



## YMCA of Southwestern Ontario COVID-19 Policy for Families

October 2020

Thank you for your patience as we update our policies and screening practices based on current advice from The Ministry of Health and The Ministry of Education. The change that impacts all our families is that **ALL children** are required to be screened **each day** before coming to before school programs and child care centres. This practice aligns us more clearly with the Ministry of Health's [COVID-19 Screening Tool for Children in School and Child Care – Version 1 – October 1, 2020](#) and the updated online screening tool. The link is in the this update and also in an email that you received from the director of your program.

Our top priority is the health and safety of the children and staff in our programs. We will continue to uphold the welcoming and caring environments that you have come to expect from the YMCA.

### **Cleaning and Disinfecting**

When possible do cleaning and disinfecting when children are not present (to avoid children breathing in sprayed chemicals).

1. Ensure your cleaning products have an 8-digit DIN number and are appropriate to use. In most cases, the disinfectants we have been using meet the requirements (ie. Quats). Remember to check expiry dates of cleaning products.
2. Prior to the re-opening of the centre, declutter and **deep clean** all rooms. This includes walls, floors, windows, furniture, toys and materials etc.
3. Provide hand sanitizer at the entrance of the centre and all rooms.
4. All toys and equipment will be cleaned and disinfected daily or immediately after a toy has been sneezed or coughed on or put into a child's mouth.
5. All **high touch areas** (ie. door knobs/push bars, light switches, hand rails, sinks, toilet handles, soap/hand sanitizer dispensers, phones, computers, garbage cans, change tables, counter tops, table tops, chairs, mirrors, touch screen surfaces) and all **underlying surfaces** which may come in contact with children/staff (ie. under lip of tables, tops and bottoms of chairs and legs, will be cleaned twice per day and when visibly dirty.
6. All outdoor toys and equipment must be cleaned and sanitized after each group has used the playscape.
7. Both the Re-opening Child Care & Deep Clean sanitary logs will be used while providing this type of care.

**\*Cleaning** – removing all visible dirt from the surface of an object.

- Use detergent/soap and water (e.g. in a spray bottle prepared each day)
- Remember to rinse off detergent/soap residue with clean water before disinfecting

**\*Disinfecting** – reduces germs on a surface.

- Done after cleaning
- Use the regular public health recommended concentration of disinfectant for the task
- Before using, ensure that the disinfectant is not expired (some disinfectants that are mixed each day, like bleach must be discarded at the end of the day)
- Ensure you are leaving disinfectant to remain on surfaces for the correct contact time (i.e. don't wipe disinfectant off immediately after spraying, wait until it dries)
- After the contact time is complete follow the manufacturer instructions for either rinsing with clean water or wiping dry
- **Chemicals like detergents, disinfectants, and sanitizers can be dangerous, therefore always read and follow the manufacturer instructions, ensure all chemicals in containers are labelled correctly, and never mix two chemicals in the same container. If you are unsure...ASK.**



## YMCA of Southwestern Ontario COVID-19 Policy for Families

### **\*Deep clean means:**

- utilize a soap and water solution to clean all surfaces (ie. walls, floors, window ledges, every surface in the room).
- Remember to rinse off detergent/soap residue with clean water before disinfecting
- follow with an approved disinfectant solution and follow manufacturer guidelines for surface contact time, then wipe.

### **Frequency of Cleaning and Disinfecting**

- Before and after eating, clean and disinfect tables.
- After children leave a room, clean, and disinfect all high touch areas and shared toys/equipment (minimum every 4 hours, when visibly dirty, or after contact with body fluids/saliva from mouth, mucus from sneezing, etc.)
- After all children have left for the day.
- After a child puts a toy in their mouth, sneezes, or coughs on toys, take toy out of rotation and clean and disinfect. Please do not remove the toy from the child until they are finished playing with it.
- Washrooms, including sink faucets, toilet flush handle, toilet seat and soap dispensers should be cleaned and disinfected frequently throughout the day, especially after every group washroom routine (minimum every 4 hours), if visibly dirty, or after contact with body fluids, urine, stool, mucus from sneezing, etc.).
- Frequently touched surfaces such as doorknobs, light switches, handrails, must be disinfected at least twice a day.
- Electronics should be disinfected with alcohol prep wipes or disposable disinfectant wipes. Ensure disinfectant is allowed to dry for 1 minute.
- Vacuum carpets twice daily (once during the day and at the end of the day).
- Cots and cribs must be cleaned and disinfected daily.

**Note: Should any child exhibit symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.**

**Note:** Any food delivered or purchased at the grocery store and brought into the centre does not have to be wiped/cleaned. There is no evidence to support the transmission of COVID-19 in this way. Should you receive different direction from your local health unit, please comply with their expectations. Please encourage your dietary planner to perform hand hygiene after handling deliveries.

### **For School Age Programs ONLY**

School boards are required to ensure that the classroom is cleaned and disinfected after the core day program ends and the before and after school program begins. Our School Age programs may consider scheduling outdoor play during the time that the cleaning and disinfecting takes place. Custodial staff are asked to complete the Deep Clean Sanitary Log, and/or staff can verify and sign on their behalf. School boards are required to ensure that the classroom is cleaned and disinfected after the core day program ends and the before and after school program begins.

Our staff are responsible for cleaning and disinfecting all YMCA of Southwestern Ontario equipment and materials. The Re-opening Child Care Sanitary Log will be used while providing this type of care.



## YMCA of Southwestern Ontario COVID-19 Policy for Families

### **Maximum Group Size and Ratio**

Staff and students are not included in the maximum group size but should be assigned to a specific group where possible.

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

While groups are permitted to return to the previous maximum group size under the CCEYA (i.e. maximum group size prior to the COVID-19 outbreak), each group should stay together throughout the day and as much as possible should not mix with other groups. Children are permitted to attend on a part time basis, and as with children attending full time, should be included in one group and should not mix with other groups.

Reduced ratios are permitted as set out under the CCEYA provided that groups are not mixed with other groups. Reduced ratios are not permitted at any time for infants.

The ministry recognizes that in order for before and after school programs to be operational and viable, it may not be possible to limit students in the before and after school program to their groups from the core day. The ministry recommends that, in circumstances where students from different school day classes must interact to participate in the before and after school program, boards make efforts to limit interactions between students from different classes to the greatest extent possible.

### **Parents, Visitors, Vendors, Contractors & Inspectors**

Public Health requires that the number of individuals entering the child care centre and school age programs be limited to staff, children, students and only absolutely necessary individuals.

An individual permitted to enter the program must be screened using the COVID-19 Active Screening Checklist.

The following individuals will not be permitted to enter the centre:

- Parents/Guardians
- New parents/tours
- YMCA support staff, or any staff member not assigned to work at that specific centre
- Volunteers

When possible, we will inform vendors like supply deliveries to call the centre when they arrive and meet them at the entrance to receive deliveries.

Contractors like cleaners, or emergency services like plumbers must be screened. We will try to schedule their work for a time when children are not present.

We will be limiting the use of in-person communication to ensure the health and safety of the children, their families, and our staff. We will offer virtual tours and pictures of the program.

### **Health and Safety Requirements**

While the ministry is providing guidance on how to operate child care and school age programs during the COVID-19 pandemic, licensees (YMCASWO) must also follow the advice of local public health officials when establishing health and safety protocols.

As a result of this, we recognize that there may be regional differences in these protocols, but given the different impact of COVID-19 in different communities it is important to follow the advice of local public health officials to keep children and families safe in their respective communities.

### **Physical Distancing**

Physical distancing may be challenging to maintain in child care centres and before and after school programs; however, these steps will be taken to limit the number of people in close contact (i.e. within minimum 2 metres of each other) and to reduce the group sizes of children.

If feasible, consider the following physical distancing measures:

- Staggering the children's arrival and departure times, spreading out the use of the outdoor play area to allow smaller numbers of children to play together and thus avoid large groups.
- Eliminate large group activities.



## YMCA of Southwestern Ontario COVID-19 Policy for Families

- Keep the same group of children together throughout the day with the same staff, do not combine groups of children (i.e. at opening and closing).
- Make sure that the children are distanced from each other during mealtime, table work, and nap time, as much as possible. Stagger these times if possible.
- Ideally, try to avoid activities involving direct contact between the children as much as possible (i.e. holding hands or cuddling each other), as well as toy sharing (i.e. rather than playing a table game in which all the children touch the tokens or dice, it should be one child in the group who handles the material).
- Avoid getting close to faces of all children, where possible.
- Limit the number of children who are in the communal areas at the same time (i.e. alternate the groups of children in the activity rooms).
- During outdoor time, a distance of at least 2 metres/6 feet will always be maintained between groups and any others outside of the group.

### **Guidance on the Use of Masks, Personal Protective Equipment and Handwashing**

Personal protective equipment (PPE) is designed to protect the user from coming into contact with harmful chemicals, body fluids, and the germs that spread illness. PPE includes items like rubber gloves for cleaning and disinfecting, disposable vinyl gloves, masks, and eye protection.

All adults in our child care and school age settings are required to wear medical masks and eye protection (i.e., face shield or safety glasses that are tight fitting to the skin around all sides of the eyes (top, bottom, sides) while inside the child care and school age premises, including in hallways.

For school age programs all children who are in grades 4 and above are required to wear a non-medical or cloth mask while inside the school, including in hallways. All school-aged children who are junior kindergarten to grade 3 are encouraged but not required to wear a mask while inside in the school,

including in hallways. This policy for JK to grade 3 may be different at your school board. We will follow the policy as directed by the school board in which the programs are located. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s). Please send extra masks for your child(ren).

For all children in SA programs, exclusions to wearing a mask will be on a case-by-case basis with reasonable exceptions in place. (ie. child/ren cannot tolerate wearing a mask, medical conditions).

The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals at all times. If a board has a different policy, we will follow their policy.

When children need to put on/remove their mask (ie. snack time, outdoor time) staff will ensure to guide children on the proper hand hygiene process and how to remove or put on their mask. Staff will follow their local health unit guidance on the proper storage of masks when not in use.

PPE will continue to be worn as per routine practices such as when cleaning up body fluids, diapering, disinfecting surfaces, and screening.

Disposable gloves do not replace hand washing. Staff must wash their hands before gloves are put on and immediately when gloves are removed.



## YMCA of Southwestern Ontario COVID-19 Policy for Families

### **Screening Process**

- Director or designated person (screener) is responsible for the screening process.
- All families will be asked to sign a consent form agreeing to screen their child daily using the Ontario Government's online COVID-19 School and Child Care Screening link.
- Families will arrive at the centre/school where the Director or designate will ask the parent/guardian to confirm that their child/ren passed the screening check prior to bringing them to the program/centre. Record outcome (Pass or Fail) on COVID-19 Screening Confirmation Form. If it was not completed, ask the parent/guardian to complete the screening checklist on behalf of the child.
- For child care only, temperatures must be recorded for every child if required by your local public health unit.
- Once screening is completed, an assigned staff will bring the child/ren into the program.

### **Screening of Director and Staff**

All directors and staff will self-screen at home using the YMCA COVID-19 Active Screening Form or the Ontario's self-assessment tool at <https://covid-19.ontario.ca/self-assessment/#q0> and record a pass (P) or fail (F) on the COVID-19 Screening Confirmation Form. Their temperature will be recorded if required by your local health unit.

The Director or designate (screener) will be the first person to arrive at the centre. Once screened, the second staff to arrive will confirm that screening was completed by the Director and initial on the Screening Confirmation form.

The Director or designate will ensure that screening is completed for all staff every day.

### **Screening of Placement Students and Essential Visitors**

All placement students and essential visitors will be screened (including a temperature check) when they arrive at the centre using the YMCA COVID-19 Active Screening Form.

### **Screening of Children**

The YMCA must inform all parents/guardians of the screening requirements at registration. Updates will be provided as they become available.

Screening should be completed prior to arriving at the program/centre using the online tool COVID-19 School and Child Care Screening Tool every day.

### **What if they did not take their temperature at home? Child Care only**

If an individual did not take their temperatures at home prior to arriving, the Director will ask them to complete their temperature check. (Unless otherwise directed by the health unit).

- Staff at the active screening table will maintain a minimum 2-metre (6 feet) distance from those who approach for temperature checks.
- The individual will take their own temperature using the thermometer provided. (Child(ren) will be assisted by their parent/guardian.
- The individual will be monitored by the screener to ensure they use hand sanitizer before and after taking their temperature.
- They will be monitored by the screener to ensure they use the thermometer and disposable covers provided and that they are discarded immediately after use into the garbage can, and that the thermometer is disinfected with the alcohol wipes provided.



## YMCA of Southwestern Ontario COVID-19 Policy for Families

- The screener will record the temperature results for all staff on the COVID-19 Active Monthly Screening Checklist.
- The staff, child(ren), placement students may now enter the center.

### **Results of Screening Questions – Children & Students** – can my child go to program/child care today?

Follow directions from the COVID-19 Screening Tool for Children in School and Child Care, Version 1 – October 1, 2020. You will find it using this link.

### [COVID-19 School Screening Tool](#)

A doctor's note is not required for children to return to the centre/program. Verbal attestation from the parent/guardian is acceptable.

### **Results of Screening – Staff, Placement Students, Essential Visitors** – can I go to work/placement today?

If an individual fails screening using the YMCA COVID-19 Active Screening Form or the Ontario's self-assessment tool at <https://covid-19.ontario.ca/self-assessment/#q0> (without previous explanation or other known conditions), they are not permitted to report to work, or enter the child care/school age premises.

The Director or designate will outline the next three possible steps unless directed differently by the local health unit:

- Advise to pursue testing for Covid-19 or
- Contact their primary physician for explanation of illness or (\*a doctor's note is not required to return to work).
- Self isolate for 14 days after symptom onset.

Staff/Placement Students who test negative for COVID-19 can return to work if the symptoms are improving and they feel well enough to do so unless directed otherwise by their health care provider or the local health unit.

**Staff/Placement Students** who test positive for COVID-19 must be:

- Excluded for 14 days after the onset of symptoms and can return once clearance has been received from the local health unit.
- Immediately contact your RM for more information about reporting to the Ministry of Labour (contact Risk Management), and to discuss when they can return to work.

Close Contacts:

- Can continue to attend the centre/school if they are asymptomatic (i.e. no symptoms), unless otherwise directed by public health.

They should be monitored for symptoms, and if they become symptomatic, should be excluded.

- Report a Serious Occurrence in CCLS when an individual exhibits at least 1 symptom and was tested/being tested OR they have confirmed case and inform the municipal/regional funder.
- Create a list of other children and staff in the center who came into contact with the individual.



## YMCA of Southwestern Ontario COVID-19 Policy for Families

### **Staff - Requirements for Health and Safety**

1. Staff will work at only one location.
2. Directors and leadership staff should limit their movement between rooms, doing so for emergencies only.
3. Supply staff should be assigned to specific groups.
4. Welcome all children and assist them to wash their hands before entering the classroom.
5. Staff are required to sign children in on the attendance sheet once they have been brought to the classroom. The same is required when they are picked up at the end of the day.
6. Wipe all children's belongings with hard surfaces with a disinfectant.
7. Staff stay with their cohort and are not to mix with any other cohort.
8. Follow physical distancing guidelines.
9. Performing proper hand hygiene is critical; assist children with hand hygiene.
10. Gloves are not required during regular activities – only when cleaning and disinfecting body fluids or caring for ill child/ren.
11. Incorporating additional hand hygiene opportunities into the daily routine.
12. Sensory/water tables must be closed. Individual sensory activities are permitted.
13. Increase the distance between cots during rest time.
14. Linens must be laundered daily.
15. Children must not share items. Label items with the child's name to discourage accidental sharing.
16. Food must be served by the staff only during this time.
17. Meals should be served in individual portions to the children. Staff to plate away from the lunch table (ie. counter or top of trolley) unless directed otherwise.
18. Avoid getting close to faces of all children, where possible.
19. Clearly communicate to parents/guardians. Use Weemarkable to share information about their child's day. Phone communication may be increased during this time.
20. During lunch breaks observe physical distancing in staff room, cars, and wash hands before starting work again.

### **Links to Resources re: COVID-19**

Ministry of Health (MOH) COVID-19 website:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx)

Helpful Tips – sheet: <https://files.ontario.ca/moh-coronavirus-pec-poster-en-2020-03-09.pdf>

About coronavirus disease poster link: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/about-coronavirus-disease-covid-19/about-coronavirus-disease-covid-19-eng.pdf>

How to self-monitor: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

Symptoms:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

Screening:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_patient\\_screening\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_patient_screening_guidance.pdf)

All facts sheets: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

How to wash hands: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>



## **YMCA of Southwestern Ontario COVID-19 Policy for Families**

Cleaning: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Physical Distancing: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>

Face Masks: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medical-masks.pdf?la=en>

Self-Isolation: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

Self-Monitor: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

How to wear a mask and when: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

Talking to Children about the Pandemic:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_talking\\_children\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_talking_children_guidance.pdf)