

York University
Co-Operative
Daycare Centre

COVID-19
Supplement
to the
Family Handbook

Revised V6- March 14th, 2022

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YUCDC's RESPONSE to COVID-19

York University Co-operative Daycare Centre (YUCDC) is dedicated to protecting the health, well-being, and safety of our children, families, 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 check the 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 uses detergent and warm water to clean visibly soiled surfaces, rinses the surface with clean water, and then disinfects 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 33 children. **We currently have 93 children registered in our programs.**

ADMISSION AND RE-ADMISSION

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. Please note that, due to COVID-19, we are conducting 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) while still ensuring health and safety through physical distancing.

HOURS OF OPERATION

Our operating hours have been reduced to allow for the cleaning and disinfecting of our play spaces in the evening. **We returned to opening at 7:30 am on March 7th, 2022. The hours for our Infant, Toddler, Preschool, Kindergarten, and School Age Programs will continue to close at 5:30 pm.** It should be noted, however, that our Before and After School Aged 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 former Joint Health and Safety Committee 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.

Members of this school year's Joint Health and Safety Committee assist with the 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 5th and 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.

Vaccination and Immunization Disclosure Policy:

Vaccination is one of the most important tools for helping to stop the spread of COVID-19 and is a particularly important tool for adults working with young children who are not yet able to receive a vaccine. Under the Occupational Health and Safety Act (OHSA), organizations are obligated to take all reasonable precautions to protect the health and safety of workers in the workplace including hazards posed by infectious diseases such as COVID-19 and associated variants. As part of our obligation, YUCDC has implemented a mandatory vaccination policy based on the guidance and recommendations from the Ministry of Health, the Ministry of Education, Toronto Public Health, and York University. The COVID vaccines have been approved and are considered an effective intervention in reducing the impact and spread of COVID-19 in the workplace including the Delta Variant. **This policy became effective on September 7, 2021 and will continue to be aligned with York University's Vaccine Requirement.**

York University's Vaccine Requirement:

York University will continue to require all community members and visitors on their campuses to be vaccinated against COVID-19, subject to medical and human rights exemptions, in accordance with all applicable laws and regulations. The University requires all members of the community to provide proof of full vaccination, or an exemption based on a validated medical or human rights ground.

Under the advisement of the Council of Ontario Medical Officers of Health, York University will require proof of vaccination through YU Screen. Please complete the YU Screening Tool each time you come onto campus. <https://york.ubixhealth.com/login>. All information that is collected here will be subject to strict privacy and confidentiality requirements.

Disclosure of Vaccination Status

Effective March 1, 2022, Ontario no longer requires businesses and organizations to check for proof of vaccination. However, individual businesses and organizations may still choose to require proof of vaccination upon entry. **At the time of this writing, staff and visitors will be required to provide YUCDC with information regarding their**

Disclosure of Vaccination Status (Cont'd)

vaccination status and proof/confirmation that they have received their 3rd Dose of the COVID vaccine on or before April 15, 2022.

Rapid Antigen Testing Requirements

Based on York University's mandatory vaccine policy and YUCDC's mandated vaccine policy, staff who are working at the centre must be fully vaccinated before beginning employment (full vaccinated is currently defined as 2 doses administered. With this policy in place at YUCDC, staff will not be participating in rapid testing before attending work.

Accommodations

Employees in need of an exemption from this policy due to an underlying medical condition, or for reasons protected under the Ontario Human Rights Code must provide documentation to support the reason why they are not able to be vaccinated. YUCDC, upon receiving the appropriate documentation will work with the individual staff member to develop and implement an appropriate accommodation. The accommodation offered may result in changes to one's duties and/or hours of work or placing one on an unpaid leave of absence if YUCDC is unable to find a position that can be safely performed. YUCDC will assist employees by providing time off (paid sick days or personal days) to get vaccinated.

The Province of Ontario has only two valid medical exemptions from COVID-19 vaccinations:

- individual has an allergic reaction to a component of the vaccine. This allergic reaction must be confirmed by an allergist or immunologist.
- individual suffered myocarditis or pericarditis after receipt of the first dose of vaccine.

Accommodations will be based on the following criteria:

- the ability to maintain the health and safety of others in the workplace as well as
- the operational needs of the organization.

Vaccination Education Program

Employees who are not vaccinated must complete a COVID education session which includes:

- Employee's personal responsibility under the OHSA
- How the COVID-19 vaccines work
- Safety of the COVID-19 vaccines
- Benefits of the vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects from the COVID vaccines
- Where to find out more information

Vaccination and Immunization Disclosure Policy: (Cont'd)

Confidentiality


YUCDC will ensure the information regarding those employees who are vaccinated and/or unable to be vaccinated will be kept confidential. The information collected will be used to manage YUCDC and its programs in case there should be an outbreak of COVID-19 and/or associated variants. Employees are required to disclose their names and the dates of their vaccinations. This information will be stored separately from their personnel files. Employees will provide information regarding their vaccination status to a member of the Management Team. Employees, parents, guardians, and members of the York Community will be reminded not to question one another regarding their vaccination status as this information is considered confidential medical information.


Confidentiality Statement


As per s.77 of O.Reg 137/15 made under the Child Care and Early Years Act, 2014, York University Co-operative Childcare Centre is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy.


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 weekly.

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 become visibly dirty or that have come into contact with bodily fluids should be taken out of circulation immediately and placed into a designated dirty toy bin that is inaccessible for children.

👉 **Note:**

- All toys will be made of material that can be cleaned and disinfected. Plush toys, fabric, and porous items will be removed.
- 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 (until March 18th inclusive), gloves, disposable gowns, and scrubs. YUCDC will be aligning our masking requirement with York University until the end of their Winter Term, including the exam period (April 30, 2022).

Who Requires PPE	The Type of PPE Required
Screeners and Runners	<ul style="list-style-type: none"> 👉 Medical or N95 mask 👉 Scrubs
Kitchen or Office Staff Essential Visitors	<ul style="list-style-type: none"> 👉 Medical or N95 mask
Program Staff	<p>While Indoors:</p> <ul style="list-style-type: none"> 👉 Medical or N95 mask <p>While outdoors:</p> <ul style="list-style-type: none"> 👉 Medical mask
Childcare Staff caring for a sick child	<ul style="list-style-type: none"> 👉 Medical or N95 mask 👉 Scrubs 👉 Gloves
Childcare Staff cleaning up bodily fluids	<ul style="list-style-type: none"> 👉 Gloves
Sick Child	<ul style="list-style-type: none"> 👉 Medical or cloth mask, if tolerated
Kinder, School Age Children and Parents	<ul style="list-style-type: none"> 👉 Medical or cloth mask
Preschool Children	<ul style="list-style-type: none"> 👉 Medical or cloth mask, if tolerated

👉 Masking

Expectations for Adults

- All adults in a childcare setting were required to wear medical masks while inside in the childcare premises, including in the hallways and staff rooms (unless eating-but time with masks off should be limited and physical distance should be maintained).
- Eye protection is required for individuals working in close contact with children who are not wearing face protection. Eye protection is not required for individuals working with children who wear masks.
- Masking and eye protection are not required outdoors. Physical distancing is encouraged between groups.

Expectations for Children

- All Preschool (if tolerated), Kindergarten, and School-Aged children are required to wear a non-medical or cloth mask while in attendance.
- 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 continue to be visual markers spaced 2 metres or 6 feet apart to assist with physical distancing while waiting to be screened.

Screening Area (Cont'd)

- Parents/guardians must not go past the screening area or enter the childcare centre.
- All staff self screen.
- Parents and guardians are to screen their children for symptoms of illness every day and complete the screening for symptoms prior to arriving at the childcare centre. Those who have not completed the screening tool will be required to complete screening prior to entry. **See Appendix A: YUCDC Enhanced Child Screening Form.**
- Temperatures will be checked by a member of our Screening Team prior to entry to the childcare centre.

The Screening Protocol:

 **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 by noon daily. This form must be completed before your child can attend the program in the afternoon.

 If a health care provider has diagnosed a condition that is not related to COVID-19, the child can return 24 hours after their symptoms improve (improving for 48 hours for nausea, vomiting or diarrhea; cleared for 24 hours). Household members do not need to stay home.

Updated Case and Contact Management Guidance:

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.

COVID-19 Screening Symptoms (Updated and Adapted from COVID-19 Screening for Children/Students)

Level One:

- Fever and/or chills- Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills
- Cough or barking cough (croup)- Continuous, more than usual, making a whistling noise when breathing
- Shortness of breath- Out of breath, unable to breathe deeply
- Decrease or loss of taste or smell- Not related to seasonal allergies, neurological disorders, or other known causes

Level Two:

- Sore throat or difficulty swallowing- Painful swallowing
- Runny or stuffy/congested nose
 - Headache- Unusual, long-lasting
- Extreme tiredness- Unusual, fatigue, lack of energy
 - Nausea, vomiting and/or diarrhea
- Muscle aches or joint pain

Children and Staff with Level ONE Symptoms of COVID-19

- You must isolate (stay home) and not leave except to get tested, to get a clinical assessment or for a medical emergency.
- You can stop isolating if test negative for COVID-19 and have improving symptoms for at least 24 hours (improving 48 hours for nausea, vomiting or diarrhea; cleared for 24 hours).
- **If you are not tested**, you must isolate for 5/10 days from when symptoms started and stay in isolation until your symptoms have been improving for 24 hours (improving for 48 hours after nausea, vomiting and/or diarrhea symptoms and cleared for 24 hours), and you do not have a fever, whichever is longest.
- When determining your isolation period, the day your symptoms began is day '0'.
- If your isolation period is 5 days, from days 6 to 10 after developing symptoms, you must not visit or attend work in any high-risk settings (unless you have tested positive for COVID-19 in the past 90 days and have already completed your isolation); continue to wear a well-fitted mask in all public settings, not visit anyone who may be at higher risk of illness, and avoid activities where you need to take off your mask.
- Household members must stay home at the same time as you, unless they are 17 or younger and fully vaccinated, 18 or older and have received their COVID-19 booster dose AND/OR they have previously tested positive for COVID-19 in the past 90 days and have already completed their isolation.
- Household members isolating because of symptoms and/or a positive result do not need to extend their isolation period if another household member develops symptoms or tests positive.
- For 10 days after their last exposure to the person with COVID-19 symptoms, household members must not visit or attend work in any high-risk settings (unless you have tested positive for COVID-19 in the past 90 days and have already completed your isolation); continue to wear a well-fitted mask in all public settings, not visit anyone who may be at higher risk of illness, and avoid activities where you need to take off your mask.

Children and Staff with Level TWO Symptoms of COVID-19

- If you have experienced **only one** of these symptoms in the last 5/10 days, you must stay home until the symptom has been improving for at least 24 hours (improving for 48 hours for nausea, vomiting and/or diarrhea symptoms; cleared for 24 hours). A negative test result is not required for return to childcare.
- If you have been identified as a 'close contact' of someone with COVID-19 in the last 10 days, even if you are fully vaccinated and the contact was living with you, it is more likely that you have a COVID-19 infection. You must isolate for 5/10 days and until you do not have a fever and your symptoms have been improving for at least 24 hours (improving for 48 hours for nausea, vomiting, and/or diarrhea and cleared for 24 hours).
- Household members are not required to isolate as long as they do not develop symptoms.
- If you have experienced **two or more** of these symptoms in the last 5/10 days, you must isolate (stay home). Follow the instructions under as outlined under **Children and Staff with Level ONE Symptoms of COVID-19**.

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 (improving for 48 hours for nausea, vomiting, and/or diarrhea and cleared 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 Test Negative for COVID-19

- If you had a negative result from a PCR Test or two RATs taken 24 to 48 hours apart, you can return to work/childcare if it has been at least 24 hours since your symptoms started improving (improving for 48 hours if you had nausea, vomiting, and/or diarrhea and cleared for 24 hours) and you do not have a fever.

In the last 5/10 days, Children and Staff Who Test Positive for COVID-19

- Let the childcare centre know that they tested positive for COVID-19.
- Children/Staff must stay home and self-isolate for 5/10 days from when symptoms started or from when you tested positive for COVID-19 (whichever was first) and stay in isolation until your symptoms have been improving for 24 hours (improving 48 hours for nausea, vomiting and/or diarrhea symptoms and cleared for 24 hours) and you do not have a fever, whichever is longest
- When determining your isolation period, the day your symptoms started, or you tested positive is day '0'.
- If your isolation period is 5 days, from days 6 to 10 after testing positive or developing symptoms, you must not visit or attend work in any high-risk settings; continue to wear a well-fitted mask in all public setting; not visit anyone who may be at the higher risk of illness and avoid activities where you need to take off your mask.
- Household members must stay home at the same time as you, unless:
 - ☞ are 17 years of age or younger and fully vaccinated
 - ☞ are 18 years of age and older and have already received their COVID-19 booster
 - ☞ tested positive for COVID-19 in the last 90 days and have completed their isolation period.
- Household members isolating because of symptoms and/or a positive test result do not need to extend their isolation period if another household member develops symptoms or tests positive.
- For 10 days after their last exposure to the person with COVID-19 symptoms, household members must not visit or attend work in any high-risk settings (unless you have tested positive for COVID-19 in the past 90 days and have already completed your isolation); continue to wear a well-fitted mask in all public settings, not visit anyone who may be at higher risk of illness, and avoid activities where you need to take off your mask.

Children and Staff Who Came in Close Contact with Someone in the HOUSEHOLD with COVID-19 or Isolating with COVID-19 Symptoms or Waiting for COVID-19 Test Results

- You must isolate while there is anyone in the home who is isolating because of symptoms of COVID-19, a positive COVID-19 test result, or is isolating while waiting for a COVID-19 test result.
- All household members must stay home at the same time as the household member who has COVID-19 symptoms or is a positive COVID-19 case, unless they are:
 - ☞ are 17 years of age or younger and fully vaccinated
 - ☞ are 18 years of age and older and have already received their COVID-19 booster
 - ☞ tested positive for COVID-19 in the last 90 days and have completed their isolation period.
- For 10 days after their last exposure to the person with COVID-19 symptoms, household members must not visit or attend work in any high-risk settings (unless you have tested positive for COVID-19 in the past 90 days and have already completed your isolation); continue to wear a well-fitted mask in all public settings, not visit anyone who may be at higher risk of illness, and avoid activities where you need to take off your mask.
- If another household member develops symptoms or tests positive, you must continue isolating until they have also finished their own isolation period. The initial household member(s) with symptoms and/or positive test results does not have to extend their isolation period based on other household members developing symptoms or testing positive.


Reporting of a Confirmed Case of COVID-19:


Reporting

- The Centre will report confirmed COVID-19 Cases or Closure Ordered by Toronto Public Health to the families, staff, and the York University Emergency Team.
- Effective February 14th, 2022, York University Co-operative Daycare Centre (YUCDC) was no longer required to submit Serious Occurrences for confirmed COVID-19 cases.
- Moving forward, and as currently required, YUCDC is still to report closures related to COVID-19 where they result in an “Unplanned Disruption of Service” to the normal operation of the Centre. For licensed childcare centres, this represents any closure impacting the entire centre.
- It should be noted that a Serious Occurrence is not required when YUCDC closes a program room.

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.

 An Illness Report will be completed by one of our staff members and will be sent home with the parent/guardian.

See Appendix B: Illness Report

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 self-isolate at home for 5 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 is a vulnerable person.

Rapid Antigen Tests:

Bi-weekly shipments of Rapid Antigen Tests (RATs) will continue to support symptomatic testing for staff and children. YUCDC is expected to continue to distribute RATs to staff and children who return from an unplanned absence or where a staff member or child is sent home due to the onset of symptoms.

Federal Travel Guidelines:

👉 You must follow federal guidelines for individuals who have travelled internationally.

👉 If you have been directed to quarantine, you must stay home for 14 days and not leave home except to get tested, to get a clinical assessment, or for a medical emergency. For more information on federal requirements for travellers, please see the Government of Canada's website.

👉 **My child travelled outside of Canada in the last 14 days:**

- Federal guidelines for quarantine and testing after returning from international travel must be followed.
- ☞ If the child is fully vaccinated, he/she may be exempt from federal quarantine. To qualify as a fully vaccinated traveller, the child must have received at least two (2) doses of a vaccine accepted for travel.
- ☞ Starting February 28, 2022, an unvaccinated child or partially vaccinated child would be exempt from quarantine if they travelled with a fully vaccinated traveller. This means, they no longer need to wait 14 days before attending school, camp, or daycare.
- ☞ Provide proof of a valid pre-entry test. At the time of this writing, all travellers five (5) years of age or older entering by land, air, or water, must provide **proof of a professionally administered** or observed negative antigen test taken outside of Canada no more than one (1) day before your scheduled flight or entry to Canada.

☞ **If the arrival test is negative:**

- Wear a well-fitted mask when in public spaces for the first 14 days after your entry.
- Maintain a list of all close contacts and locations you visit for your first 14 days in Canada.
- Monitor yourself for signs and symptoms.
- Keep copies of your proof of vaccination and pre-arrival tests for 14 days.

☞ **If a fully vaccinated traveller or unvaccinated child under 12 years of age tests positive:**

- Isolate for ten (10) days and report test results and/or symptoms to PHAC by calling 1-833-641-0343.

☞ **If a person your child travelled with someone who developed symptoms or tests positive:**

- Unvaccinated children under 12 years of age must quarantine for 14 days and monitor for symptoms.
- Report test results and/or symptoms to PHAC by calling 1-833-641-0343.

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. **We will continue to set up of our spaces to support personal space and physical distancing. Physical distancing will be encouraged but no longer required.**

At YUCDC, we will continue support physical distancing by:

- limiting the number of children at a table during mealtimes and play time when possible.
- incorporating more individual activities that do not involve shared objects or toys.
- using visual cues when necessary.
- moving activities outside to allow for more play space.
- planning activities for smaller groups when using shared objects or toys.
- **gradually re-introduce small group and in-person events and meetings.**

Cohorting:

✎ Although cohorting is no longer required, we will continue to strive to schedule staffing and programming that would limit cohorts from mixing throughout the day.

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.

Ventilation:

Air ventilation units have been installed in each play and workspace at YUCDC. These units and their filters have been designed to reduce airborne pollutants, including virus particles, when they circulate through the system.

While ventilation is important, it must be used along with other public health measures. There is not one public health measure that can guarantee protection from COVID-19 as multiple strategies are needed. Other measures include symptom screening and self-isolation for people with symptoms, practicing physical distancing, wearing a mask, practicing good hand hygiene and respiratory etiquette and opening windows.

Other practices to optimize ventilation also include the following:

- opening windows
- moving activities outdoors when possible.

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, Toronto Public Health, or the YUCDC Board of Directors, YUCDC will follow the guidance and direction from the government officials.

✎ Attendance Records

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. Records of attendance and contact information for staff and visitors must be kept for 30 days and then shredded.

OTHER

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 5:30 pm (Infant, Toddler, Preschool, Kindergarten, and School Age), please call the Centre's number at 416-736-5190 so that we can arrange to come to meet you with your child.

Absences and Absence Reporting

Please contact the Centre on your child's HiMama app or contact daycare@yorku.ca, if your child will be absent from the Centre and if the absence is due to illness to note any symptoms.

To continue the ongoing monitoring of COVID-19 impacts, childcare centres will continue to be expected to report absenteeism rates to public health units should they rise to a defined level (approximately 30% above their baseline).

Under the CCEYA, childcare centres must ensure that a daily observation is made of each child receiving care before the child begins to associate with other children to detect possible symptoms of ill health. Anyone who is sick or has any new or worsening symptoms of illness should stay home until their symptoms are improving for 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and should seek assessment from their health care provider if needed.

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. To reduce any disruption to a program, children can be dropped off between 7:30 am and 11:00 am and after 2:30 pm.

Visitors

Non-essential visitors will not be permitted to enter the Centre. Essential visitors to the Centre are subject to the same health and safety protocols as outlined in this policy.

Excursions and Special Guests

Excursions will be on hold until further notice. On-Site Learning Opportunities will be limited and will be subject to the same health and safety protocols as outlined in this policy.

Volunteers and Student Teachers

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

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.

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 C: Medication Form.**

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 8th, 2021 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 our children's day but will also share how learning is happening in their classrooms. Our Kinder and School Age Families will also be receiving pictures of their children a play.

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 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.

APPENDIX A: ENHANCED YUCDC COVID-19 Child Screening for _____

Based on Ministry of Health’s Guidance Tool, this **LIVING DOCUMENT** will be revised as new requirements are received.

Prior to the child’s entry into YUCDC, a temperature reading will be taken & recorded.			
*USE 5-DAYS: If the person is fully vaccinated or 11 years of age or younger. USE 10-DAYS: If the person is 12 years of age or older and not fully vaccinated or immune compromised.			
**FULLY VACCINATED means 14 days or more getting a second dose of a two dose COVID-19 vaccine series or as defined by the Ontario Ministry of Health. If there is mild tiredness, sore muscles, or joints within 48 hours after a COVID-19 vaccine, select ‘NO’ for symptoms. If longer than 48 hours, select ‘YES’ for symptoms and seek medical assessment.			
***YUCDC’S ENHANCED PROTOCOL: YUCDC will continue with enhanced measures at the centre during this time			
**** CONFIRMED COVID-19 INFECTION WITHIN 90 DAYS MEANS: If tested positive with 90 days on a Rapid Antigen, or PCR test AND completed self-isolation. Then, do not need to self-isolate if someone in the home has symptoms. For our records, email your child’s test results must be sent to YUCDC.			
NEW! Counting isolation days. The day that symptoms start (or test date if no symptoms) is Day 0.			
Select ‘NO’ to Questions 1,2,3, if you have already completed your isolation period of 5 days because your symptoms started before your positive test result, and you do not have a fever, and your symptoms have been improving for 24 hours (improving for 48 hours for nausea, vomiting, and/or diarrhea and cleared for 24 hours).			
If “YES”, Stay home, self-isolate for 5/10 days + Your household including siblings must stay home.	1. In the last 5/10 days, have you experienced any of these symptoms? <input type="radio"/> Yes <input type="radio"/> No Fever > 37.8 Celsius/100 degrees Fahrenheit or higher and/or chills. <input type="radio"/> Yes <input type="radio"/> No Cough > Continuous, more than usual, making a whistling noise when breathing. <input type="radio"/> Yes <input type="radio"/> No Shortness of Breath <input type="radio"/> Yes <input type="radio"/> No Decrease or loss of sense of taste or smell > Not related to conditions they already have.		
	2. In the last 5/10 days, have you experienced any of these symptoms? <input type="radio"/> Yes <input type="radio"/> No Sore throat <input type="radio"/> Yes <input type="radio"/> No Runny Nose/Congested Nos <input type="radio"/> Yes <input type="radio"/> No Headache <input type="radio"/> Yes <input type="radio"/> No Extreme tiredness <input type="radio"/> Yes <input type="radio"/> No Muscle Aches or Joint Pain <input type="radio"/> Yes <input type="radio"/> No Nausea, vomiting and/or diarrhea		
	3. In the last 5/10 days, have you tested positive for COVID-19? <input type="radio"/> Yes <input type="radio"/> No		
If “YES” to Questions 4,5,6: Stay home, self- isolate + Return to care once the household member is cleared from their isolation and as long as you and other members of the household have not developed any symptoms.	4. Do any of the following apply? <input type="radio"/> Yes <input type="radio"/> No You live with someone who is currently isolating because of a positive COVID-19 test. <input type="radio"/> Yes <input type="radio"/> No You live with someone who is currently isolating because of COVID-19. <input type="radio"/> Yes <input type="radio"/> No You live with someone who is isolating while waiting for COVID-19 Test Results. Select ‘NO’ if: <ul style="list-style-type: none"> • You are 18 years or older and have received your booster, and/or • You are 17 years or younger and you are fully vaccinated and/or • You completed your isolation after testing positive in the last 90 days • Your household member is isolating because of COVID-19 symptoms but already tested negative. <input type="radio"/> Yes <input type="radio"/> No 		
	5. Has a doctor, health care provider, or public health unit told you that you should currently be isolating? <input type="radio"/> Yes <input type="radio"/> No		
	6. Do any of the following apply? <input type="radio"/> Yes <input type="radio"/> No In the last 14 days, you travelled outside of Canada and were told to quarantine. <input type="radio"/> Yes <input type="radio"/> No In the last 14 days, you travelled outside of Canada and were told to not attend childcare.		
Parent Signature	Date: (YYYY-MM-DD)	Temperature Reading Fever is 37.8C or 100.4F & above	Staff Signature

APPENDIX B: Illness Report

Name of Child/Staff:	Date:	Time of Report:
Supervised By:	Picked Up By:	Pick Up Time:

SYMPTOMS OF ILL HEALTH:

LEVEL ONE:

- Fever
 Cough
 Difficulty Breathing
 Decrease or loss of taste/smell

LEVEL TWO:

- Diarrhea
 Nausea
 Vomiting
 Muscle aches/joint pain
 Runny Nose/Nasal Congestion
 Sore Throat
 Feeling very tired
 Headache
 Other: _____

NEXT STEPS:

- Your child has developed symptoms of COVID-19 while in care. He/she was immediately separated from the rest of his/her group and cared for in the Centre’s Health Room.
- Children with symptoms of COVID-19 must self-isolate at home until 5/10 days isolation has been completed if their symptoms are part of **LEVEL ONE**. Fevers must be cleared for 24 hours before returning to care.
- Children with only one symptom part of **LEVEL TWO** do not need to complete 5 days isolation, but must have improving symptoms for 24 hours before returning to care
- Diarrhea/nausea/vomiting must be improving for 48 hours and cleared for 24 hours before returning.
- Runny nose must be clear with no signs of an infection i.e., green/yellow discharge

PLEASE NOTE THE FOLLOWING:

- ✓ Management will share with our parents, staff, and the York Community of a **confirmed case of COVID-19**.
- ✓ Use 5 days if you are fully vaccinated AND/OR 11 years old or younger.
- ✓ Use 10 days if you are 12 years old or older and not fully vaccinated OR if you are immunocompromised.
- The ill child with symptoms has a sibling in another program, and those symptoms are from **LEVEL ONE**. The sibling must stay home and self-isolate in line with the ill child.
- The ill child has one symptom from **LEVEL TWO** and that child has a sibling in another program. The sibling can attend care while the child stays home to isolate until the symptom has improved.
- The ill child has two symptoms from **LEVEL TWO** and that child has a sibling in another program. The sibling must stay home and self-isolate in line with the ill child.
- If the child has had a confirmed case of COVID-19 within 90 days, there is no need to self-isolate if someone in the home has symptoms. Confirmed COVID-19 infection within 90 days means your child has tested positive within 90 days on a Rapid Antigen or a PCR test AND completed self-isolation. Confirmation of your child’s test results would be required to be sent to daycare@yorku.ca.

Signature of Staff

Date

I have read and acknowledge receipt of this illness report.

Signature of Parent/Staff Member

Date

Expected Date of Return to Care: _____

Child Returned to Care on: _____

York University Co-operative Daycare Centre

APPENDIX C: Authorization to Administer Medication

A separate form needs to be completed if more than one type of medication is required.

Name of Child:		Name of Medication:	
Type of Medication: <input type="radio"/> Topical Cream <input type="radio"/> Oral <input type="radio"/> Puffers <input type="radio"/> Drops <input type="radio"/> Antibiotics			
Time(s) to be	Dosage:	Start Date:	End Date:
Possible side effects:			
Special instructions:			

The staff at York University Co-operative Daycare has my permission to administer the above stated medication to my child.

Signature of Parent

Date

Date MM/D/YR	Time administered	Signature of staff	Comments If Applicable

Comments:

