



Safe, strong and smart children

STEP BY STEP

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HEALTH AND SAFETY RE-OPENING PROTOCOL IN RESPONSE TO COVID-19

Licensee ensures to increase measures on the health and safety of children, their parents, and workers amid the global COVID-19 pandemic. All measures are followed in compliance with requirements under the **Occupational Health and Safety Act (OHSA)** and its' regulations, as directed by the local Medical Officer of Health, **Ministry of Health (MOH)**, **Ministry of Labor Training and Skills Development (MLTSD)**, and **Child Care and Early Years Act, 2014 (CCEYA)**.

The COVID-19 virus typically spreads through:

- Coughing and sneezing,
- Personal contact with an infected person, or
- Touching an infected surface and then the face, mouth, nose or eyes.

Many signs and symptoms of COVID-19 infection are similar to other upper and lower respiratory infections, and can range from mild cold symptoms such as fever, muscle aches, fatigue and headache, sore throat, runny nose, diarrhea to more severe illness with high fever, cough, shortness of breath, and pneumonia. There is limited evidence that an infected person can spread it without symptoms.

Licensing Requirements

For prevention of spreading of COVID-19, the Government of Ontario has set a limit for the amount of persons allowed per classroom at a given time. The new capacity as per the government is no more than 10 persons per classroom space permitting. This includes both staff and children. Maximum capacity rules do not apply to the Special Needs Resource Teacher. Licensee ensures to maintain these ratios set out under CCEYA. The licensee can increase staff ratio as long as the each room does not exceed the maximum of 10 individuals. Children in each designated classroom must stay together throughout the day and are not permitted to mix with others. Reduced ratios are permitted as set out under the CCEYA provided that children from one room are not mixed with other rooms.

Staffing

Staff should work at only **one location**. Supervisor and/or designates should limit their movement between rooms, only doing so when absolutely necessary. Supply/replacement staff should be assigned to a specific room.

All Certifications in Standard First Aid Training, including Infant and Child CPR that expire after March 1, 2020 are extended until September 30, 2020. The licensee is required to obtain Vulnerable Sector Checks (VSC) from staff who are interacting with children on the premises.

Management of Children Suspected to have COVID-19

Licensee ensure to report to York Region Public Health when there are two or more symptomatic individuals within 48 hours.

If a child begins to experience symptoms of COVID-19 while attending the child care centre, Step by Step Learning Academy ensures to follow the recommended procedure:

Staff, parents, guardians, and children must not attend the daycare if they are sick, even if the symptoms may 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
- General feeling of being unwell

Children in particular need to be monitored for atypical symptoms such as purple fingers or toes, even as the only one symptom.

- a) The symptomatic child is immediately separated from others and is supervised by a staff member in a designated room/space.
- b) Parents/guardians are contacted immediately for pick-up.
- c) Siblings of the sick child are also to be picked up and excluded from the child care centre.
- d) The symptomatic child will be provided tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

- e) If a separate room is not available, the ill child will be kept at a minimum of 2 meters from others.
- f) If a child is able to tolerate and is above 2 years of age, a face mask is recommended.
- g) It is mandatory for a staff member to wear a mask, gloves, eye protection, gown at all times while supervising a symptomatic child.
- h) The child care provider have to avoid contact with the child's respiratory secretions.
- i) All items used by the sick child have to be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) have to be removed and stored in a seal container for a minimum of 7 days.
- j) Licensee ensures to notify York Region Public Health for guidance at: 1-(877)-464-9674 ext.73588 7 days a week from 8am to 8 pm, or (905)-953-6478 for after hours. This may include closing the childcare and notifying all families if necessary.
- k) Environmental cleaning of the space in which the child occupied when separated from others has to be conducted once the child has been picked up.
- l) Other children and child care provider(s) in the facility who were present while a child became ill have to be identified as close contact and grouped together. The local public health unit will provide further direction on testing and isolation of these close contacts.
- m) Children and staff who have been exposed to a confirmed case of COVID-19 have to be excluded from the child care setting for 14 days.

Serious Occurrence Reporting

When a child and/or staff is suspected (i.e., symptoms and has been tested) of having or has a confirmed case of COVID-19, the Licensee must to report this to the Ministry as a serious occurrence.

Step by Step Learning Academy, within the meaning of the [Child Care and Early Years Act, 2014](#), have a duty to report suspected or confirmed cases COVID-19 under the [Health Protection and Promotion Act](#). The Licensee have to contact their local public health unit to report a child suspected of having COVID-19. The local public health unit will provide specific guidance on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected family members and children.

If an outbreak is declared, then the facility must close. The facility cannot re-open until advised so by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

Where a room or premises closes due to COVID-19, Licensee must to report to the Ministry as serious occurrence and required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

Testing for COVID-19

If symptomatic, staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the Local Public Health unit as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found on the ‘COVID-19 Reference Document for Symptoms’ on the Ministry of Health COVID-19 [website](#).

- Those who tests negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Those who tests positive for COVID-19 must be excluded from the child care facility for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

Step by Step Learning Academy must consider **a single, symptomatic, laboratory confirmed case of COVID-19 for staff or child as a confirmed COVID-19 outbreak** in consultation with the local public health unit. Outbreaks will be declared in collaboration between the child care facility, and the local public health unit to ensure an outbreak number is provided.

Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms until laboratory tests, if any, have been completed or until directed by the local public health unit.

Staff Safety

Symptomatic child care staff who develops symptoms compatible with COVID-19 should be sent for testing. Additional guidance can be obtained by calling York region Public Health at 1-877-464-9675 ext. 73588.

The child care provider awaiting test results, who is asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact).

If the staff member’s illness is determined to be work-related, in accordance with the **Occupational Health and Safety Act (OHSA)** and its’ regulation, the director of Step by Step Learning Academy must provide notice within 4 days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection to the:

- Ministry of Labour, Training and Skills Development;
- Joint health and safety committee (or health and safety representative).

All instances of occupationally-acquired infection must be reported to WSIB within 72 hours. Licensee ensures that staff will be trained and familiar with daycare's policies and procedures prior to re-opening.

Cleaning and Disinfection Procedures

Increasing the frequency of cleaning and disinfecting of high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, light switches, toilet and facet handles, electronic devices, and tabletops must be disinfected at **least twice a day**, and when soiled.

Toys that children may put in their mouth must be rinsed with drinking water after they have been cleaned and disinfected. Items that cannot be easily cleaned (e.g. stuffed toys, play dough, cupboard puzzles) must be removed.

Toys and equipment need to be cleaned and disinfected when used between classrooms.

Staff are required to keep a cleaning and disinfection log to track and demonstrate cleaning schedules.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:

- Registered in Canada with a Drug Identification Number (DIN).
- Checking expiry dates of products.
- Labelled as a broad-spectrum virucide.
- All cleaning products have to properly stored and not accessible for children.
- Garbage cans should be easily accessible, lined with plastic, hands free and emptied regularly.
- All rooms where the symptomatic child was present must to be cleaned and disinfected (outbreak level disinfectant), in additional to high traffic areas such as bathrooms and corridors and frequently touch items/surfaces immediately.
- Staff at Step by Step Learning Academy have to clean and disinfect sleeping equipment (e.g. cots).
- All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

GENERAL CLEANING AND DISINFECTING PRINCIPLES

Staff at Step by Step Learning Academy have to follow a 2-step method to clean and disinfect:

- 1) Clean with detergent and water, using friction.
- 2) Apply disinfectant, following proper instructions.
 - Start from clean area and move to dirty area
 - Wear appropriate PPE, (e.g., gloves, eye protection, gown/apron), especially when cleaning body fluid spills.

ENVIRONMENTAL CLEANING

Non-outbreak: Use 100 ppm bleach & water recipe.

Outbreak: Use 5,000 ppm bleach & water recipe.

If using household bleach, the following is recommended:	
<i>Disinfectant</i>	<i>Concentration and Instructions</i>
Chlorine: household bleach – sodium hypochlorite (5.25%)	100 ppm <ul style="list-style-type: none"> – 1 teaspoon (5 ml) to 4 cups of water 1000 ppm <ul style="list-style-type: none"> • 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or • 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water 5000 ppm <ul style="list-style-type: none"> • 6 3/4 tablespoon bleach to 1 litre (1000 ml) water • Allow surface to air dry naturally

Precautions when using bleach:

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective

equipment (PPE) during handling (read label and refer to the material safety data sheet - MSDS).

- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
- Clean the surface before using the chlorine bleach solution.

Laundry

All laundry should be handled in a manner that minimizes possibly spreading the disease/virus.

- Personal bedding/ linens must not to be shared between children.
- Gown and gloves should be worn when doing laundry.
- Wash with regular laundry soap and hot water (60°C - 90°C) and dry thoroughly.
- Clean and disinfect/laundry bedding and sleeping equipment after each use or when visibly soiled.
- Linens and children's clothing soiled with fecal matter are sent home in a securely tied plastic bag immediately for cleaning.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Risk assessment is conducted to determine PPE required for each task.

The PPE used would include *a surgical mask, eye protection, gown and gloves in following situations:*

- When conducting screening of children during drop off and pick up.
- When taking care of a symptomatic child at the centre prior to pick up.
- When cleaning and disinfecting area/room of a suspected or confirmed COVID-19.
- When coming in contact with blood or body fluids.
- When using PPE, it is important to follow proper donning and doffing sequences to ensure staff are properly protected and to avoid contamination.
- Single-use PPE should be discarded after use and should not be saved for re-use.
- Licensee ensures that the child care facility has an adequate supply of PPE available for use which supports current and future operations.
- Staff have to be trained on proper use of PPE including how to put on and take off.

DONNING PPE

- 1) **Perform hand hygiene**
- 2) **Gown**
- 3) **Mask**
- 4) **Eye protection e.g., goggles or face shield**
- 5) **Gloves**

DOFFING PPE

- 1) **Gloves**
- 2) **Gown**
- 3) **Perform hand hygiene**
- 4) **Eye protection (e.g., goggles or face shield)**
- 5) **Mask**
- 6) **Perform hand hygiene**

Personal Hygiene Etiquette

A) Hand washing

Hand washing is one of the best ways to protect yourself and others from getting sick with COVID-19 and other illnesses. Step by Step Learning Academy will ensure that hand washing facilities and/or hand-sanitizing products are readily available.

Children must be monitored to ensure they are washing their hands correctly.

Hand hygiene is performed for donning and doffing PPE.

Licensee reviews and encourage hand hygiene practice with staff, parents/guardians and children.

Hand Washing with Soap and Water

To wash your hands properly with soap and water, follow these steps:

- Wet your hands and apply liquid soap.
- Rub your hands vigorously together, scrubbing all skin surfaces.
- Pay special attention to the areas around your nails and between your fingers.
- Continue scrubbing for at least twenty seconds.
- Rinse your hands and dry them well.
- Turn off tap with paper towel.
- Open door of bathroom with paper towel in hand and then dispose in waste basket.

When to Wash Hands

- Before and after preparing food;
- Before and after eating;
- After using the bathroom;
- After disposing of waste or handling dirty laundry;
- After blowing your nose, coughing, or sneezing;
- After interacting with other people at a distance of less than 2 metres/6 feet;
- Whenever hands look dirty or are visibly soiled;
- Donning and doffing personal protective equipment

Respiratory Etiquette

Child care operators should encourage the practice of proper respiratory etiquette practice amongst staff and children, this includes:

- Cough or sneeze into your sleeve
- Cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards.
- Avoid touching your eyes, nose and mouth with unclean hands.

Space Set-Up and Distancing

Licensee ensure to support physical distancing and separate groups as best as possible. Distancing of at least 2 metres must be maintained between classrooms and should be encouraged, where possible, between children within the same room. Licensee encourages more physical space by:

- Spreading children out into different areas at meal and dressing time.
- Incorporating more individual activities or activities that encourage more space between children.
- Avoid planning activities that involve shared objects or toys.
- Avoiding singing activities indoors.
- Using markings on floors to promote physical distancing

- Staff of Step by Step Learning Academy must to consider staggered lunch and break times to reduce the number of employees gathering. One person should be present at the kitchen. Lobby may be used as an alternative space for staff lunch or breaks.
- Where two classrooms are using the same indoor space (e.g. gym), licensee ensures a floor-to-ceiling temporary physical barriers in place to ensure that physical distancing of at least 2 meters between classroom is maintained.
- In shared outdoor space, classrooms must maintain a distance of at least 2 meters between groups and any other individuals outside of the classroom.
- Licensee ensure to increase the distance between cots/resting mats/playpens, if possible. If space is tight, place children head-to-toe or toe-to-toe. Cots and cribs should be disinfected after each use.
- Moving activities outside to allow for more space.
- Licensee is suspending all group activities and gathering.

Outdoor Play Area

In order to facilitate physical distance, the daycare's playground can be used by one or two classrooms (space is permitted) with physical markings to ensure multiple groups remain separated by 2 meters.

During the play time, child care providers must be vigilant in reminding children not to touch their faces and implement proper hand washing after playing with equipment.

Children should bring their own sunscreen and should not be shared among others.

Parents/guardians should apply sunscreen to their kids in the morning. Staff will provide assistance to apply sunscreen to any child requiring it in the afternoon and must perform proper hygiene when doing so (i.e. washing hands before and after application).

Each classroom encourages to have designated toys and equipment (e.g. balls, loose equipment, etc.). Where toys and equipment are shared (tricycles, balls, etc.), they need to be cleaned and disinfected prior to being shared. Play structure/ playground equipment can only be used by one classroom at a time. Clean and disinfection before and after each uses.

Staff can use alternate outdoor arrangements (walking along daycare facility) while ensuring distancing practices.

Interactions with Toddlers

When holding toddlers, use blankets or cloths over child care provider's clothing and change blankets/cloths between children. Avoid getting close to the faces of all children, where possible.

Children must not to share soothers, bottles, sippy cups, etc. Label these items with the child's name to discourage accidental sharing.

Recognising that physical distancing is difficult with small children, additional requirements include:

- Planning activities that do not involve shared objects or toys;
- When possible, moving activities outside to allow for more space;
- Avoiding singing activities indoors.

Food Provision

Step by Step Learning Academy reinforces “no food sharing” policies and no self-serve. Children should neither prepare nor provide food that will shared with others. There is no sharing of utensils or food items (e.g. serving spoon, etc.)

Meals will be served in individual portions to the children. Food are prepared, handled, store and served in safe manners as outlined in Food Premises Regulation 493/17 No food is to be provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).

Step by Step Learning Academy requires that 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.

Screening

All individuals, including children attending Step by Step Learning Academy, staff, parents/guardians, and visitors must be screened each day before entering the care setting, including daily temperature checks.

Pick –up and drop-off of children should happen outside the child centre unless it is determined that there is a need for the parent/guardian to enter the centre.

Step by Step Learning Academy designates an area near the main entrance to conduct screening (lobby). Staff that are responsible for screening children/ parents/ guardians/visitors will have to keep a distance of at least 2 meets (6 feet) from those being screened and wear personal protective equipment (PPE) (i.e., protective mask, eye protection or face shield, gloves).

Only one child and one parent are permitted in the screening area. Other parents and their children are required to wait outside at the marked locations until their turn.

Step by Step Learning Academy **actively screens** all individuals, including children, parents/guardians and staff prior to entry/drop-off by asking the following questions:

- Do you/ your child have any of the following symptoms?
 - Fever (37.8 C or greater)
 - New or worsening cough
 - New or worsening shortness of breath
 - Sore throat
 - Difficulty swallowing
 - Nausea /vomiting, abdominal pain
 - Runny nose, nasal congestion (in the absence of seasonal allergies)
 - Muscle aches
 - Headache

- Do you/ your child have any of following atypical symptoms?
 - Unexplained fatigue/malaise/myalgias
 - Delirium (acutely altered mental status and inattention)
 - Unexplained or increased number of falls
 - Acute functional decline
 - Exacerbation of chronic conditions (e.g. asthma)
 - Chills
 - Headaches
 - Croup
 - Conjunctivitis (pink eye)
 - Multisystem inflammatory vasculitis in children (presenting symptoms associated with various body systems such as respiratory, gastrointestinal, etc.)

Screening check list is posted at the main entrance to the daycare centre.

Child care providers will passively screen all children and staff for symptoms during operation hours.

Step by Step Learning Academy ensures to maintain daily records of all active and passive screening results. Records are to be kept on the premises. Records (e.g. name, contact information, time of arrival/departure, screening result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case outbreak.

Children, parents/guardians, essential visitors and staff who are symptomatic or fail the screening are not allow to enter the child care centre. If symptoms develop at home, staff, parent/guardian and essential visitors must report illness to the centre.

Alcohol-based hand sanitizer containing at least 60% alcohol content, PPE, infrared thermometer or thermometer with single-use covers (disposed after each use) will be placed at the screening station.

Procedure for Daycare Drop-off:

Once the screening process is complete and the child is permitted to enter in the child care facility, the screener staff will ask a designated staff member to accompany the child to the classroom. Parents/guardians will be asked to assist their child to apply hand sanitizer before entering the daycare and follow physical distancing of 2 meters from the main door.

It is mandatory for parents to wear a face covering during drop-off and pick-up.

Pick- up Procedure

Parents/guardians are to call the child care provider upon arriving at Step by Step Learning Academy/ring the bell (please use sanitizer prior to entering. This will be provided and remain outside. The childcare provider will get the child dressed and pack their belongings (if required). The provider will bring the child to the parents/guardians at pickup area (lobby).

During afternoon pick-up, parents will be asked to respect the physical distancing and follow the signs marked around the premises of the child care centre. During pick-up, staff members will maintain a 2 metre distance where possible when interacting with families and will be wearing the appropriate Personal Protective Equipment. The pick-up process will be conducted one child/family at a time.

Visitors

There are to be no non-essential visitors at the program.

As much as possible, parents should not go past the screening area. Step by Step Learning Academy will ensure that there are no volunteers or students at the program. Child care providers should use of video/photos and telephone interviews with families where possible, rather than in person.

Ministry staff and other public officers (e.g. fire marshal, public health inspector) are permitted to enter and inspect Step by Step Learning Academy at any time. The special needs service providers are permitted to enter the premises. All visitors have to follow the screening protocol prior to entering. Holiday events and other activities such as birthdays that brings parents, entertainments, Monkeynastix and Soccer Shots are not permitted.

Lunch delivery drivers have to follow the daycare screening protocol, meet a staff member at the door, exchange the delivery, and pick up empty containers. Drivers are required to wear PPE and follow sanitization protocol.

Communication with Staff and Parents/Guardians

Licensee ensures that parents/guardians are made aware of the facilities' COVID-19 plan and the importance to adhering to self-monitoring of COVID 19 symptoms and hand hygiene prior to bringing their child to the centre. COVID-19 specific information will be visibly posted and available to staff and parents/guardians (e.g., COVID-19 fact sheets, hand hygiene, physical distancing, self-monitoring). Parents/guardians will be provided with a link of the re-opening plan or a hard copy will be available upon request.

Licensee ensures that **training is provided** to all Staff of Step by Step Learning Academy on the health, safety and other operational measures outlined in this document prior to re-opening. This includes instruction on how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in case someone becomes sick.