



**PALMERSTON COMMUNITY DAYCARE CENTRE PROTOCOL FOR CHILD CARE
DURING THE COVID 19 PANDEMIC**

PARENT INFORMATION PACKAGE

JULY 2020

Revised 28.08.20

734 Palmerston Avenue
Toronto, ON
M6G 2R4
Tel. 416.533.9526
palmerstondaycare.to@gmail.com
www.palmerstoncommunitydaycare.com

Welcome Back

Welcome back children and families. We have missed all of you so much. Palmerston Community Daycare Centre (PCDC) has been providing quality licensed childcare since 1980 and currently serves over 100 families and all of us are excited to start doing what we are passionate about. We have learned over the last few months that this is an ever-evolving situation, and our commitment to support our families and children remains as strong as ever.

You will have already completed our standard policy intake process when you first enrolled at PCDC. We have created a set of policies pertaining to Covid-19 for your review and signature. You will be required to sign the last page of this Information Package to confirm your understanding of these new policies and measures.

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

Parents/Guardians must screen their child for symptoms every day before they come to PCDC.

- You can use the Ministry of Health's Ontario [COVID-19 self-assessment tool](#) for this purpose.
- If your child has any symptoms of COVID-19 or if they are ill, they should not attend PCDC.
- You should report your child's absence from PCDC by contacting us at: 416-533-9526 or by email at palmerstondaycare.to@gmail.com
- Children who become ill during the day will be isolated and must be picked up from daycare as soon as possible.

Please note the following:

- PCDC's **operating hours will be 8:00 am to 5:00 pm Monday to Friday** to September 4, 2020. Operating hours **effective September 8, 2020 are 7:45 am to 5:30 pm, Monday to Friday**. This is to allow for screening area set up, enhanced cleaning and maintenance.
- A hot lunch will be provided to preschool children as well as a morning and afternoon snack.
- The hot lunch program is no longer available to the Kindergarten and School Age children as they are required to remain at school until dismissal. An afternoon snack will be provided.
- Families will be required to undergo a screening process and are expected to adhere to their screening time.
- **Masks are mandatory for the parent/guardian accompanying the child(ren) to the screening station.**

We appreciate your continued support and confidence in us. On behalf of everyone at PCDC, we are grateful to be back working with all of you.

Marilyn Eschelbacher
Executive Director

Filomena Melo
Supervisor

Notice of Risk

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

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

A. Daily Home Health Check

As required by Toronto Public Health (TPH), an at home self-assessment is to be completed by all families, employees and service workers prior to coming into PCDC.

All child(ren)/employee's results of the home self-assessment, ***including a temperature check***, is to be reported as ***required for entrance*** at time of onsite screening. These results will be recorded in a daily logbook by a PCDC staff.

If you or your child have any of the symptoms outlined below, from the Ministry of Health's COVID-19 Reference document for Symptoms, **stay home, do not come** to PCDC and report symptoms by phone to the Director or Supervisor..

Symptoms:

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

If you, or any member of your house hold answer **YES** to any of the questions outlined below, from Toronto Public Health COVID-19 Screening Checklist, **stay home, do not come** to PCDC and report the answers by phone to the Director or Supervisor..

1. Do you or your child have symptoms compatible with Covid-19 and in whom laboratory diagnosis of COVID-19 is inconclusive?
2. Do you or your child live with, or provide care for (without appropriate PPE), or spent time with someone who has tested positive for COVID-19, is suspected to have COVID-19, has an

inconclusive laboratory diagnosis of COVID-19, or who has symptoms that started within 14 days of travel outside of Canada?

3. Do you or your child live in or work in an institution, group home, or other facility known to be experiencing an outbreak of COVID-19 (e.g., long-term care, prison)?
4. Have you or your child travelled outside of Canada within the last 14 days?

B. Daily Screening Prior to Entering PCDC – refer to Health Screening Policy and Procedures

Onsite screening is required by TPH of all children, employees, and service workers before entrance to PCDC can be approved

PCDC's screening station is set up on the first floor landing on the North side of the Annex building. One parent/guardian may accompany their child(ren) to the screening area and must depart promptly via the south doors upon completion of the screening process

Important: PCDC screening staff **may take** the temperature of any child, employee or essential service worker during the screening process if a temperature taken at home is not provided or if they appear unwell in any manner. Absence of results will be considered an incomplete screening and entrance to the PCDC site will **not be granted**.

- Only one adult is to drop off and pick up the child(ren)
- **Masks are mandatory** for the adult accompanying child(ren) to screening station.
- Children, employees and service workers will be required to arrive to be screened for their assigned time block
- Only **ONE** entrance will be used: the **NORTH** doors of the Annex building
- At screening station, a 2-meter distance from others will be maintained (posters)
 - Adults with children are to ensure their child(ren) follow distancing rules
- All children, employees and service workers will be required to complete hand hygiene at screening station before entrance into PCDC.
 - Hand sanitizer for children/adults will be available.
- Screening staff will review at home temperature results, review home health questions and visually inspect children for symptoms and general wellness and take and record their temperature.
- Only children, staff and essential service workers will be given further access to the building upon successful screening; parents will say good-bye at the screening station and **EXIT** through the **SOUTH** doors

TPH additional requirements for screening area:

Definition of Cohort: defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program they are enrolled in.

- Screening hours are 7:45 to 9:45 am daily. Families are requested to arrive before the end time of 9:45 am to enable screening staff to resume their other daily duties.
- A staff member will be at the screening area to escort the child(ren) to their cohort upon each child(s) successful screening
- Staff will ensure the health screening area is disinfected regularly throughout the screening process
- Staff that are actively screening are required to wear PPE (mask and face shield).

- C. **Enhanced Hand Hygiene** – refer to PCDC Hand Hygiene Policy and Procedures
- Staff will supervise **all** child hand hygiene procedures to ensure hands are cleaned appropriately.
 - Staff will review daily with age appropriate children, proper hand hygiene practices as well as coughing etiquette, tissue use, etc.

Hand hygiene practices/frequencies

- Enhanced hand hygiene practices for children and staff as follows:
 - before entrance and leaving the building
 - before and after preparing food or drinks
 - before and after eating or handling food/feeding children
 - before and after administering medications or first aid
 - before and after diapering
 - before and after playing outside/gym
 - before and after use of gloves
 - after the use of the bathroom or helping children use the bathroom
 - after any contact with bodily fluid
 - after handling garbage, laundry, children's bedding
 - after wiping a child's nose, after washing a child's face

- D. **Enhanced Environment Cleaning and Disinfecting** – refer to Environmental Cleaning and Disinfecting Procedures

Definitions:

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning removes, rather than kills germs, it lowers their numbers and the risk of spreading infection. Warm water, soap and a wiping action is required to clean surfaces. Rinsing with clean water is necessary to complete the cleaning process to ensure the detergent film has been removed.

Disinfecting: kills germs on surfaces using chemicals. PCDC uses a bleach and water solution to disinfect, using TPH mixing guidelines for effective bleach to water ratios

Frequency Requirements:

All staff are to clean and disinfect upon ENTRY to PCDC:

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

- Tables and countertops, food prep areas
- Chairs and tables after use
- Spills - must be cleaned and disinfected immediately
- Handwash sinks: staff and children washroom areas must be cleaned and disinfected at a minimum of 2 times per day and as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).
- High Touch surfaces: these are surfaces that have frequent contact with hands, these areas must be cleaned before and after every transition such as leaving and entering a room, (e.g. door handles, light switches, food carts etc.)
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- Floor Mats/Cots: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily, before and after each use.

- Outdoor equipment/play toys: must be disinfected daily before the children use them and then additionally as required (e.g., visibly dirty). All outdoor play equipment/toys that are used must be easy to clean and disinfect.

E. Enhanced Toy Cleaning & Disinfection – refer to Toy Disinfection Procedures

All toys that are plush must be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all group sensory play is suspended, this includes but not limited to water and sand play. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

Frequencies and Toy Cleaning Schedules

- Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.
- Toys, including large toys, cribs, cots, equipment and high touch items will be cleaned and disinfected at least two times per day and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with bodily fluids.
- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.

refer to Environmental Cleaning and Disinfecting Policy and Process for more guidance.

F. If Symptoms Develop During A Child/Employees Day - refer to Exclusion of Sick Children

Children and staff and essential service workers will be excluded from PCDC as per the recommendations of TPH if symptoms develop. A serious occurrence report to the MOE is required in any suspected and/or confirmed case of Covid-19 of children and/or staff that attend or work at PCDC.

Any child or staff who has any symptoms of illness *OR* whose parent or other household members are showing any symptoms of illness will be asked to stay home and self-isolate and/or get tested for Covid-19 as per TPH guidelines.

Note: As the Covid-19 situation evolves rapidly, refer to [TorontoPublicHealth.ca/Coronavirus](https://toronto.ca/public-health/coronavirus) for the latest information

G. Additional Guidance for Providing Care – refer to Additional Care Guidance Policy

Childcare centres may operate at maximum capacity, however PCDC will keep cohort sizes for Kindergarten to a maximum of 20 and School Age to a maximum of 25 until further notice. The Preschool room will operate with a maximum of 16 children. Staff and children cannot mix with other cohorts while at PCDC.

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

H. Communication with Families/Guardians

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

Any changes or updates to any of our policies and procedures that we have provided concerning Covid-19 will be sent to all families by email.

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

All day to day communication will take place by phone or by email pertaining to children in our programs. Tours or in person meetings are not being scheduled at this time. Parents are required to update us with any change to phone numbers or email addresses.

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

If you are **not** bringing your child to the centre on a particular day, please call or email and report the reason why your child is not coming to PCDC.

Please provide the following:

All children -

- Extra clothing – labelled and to remain at centre
- Water bottle - labelled, taken home daily
- Hat - labelled, taken home daily
- Sunscreen (seasonal) - labelled, remain in backpack

Preschool children -

- Two (2) Blankets – labelled; to be taken home weekly on Fridays and laundered at home; daily if soiled.
- Diapers – labelled package

Tips

- Label everything as this helps teachers in trying to keep items separate to prevent cross-contamination
- Keep everything easily accessible and identifiable in child's bag; Ideally, teachers should be able to open the bag and see every item inside at a glance.

Please note: With the exception of medication, only the above items are allowed into the centre. Children may not bring any toys, books, electronics, other materials, etc. from home.

Resources: <https://covid-19.ontario.ca/>

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Parent/Guardian Confirmation

I, _____, _____
parent(s)/guardian(s) of _____ have read the
Protocol for Child Care During COVID-19 Pandemic Parent Information Package and any questions I
have, have been explained to me and I have noted the following specific and applicable points:

I will ensure that I report my child(ren)'s results of the daily Home Health Check temperature taken at
home and I am aware that this is **REQUIRED for Entrance** to PCDC.

I understand a mask is mandatory if I am accompanying my child to the screening station.

I am aware the operating hours **effective September 8, 2020 are 7:45 am to 5:30 pm. Monday to
Friday.**

Parent's Signature/Guardian

Date of Signing

Parent's Signature/Guardian

Date of Signing

Policies / Procedures	Parent/Guardian Initials
Notice of Risk	
A. Daily Home Health Check	
B. Daily Screening Prior to Entering PCDC	
C. Enhanced Hand Hygiene	
D. Enhanced Environment Cleaning and Disinfecting	
E. Enhanced Toy Cleaning & Disinfection	
F. If Symptoms Develop During A Child/Employee's Day	
G. Additional Guidance for Providing Care	
H. Communication with Families/Guardians	
Parent/Guardian confirmation	