

# Kids Zone Daycare: Health and Safety during COVID-19

Date Policies and Procedures established: July 8, 2020

## Purpose:

COVID-19 spreads through direct contact with the respiratory droplets of someone who is infected with the virus through coughing, sneezing or talking. These droplets can spread up to two metres or six feet. It may also be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.<sup>1</sup>

We all need to do our part to reduce the spread of COVID-19.

During and throughout the recovery phase of the pandemic, Kids Zone Daycare will operate with **enhanced health and safety guidelines and/or restrictions**.

Kids Zone Daycare closely monitors and adheres to the advice of the Ministry of Education, the Ministry of Health, Toronto Public Health and Occupational Health and Safety.

Because physical distancing is difficult when caring for young children, additional measures will be taken under the advice and guidance of Toronto Public Health.

Precautions include but are not limited to:

- daily screening of children and staff
- reduced group sizes
- limiting the number of people in the centre
- use of personal protective equipment
- increased sanitization

Kids Zone Daycare will maintain familiar routines and activities to reinforce a sense of security. Being a positive role model is an effective strategy to help reduce fear and anxiety as well as promote healthy behaviours.

We encourage parents to visit Toronto Public Health's website: [www.toronto.ca/COVID19](https://www.toronto.ca/COVID19) for the most up-to-date information.

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<sup>1</sup> [https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet\\_Novel-Coronavirus.pdf](https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet_Novel-Coronavirus.pdf)

## Drop-off and Pick-up Procedures:

Kids Zone Daycare's designated drop-off and pick-up location is located outside the main front entrance. Drop-off and pick-up times will be staggered to allow for safe social distancing.

Parents or caregivers are asked to coordinate a drop-off and pick-up time through ClassDojo. If you see another family ahead of you being helped, please be patient and maintain a safe distance until it is your turn. Parents or caregivers must not go past the screening area unless there is a specific need to do so.

Parents or caregivers must wear masks or face covers when picking up or dropping off their children.

Parents or caregivers are asked to bring their child to the screening area for drop-off. Once screened, daycare staff will accompany children into the building. Staff will also receive and disinfect any belongings at this time. Staff will accompany children outside to be picked up by parents or caregivers at their assigned time.

## Communication with Families:

Kids Zone Daycare will continue to communicate with parents and caregivers through email, ClassDojo and by telephone to provide program information and protocols on health and safety measures including screening practices, physical distancing and staying home if you are sick.

Families should interact with Kids Zone Daycare by video and telephone interviews where possible, rather than in-person.

## Daily Screening and Temperature Checks:

A daily health screening and temperature check will be conducted prior to entry into the daycare.

**All staff and parents or caregivers** must be aware of the signs and symptoms of COVID-19, including but not limited to:

- Fever (equal or greater than 38 degrees Celsius)
- Cough
- Difficulty breathing
- Sore throat
- Runny nose
- Loss of taste or smell
- Nausea, vomiting, diarrhea

- Difficulty swallowing<sup>2</sup>

Staff and parents or caregivers are reminded that they **must not** attend the daycare when they are ill and that they should report any symptoms to the operator.

## Daily Screening Procedure:

The **designated screening area** is outside the front entrance of Kids Zone Daycare.

A sign is posted explaining the screening process and rules and conditions for entry.

The staff member taking the screening will take appropriate precautions when screening, including maintaining a minimum of at least two metres (six feet) distance from the person being screened and wearing personal protective equipment (PPE) including a surgical mask and a face shield.

1. All individuals including children attending Kids Zone Daycare, staff, and visitors must be screened each day **before** entering Kids Zone Daycare, including a **daily temperature check** with a touchless thermometer.
2. All staff and parents or caregivers are actively screened prior to entry or drop off by answering the following:
  - a. Do you or your 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, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause?
  - b. Have you/the child travelled outside of Canada, including the United States, within the last 14 days?
  - c. Have you/the child had close contact with a confirmed or probable COVID-19 case?
  - d. 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?

**Alcohol-based hand sanitizer** is available at the screening area for people who have no symptoms and have answered NO to all questions, for use prior to entry. It is placed out of reach of children.

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<sup>2</sup> <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/?accordion=know-the-symptoms>

## **Record of Screening Results:**

Screening results are recorded daily and kept at Kids Zone Daycare.

## **Visitors:**

**Non-essential visitors are prohibited from entering Kids Zone Daycare.**

The provision of special needs services may continue. Kids Zone Daycare will consult Toronto Public Health if questions arise in respect of which service providers are permitted to enter the premises.

Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect Kids Zone Daycare at any reasonable time.

No volunteers or students are allowed.

## **Personal Items:**

Children may not bring in any personal items unless approved. No toys from home will be permitted at this time. Personal items must be clearly labelled with the child's name to prevent accidental sharing.

## **Field Trips/Special Events:**

There will be no field trips, special events or gatherings at this time.

## **Attendance Records:**

Kids Zone Daycare keeps daily records of anyone entering the daycare and the approximate length of their stay (such as cleaners, people doing maintenance, people providing supports for children, those delivering food).

Up-to-date records are kept at the daycare including name, contact information, time of arrival/departure, screening completion, result, etc. These will be available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Kids Zone Daycare will update records when a child, child care provider or staff is absent. We will follow up with all individuals to determine the reason for any unplanned absences. If the absence is due to illness, symptoms (e.g. fever, sore throat, cough) will be noted. Parents or caregivers of ill or unwell children and or child care staff will be encouraged to seek COVID-19 testing at assessment centres and to call Telehealth or their primary caregiver.

Attendance records will be monitored for patterns or trends and will available on-site at Kids Zone Daycare at all times.

## **Reduced Group Size/Cohorts:**

Children and staff will be placed in groups or cohorts of **no more than 10 individuals**.

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

**Each cohort will be designated to a specific area and must stay together throughout the day and are not permitted to mix with other cohorts.**

Maximum capacity rules do not apply to Special Needs Resource staff on site.

Ratios set under the *CCEYA* will be maintained.

## **Physical Distancing:**

Physical distancing will be practiced as best as possible to maintain a two metre (six feet) distance between staff and children. However, physical distancing must not compromise supervision or a child's safety.

Physical distancing of at least two metres (six feet) will be maintained between cohorts and encouraged where possible between children within the same cohort.

Children will be encouraged to greet each other with waves or nods or "Hellos" (non-physical gestures) and to avoid hugs and handshakes (close greetings).

Children will be regularly reminded to keep their hands to themselves.

"No sharing" policies and procedures will be reinforced. This will include not sharing food, water bottles or other personal items.

Children will be supervised and will practice hand hygiene frequently while using dedicated outdoor equipment.

The use of outdoor space will be staggered to prevent over-crowding and community playgrounds will not be used.

Mealtimes will be staggered.

A two-metre distance between sleeping cots and nap mats will be maintained. Children will be placed head-to-toe or toe-to-toe.

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

All group sensory play activities are suspended.

If sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be provided for one day, single use and labelled with child's name, if applicable.

Recognizing that physical distancing is difficult with small children, Kids Zone Daycare will implement the following suggestions:

- Activities will be planned that do not involve shared objects or toys.
- When possible, we will move activities outside to allow for more space, and
- We will avoid singing activities indoors.

## **Outdoor Play:**

Outdoor play will be scheduled by cohort in order to facilitate physical distancing.

Children should bring their own sunscreen where possible and it should not be shared. Staff will exercise proper hand hygiene when assisting to apply sunscreen to any child requiring it.

## **Food Safety Practices for Snacks and Meals/Lunch Time:**

Where possible, children should practice physical distancing while eating. There will be no self-serve or sharing of food at meal times.

- a. Utensils will be used to serve food
- b. Meals will be served in individual portions to the children.
- c. There will be no shared items or utensils (i.e. serving spoon or salt shaker)

Food cannot be provided by families, and food can not be served of the program's regular meal provision (except where required and special precautions for handling and serving the food must be put in place).

Children will neither prepare nor provide food that will be shared with others.

Proper hand hygiene will be practiced when staff are preparing food and for all individuals before and after eating.

## **Use of Masks and Personal Protective Equipment:**

Kids Zone Daycare must provide personal protective equipment (PPE) for use by staff when necessary.

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

Staff **must** wear a **surgical mask** and **eye protection**:

- In the screening area and when accompanying children into the program from the screening area.
- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- When caring for a sick child or a child showing symptoms of illness.

Staff must wear a **mask (medical or non-medical)** or face covering 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, diapering)
- Consoling an upset child
- Assisting a child with dressing or changing clothes.

When wearing a mask, staff should wash their hands before donning the mask and before and after removing the mask.

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

**Blankets** will be used over clothing if holding or carrying toddlers. Blankets or cloths will be changed between children.

## Practice proper **hand hygiene**:

Clean your hands thoroughly with soap and water. If soap and water are not available, use an alcohol-based hand sanitizer provided hands are not visibly soiled.

Avoid touching your face, nose and mouth with unwashed hands.

Kids Zone staff must ensure that proper hand hygiene is practiced often and when necessary (e.g. before and after eating, after using the washroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.

Additional hand sanitizers stations are placed in supervised areas, out of the reach of children.

Kids Zone Daycare monitors hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags.

## Practice proper **respiratory etiquette**:

Cover your cough or sneeze into a tissue. Immediately throw the tissue in the garbage and wash your hands.

If you don't have a tissue, sneeze or cough into your sleeve.

# Enhanced Environmental Cleaning and Disinfecting:

Kids Zone Daycare follows Toronto Public Health's advice regarding best practices for cleaning and disinfecting.

Cleaning refers to the removal of dirt and organic material from surfaces. Cleaning alone does not kill or deactivate germs.

Disinfection works by using chemicals to kill or deactivate germs on surfaces. This process does not work effectively if surfaces are not cleaned first.

**High-touch surfaces and items in common areas** (e.g. tables, chairs, toys, indoor/outdoor play equipment, doorknobs, light switches, handles, desks, toilets, sinks, electronic devices must be **cleaned and disinfected at least twice daily**, when visibly dirty, and after contact with body fluids (e.g. saliva).

Cots and cribs are disinfected after each use.

**Low-touch surfaces** (e.g. floors, walls, and windowsills) must be cleaned and disinfected as needed.

Disinfectants must have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Alternatively, chlorine bleach solutions, may be used for disinfection.

Product expiry dates are checked and manufacturer's instructions are followed.

Chlorine bleach solutions may also be used for disinfection if appropriate for the surface.

Chlorine bleach solutions are prepared 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) of bleach per litre (1000 mL of water)
- Ensure a minimum of two minutes of contact time and allow to air dry.
- Prepare fresh bleach solutions daily.

All Kids Zone Daycare staff are educated on how to use cleaning agents and disinfectants, including:

- Required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfectant).
- Safety precautions and required personal protective equipment (PPE).
- Directions for where and how to securely store cleaning and disinfectant supplies.

Staff will be assigned to conduct environmental cleaning and disinfecting throughout the day.

A cleaning and disinfecting log is kept to track and demonstrate cleaning schedules.

## **Equipment and Toy Usage and Restrictions:**

Toys and equipment will be provided which are made of materials that can be cleaned and disinfected (no plush toys).

To the best of our ability, specific toys and play structures will be assigned to one cohort (e.g. balls, loose equipment).

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

Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.

Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.

Toys will be washed and rinsed prior to disinfection.

Toys will be dried in a designated area that is separate from the washrooms, change tables, and protected from sources of contamination.

Individualized packs will be provided for art materials and supplies to each child.

## **Protocols when a Child or Staff become ill with signs and symptoms of COVID-19 while attending Kids Zone Daycare:**

**Staff, parents or caregivers, and children must not attend the program if they are sick, even if the symptoms resemble a mild cold.**

Staff who become ill while at Kids Zone Daycare will be isolated and sent home immediately.

It is recommended that child care staff and children with symptoms of COVID-19 attend an assessment centre for testing as soon as possible, and to self-isolate at home until their result is available.

### **If a child becomes ill while at Kids Zone Daycare:**

1. The child will be immediately separated from the rest of their group in a designated room and supervised until they are picked up and able to go home.
2. Parents/caregivers or emergency contacts will be notified to pick up the ill child as soon as possible.
3. The ill child will be provided tissues to help support respiratory etiquette.
4. Outside doors and windows will be opened to increase air circulation in the area if safe and possible.

5. Children older than two years should wear a mask if tolerated and they are able to use it properly (e.g. donning and doffing carefully, avoiding touching while on).
6. Staff supervising the ill child should maintain physical distancing as best as possible and wear personal protective equipment including a surgical mask.
7. Staff will clean and disinfect the area immediately after the child with symptoms has been sent home.
8. Child care staff and children who were exposed to an individual who became ill with symptoms (i.e. **suspected COVID-19 case**) must continue to be grouped together (i.e. cohorted) and monitored for signs and symptoms of illness.
9. Kids Zone Daycare will inform parents/caregivers of children who were exposed to the ill child, and advise that they should monitor their child for symptoms. Child care staff must not work in other child care settings. They must also be advised to avoid being in contact with vulnerable person or settings where there are vulnerable persons.
10. Child care staff and children exposed to **confirmed cases of COVID-19** must be excluded from Kids Zone Daycare for 14 days.
  - These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
  - Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
  - If asymptomatic, individuals who have been exposed are encouraged to get tested at any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.

Child care staff and children who are being managed by Toronto Public Health (e.g. confirmed or probable cases) must follow TPH instructions to determine when to return to Kids Zone Daycare.

Staff must also report to their occupational health and safety department prior to returning to work when applicable.

## **Report Cases and Outbreaks to Toronto Public Health:**

Kids Zone Daycare must immediately report the following to Toronto Public Health by contacting the surveillance unit at **416-392-7411** during work hours (8:30 am to 4:30 pm, 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)

## **Serious Occurrence Reporting:**

Kids Zone Daycare has a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. Kids Zone Daycare will contact Toronto Public Health (TPH) to report a child suspected of having COVID-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 or caregiver, or staff member is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, this must be reported to the ministry as a serious occurrence.

Where a room, centre or premise closes due to COVID-19, this must be reported to the ministry as a serious occurrence.

Kids Zone Daycare is required to post this serious occurrence notification form as required under the *CCEYA*, unless TPH advises otherwise.

## **Testing Requirements:**

Kids Zone Daycare adheres to the advice from the Ministry of Education regarding the requirement for routine testing.

## **Staffing:**

Kids Zone Daycare staff can only work at one location.

Supervisors will limit their movement between rooms, doing so only when necessary.

Staff should avoid covering off for colleagues assigned to a different group or cohort or working in different areas during lunch or breaks as best as possible. If a staff member must cover for a colleague in a different area (e.g. during breaks), they must do so in a manner that maintains physical distancing as best as possible, and they should use a face mask or covering.

Each cohort or group will have the required number of qualified staff as set out in the *CCEYA*.

Supply or replacement staff will be assigned to specific cohorts.

## **Staff Training:**

All Kids Zone Daycare staff must be aware of the signs and symptoms associated with COVID-19.

([https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet\\_Novel-Coronavirus.pdf](https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet_Novel-Coronavirus.pdf))

All Kids Zone Daycare staff must be aware of and able to implement the revised IPAC policies and procedures.

All Kids Zone Daycare staff must be trained on proper use of proper protective equipment.

## **Occupational Health and Safety:**

Kids Zone Daycare takes reasonable precautions to protect the health and safety of staff. This includes:

- 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 precautions reasonable in the circumstances to protect workers from being hurt or getting a work-related illness

To the best of our ability, Kids Zone Daycare will maintain a one to two-week supply of PPE at all times.

When using Personal Protective Equipment:

- PPE should be appropriate for the type of activity (i.e. rubber gloves for cleaning; medical-type gloves for diaper changing),
- Always follow manufacturer's instructions for PPE,
- Ensure appropriate PPE is available for use depending on the activities in the daycare, and
- Ensure proper donning (putting on) and doffing (taking off) techniques are practiced.

## **Policy and Procedure Review:**

This policy and procedure will be reviewed and signed off by all employees before commencing employment at Kids Zone Daycare, and at any time where a change is made.