and role model the following steps for proper hand washing:**

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under warm running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are always well stocked (i.e. soap, paper towels, waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 70% alcohol) is available at the designated entrance for the centre and throughout the centre.

**When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:**

- Apply hand sanitizer (at least 70% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

Hand sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

**Disposable Gloves and Masks**

Wearing gloves at all times is not recommended for either the children or staff in the childcare centre. Masks may prevent the spread of C-19. The use of non-medical masks or face coverings may not

protect you but may help protect those around you. Staff will wear masks (medical or non-medical) in situations where physical distancing (of 2 metres or greater) is difficult to maintain (ie. toileting and/or dressing). Masks will be worn by staff who become sick (they should also immediately go home) or staff who are caring for a sick child. Masks will be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. Both masks and gloves may represent false security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly. Hands must be washed before putting on and after taking off a mask. Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed of after use. Disposable gloves do not replace hand washing. Childcare staff must wash their hands before gloves are put on and immediately when gloves are removed.

Some individuals cannot tolerate a mask, and this will be verified by a medical professional. You will be informed if one of our staff, in your child's classroom is not able to wear a mask. If you see a staff member without a mask in the centre, please do not jump to conclusions and speak to our Director if you have any concerns.

Masks are only required outside if physical distancing is difficult to maintain.

### **Cleaning and Disinfection frequency requirements:**

Programs will engage in frequent cleaning each day. Child care programs will follow Health Department regulations regarding cleaning, sanitizing and disinfecting. Programs will follow their routine frequent cleaning and disinfecting practices. Frequently touched objects and surfaces will be cleaned and disinfected at least twice a day. In addition, the following will be respected:

### **Clean and disinfect frequencies for surfaces and items:**

*Cleaning and disinfecting routines will be increased as the risk of environmental contamination is higher.*

- **Tables and countertops:** used for food preparation and food service will be cleaned and disinfected before and after each use
- **Spills** will be cleaned and disinfected immediately
- **Hand Wash sinks:** staff and children washroom areas will be cleaned and disinfected at least two times per day and as often as necessary (ie., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting will be performed as required (i.e., when spills occur, and throughout the day when rooms are available) ie., during outdoor play.

- **Outdoor play equipment:** will be disinfected before use, and as required (ie., visibly dirty).

Any outdoor play equipment that is used will be easy to clean and disinfect. Avoid usage of balls and other toys that require frequent sharing, disinfect riding toys between uses.

- **Strollers & Wagons:** will be cleaned and disinfected after each use.
- **High-touch surfaces:** any surfaces at our location that have frequent contact with hands, (ie., light switches, shelving, containers, handrails, doorknobs, sinks, toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary, (ie., when visibly dirty or contaminated with body fluids).
- **Other shared items:** (ie., phones, tablets, keyboards, attendance binders etc.) These will be disinfected between users.
- **Communal Sensory activities will not occur.** If individual sensory play is provided, hands will be washed before and after, and materials are to be discarded after each use
- All toys will be made of a material that can be cleaned and disinfected. (soft plush toys will not be permitted)
- Toys and equipment will be cleaned and sanitized daily
- Any toys that are mouthed by young children will be removed, cleaned and disinfected before being put back into the program.
- Children will not share soothers, bottles, cups, face cloths etc.
- Should any child present with symptoms of C-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible
- **Laundry:** Contaminated items are to be sent home for laundering (gross contamination or symptomatic child). Everything else can be laundered on-site.
- **Cots:** Children will have a cot assigned to them Cots will be placed to support physical distancing practices (ideally 2 meters/6.5 feet spatial separation if feasible). If space is tight, children will be placed head-to-toe or toe-to-toe.
- Cots and cribs will be cleaned and disinfected after each use.
- Sheets and blankets will be laundered daily, as directed by TPH).

## **Cleaning**

- We will use soap/detergent and warm water to clean visibly soiled surfaces
- Surfaces will be rinsed with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- We will let the surface dry, then proceed with disinfection or surfaces will be wiped with a single use paper towel.

## **Disinfecting**

Staff are to use a 1:9 bleach and water solution (prepared daily) as a disinfectant, as recommended by TPH.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution, we will use a wet cloth soaked in a 1:9 bleach and water solution. The contact time for disinfecting is two minutes and items will air dry.
- For all other toy cleaning and disinfecting toys will be cleaned in a detergent and water solution, rinsed with water, followed by soaking in a 1:9 bleach and water solution. The contact time for disinfecting is two minutes.

## **Meals and Snacks**

**With respect to food handling and serving, we will ensure that:**

- Food is prepared by a certified food handler. If the cook is not available another certified food handler will prepare meals.
- Food handling staff will practice safe hand hygiene; and
- Will be excluded from work if they are symptomatic.

**Furthermore, the following will be adhered to:**

- Kitchens will not be accessed by children/visitors
- Meals will be served by staff onto plates for the children
- Utensils will be used to serve all food items (not fingers)
- Family-style meal service will not occur
- There will be no common food items (ie., shared snack bowl). Snacks will be served directly to children and shared food containers will be removed from dining areas (ie., pitchers of water, milk)
- Activities involving child participation in food preparation will not be permitted
- When holding infants and toddlers, use blankets or cloths over staff's clothing and change the blankets or cloths between children
- Avoid getting close to the faces of all children, where possible

## **Physical Distancing Measures**

Physical distancing may be difficult to maintain in the childcare setting; however, reasonable best efforts will be taken to limit the number of people in close contact (ie., within minimum 2 metres of each other). Where feasible, the following physical distancing measures will be in place:

- Staggering the children's arrival and departure times, by setting specific times
- Tape or markers will be used to ensure people line up, respecting distancing when dropping off or picking up their children
- Eliminating large group activities.
- Keeping the same pod of children together throughout the day, and not combining groups of children (ie., at opening and closing), except in the playground outside.
- Using markers to demonstrate distancing for children when lining up to move to another area.
- Ensuring that the children are distanced from each other during mealtime, table work, and nap time, as much as possible.
- Ideally, we will try to avoid activities involving direct contact between the children as much as possible (ie., holding hands or cuddling each other), as well as toy sharing (ie., rather than playing a table game in which all the children touch the tokens or dice, it should be one child in the group who handles the material).
- Singing activities indoors
- Where possible, moving activities outside to allow for more space
- Limiting the number of children who are in the communal areas at the same time (ie., alternate the groups of children in the activity rooms)
- Dividing large rooms into multiple spaces.
  
- Recognizing that physical distancing is difficult with small children, we will support physical distancing by planning activities that do not involve shared objects or toys; and, when possible, moving activities outside to allow for more space.
- Children will not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys will be removed immediately for cleaning and disinfecting and will not be shared with other children.
- Items will be labelled to discourage accidental sharing

## Outdoor play times

Outdoor play is highly encouraged and will be offered in staggered shifts if possible. Outdoor play will be scheduled by pod in order to facilitate physical distancing. Our outdoor play area is large enough to accommodate multiple groups, so the playground will be divided with physical markers to ensure pods remain separated by at least 2 metres. Toys and play equipment will be used by only one pod at a time and will be cleaned and disinfected before and after each use by each pod. Where toys and equipment are shared, they will be cleaned and disinfected after use. Community playgrounds will not be used, but community walks will be encouraged.

## Serious Occurrence Reporting

- A serious occurrence report will be filed to report any suspected or confirmed cases of C-19 under the *Health Protection and Promotion Act*. We will contact our local public health unit to report a child suspected to have C-19. TPH will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Where a child, parent, staff or home child care provider is suspected (ie., has one or more symptoms and has been tested) of having or has a confirmed case of C-19, we will report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to C-19, we will report this to the ministry as a serious occurrence.
- A copy of the serious occurrence notification form will be posted as required under the CCEYA, unless local public health advises otherwise.

**I have received and read the above policy and the attached appendices in its entirety. I acknowledge the importance of the policies and regulations, I fully understand them and I agree to comply with them. I understand that if I do not follow the policies, I may be asked to withdraw my child.**

**Child's Name:**

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**Parent's/Guardian's Name:**

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**Date:**

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**Parent's/Guardian's Signature:**

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**Typing my name in the above field constitutes an authorizing legal signature.** I agree that the electronic signature is the legal equivalent of my manual signature on this document. By selecting the 'I accept' button below, I also agree and confirm that I am signing this document electronically and that the electronic signature is the legal equivalent of my manual signature on this document and that I have read this form and I fully understand the contents and meaning of this document.

**I accept**

**Appendix A Screening Questionnaire** to be completed prior to entering the property electronically on Javelin by staff, children, visitors any for any child, staff that was previously ill. This copy is for information purposes only. This will be made available every day via the **Javelin app**.

**Your child must be symptom free for 24 hours, prior to coming to the centre.**

Our goal is to minimize the risk of infection to our staff and children; therefore, ALL Parents, caregivers and essential visitors must be actively screened DAILY. For the purpose of this screening close contact is considered to be anyone who provided care for, or who had close physical contact. i.e., < 2 metres for any amount of time, to a person with C-19 and/or symptoms consistent with C-19, without using consistent and appropriate personal protective equipment.

All individuals who were previously ill, and have been symptom free for 24 hours, and have tested NEGATIVE for C-19 must provide the childcare centre director with a copy of the test result. All individuals who were previously ill MUST complete this pre-screening before returning to the centre.

**Note: Individuals who have tested positive for C-19 will require direction from Toronto Public Health on when they can return to the childcare centre.**

**Name: (First, Last)** \_\_\_\_\_

**Step 1 – Pre-Screening conducted by all persons prior to coming to the centre**

Are you/your child suffering from any of the following symptoms or have you had them within the last 24 hours? (Check “YES” or “NO” if a “CURRENT” symptom, and if not current, write the date & time of the last occurrence)

**1. Fever of 37.8 degrees celsius or higher**  YES /  NO

a. If YES, is this  CURRENT or when was the last occurrence: \_\_\_\_\_

b. If NO, have you taken any fever reducing medications in the last 72 hours?

YES /  NO

**2. New or worsening cough**  YES /  NO

a. If YES, is this  CURRENT or when was the last occurrence: \_\_\_\_\_

**3. Shortness of breath (dyspnea)**  YES /  NO

a. If YES, is this  CURRENT or when was the last occurrence: \_\_\_\_\_

**4. Have you or your child experienced any of the following:** sore throat, pneumonia, difficulty swallowing, abdominal pain, nausea, vomiting, diarrhea, general feeling of unwell, conjunctivitis (pink eye); muscle aches; headache; runny nose or nasal congestion (in absence of underlying

reasons for these symptoms such as seasonal allergies, post nasal drip; doctor note required), chills, rash, new olfactory or taste disorders

YES /  NO

a. If YES, is this CURRENT or when was the last occurrence: \_\_\_\_\_

- 5. Atypical symptoms of C-19 should be considered, particularly in children, older persons, and people living with a developmental disability.** These symptoms can include: unexplained fatigue/malaise/myalgias; delirium (acutely altered mental status and inattention), unexplained or increased number of falls, exacerbation of chronic conditions, chills/headaches/croup/sudden decrease in ability to perform self-care activities such as dressing or bathing, or multisystem inflammatory vasculitis. Atypical signs can include: unexplained tachycardia, decrease in blood pressure, unexplained hypoxia, lethargy, difficulty in feeding/eating. Have you/your child experienced any of the above?

YES /  NO

a. If YES, is this CURRENT or when was the last occurrence: \_\_\_\_\_

- 6. For a child, do they present with purple fingers or toes?**

YES /  NO

a. If YES, is this CURRENT or when was the last occurrence: \_\_\_\_\_

Parent/Caregiver take your temperature and that of your child and record below.

If temperature  $\geq 37.8$  C, consider that fever is present. **Is fever present?**

YES /  NO

**Record Temperature:** \_\_\_\_\_

If **YES** was answered for **ANY** of the questions above, for **ANY FAMILY MEMBER SCREENED**, you will not be permitted to enter the childcare centre. Symptomatic individuals should self-isolate and contact Toronto Public Health immediately.

**Tuition will still be due and payable if a child needs to self-isolate or if the pod is closed for 14 days. The government has support for families that need to take work off to care for a sick child. Please consult with the CRA.**

The Centre Director or designate will provide the parent/caregiver with contact information for Public Health. A negative C-19 test or a medical note from a physician stating that the parent/caregiver is free from communicable disease must be provided to access childcare.

If **NO** was answered for **ALL** of the questions above, for **ALL FAMILY MEMBERS SCREENED**, ask the parent/caregiver and child(ren) to perform hand hygiene. The child(ren) will then be escorted into the childcare program by staff. Parents/caregivers are not permitted to enter the centre/playground unless it is determined that there is a need for them to enter the setting.

**Note: If a medical note is provided, the parent/caregiver must still answer NO for all questions to pass active screening.**

**Appendix B Active Screening** conducted by Director/Designate with Parent/Caregiver/Staff on the premises at the entrance of the playground at the screening station, (only after completing Appendix A (Step 1), and NOT answering YES to any questions).

**ALL INDIVIDUALS must be actively screened DAILY prior to entering the centre**

Name: \_\_\_\_\_ (First, Last)

**Step 2 – To be completed ONLY if ALL Family members pass Step 1 Active Screening and have submitted it prior to entering the premises.**

**1. Director/Designate to take temperature of the child and the parent.**

Our thermometer will be considered the true temperature reading for these purposes.

If either temperature  $\geq 37.8$  C, consider that fever is present.

**Is fever present?**  YES /  NO

**Temperature taken upon arrival:** \_\_\_\_\_

**2. Director/Designate to make a visual check of the child and the parent.**

Does the child/parent look unwell and is the child not able to participate in the program?

YES /  NO

If **YES** was answered for #1 or 2, for **ANY** of the children/parent screened within the family, the parent/caregiver and child(ren) will not be permitted to enter the childcare centre. Symptomatic children should self-isolate for 14 days from the start of symptoms and contact Toronto Public Health immediately. A negative C-19 test or a medical note from a physician stating that the child is free from communicable disease must be provided to access childcare.

If **NO** was answered for #1 or 2 of the questions above, for ALL children screened, ask the parent/caregiver and child(ren) to perform hand hygiene. The child(ren) will then be escorted into the childcare program by staff. Parents/caregivers are not permitted to enter the centre/playground unless it is determined that there is a need for them to enter the setting. **Note: If a medical note is provided, the parent/caregiver must still pass active screening for Questions 1, 2, 3, 4, 5, and 6 of Appendix A.**

**By signing below, you acknowledge and agree that the answers you have provided are truthful, that their truthfulness is essential to maintaining the health and safety of children, families, and employees, and that you will immediately notify the Director and leave the centre if your answers change during the day.**

You further acknowledge that you have received notice of what is considered to be a high risk factor for the C-19 virus and that you must make an assessment about whether you or your child can be safe at the centre. You acknowledge that you may request a reasonable accommodation if you have concerns about the safety of the environment but all accommodations will need to be approved by Toronto Public Health.

In addition, by signing below, you acknowledge and agree that you are an essential part of maintaining the safest environment we can. If you notice or become aware of conditions that are not consistent with our goal of keeping the environment safe and healthy, you are to report those conditions to the Director immediately. You further acknowledge that you have read and will abide by all guidance provided by the Atelier Childcare Inc. regarding maintaining health and safety standards through this policy, the guidebook and all other policies.

**Screened by:**

**Child Care Staff Name and Signature** \_\_\_\_\_

**Date and Time Screened:** \_\_\_\_\_