

York University  
Co-Operative  
Daycare Centre

COVID-19  
Supplement  
to the  
Family Handbook

Revised V4- February 11, 2021

---

**TABLE OF CONTENTS**

<b>YUCDC’s Response to COVID-19</b>	<b>4</b>
<b>What is COVID-19</b>	<b>4</b>
<b>Opening Date</b>	<b>4</b>
<b>Admission and Re-Admission</b>	<b>4</b>
<b>Hours of Operation</b>	<b>5</b>
<b>Infection Prevention and Control (IPAC) at YUCDC</b>	
• YUCDC’s Joint Health and Safety Committee- <b>Updated</b>	<b>5</b>
• Staff Training - <b>Updated</b>	<b>5</b>
• Enhanced Environmental Cleaning and Disinfecting Policy and Procedures	<b>5</b>
• Toy Disinfection Procedures	<b>6</b>
• Food Provision and Food Safety Practices	<b>6</b>
• Use of Personal Protective Equipment – <b>Updated</b>	<b>7</b>
• Screening Procedure: Drop-Off - <b>Updated</b>	<b>7</b>
• Management of a Suspected or Confirmed Case of COVID-19 – <b>NEW!</b>	<b>8</b>
• Exclusion of Sick Children and Staff Policy and Procedures	<b>9</b>
• Space Set-Up and Physical Distancing Policy and Procedures	<b>10</b>
• Cohorting	<b>10</b>
• Hand Hygiene and Respiratory Etiquette Policy and Procedures	<b>11</b>
<b>Other</b>	
☞ Childcare Tuition Fees- <b>Updated</b>	<b>11</b>
☞ Attendance Reporting	<b>11</b>
☞ Pick Up Procedure	<b>11</b>
☞ Absences	<b>11</b>
☞ Appointments	<b>11</b>
☞ Visitors	<b>11</b>

**TABLE OF CONTENTS**

**Other (cont'd)**

☞ Excursions and Special Guests	11
☞ Volunteers and Student Teachers	11
☞ Medication - Updated	12
☞ Personal Belongings	12
☞ Communication with Families- Updated	12
☞ Unforeseen Closures - Updated	12

**APPENDIX**

☞ A. Child Screening Form- Updated	14
☞ B. Staff Screening Form- Updated	15
☞ C. Visitor Screening Form- Updated	16
☞ D. Authorization to Administration Medication Form	17

### **YUCDC's RESPONSE to COVID-19**

York University Co-operative Daycare Centre (YUCDC) is dedicated to protecting the health and safety of your child, our staff, and the York University Community. We are continuing to closely monitor COVID-19 and basing our response and actions on the recommendations from Toronto Public Health, the Ministry of Health, Health Canada, and any additional relevant authorities. Our policies and procedures have been guided by the requirements as set out by: The Ministry of Education (MOE) <http://www.edu.gov.on.ca/childcare/childcare-re-openingoperational-guidanc.pdf> and Toronto Public Health (TPH) <https://www.toronto.ca/wp-content/uploads/2020/04/9571>.

This guidance document is a supplement to our Family Handbook. It covers information related to the COVID-19 Pandemic. All other policies and protocols, unrelated, are outlined in the Family Handbook. In the event of any differences between the policies and procedures as outlined in this document and our Family Handbook, the guidance in this document will prevail. **Please note:** the information provided is current and is subject to change; please check TPH's [website](#) regularly for updates.

### **WHAT IS COVID-19?**

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact. It can survive on different surfaces but can be killed by most cleaners and disinfectants.

YUCDC will be using detergent and warm water to clean visibly soiled surfaces, rinsing the surface with clean water, and then disinfecting with an accelerated hydrogen peroxide disinfecting product, Oxivir TB RTU. Oxivir TB RTU is being used in the City of Toronto's Childcare Centres.

### **OPENING DATE**

YUCDC reopened its childcare operation on August 5, 2020 to thirty-three children. Phase Two of our reopening commenced on September 8, 2020 with fifty-three children. Phase Three commenced on January 7, 2021 with sixty-three children.

### **ADMISSION AND RE-ADMISSION**

Families, who were receiving care prior to the mandated closure, had the opportunity to be re-admitted into Phase Two of the re-opening of the Centre on September 8<sup>th</sup>. Families, who were attending YUCDC prior to the mandated closure and have expressed interest to return to YUCDC later, will remain on our priority wait list.

If you are interested in registering your child, please complete the on-line wait list form and send it to [daycare@yorku.ca](mailto:daycare@yorku.ca). Please note that, due to the COVID-19 Pandemic Outbreak, in person tours have been replaced with virtual tours of our facilities.

### **👏 Licensed Capacities of Our Programs**

- As of September 1, 2020, childcare settings were permitted to return to the maximum group sizes as set out under the Child Care and Early Years Act, 2014 (CCEYA) (i.e., licensed age groups prior to the COVID-19 outbreak) while still ensuring health and safety through physical distancing. However due to the limited physical space in some of our programs, YUCDC will be unable to return to the maximum licensed capacity under the current guidance for physical distancing in our Junior Infant, Preschool A and Kindergarten Programs.

## HOURS OF OPERATION

Our operating hours have been reduced during COVID-19 to allow for the set up of our Screening Area in the morning and the cleaning and disinfecting of our play spaces in the evening. The hours for our Infant, Toddler and Preschool Programs will continue to be from 8:00 am until 5:00 pm. The Centre extended the hours for our Kinder and School-Age Programs until at 6:00 pm at the start of Phase Two. It should be noted, however, that these programs will close at 5:00 pm on the day before a PAD and during school breaks.

## INFECTION PREVENTION AND CONTROL (IPAC) at YUCDC

While infection prevention and control (IPAC) has always been an integral part of our childcare culture, we have adapted and enhanced our policies and procedures in response to COVID-19 to mitigate risk and ensure the health and safety of all. In response to COVID-19, the following health and safety practices have been put in place:

### YUCDC's Joint Health and Safety Committee:

Members of our Joint Health and Safety Committee, Frances Giovinazzo and Pamela Boyer, played an active role in helping to establish the Emergency Protocols for COVID-19. They worked with the Executive Director to conduct a Risk Assessment of the Centre prior to reopening day. **Until further notice, Pamela and our new Assistant Executive Director, Mona Ostovar Ravari, will continue to work at our Screening Area periodically throughout the day and conduct monthly inspections of our workplace to ensure a safer and healthier environment for our children, families, staff, and York Community.**

### Staff Training:

👉 Prior to our re-opening on August 5<sup>th</sup> **and regularly when there are changes to policies and procedures,** all our educators and staff completed training pertaining to health and safety policies and procedures that are in line with the YUCDC's Joint Health and Safety Committee, Toronto Children's Services, Toronto Public Health, and the Ministry of Education's guidance documents.

### Enhanced Environmental Cleaning and Disinfecting Policy and Procedures:

**In keeping with the guidelines from Toronto Public Health, additional staff have been allocated to increase the daily cleaning of toys, furnishings, equipment, and frequently touched surfaces.**

👉 **High touch surfaces** will be cleaned and disinfected at least twice per day and as often as necessary. These surfaces include lunch tables, chairs, children's cubbies, staff lockers, floors, food carts, laundry cart, screening cart, toy carts, shelves, light switches, doorknobs, handles, toilets, sinks, etc.

👉 **Low touch surfaces** will include be cleaned and disinfected at least once a day. These surfaces include any surfaces that has minimal contact with hands. These surfaces include doors, sides of furnishings, etc.

👉 **Other shared items**, which may be handled by more than one individual, will be cleaned, and disinfected between users. These items include electronics, phones, walkie talkies, etc.

👉 **Cribs, cots, and mats** will be cleaned and disinfected after each use. Every Infant, Toddler and Preschooler is assigned to one of these rest furnishings. All their bedding will be provided by the Centre and laundered daily.

### 👉 **Additional Infection Prevention and Control Practices for Hygiene Items**

- If your child requires a pacifier while in attendance at the Centre, please bring in three labelled with his/her name along with a clip. They will be returned at the end of the day for you to take home to sterilize.

### 👉 **Additional Infection Prevention and Control Practices for Hygiene Items**

- To avoid cross-contamination, please bring in unopened containers of creams (diapering) and lotions (sunscreen) and diapers, labelled with his/her name.

### Toy Disinfection Procedures:

👉 The cleaning and disinfection of toys is vital to ensuring the health and safety of our children as it reduces and mitigates the potential spread of germs and viruses among children and those who may encounter them.

👉 Our toys will either be cleaned and disinfected in the Centre's industrial dishwasher or manually using the 4 Bin – 5 Step Method:

1. Wash with soap and water.
2. Rinse with clean water.
3. Soak in Oxivir Five 16 Concentrate mixture for 5 minutes to disinfect.
4. Rinse with clean water.
5. Air Dry.

👉 Cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.

👉 Toys that have been mouthed or soiled will be stored in a designated bin to be cleaned and disinfected.

#### 👉 **Note:**

- All toys will be made of material that can be cleaned and disinfected. Plush toys and fabric items will be removed from the classroom.
- Large play structures must only be used by one cohort at a time.
- Group sensory play activities will be suspended. Individual sensory play activities will only be provided outdoors.
- Individualized bins of art materials and supplies will be provided for each child.
- Books will be batched and rotated weekly. They will be stored in a sealed container for seven days after use.

### Food Provision and Food Safety Practices:

👉 There will be the modification of food safety practices for snack and mealtimes.

- Meal practices will ensure that there is no self-serve or sharing of food or utensils at mealtimes.
- Meals will be served in individual portions to the children by the staff.
- Children will no longer be allowed to prepare or provide food that will be shared with others.
- There must be no food provided by the family outside of the regular meal provision of the program, except where required and special precautions for handling and serving food are put into place (e.g. breast milk).
- Lunches and snacks can be provided by families for children if it is part of the regular meal provision for the program, and there are policies and procedures that address the handling of this food (e.g. containers are sent home for washing, sharing of food is prohibited, food packed in a manner that does not require staff to handle it).
- Personal water bottles will be kept in your child's cubby throughout the day for easy access to water. They are to remain at the daycare and will be sterilized at the end of the day.

### Use of Personal Protective Equipment (PPE):

👉 With the use of personal protective equipment, YUCDC will take every reasonable precaution to prevent the risk of communicable diseases, including COVID-19. The following are some of the PPE equipment that will be used by our staffing team: face masks, face shields, safety goggles/shields, gloves, disposable gowns, scrubs, and blankets to hold or carry Infants and Toddlers.

👉 Effective September 1, 2020, all adults in a childcare setting were required to wear medical masks and eye protection (face shields or safety goggles/shields) while inside in the childcare premises, including in the hallways. All children in grades four and above were also required to wear a non-medical or cloth mask while inside the childcare premises, and all school-aged children from K to Grade 3, were encouraged but not required to wear non-medical masks.

👉 At November 2020's YUCDC Board Meeting, a motion was passed requiring all Kinders and School-Agers to wear a non-medical or cloth mask while in attendance. **Effective February 16<sup>th</sup>, the Ministry of Education requires all children in grades one and above to wear a non-medical or cloth mask while inside the childcare premises.**

👉 Masks are not recommended for children under the age of two.

👉 The use of masks is not required outdoors for adults or children if physical distancing of at least 2-metres can be maintained between individuals.

### Screening Procedure (Drop Off):

#### 👉 **Screening Area**

- YUCDC's Screening Area is located to the east of the main entrance to the Atkinson Residence. There will be visual markers spaced 2 metres or 6 feet apart to assist with physical distancing while waiting to be screened.
- Parents/guardians must not go past the screening area or enter the childcare centre.
- All individuals including children, staff and visitors must be actively screened and their temperature checked prior to entry to the childcare centre. (See Appendix 'A', 'B' and 'C' for Screening Forms)

#### 👉 **COVID-19 Screening Symptoms (Updated and Adapted from COVID-19 Decision Tool for Schools, December 2020)**

- |   |                                   |                        |
|---|-----------------------------------|------------------------|
| • fever                                 | • cough                           | • difficulty breathing |
| • sore throat/painful swallowing        | • loss of sense of taste or smell | • headache             |
| • feeling unwell/muscle aches/tiredness | • nausea, vomiting, diarrhea      | • stuffy/runny nose    |

Symptoms can take up to 14 days to appear. Older adults and children may also have general symptoms such as chills, headaches, sleeping more than usual, feeling disoriented, confusion, muscle aches, dizziness, weakness, or falls.

👉 **Screening for Before and Afterschool Children:** Children that are received into care in the morning will be required to be screened once daily and will therefore not be required to be screened again when returning to the afterschool program. Parents/Guardians who only have children attending the afterschool program must email their child's screening results to [daycare@yorku.ca](mailto:daycare@yorku.ca) by noon daily. This form must be completed before your child can attend the program in the afternoon.

### Screening Procedure (Drop Off) (cont'd):

#### **Children should be excluded from attending childcare, under the following conditions:**

- (a) If the child has **one or more of the above symptoms, even if it is mild**, the child should stay home to self-isolate, get tested or contact the health care provider.
- (b) If a child's **sibling, or member in the same household** has one or more of the above symptoms, the child along with his/her sibling(s) and other members of the same household should also stay home, self-isolate and follow instructions from Toronto Public Health.
- (c) If the child has been in **close contact with a confirmed case of COVID-19**, the child will need to self-isolate for 14 days, even if he/she does not have symptoms. If the child has or develops symptoms, household members will need to stay home and self-isolate until COVID-19 is ruled out.
- (d) If the child or member of the household **tested positive for COVID-19**.
- (e) If the child has **taken any medication, including medication to reduce fevers**, within the last 24 to 72 hours.
- (f) If the child or member of the household has **travelled outside of Canada**, he/she must self-isolate for 14 days. Everyone in the household will also need to stay home until the person who travelled completes the 14 day quarantine.
- (g) If the child or member of the household has been **told to stay home and self-isolate**.

#### **Who is a Close Contact?**

- You were within 6 feet/2 metres for 15 minutes or more.
- You had multiple close encounters with someone over a 24-hour period (even if each was less than 15 minutes).
- You had close, physical contact with the person, such as a hug.
- You live or provide care in the same home.

#### **Who is Not a Close Contact?**

- You had a brief, close contact while wearing a mask and/or with a barrier in place.
- You passed someone quickly.
- You greeted someone and kept your distance.
- You made a delivery to someone who was self-isolating but had no contact with them.

### Management of a Suspected or Confirmed Case of COVID-19:

#### **Children and Staff with Symptoms of COVID-19**

- Children/Staff who have symptoms of COVID-19 must stay home and self-isolate for 10 days after the onset of the symptoms. After 10 days, the child/staff can stop isolating if he/she no longer have a fever and symptoms are improving for at least 24 hours. You can stop isolating if you test negative for COVID-19 and symptoms are improving for at least 24 hours.
- Adults in the home, including parents, will have to self-monitor for symptoms, but may go to work if one does not have symptoms and the child is not a close contact of someone with COVID-19 and has not tested positive.

#### **Children and Staff Who Came in Close Contact with Someone with COVID-19**

- Children/Staff who came in close contact with a person with COVID-19 must stay home, attend an Assessment Centre and self-isolate for 14 days from their last date of exposure to that person.

### Management of a Suspected or Confirmed Case of COVID-19 (Cont'd):

#### **Children and Staff Who Test Positive for COVID-19**

- Children/Staff must stay home and self-isolate for 10 days, starting from the day the symptoms started.
- Children/Staff may return to childcare after 10 days if they do not have a fever (without using fever reducing medication) and their symptoms have been improving for at least 24 hours.
- Children/Staff without symptoms will have to stay home and self-isolate for 10 days, from the day of the test.
- All household members should stay home, self-isolate and follow Toronto Public Health guidance.

#### **Children and Staff Who Test Negative for COVID-19**

- Children/Staff can return to childcare if: **a)** their symptoms have been improving for 24 hours **b)** has no symptoms **c)** is well to partake in program/work activities.

#### **Children and Staff with an Alternative Medical Diagnosis Who are Not Tested for COVID-19**

- Children/Staff with symptoms, but who have been given an alternative diagnosis by a health care provider (**not** related to COVID-19), may return to the Centre if their symptoms have been improving for 24 hours.
- Family members without symptoms should self-monitor and may go to school or work.
- A cold or respiratory infection is not considered an alternative diagnosis, and the individual should be tested.

#### **Children and Staff Who Are NOT TESTED For COVID-19**

- Children/Staff with symptoms of COVID-19 that are not related to an existing medical condition, who have not been tested, must stay home (with their sibling) and self-isolate for 10 days from the date when the symptom(s) first started.
- Child/staff may return to the Centre after 10 days if they do not have a fever (without taking medication) if their symptoms start improving after 24 hours.
- Anyone in the household member who attends a childcare setting must also stay home for 10 days.
- If a health care provider has diagnosed a condition that isn't related to COVID-19, he/she can return to the child care centre 24 hours after their symptoms improve. Household members do not need to stay home.

#### **Reporting**

- Under the Health Protection and Promotion Act, YUCDC has a **duty to report confirmed cases of COVID-19** to Toronto Public Health by completing the [Toronto Public Health COVID-19 Notification Form for Childcare Settings](#)
- Additional support can be accessed by calling TPH at 416-338-7600 during work hours (8:30 am to 4:30 pm, Monday to Friday) or 3-1-1 after hours or by emailing [publichealth@toronto.ca](mailto:publichealth@toronto.ca).
- YUCDC will report to the Ministry of Education in the form of a Serious Occurrence Notification when there is a confirmed positive case of COVID-19 and where a **room or centre closes due to a positive case COVID-19**.

### Exclusion of Sick Children and Staff:

 Children and staff must not attend the Centre if they are sick, even if the symptoms resemble a mild cold.

 Children who develop symptoms of COVID-19, while in care, are immediately separated from the rest of the group and supervised in our designated 'Health Room' (Room 106) until they are picked up. Their parents/guardians will be contacted for immediate pick-up. The children's designated or emergency contacts will be contacted should the Centre be unable to contact the parents/guardians within the first 10 minutes of the call.

### Exclusion of Sick Children and Staff (Cont'd):

#### **After the sick child/staff leaves:**

- All items used by the sick child/staff will be cleaned and disinfected. Any items that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days.
- There will be an environmental cleaning of the Health Room when the sick child/staff leaves for home.
- Children/staff with the symptoms of COVID-19 must either attend an **Assessment Centre** for testing as soon as possible and self-isolate at home until their result is available **or** self isolate for 14 days **or** get a diagnosis from a health care provider clearing the child to return to the childcare centre. Any siblings or household member of the sick child must also accompany the ill child home.
- Other children and staff who were exposed to the individual who became ill with the symptoms (i.e., suspected case of COVID-19) must continue to be grouped together and monitored for signs and symptoms.
- The Executive Director/Designate must inform parents/guardians of children who were exposed to the ill child/staff and advise that they should monitor their child for symptoms.
- Staff must not work in other programs and must also avoid being in contact with vulnerable persons or settings where there a vulnerable person.

### Space Set-Up and Physical Distancing Policy and Procedures:

 At YUCDC, we have been mindful of the importance of maintaining a welcoming and caring environment where children and families experience a sense of belonging. The set up of our space and the importance of physical distancing will not compromise the supervision, or a child's safety, emotional or psychological well-being.

 At YUCDC, physical distancing will be supported and promoted by:

- limiting the number of children at a table during mealtimes and play time.
- incorporating more individual activities that do not involve shared objects or toys.
- setting up the space in a manner that supports personal space.
- providing visual cues (e.g., temporary barriers, signage, etc.)
- suspension of group events and in-person meetings.
- moving activities outside to allow for more play space.

### Cohorting:

 Staff and children must be assigned to designated cohorts and these cohorts must be designated to a specific home room or program area.

 Programming must be planned in a manner that limits cohorts from mixing throughout the day.

 Staggered/alternate scheduling has been established for the following:

- shared washroom facilities.
- drop off times to prevent parents/guardians from gathering or grouping together.
- snack and mealtimes.

### Hand Hygiene and Respiratory Etiquette Policy and Procedures:

👉 Hand hygiene is an important element of infection control. Hands carry and spread germs. During this pandemic, good hand hygiene and respiratory etiquette will be reinforced and practised by the staff and children.

👉 When 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. They must always be used under adult supervision. Parent consent is required to use hand sanitizer on children. It should be noted that children under the age of one (1) are not permitted to have hand sanitizer applied, instead, perform hand washing frequently and gently.

### **OTHER**

#### **👉 Childcare Tuition Fees**

Childcare tuition fees are posted on the York University Daycare website. There have been no changes to the fee structure with the increase in staffing and the reduction in hours.

It should also be noted that childcare tuition fees will not be refunded for your child's absence from care due to vacation, illness and/or your COVID-19 related absences as per the Centre's Emergency Protocol and Procedures (i.e. self-isolation). However, when closures are a result of a State of Emergency or Program Closures as mandated by the Province of Ontario or Toronto Public Health, YUCDC will follow the guidance and direction from the government officials.

#### **👉 Attendance Reporting**

YUCDC will maintain daily attendance records of all individuals entering the childcare centre. These records will include contact information, screening results, temperature checks and the approximate length of their stay. These records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

#### **👉 Pick Up Procedures**

When you arrive to pick up your child, please come to the Screening Area. One of our 'runners' will greet you and arrange to have your child be brought to meet you. If you arrive after 5:00 pm (Infant, Toddler, Preschool Families) or after 6:00 pm (Kinder and School Age Families), please call the Centre's number at 416-736-5190 so that we can arrange to come to meet you with your child.

#### **👉 Absences**

Please contact the Centre if your child will be absent from the Centre and if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough).

#### **👉 Appointments**

To limit the number of transitions during the day, we recommend that you schedule your child's appointments for either the start or end of the day.

#### **👉 Visitors**

Non-essential visitors will not be permitted to enter the Centre.

### **Excursions and Special Guests**

Due to the restrictions imposed by Toronto Public Health, we will be unable to provide field trips, and special guests.

### **Volunteers and Student Teachers**

Volunteers and Student Teacher Placements will be suspended until further notice.

## **OTHER (Cont'd)**

### **Medication**

For our staff to be authorized to administer medication to your child, his/her medication must be accompanied by either the label of the prescription on the medication bottle or a doctor's note that lists your child's name, the name of the medication, the dosage and the expiry date. Place all labeled medications along with the dispensing device (e.g. measuring spoon/syringe) and the completed authorization form in a Ziploc bag and hand them directly to the Screener upon arrival. All medication authorization forms are available on the Centre's Website or at the Screening Table. (See APPENDIX 'D' for Authorization to Administer Medication Form)

### **Personal Belongings**

To limit the number of personal items being brought from home to the Centre each day, we recommend that you send all the necessary supplies on your child's first day. Your child will have his/her own designated cubby.

### **Communication with Families**

YUCDC recognizes how important it is to stay connected and informed with our families. Time will be built into the daily schedule for our educators to stay in touch with you. Communication platforms with parents/guardians will continue to be conducted via emails, newsletters, telephone, or video conferencing.

- **Parent – Teacher Telephone Connections:** Time has been put aside weekly between 11:00 am until 12:30 pm, Tuesday to Friday), for you to speak with your child's teachers. You are invited to schedule a date and time with a member of our Screening Team for one of your child's educators to contact you.
- **HiMama Parent Communication Portal:** Our journey to a higher level of communication with our parents commenced on February 8<sup>th</sup> with the roll-out of the HiMama App. With HiMama, our Infant, Toddler and Preschool Families will be able to receive updates about their child's day, including pictures and a complete electronic daily report at the end of the day. This tool will enable our childcare team to not only capture special moments of your child's day but will also share how learning is happening in his/her classroom. Our Kinder and School Age Families will also be receiving pictures of their children a play. Any inquiries with regards to this new platform should be sent to either Mona Ostovar Ravari at [mostovar@yorku.ca](mailto:mostovar@yorku.ca) or Pervena Sivarajah at [psiva28@yorku.ca](mailto:psiva28@yorku.ca). Both Mona and Pervena, who have been assigned the role of Ambassadors for this new program, would be happy to assist you.

### **Unforeseen Closures**

If YUCDC receives notice from either Toronto Public Health or the Ministry of Education that we will be required to close our operation, we will contact you using the any of the above communication systems.

Please note that childcare tuition fees will not be refunded when there are temporary closures caused by circumstances beyond the Centre's control (i.e. floods, power outage, program, etc.). It should also be noted that

## COVID-19 Supplement to the Family Handbook

childcare tuition fees will not be refunded for your child's absence from care due to vacation, illness and/or your COVID-19 related absences as per the Centre's Emergency Protocol and Procedures (i.e. self-isolation). However, when closures are a result of a State of Emergency or Program Closures as mandated by the Province of Ontario or Toronto Public Health, YUCDC will follow the guidance and direction from the government officials.



COVID-19 Supplement to the Family Handbook

York University Co-operative Daycare Centre

**APPENDIX 'B': COVID-19 Staff Screening**

**Prior to the staff's entry into YUCDC, a temperature reading will be taken and recorded on this form.**

Name of Staff Member:		
Rooms/Areas Worked: <input type="radio"/> Kitchen <input type="radio"/> Office <input type="radio"/> Health Room <input type="radio"/> Resource Room <input type="radio"/> Stroller Room <input type="radio"/> Jr INF <input type="radio"/> Sr INF <input type="radio"/> Tod BL <input type="radio"/> Tod YEL <input type="radio"/> Pre A <input type="radio"/> Pre B <input type="radio"/> KIND <input type="radio"/> SA <input type="radio"/> Room 114/116		
Pre-Existing Health Conditions (i.e. runny nose/red eyes from allergies or difficulty breathing from asthma):		
<b>Screening Questions</b>		
<b>1.</b>	Do you or any member of your household have any of the following: <input type="radio"/> Yes <input type="radio"/> No fever or feverish? <input type="radio"/> Yes <input type="radio"/> No new onset, existing cough or worsening chronic cough? <input type="radio"/> Yes <input type="radio"/> No shortness of breath or difficulty breathing? <input type="radio"/> Yes <input type="radio"/> No sore throat or difficulty swallowing? <input type="radio"/> Yes <input type="radio"/> No decrease or loss of sense of taste or smell? <input type="radio"/> Yes <input type="radio"/> No not feeling well, extreme tiredness or sore muscles? <input type="radio"/> Yes <input type="radio"/> No diarrhea, nausea or vomiting? <input type="radio"/> Yes <input type="radio"/> No runny nose or nasal congestion?	→If you answered <b>YES to one or more</b> , stay home and self-isolate immediately and attend an Assessment Centre for Testing get tested <b>OR</b> contact your Health Care Provider for further advice.
<b>2.</b>	Does anyone in your household have one or more of the above symptoms? <input type="radio"/> Yes <input type="radio"/> No	→If you answered <b>YES to QUESTIONS 2, 3, 4 or 5</b> stay home and follow Toronto Public Health Advice.
<b>3.</b>	Have you tested positive for COVID19? <input type="radio"/> Yes <input type="radio"/> No	
<b>4.</b>	Have you or any member of your household been identified as a CLOSE CONTACT of a CONFIRMED COVID-19 Case? <input type="radio"/> Yes <input type="radio"/> No	
<b>5.</b>	Have you or any member of your household been directed by a Health Care Provider, including a Public Health Official, to isolate? <input type="radio"/> Yes <input type="radio"/> No	
<b>6.</b>	Have you or any member of your household travelled outside of Canada or have had a visitor from outside Canada visit your home within the last 14 days? <input type="radio"/> Yes <input type="radio"/> No	
<b>7.</b>	Toronto Public Health requires all adults and children apply hand sanitizer upon arrival at the Screening Area. I acknowledge and will adhere to this requirement. <input type="radio"/> Yes <input type="radio"/> No	
Staff Signature		Date Completed: (YYYY-MM-DD)
<b>This Section Is for Office Use Only</b>		
Temperature Reading (Note: Fever is 37.8C and above or 100.4F and above.)		Completed By: (Staff Signature)
<p>York University Co-operative Daycare Centre collects personal information on this form under the legal authority of the Emergency Management and Civil Protection Act, RSO 1990, Chapter E.9, s 7.0.2(4)4, Child Care and Early Years Act, 2014, SO 2014, Chapter 11, Schedule 11, s 71(1)1i, Child Care and Early Years Act, 2014, SO 2014, Ontario Regulation 137/15, General, s 68.1 Emergency Management, City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, s 136© and the Toronto Municipal Code, Chapter 59, Emergency Management, Article 6 Delegation of Authority to Mayor. The information is used to record information related to the health, safety and well-being of the staff to enhance safety at the childcare centre. Information will only be shared with Toronto Public Health when requested. Questions about this collection can be directed to the Executive Director, York University Co-operative Daycare Centre, 90 Atkinson Road Room 128, Toronto, Ontario M3J 2S5 or by telephone at 416-736-5190 or by email at <a href="mailto:daycare@yorku.ca">daycare@yorku.ca</a>.</p>		

COVID-19 Supplement to the Family Handbook

York University Co-operative Daycare Centre

**APPENDIX 'C': COVID-19 Visitor Screening**

**Prior to the visitor's entry into YUCDC, a temperature reading will be taken and recorded on this form.**

Name of Visitor:		Arrival Time:	Departure Time:
Name of Company:		Telephone Number:	
Reason for Visit:			
Rooms/Areas Visited: <input type="radio"/> Kitchen <input type="radio"/> Office <input type="radio"/> Health Room <input type="radio"/> Resource Room <input type="radio"/> Stroller Room <input type="radio"/> Jr INF <input type="radio"/> Sr INF <input type="radio"/> Tod BL <input type="radio"/> Tod YEL <input type="radio"/> Pre A <input type="radio"/> Pre B <input type="radio"/> KIND <input type="radio"/> SA <input type="radio"/> Room 114/116			
Pre-Existing Health Conditions (i.e. runny nose/red eyes from allergies or difficulty breathing from asthma):			
Screening Questions			
1.	Do you or any member of your household have any of the following: <input type="radio"/> Yes <input type="radio"/> No fever or feverish? <input type="radio"/> Yes <input type="radio"/> No new onset, existing cough or worsening chronic cough? <input type="radio"/> Yes <input type="radio"/> No shortness of breath or difficulty breathing? <input type="radio"/> Yes <input type="radio"/> No sore throat or difficulty swallowing? <input type="radio"/> Yes <input type="radio"/> No decrease or loss of sense of taste or smell? <input type="radio"/> Yes <input type="radio"/> No not feeling well, extreme tiredness or sore muscles? <input type="radio"/> Yes <input type="radio"/> No diarrhea, nausea or vomiting? <input type="radio"/> Yes <input type="radio"/> No runny nose or nasal congestion?	→If you answered <b>YES to one or more</b> , stay home and self-isolate immediately and attend an Assessment Centre for Testing get tested <b>OR</b> contact your Health Care Provider for further advice.	
2.	Does anyone in your household have one or more of the above symptoms? <input type="radio"/> Yes <input type="radio"/> No	→If you answered <b>YES to QUESTIONS 2, 3, 4 or 5</b> stay home and follow Toronto Public Health Advice.	
3.	Have you tested positive for COVID19? <input type="radio"/> Yes <input type="radio"/> No		
4.	Have you or any member of your household been identified as a CLOSE CONTACT of a CONFIRMED COVID-19 Case? <input type="radio"/> Yes <input type="radio"/> No		
5.	Have you or any member of your household been directed by a Health Care Provider, including a Public Health Official, to isolate? <input type="radio"/> Yes <input type="radio"/> No	→If anyone in your household has travelled outside of Canada in the last 14 days, the person who travelled is required to self-isolate for 14 days. Everyone in the household will also need to stay home until the person who travelled completes the 14- day quarantine.	
6.	Have you or any member of your household travelled outside of Canada or have had a visitor from outside Canada visit your home within the last 14 days? <input type="radio"/> Yes <input type="radio"/> No		
7.	Toronto Public Health requires all adults and children apply hand sanitizer upon arrival at the Screening Area. I acknowledge and will adhere to this requirement. <input type="radio"/> Yes <input type="radio"/> No		
Staff Signature		Date Completed: (YYYY-MM-DD)	
This Section Is for Office Use Only			
Temperature Reading (Note: Fever is 37.8C and above or 100.4F and above.)		Completed By: (Staff Signature)	
York University Co-operative Daycare Centre collects personal information on this form under the legal authority of the Emergency Management and Civil Protection Act, RSO 1990, Chapter E.9, s 7.0.2(4)4, Child Care and Early Years Act, 2014, SO 2014, Chapter 11, Schedule 11, s 71(1)1i, Child Care and Early Years Act, 2014, SO 2014, Ontario Regulation 137/15, General, s 68.1 Emergency Management, City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, s 136© and the Toronto Municipal Code, Chapter 59, Emergency Management, Article 6 Delegation of Authority to Mayor. The information is used to record information related to the health, safety and well-being of the staff to enhance safety at the childcare centre. Information will only be shared with Toronto Public Health when requested. Questions about this collection can be directed to the Executive Director, York University Co-operative Daycare Centre, 90 Atkinson Road Room 128, Toronto, Ontario M3J 2S5 or by telephone at 416-736-5190 or by email at <a href="mailto:daycare@yorku.ca">daycare@yorku.ca</a> .			

