

Health and Safety Protocols

This section contains written policies and procedures outlining KCELC's enhanced health and safety protocols. These procedures are based on Ministry guidelines with the consultation of Toronto Public Health. All staff are required to review and be trained with all the new protocols.

Hours of Operation

As of September 1st, 2020, we will be reverting back to our normal hours of operation and will be open from 7:00am to 6:00pm.

Staff Training

All child care staff are trained on the enhanced health, safety and other operational measures outlined in our policies and procedures.

This includes and not limited to, how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in the case that someone becomes sick.

Staff Testing Requirement

All staff are required to undergo a COVID-19 test prior to starting employment. Please note that children who attend (nor parents/guardians) are not required to be tested prior to starting enrollment.

Protection for Staff

All staff must actively screen for symptoms of COVID-19 before leaving home every day. Staff are to stay home if not feeling unwell, even with mild symptoms. Staff who experience any COVID-19 symptoms must get tested.

Staff PPE Requirements

As of September 1st 2020, all adults in a child care setting are required to wear medical masks and eye protection (i.e., face shield). The use of masks is not required outdoors for adults if physical distancing of a least 2-metres can be maintained between individuals.

Attendance Records

KCELC will maintain daily log records of anyone entering the facility and the approximate length of their stay (such as children, staff, cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food). These records will be kept on the premises.

The information on the daily log will record name, contact information, time of arrival/departure, screening completion/result, etc. This log must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Non-Essential Visitor Access (including Parent Access)

In order to minimize outside exposure into our program, KCELC will limit all non-essential visitors into the program, including parents.

Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a child care centre premises at any reasonable time. The provision of special needs services may continue.

Whenever possible, the use of video and telephone interviews should be used to interact with families, rather than in person.

For delivery for supplies, only the rear (north) doors will be used and will be dropped off outside rear door landing and will be brought in by a staff member who does not work directly in the classroom.

Tours for new families will be done virtually.

Families who have children transitioning into the child care families during these unprecedented times, administration, teachers and parents must work together to come up with creative solutions (use of Zoom, more frequent communication through our app or telephone). Since each child and family are unique and there is no precedence we can use as a guide, tailored solutions for each family is the approach we will take.

How Physical Distancing will be Encouraged

Cohorts

As of September 1st, 2020, maximum group sizes are set out under the Child Care and Early Years Act, 2014 (CCEYA). Each cohort must stay together throughout the day and are not permitted to intermingle with other cohorts.

Outdoor play

Outdoor gross motor play will still be a part of the day and in order to facilitate proper social distancing, outdoor play will be done in small groups/by cohort. Cohorts will not intermingle with other cohorts. Where the outdoor play area is needed to accommodate two cohorts such as our toddler programs, the space will be divided with physical markers to ensure the two groups/cohorts remain separated by at least two metres. All play structures and equipment that are

used will be cleaned and disinfected after each use by each cohort/classroom group.

Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.

Cot and Crib Distancing

Preschool and toddler cohorts will increase the distance between nap cots, if possible. If space is tight, children are head-to-toe or toe-to-toe. Cots and cribs will be disinfected after each use.

The ministry recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff and providers to maintain a welcoming and caring environment for children.

In Classroom

When setting up the play space where possible, children within the same group/cohort should maintain physical distancing of at least 2 metres. Some strategies provided by Toronto Public Health and the Ministry of Education:

- spreading children out into different areas, particularly at meal and dressing time;
- 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);
- Limit the number and types of personal items that can be brought into the child care setting and provide individual cubbies or bins for each child’s belongings;
- incorporating more individual activities or activities that encourage more space between children;
- using visual cues to promote physical distancing;
- planning activities that do not involve shared objects or toys;
- when possible, moving activities outside to allow for more space; and
- avoiding singing activities indoors.

How Staffing Shifts are Scheduled

All teaching staff will be designated to a cohort and if possible will not intermingle with any other cohort. Supervisors and/or designates will limit their movement between rooms, doing so when absolutely necessary. Supply staff

will be assigned to a specific group so as to limit staff interaction with multiple groups of children.

The supervisor and screening staff will not enter any classrooms, unless there is a safety issue that requires immediate attention. This is in place to minimize the potential spread of infections between classrooms.

Interaction with Infants and Toddlers

Teachers are still encouraged to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.

Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children. Label these items with the child's name to discourage accidental sharing.

Food Provision

Family style meals are permitted to operate provided that food handlers use adequate food handling and safety practices.

Outside food provided by the family/outside of the regular meal provision of the program is prohibited (except where required and special precautions for handling and serving the food must be put in place). If it is required, the food must be stored in an air-tight container (i.e. Tupperware) and must be disinfected prior to entering the facility. The food must be stored outside the reach of children in the program.

Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.

Where possible, children should practice physical distancing while eating.

There should be no sharing of utensils.

Fresh Air in Classrooms Policy

According to Toronto Public Health, increasing fresh air is an important strategy in learning environments to help prevent the spread of COVID-19.

As we head into the colder months of the year, opening windows will be an important step to increase fresh air in classrooms. During outdoor play, in the morning and afternoon (weather permitting) we will open windows and doors for 10 mins to introduce fresh air into the space and increase air flow. This will happen in early portion of outdoor play times so that classroom temperatures can normalize before children return back to the learning environment.

Group Events and In-Person Meetings

All of group events will be re-scheduled and all in-person meetings will be either rescheduled or restructured. For example, enrollment tours and parent/teacher meetings will be done virtually through Zoom.

Procedure Review

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