COVID-19: Policies and Procedures

Rippleton Roadsters Child Care and Satellite Program strives to provide a safe and sanitary learning environment for the children in our program. These Policies are adopted from the recommendations from the Toronto Public Health Guidance Document and The Ministry of Education and will be implemented by RRCCSP upon re-opening the childcare. RRCCSP has developed and/or updated administrative and Infection Prevention and Control (IPAC) policies and procedures to include mitigation measures to help reduce the spread of COVID-19.

The following procedures will be reviewed by all staff and parents via email and through our website. Staff will sign-off that they have read and understand the policy and procedure for the Covid-19 Pandemic. The policy will continue to be updated with new information and with each update the staff will review and sign-off that they have read and understand the updates.

Health and Safety Protocols

RRCCSP will ensure that there are written policies and procedures outlining the health and safety protocols.

RRCCSP will submit an attestation to the Ministry which confirms the new policies and procedures have been developed and reviewed with staff, childcare visitors and placement students.

These policies and procedures will be consistent with any direction of a medical officer of health and include information on how the RRCCSP will operate during and throughout the recovery phase following the COVID-19 outbreak including, but not limited to:

COVID-19-related policies and procedures will address the following:

1. Screening and temperature checks
2. Attendance reporting
3. Cohorting staff and children
4. Physical distancing
5. Hygiene and respiratory etiquette
6. Food safety practices
7. Enhanced environmental cleaning and disinfection
8. Requirements for the use of toys, equipment and other materials
9. Use of personal protective equipment
10. Isolation/exclusion of ill children and childcare staff
11. Management of cases and outbreaks of COVID-19
12. Communication with families/guardians and other stakeholders
13. Occupational health and safety

Staff Training

RRCCSP will ensure that all training is in alignment with Toronto Public Health and all training is provided to all staff regarding the health, safety and any other operational measures provided by the Ministry.

- All staff will review and sign off on all Covid-19 related policies.
- All childcare staff must be aware of the signs and symptoms associated with COVID-19.

- RRCCSP will train staff to ensure they are aware of and can implement the revised IPAC policies and procedures by reading and reviewing updates as needed.
- Staff will be trained on proper use of personal protective equipment (PPE).
- All staff will review training modules developed by Toronto Children Services, in collaboration with Toronto Public Health, prior to opening.
- RRCCSP will provide Personal Protection Equipment (PPE) and train staff on proper use of PPE.
- All staff will read and sign off on all Covid-19 Policies and Procedures prior to returning to work.
- Policies will be made available on our website and by email to all staff and parents.
- All staff will review and sign off on updated policies as they occur.
- Records of all training will be documented and kept on site.

Communication Policy

Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. Rippleton Roadsters and Satellite Program will share the new enhanced policies with staff and parents, and ensure they are aware of these expectations, including keeping children home when they are sick, which is aimed at helping to keep all children and staff safe and healthy. RRCCSP will share with parents, the policies and procedures regarding health and safety protocols to COVID-19. Any changes to our policies will be communicated to families and staff so they are aware of the changes.

Preschool families will be able to communicate with their child's teacher via the SANDBOX APP with any questions about their child's day. The children are always our first priority and your child's teacher will respond as soon as possible within the day. If you require an immediate response to an urgent matter, you are encouraged to call us directly.

School age children will be encouraged to share information with their parents daily. Any important correspondence will be conveyed by phone call or email.

Any questions or concerns regarding the operation of the centre can be directed to the childcare office by calling or emailing the center.

Procedure

RRCCSP will develop and implement communication methods to provide program information and protocols on health and safety measures (e.g. screening practices, physical distancing, staying home when sick) and increase communication with families/guardians.

- Communication will include RRCCSPs website, via email, social media accounts, phone calls and instructions on our voicemail.
- Telephone or video conferencing will be used for meetings between childcare staff and with parents/guardians.
- RRCCSP will post signs at all entrances instructing participants and their families not to enter if they are sick.
- Communicate with school boards (TDSB and TCDSB) on a routine basis to provide updates about policies and procedures and to align any gaps or concerns regarding IPAC practices.
- Toronto Public Health will provide further advice about information that should be shared with other staff and parents/guardians in the event that there is a case or outbreak of COVID-19 in the childcare setting.

Fees

Under O. Reg. 137/15, the following rules would apply to families whose children received childcare at a licensed childcare operated before and after school program immediately prior to the emergency closure period:

- If a placement is offered which would begin on or after September 1, 2020, parents must be given 14 days' notice to accept or decline the placement.
- Unless the parent declines the placement, the placement must remain available for the full 14-day period.
- Unless the parent accepts the placement, no fee or deposit can be charged or collected in respect to the placement during the 14-day period.
- Parents must not be penalized for using the full 14-day period to decide whether to accept or decline the placement.

Prior to Re-opening

RRCCSP will Prepare Physical Space by:

- Designating drop-off and pick-up locations outside. Our designated entry in the building will be the main entrance on Rippleton Road where a screening area will be set up.
- The designated screening area will be clearly identifiable as the screening station with signs posted in visible areas explaining the screening process which will include but not be limited to:

  - Designated staff at a table with 2 metres/6 feet separation
  - Designated staff with PPE (personal protective equipment)
  - Taking temperature of the children entering the building
  - Health declaration forms to be completed before entry into the building

The area will allow for a minimum of two metres/six feet distance between staff conducting in person screening and the individual being screened. Alternatively, a protective barrier (e.g. plexiglass) may be equipped around the screening station.

Visual markers will be used to properly distance everyone by 6 feet/2 metres as they wait to be screened
RRCCSP will post signs in a visible location at the designated screening station to raise awareness about health and safety measures that can help prevent the spread of COVID-19 such as:

- Physical Distancing
- Protecting Yourself
- Information about COVID-19
- Washing your Hands
- Covering your Cough
- Posters for Entrances

In the childcare centre RRCCSP will increase space between seating and play areas so that children and staff can maintain a distance of two metres/six feet apart:

- Remove extra chairs, tables and furniture to increase space in the area to allow children to spread out.
- Place tape, signs or other visual markers on floors, tables, seats and other play areas to help both childcare staff and children visually maintain physical distancing.

During Active Operation of the Program

RRCCSP will:

- Discuss the expectations for screening in advance with parents/guardians and staff.
- Use the main entry of the school on the west side of the building (off Rippleton Road) as the drop-off and pick up screening area.
- Conduct daily screening and temperature checks of all individuals prior to entry/drop-off
- RRCCSP will ensure that staff and parents/guardians of children attending the childcare centre will not be allowed to attend or enter the building if they are ill, and that any illnesses or COVID-19 symptoms be reported to the Executive Director.
- The COVID-19 decision tool will be referred to for clarification.
- RRCCSP will actively screen and check the temperature of children, childcare staff, and any other individuals prior to entry/arrival to the childcare centre.
- Screening forms must be filled out for every staff and child entering the childcare. The forms will be checked by the screener each morning; the forms will be collected at the end of each month. Once in the program the child's temperature will be transferred onto the daily attendance record.
- Staff will escort children into the childcare center and directly to their classrooms after screening. Parents will not be permitted past the screening area or enter the childcare centre.

RRCCSP will screen all parents/guardians, their children, childcare staff prior to entry by asking the following:

1. Do you/the child or any member of your household have any of the following symptoms: fever/feverish, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea/vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause?

2. Have you/the child travelled outside of Canada, including the United States, within the last 14 days? Or have you/the child had close contact with a confirmed or probable COVID-19 case?

3. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days?

Individuals who answer YES to any of the questions must not be permitted to enter the childcare centre.

RRCCSP will:

- Record screening results daily.
- Keep all screening records available onsite for 12 months.
- Make hand sanitizer (70-90% alcohol concentration) available at the screening stations for individuals who have answered NO to all questions for use prior to entry.

Screening for Symptoms (picking up and dropping off)

Policy

All individuals including children entering the childcare, (staff and childcare providers, parents/guardians, and visitors) must be screened each day before entering the childcare setting.

Individuals who do not pass the screening are not permitted to attend the program and must stay home for 14 days. An ill individual who has a known alternative diagnosis provided by a health care provider may return to childcare if they do not have a fever and their symptoms have been improving for at least 24 hours.

Screening forms aligned with the Provincial Screening tool will be offered electronically and will be expected to accompany your child prior to arrival at the childcare setting. Staff will review your form, take temperatures and ensure the questionnaire is satisfactory ensuring your child is symptom free.

Procedure

Each day the screening staff will ensure that the form has been completed and they will document the child's temperature on the form each day.

The child's temperature will be taken daily at the screening station and recorded on the screening sheet. The forms will be collected daily and kept on file for 12 months.

Children will be escorted to their classrooms after the screening process by a staff member; parents will not be permitted past the screening area.

Parents will call or text the Executive Director or Assistant Director when picking up their children. And a staff will escort the children to their parents.

Parents and guardians will be informed of this requirement prior to their first day in the program and through visible signage at the entrances and drop-off areas.

Screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres (6 feet) from those being screened, and/or being separated by a physical barrier (such as a plexiglass barrier), and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield)

Alcohol-based hand sanitizer containing a 70-90% alcohol content will be placed at all screening stations. Dispensers should not be in locations that can be accessed by young children.
RRCCSP will maintain daily records of screening results. Records will be kept on the premises.

Screening Before and After School Programs

- All individuals including children attending before and after school, staff, parents/guardians, and visitors must be screened each day before entering the program.
- Families will be provided with a self screening form available on our website. The screening forms must be filled out daily and will be collected at the end of each month and kept on file.

- An individual who has been screened for symptoms prior to the before school program would not need to be re-screened for the core day program. Similarly, an individual that has been screened prior to the before school program or core day program, would not need to be re-screened for the after-school program.
- Screening forms will be available electronically (e.g., via online form, survey, or e-mail) prior to arrival. Additionally, protocols will be in place to allow for communication between school/core day and before and after school providers regarding screening.
- If students are screened at the school/program location, screeners must take appropriate precautions when screening and escorting students to the program, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier).
- If a 2-metre distance or a physical barrier is not available, PPE (i.e., medical mask and/or eye protection (i.e., face shield)) must be worn.
- Where an individual does not pass the screening and is not permitted to attend the program, ***this does not need to be reported to Toronto Public Health.***
- Dispensers must not be in locations that can be accessed by young children without supervision.
- All before and after school program providers must maintain daily records of screening results.
- Records are to be kept on the premises.
- All entrances will have alcohol-based hand rub containing 70% to 90% alcohol content.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized.
- Belongings should be labeled and kept in the child's cubby backpack.

PA Days and Holidays

RRCCSP will continue to maintain children within their regular cohorts (e.g. before and after school programs) when providing care during PD Days and Holidays.

Mixing of groups or cohorts will be avoided as much as possible. Consideration will be made when combining cohorts or groups on case by case basis, if it is necessary for the operation of the program (e.g. due to low enrollment or staffing coverage).

If cohorts are combined during PA days and holidays, RRCCSP will notify the parents/guardians and explain the public health policies and procedures (e.g. mask use, physical distancing, respiratory etiquette, hand hygiene and screening practices).

- RRCCSP will ensure that physical distancing within the combined cohort is maintained.
- RRCCSP will coordinate with the school to access larger rooms/areas (e.g. gyms), if necessary.
- RRCCSP will provide outdoor programming as much as possible
- RRCCSP will ensure that that cohorts/groups stay together for the duration of the program. (i.e. children, staff)

Evaluating children who present symptoms during screening or while in care

Symptoms (e.g. runny nose, congestion) will be evaluated by childcare staff (in consultation with their Executive Director) to determine if isolation and exclusion is required. The following information may be considered when evaluating a child's symptoms:

- Daily screening results.
- Information provided by the parents/guardian about the child's baseline health and other known underlying conditions (e.g. allergies, anxiety, asthma).
- Daily observations made by staff that care for the child (e.g. identifying a new or worsening cough or differentiating between a runny nose that is persistent as opposed to one that subsides and is likely caused from returning inside from the cold).
- Alternative assessments by a physician or a health care practitioner regarding symptoms (if available).
- Refer to the COVID-19 Decision Tool for Child Care for further information.
- Alternative assessments by a physician or a health care practitioner regarding symptoms (if available).

Testing Requirements

Symptomatic children or staff will be referred for testing.
Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the Toronto Public Health.
Testing of asymptomatic persons will only be performed as directed by Toronto Public Health as part of case/contact and outbreak management.

Licensing Requirements
Inspections

- Ministry staff will conduct in-person monitoring and licensing inspections of childcare centers, where necessary.

Ministry staff must:
- Be screened prior to entering the premises following screening protocol
- Wear personal protective equipment; medical mask and eye protection (i.e. goggles or face shield)
- Maintain social distancing as much as possible during their visit
- Follow any other protocols requested by RRCCSP.
- Ministry staff will use technology (e.g., telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate

Visitors

All visitors will be expected to sign in and out as well as provide contact information for tracking purposes

- There will be no non-essential visitors at the program.
- All visitors must sign in in the main binder at the front entrance for tracking purposes. The forms will be kept on the premises for one month at a time.
- The provision of special needs services will continue; RRCCSP will use our discretion to determine whether the services being provided are essential and necessary at this time.
- Use of video and telephone interviews will be used to interact with families when necessary, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect the childcare centre, and premises, at any reasonable time and will be required to wear PPE during their visit.
- Parents will not go past the screening area. Staff will escort children to and from the screening/drop-off and pick up area.
- All extra curricular activities provided by outside agencies will cease immediately.

Student Placements

Students are permitted to complete post-secondary educational placements at a childcare centre. Students are required to abide by all enhanced health and safety measures in place, including being assigned to a single group and limiting their interaction with other groups.
Students will read and sign-off on the Covid-19 Policies and records will be kept on the premises.

The enhanced health and safety requirement prohibiting on-site volunteers at a childcare program remains in place.

Enhanced Attendance Reporting Policy

Rippleton Roadsters Child Care and Satellite Program will be responsible for maintaining daily records of anyone entering the childcare facility and the length of their stay.

When the children arrive, they will be assessed at the screening session and will be escorted to their classroom by a designated staff. Parents will not be permitted to enter the building during drop off.

The children will be escorted to their parents at the end of the day. Only one parent/guardian per family will be permitted to pick up the child. Upon arrival the parent will communicate with the office via phone that they have arrived.

The designated phone number for Rippleton is: 416 449-4559 St. Bonaventure: 416 821-7183

The office will communicate with the designated staff, to escort the child to the parent. Once the pickup is complete the staff will document the time of departure.

RRCCSP will enhance attendance reporting practices for children, childcare staff and all other individuals entering the childcare centre by:

Procedure

- RRCCSP will maintain daily attendance records of all individuals entering the childcare centre. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, food service workers and government agency employees (e.g. public health inspectors, fire inspectors). A sign in binder will be available at the entrance of the school, for tracing purposes.
- RRCCSP will record the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited.
- Records will be updated when a child, childcare provider or staff person is absent, the reason for the absence. This will be documented in the daily logbook for each classroom. If a child is absent without the parent notifying the center, the staff must let the office know and a phone call will be made to determine the reason for the absence.
- RRCCSP will follow-up with all individuals (staff and children) to determine the reason for any unplanned absences and determine if the absence is due to illness; symptoms must be noted (e.g. fever, sore throat, cough). This information will be documented in the daily logbook and in the illness log.
- RRCCSP will direct parents of ill children to call their primary care provider to determine if further care is required.
- RRCCSP will ensure that non-essential visitors are not to be permitted to enter the childcare centre.
- RRCCSP will monitor attendance records and illness logs for patterns or trends (e.g. children and childcare staff in the same group or cohort absent at the same time or over the course of a few days).
- RRCCSP will ensure that all daily attendance records are always to be available on-site for the school year and then moved to storage.
- RRCCSP will ensure that, for contact tracing purposes, attendance records of individuals entering the building other than the children enrolled will be kept for one year.

Provision of Special Needs Resources (SNR) Services

- The provision of in-person special needs services in childcare settings will continue where appropriate and RRCCSP will use discretion to determine whether the services being provided are essential and necessary at this time.
- RRCCSP will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.
- All SNR staff must screen before entering the child care setting and must follow all health and safety measures that staff/providers follow, including having their attendance logged, practicing proper hand hygiene, wearing a medical mask and eye protection, and maintaining physical distancing as much as possible.
- SNR service providers must provide their own PPE, however RRCCSP will provide PPE to ensure SNR staff have appropriate PPE.
- Where SNR services are provided through external staff/service providers, RRCCSP will record attendance for contact tracing purposes.

Staffing

- Staff will be scheduled to work at only one location. Sufficient staff will be assigned to one room over the course of the day to prevent movement into other rooms.
- The Executive Director or designate will limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff will be assigned to a specific cohort to limit interaction with multiple cohorts. However, if absolutely necessary, movement will be limited, and staff will follow proper use of PPE when movement is required.

Qualified Staff

- RRCCSP will ensure each group has the required number of qualified staff as set out in the CCEYA.

Certification in Standard First Aid Training, including Infant and Child CPR

- Staff that are included in ratios are required to have valid certification in first aid training including infant and child CPR, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB). Any certifications that expire after March 1, 2020 are automatically temporarily extended until December 31, 2020.

Cohorting Staff and Children Policy

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 7 days. Within the TPH guidance document, the cohort group will be 15 children plus staff in a group (staff are not part of the 15).

The Ministry of Education guidelines approves for all childcare centres to operate **at capacity**. RRCCSP will be operating at capacity following the Ministry ratios, however we will make every effort to reduce class sizes providing space is available.

Maximum Group Size and Ratio

As of September 1, 2020, childcare settings may return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to theCOVID-19 outbreak). The safety and supervision of the children is a priority at Rippleton Roadsters Child Care and Satellite Program. While in our care the Executive Director will group each cohort according to the recommendations of Toronto Public Health and within the guidelines of the CCEYA.

- Staff and placement students are not included in the maximum group size but should be assigned to a specific group where possible.
- Children are permitted to attend on a part time basis, and as with children attending full time, should be included in one group and should not mix with other groups.
- Ratios will be maintained as set out by the CCEYA at all times

Procedure

RRCCSP will assign childcare staff and children into designated cohorts as follows:

- Childcare staff and children will be assigned to designated cohorts or groups and will remain designated to each other throughout the day.
- Cohorts will be designated to a SPECIFIC ROOM or area.
- Programming must be planned in a manner that prevents cohorts from mixing throughout the day and over the course of the childcare program's daily schedule.
- RRCCSP will implement a staggered/alternate schedule which will include:
    - drop-off and pick-up times to prevent parents/guardians from gathering or grouping together
    - snack times and lunch/mealtimes for children
    - breaks and lunch hours for staff
    - use of outdoor playgrounds and play spaces (dedicated to the childcare) by different cohorts.
    - Where different cohorts are using the same indoor area (e.g. gymnasium) childcare staff must ensure that physical distancing is maintained and that the groups do not mix.
- Temporary physical barriers will be used to prevent mixing of groups.

The Executive Director and Assistant Director will follow staggered schedules in order to maintain the operation of the center. The Executive Director and Assistant Director will limit movement around the center. Conferencing through telecoms, walkie-talkies, phones or video chats will be used to communicate with staff and parents whenever necessary.

RRCCSP will ensure sufficient staffing in each room consistently over the course of the day and limit the movement of staff to other rooms as much as possible and only when absolutely necessary.

RRCCSP will ensure that staff are limited to one location.

- ➢ If a childcare staff must cover off for a colleague in a different cohort/room (e.g. during breaks) they must do so in a manner that maintains physical distancing as best as possible and ensure that new PPE is used each time.

Physical Distancing Policy

Rippleton Roadsters Child Care and Satellite Program recognizes that physical distancing between children in a childcare setting is difficult. We will continue to provide and maintain a welcoming and caring environment for children as we follow the Toronto Public Health physical distancing guidelines and ensure the safety and well-being of the children in our program.

Procedure

RRCCSP will promote physical distancing by:

- Distancing to maintain a two metre/six feet distance between staff and children.
- Use visual markers/cues spaced 2 meters/6ft apart on the door in common areas such as entrances and corridors.
- Ensure that physical distancing does not compromise proper supervision or a child's safety.
- RRCCSP will encourage children to greet each other using non-physical gestures (e.g. wave or nod or a verbal "Hello") and to avoid close greetings (e.g. hugs, handshakes). Staff will do this by reminding older children verbally, and by modeling proper distancing for the younger children.
- RRCCSP will reinforce no sharing practices between children. This includes the current practice of not sharing food, water bottles or other personal items.
- RRCCSP will limit the number and types of personal items that can be brought into the childcare setting.
- RRCCSP will provide individual cubbies or bins for each child's belongings.
- The staff will remind parents to clearly label items with the child's name to prevent accidental sharing.
- RRCCSP will plan activities that encourage individual play and increase space between children.
- RRCCSP will avoid activities that involve shared objects or toys.
- RRCCSP will avoid activities involving singing, shouting, or speaking loudly indoors.
- RRCSP will increase the distance between cots during rest time. If space is limited, place children head-to toe or toe-to-toe.
- RRCCSP will increase the space between children during mealtimes and snack times. Barriers will be used for Preschool children only to ensure physical distancing during mealtimes.
- Barriers will be used for Preschool children only during programming to ensure distancing between children.
- Where two cohorts are using the same indoor space (e.g. gym), RRCCSP will ensure that a floor to ceiling temporary physical barrier is in place to ensure that physical distancing of at least 2 metres between cohorts is maintained.
- RRCCSP will continue to transition with smaller groups throughout the routine of the day (i.e. bathroom routine, cloakroom routine, meal, and snack times)

Outdoor Play

- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort. The schedule for outdoor play space will be staggered to ensure each group has their own outdoor time, with enough time to ensure proper sanitary practices between cohorts.
- RRCCSP will ensure that shared spaces and structures which cannot be cleaned and disinfected between cohorts will not be used.
- Visibly soiled and dirty play structures must be cleaned and disinfected.
- Alternative activities are encouraged where outdoor play space is not available, such as neighbourhood walks. Physical distancing during walks must be enforced.
- Each group will be assigned their own toys and equipment for outdoor play, which will be disinfected and put away at the end of the day.
- Children will bring their own sunscreen labeled with their own name and must not be shared. Staff may assist the children in applying the sunscreen and ensure proper hand hygiene is practiced in between each child.

Hand Hygiene and Respiratory Etiquette Policy

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.

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.

Procedure

Ensure that Staff and children are always practicing proper hand hygiene 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 routine
- 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
- Gardening

Hands should be cleaned using soap and water or hand sanitizer before entering and after leaving each room for a minimum of 20 seconds. Each room will have its own hand sanitizing station. A designated RECE will ensure the sanitizing station is fully equipped at the start of each day.
Hands will be sanitized before and after:

- Preparing and eating food
- Handling animals
- Touching a cut or open sore
- Glove use
- 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
- Turn taps off with paper towel

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 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

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

Hand Sanitizing Information
When your hands are not visibly 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. Staff must ensure that the product has 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 will 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 will be practised before applying and after removing gloves. Gloves will 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
- 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. These gloves can be reused. Each staff will have their own pair of 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
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
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

<u>Safety Practices for Snacks Meals/Lunch Time</u>

In addition to our regular food preparation practices RRCCSP will modify meal practices to ensure that there is no self-serving or sharing of food at mealtimes.
- Meals must be served in individual portions to the children.
- Utensils must be used to serve food by staff only.
- Sharing eating utensils or sharing serving items will not be permitted (e.g. serving spoons, condiments).
- Children will not be allowed to prepare nor provide food that will be shared with others.
- There will be no food provided by the family/outside of the regular meal provision of the program.
- We will ensure proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating.

<u>Enhanced Cleaning and Disinfecting</u>

Cleaning Child Care Centres
- Frequently touched surfaces should be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).
- RRCCSP will keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.
- Only one cohort should access the washroom at a time, and it is recommended that the facilities be cleaned in between each use, particularly if different cohorts will be using the same washroom.

RRCCSP will increase our current disinfecting schedule to include enhanced environmental cleaning and disinfecting practices All disinfectants must have a Drug Identification Number (DIN). RRCCSP will check the expiry dates of products and always follow the manufacturer's instructions.
- A designated RRCCSP staff will prepare chlorine bleach solutions according to the instructions on the label or in a ratio of, 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or 4 teaspoons (20 mL) bleach per litre (1000 mL) of water each day.
- Staff will ensure a minimum of two minutes contact time and allow to air dry.
- Staff will prepare fresh bleach solutions daily.

- Staff will ensure required disinfectant contact times on the surface, spray the surface, use paper towel to wipe surface clean, allow surface to air dry before use.
- Staff will ensure safety precautions and required personal protective equipment (PPE) be used when disinfecting surfaces and equipment.
- Staff will ensure that cleaning and disinfectant supplies will be securely stored in a locked cupboard in each room.
- Staff will clean and disinfect all high touch surfaces and objects (e.g. doorknobs, light switches, toilet handles, sink faucets and tabletops) at least twice a day or when visibly dirty.
- Staff will clean and disinfect individual items that may be handled by more than one individual such as electronic devices, toys and balls between users.
- Cots will be cleaned and disinfected daily.
- Staff will maintain logs to track cleaning and disinfecting activities for each room/area, individual/play items and sleeping equipment such as cots.
- RRCCSP is located in a shared space (e.g. a school) and arrangements will be made to ensure enhanced cleaning and disinfecting practices will be maintained by the custodial/maintenance staff (i.e. frequency of cleaning appropriate disinfecting agents are used).

Use of Toys, Equipment and Other Materials Policy

Policy Statement
Rippleton Roadsters Child Care and Satellite Program is committed to providing a safe and healthy environment for children, families and employees. RRCCP will take every reasonable precaution to prevent the risk of injury and the spread of infectious diseases within our classrooms.

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. **RRCCSP will remove all plush toys and immediately suspend the use of sensory material such as playdough, sand, and water**.

- RRCCSP will assign specific toys and play structures to one cohort when possible. Consider labeling to prevent the sharing of items between cohorts (e.g. colour coding).
- Large play structures must only be used by one cohort at a time.
- Toys and outdoor play structures (e.g. indoor play structures, playhouses, climbers) must be cleaned and disinfected between cohorts:
- Provide individualized bins or packs for art materials and supplies for each child. Label these bins to prevent sharing.

Employees must ensure the following procedures are followed to reduce the risk of disease transmission among children when playing with toys:

Toy Materials/Design

- Staff will ensure that toys which cannot be washed easily (plush/stuffed toys) will be removed from the program.
- Staff will ensure that toys are nonporous and able to withstand rigorous cleaning and repeated exposure to disinfectants.

Toy Storage

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

Toy Cleaning and Disinfection

- **Toys will be cleaned and disinfected daily and as necessary (i.e. when soiled, contaminated or if the toy has been used by a symptomatic child)**
- When cleaning and disinfecting toys RRCCSP Staff will wear the appropriate personal protective equipment (PPE):
    - When mixing disinfecting solutions: rubber gloves, mask and goggles.
    - When cleaning and disinfecting: disposable vinyl gloves and mask will be worn.

- Staff will ensure that toys will be cleaned and rinsed prior to disinfection.
- Toys shared between cohorts must be disinfected between each use.
- Toys must be disinfected between each use. Toys that have been mouthed must be taken out of circulation (in a used toy bin) and be cleaned and disinfected before another child uses it.
- Toys that are mouthed or are otherwise contaminated by body secretions will be cleaned immediately with cleaning solution, and then disinfected before being used by another child.
- Rippleton Roadsters Child Care and Satellite Program will provide toys and equipment that are made of materials that can be cleaned and disinfected.
- Plush and porous toys will be removed.
- RRCCSP will remove and discontinue the use of sensory materials (i.e. playdough, sand, water).
- Specific toys and play structures will be assigned to one cohort if possible, otherwise all equipment will be disinfected thoroughly between cohorts.
- Large play structures will be scheduled and used by one cohort at a time and disinfected between cohorts.
- Toys and large play structures (e.g. indoor play structures, playhouses, climbers) will be cleaned and disinfected between cohorts.
- When disinfecting toys, they will be washed and rinsed prior to disinfection. Using two sinks or two separate wash bins is an acceptable method of washing.
    - Alternatively, toys can be cleaned and disinfected in a mechanical dishwasher provided that the rinse cycle reaches 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).
- RRCCSP will ensure required disinfectant contact times are achieved, or alternatively allow toys to air dry.
- Staff will ensure that toys are dried in a designated area that is separate from bathrooms, change areas and protected from sources of contamination.
- RRCCSP staff will provide individualized organization for art materials and supplies for each child. (i.e. staff will be present to offer materials to children as they need it or provide individual complete “packages” of materials for projects that are not to be shared between children.

Toy Washing Procedures- Using the dishwasher method

Dishwashers for toy disinfecting will be used; RRCCSP staff will ensure the following:

- 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 removed carefully once the wash cycle is complete as they may be hot or contain hot water.
- Toys are air dried.
- The disinfecting area is clean and tidy when toy washing is complete.
- Toys will be put away before the end of each day and not left overnight.

How to wash using the dishwashing method:

- Perform hand hygiene, then put on gloves (see Hand Hygiene Procedure for glove use).
- Place toys in the dishwasher rack ensuring they are evenly distributed and will not fall through the dishwasher rack.
- Run a normal cycle to ensure the toys are properly sanitized, the rinse cycle temperature must be at a minimum of 82 degrees Celsius.
- When the full cycle is complete, carefully remove the dishwasher rack from the dishwasher. Place the toys in clean, disinfected basins to be brought back to the rooms.
    - Alternatively, clean and disinfect toys in a three-compartment sink when a dishwasher is not available. Toys must be washed and rinsed prior to disinfection. Using two sinks is acceptable if washing and rinsing are done in the first sink. If sinks are not available designated washing bins will be used.

Use of Personal Protective Equipment (PPE)

RRCCSP will provide personal protective equipment (PPE) for use by staff when necessary.
RRCCSP will maintain a one to two-week supply of PPE at all times.
Staff will wear a surgical mask and protective goggles or a face shield at all times and additionally staff will wear gowns:

- In the screening area, when screening or escorting children to childcare area.

- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets.
- When caring for a sick child or a child showing symptoms of illness.

Staff will wear a medical face covering (goggles or a face shield) at other times when physical distancing cannot be maintained, including, but not limited to:

- Providing direct care (e.g. feeding, assisting a child with hand hygiene, assisting a child with toileting).
- Consoling an upset child.
- Assisting a child with dressing or changing clothes.
- Gloves will 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.
- Use gowns over clothing if holding or carrying small children. Change the gowns between children when using this method.

Use of Masks, Personal Protective Equipment (PPE) and Handwashing

- All staff are required to wear medical masks and face coverings (shield or goggles) while in the building
- All other adults in a childcare setting (i.e., childcare visitors, and students) are required to wear medical masks and eye protection (i.e., face shield) while inside in the childcare premises, including in hallways.
- Children in **grades 1 and up** must wear non-medical or cloth masks indoors in school, including in hallways and during classes, on school transportation and outdoors where they cannot maintain physical distancing.
- Children in **kindergarten** and **preschool** are encouraged, but not required, to wear non-medical or cloth masks in indoor spaces.
- Masks must be replaced when they become damp or visibly soiled
- When not in use, a child's non-medical mask must be stored in a sanitary manner (baggie, container etc.)
- Any exemptions to wearing facemasks must be documented. 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).
- Requests to be exempted must be emailed to the childcare office. A record of exemptions will be kept on file.
- Masks are not recommended for children under the age of two.
- Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).
- The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.

Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting

The Ministry of Health updated guidance to public health units regarding COVID-19 variants of concern, requiring all household contacts of symptomatic individuals to quarantine.

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

Anyone who is symptomatic, does not pass screening, or has been advised to self isolate by the local public health unit must not be permitted to attend the program (this includes children, child care centre staff, placement students, home child care providers and those ordinarily resident/regularly at the home child care premises).

Persons who test positive for COVID-19 should follow the guidance of their local public health unit and health care professional regarding direction for isolation and returning to the childcare. The individual cannot return until cleared by their public health unit. Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

Policy

An outbreak may be declared by Toronto Public Health when there are two or more laboratory confirmed Covid-19 cases within a 14-day period.

Staff, parents/guardians, and children will not be permitted to attend the program if they are sick, even if symptoms resemble a mild cold.

Symptoms to look for include but are not limited to, fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell. Children will be monitored for atypical symptoms and signs of COVID-19. RRCCSP will isolate children and childcare staff that become ill while attending the childcare centre.

Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the Toronto Public Health, must not attend the program. Asymptomatic individuals awaiting results do not need to be excluded and must follow the advice of Toronto Public Health.

Before returning to the centre a note is required by a medical professional stating that the individual is healthy and not contagious.

Procedure When a Child or Staff Demonstrates Symptoms of Illness or Becomes Sick

- If a child shows one or more symptoms while in care, they will be immediately isolated/separated from the rest of their group in a designated room and **supervised** until the child is picked-up.
- If a room is not available, the child or staff will be separated from the group by a minimum distance of 6 feet or two metres from others.
- PPE will be used by the child or staff until they are picked up.
- RRCCSP will provide the sick person with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues in a garbage can.
- If the sick person is a child, a childcare staff will remain with the child until a parent/guardian arrives.
- If tolerated and above the age of 2, ill children will be encouraged to wear a surgical mask.
- The childcare staff will use PPE such as a surgical mask, eye protection and gowns at all times and not interact with others.
- While supervising ill children, the childcare staff will also avoid contact with the child's respiratory secretions.
- RRCCSP staff will disinfect and clean all items and areas used by the sick person. All items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored/discarded in a sealed container for a minimum of 7 days.
- Identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual had passed through).
- Use disposable cleaning equipment, such as disposable wipes, where possible.
- The Executive Director or designate will inform Toronto Public Health, and follow their direction including notifying others in the shared space/building.
- Where a child or staff of RRCCSP, is suspected of having or has a confirmed case of COVID-19, RRCCSP will report this to the Ministry as a serious occurrence.
- Other children in the program (including siblings of the sick child), and any child care staff in the program who were present while the child or staff member became ill, will be identified as a close contact and further cohorted (i.e., grouped together) until they can leave or be picked up to self-isolate at home.
- Staff will ensure that the designated room/space must have a handwashing sink or hand sanitizer (70-90% alcohol concentration) available.
- Staff will open outside doors and windows to increase air circulation in the area if it can be done so safely.
- When a person becomes sick RRCCSP will report to Toronto Public Health, the Ministry and, where public health advises the rest of the families in our program.
- Other children, including siblings of the sick child, and childcare staff/providers in the program who were

present while the child or staff member/provider became ill should be identified as a close contact and further cohorted (i.e., grouped together).
- Toronto Public Health will provide any further direction on testing and isolation of these close contacts.

Childcare staff and children who were exposed to an individual who became ill with symptoms (i.e. suspected COVID-19 case) will continue to be grouped together (i.e. cohorted) and monitored for signs and symptoms of illness:
- The Executive Director or Designate will inform parents/guardians of children who were exposed to the ill child and advise that they should monitor their child for symptoms.
- Childcare staff who become ill will not work in other childcare settings. They will also avoid being in contact with vulnerable persons or settings where there are vulnerable persons.

Childcare staff and children exposed to a confirmed case of COVID-19
- will be excluded from the childcare setting for 10 days from the day the symptoms first appear. They are able to return after 10 days if they do not have a fever and their symptoms have improved after 24 hours or longer.

Individuals who have been exposed to a confirmed case of COVID-19
- must get tested as soon as any symptoms develop.
- If asymptomatic, individuals who have been exposed must get tested within 14 days of the potential exposure. They must continue to self-isolate for 14 days even if the test is negative.
- Childcare staff and children who are being managed by Toronto Public Health (TPH) (e.g. confirmed or probable cases of COVID-19, close contacts of cases) must follow TPH instructions to determine when to return to the childcare centre.

Close contacts of someone with COVID-19
Child care staff/students and children (i.e. contacts) exposed to a **confirmed case of COVID-19** must be excluded from the child care setting for **14 days from the day of their last exposure**:
- These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- It is recommended that individuals who have been exposed to a confirmed case of COVID-19 should get tested.
- Staff and children who were exposed to a confirmed case of COVID-19 will need to continue to self-isolate for 14 days even if their test is negative.

Return to care for children with symptoms who tested for COVID-19
If an ill child who has not been exposed to someone with COVID-19 has a **negative** test result, they can return to the setting 24 hours after their symptoms start improving, or the child is well enough to participate in program activities and they pass screening.

Return to care for children with symptoms who are not tested for COVID-19
For children who do not go for testing and do not have an alternative diagnosis (i.e. a new or worsening symptom not related to an existing medical condition), if they have:
- **One of the following symptoms**: fever, cough, difficulty breathing or loss of taste/smell
  - **Or**
- **One of the following symptoms that does not improve in 24 hours:** sore throat, stuffy/runny nose, headache, nausea/vomiting/diarrhea, muscle ache/fatigue.
  - **Or**
- **Two of the following symptoms:** sore throat, stuffy/runny nose, headache, nausea, vomiting, diarrhea, muscle ache/fatigue

The parent/guardian must ensure that the symptomatic child self-isolates for **10 days** from the date their symptom(s) started and contact a health care provider for further advice or assessment, including if the child needs a COVID-19 test or other treatment.

The child may return to childcare setting after **10 days** if they do not have a fever (without taking medication), their symptoms are improving for 24 hours and the individual is well enough to participate in program activities.

RRCCSP will allow children that have not been tested to return to care based on an alternative assessment made by a physician or health care practitioner regarding symptoms or the determination that COVID-19 testing is not

required.

Parents must complete a Return to Child Care Confirmation Form (attestation form) to provide to RRCCSP to confirm the child is well and may return to school.

Report laboratory-confirmed cases of COVID-19 to Toronto Public Health

- RRCCSP will immediately report laboratory-confirmed cases in child attendees, childcare staff, early childhood education students that attend the childcare setting to Toronto Public Health by completing the Toronto Public Health (TPH) COVID-19 Notification Form for Child Care Settings.

Testing Requirements

Symptomatic children or staff will be referred to Toronto Public Health for testing.

- Those who test negative for COVID-19 will be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 will be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from Toronto Public Health.

Testing of asymptomatic persons will be performed as directed by Toronto Public Health as part of case/contact and outbreak management.

Protocols When A child or Staff Demonstrates Symptoms of Illness or Becomes Sick

Outbreaks will be declared in collaboration between the program and Toronto Public Health to ensure an outbreak number is provided. Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by Toronto Public Health, must not attend the program until it is determined that they are free of illness.

Asymptomatic individuals awaiting results must follow the advice of public health.

Symptoms (in asymptomatic individuals) to look for include but are not limited to:

- fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children in particular will be monitored for atypical symptoms and signs of COVID-19.

Reporting Outbreaks Policy

Rippleton Roadsters Child Care and Satellite Program has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. An outbreak may be declared by Toronto Public Health when:

- Within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

- The Toronto Public Health will work with RRCCSP to determine whether epidemiological links exist between cases and whether transmission may have occurred in the childcare setting.

- If TPH declares an outbreak, they will determine what happens next. This could include closing particular childcare rooms or cohorts or an entire childcare setting.

- TPH will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the childcare setting is required.

- If the TPH determines that partial or full closure of the childcare setting is required, the RRCCSP must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure

Procedure

RRCCSP will report cases and outbreaks to Toronto Public Health

RRCCSP will immediately report the following to TPH by contacting the surveillance unit at 416-392-7411 during work hours (8:30am to 4:30pm, Monday to Friday) or 3-1-1 after hours:

- Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).

- Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).

Cases must also be reported as a Serious Occurrence;

- Where a child, parent, or staff has a confirmed case of COVID-19, RRCCSP will report this to the Ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, RRCCSP will report this to the Ministry as a Serious Occurrence.
- RRCCSP will post the Serious Occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

Serious Occurrence Reporting for COVID-19

A Serious Occurrence is required to be submitted under the category **"suspected/confirmed case of COVID-19"** when:

One of the following individuals has a **confirmed** case of COVID-19

(i) a child who receives childcare at a childcare centre,
(iii) a staff member at a childcare centre

Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, RRCCSP will update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, RRCCSP will submit a NEW report.

Please note: should the entire child care, part of the child care (i.e. a program room close due to a "confirmed or suspected case" (as defined above), a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. RRCCSP will include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.

A Serious Occurrence is required to be submitted under the category **"Unplanned Disruption of Service",** with the sub-type of **"Other emergency relocation or temporary closure"** when:

The entire childcare, part of the childcare (i.e. one or some of the program rooms) or a home childcare provider's home closes for reasons that may be related to COVID-19 that do NOT include a confirmed or suspected case (as defined above). For example, where a program room closes due to an individual who is exhibiting only 1 symptom is being tested for COVID-19, a serious occurrence for an "unplanned disruption" would be reported.

Occupational Health and Safety

Policy

RRCCSP has written measures and procedures for staff safety, including for IPAC (Infection Prevention and Control Canada). Under Ontario's labour laws, RRCCSP will take every reasonable precaution to protect the health and safety of workers. This includes protecting workers from hazards posed by infectious diseases.

Requirements for all workplaces under the *Occupational Health and Safety Act*

OHSA requirements for RRCCSP include:

- ensuring workers know about hazards by providing information, instruction and supervision on how to work safely.
- ensuring supervisors know what is required to protect workers' health and safety on the job.
- creating workplace health and safety policies and procedures.
- ensuring workplace parties follow the law and the workplace health and safety policies and procedures.
- ensuring workers wear the right protective equipment and are trained on how to use it.
- taking all precautions reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.