

# Operational Guide for Re-Opening Kindercircle





Holland Blcorview Kids Rehabilitation Hospital

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The purpose of this operational guide is to ensure that everyone at Kindercircle Day Care is able to participate in all activities provided in a healthy and safe environment, free of all COVID-19 symptoms which include but are not limited to: fever (equal or greater than 37.8 degrees Celsius), cough, muscle aches and tiredness, difficulty breathing, and less commonly a sore throat, headache and diarrhea (see *Appendix 1 - COVID-19 Screening Poster*). Other atypical symptoms in children include conjunctivitis and rash. COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a sick person coughs or sneezes. It may also be possible for a person to get COVID-19 by touching contaminated surfaces and then touching their own mouth, nose, or possibly their eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, or shortness of breath. Children may have milder or asymptomatic infections of COVID-19, and the virus may still be transmitted to other people.

Infection prevention and control measures to help reduce the risk of respiratory infections, including COVID-19, have been put into place at Kindercircle Day Care. It is the responsibility of all staff and families to follow the procedures outlined below.

While the focus of this document is on the new health, safety, and operational measures that are required in order to safely re-open Kindercircle, please note that every effort will continue to be made to uphold the welcoming and caring environment that we provide for our children, their families, and staff. We understand that interactions with infants and toddlers will look a little different as we try to maintain the appropriate 2-meter distance. We know it is important that young children have physical contact to thrive and we will do our best to meet your child's needs as we have done in the past. Please be assured that staff will wear appropriate Personal Protective Equipment (PPE) in order to protect everyone. In addition, when necessary, staff will hold children facing outward, so that they are not facing one another. Staff will have lightweight blankets, cloths or disposable gowns over clothing for protection.

This guidance document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice at that time.

#### 1. LICENSING REQUIREMENTS

#### Maximum Cohort Size and Ratio

For the purposes of this document, a cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days.

The Infant Cohort will consist of 6 children and 4 staff. The Toddler Cohort will consist of 7 children and 3 staff. This will ensure that ratios are maintained at all times during the day, as set out under the Child Care and Early Years Act, 2014 (CCEYA). It will allow time for breaks and lunches to be scheduled as well as enhanced sanitizing throughout the day.

Each cohort will have to stay together throughout the day and will not be permitted to mix with other cohorts.

Given that the two cohorts will not mix, reduced ratios will be permitted for the Toddler Cohort as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios will not be permitted at any time for the Infant Cohort.

#### Staffing

- Staff will be allowed to work at only one location.
- Supervisors and/or designates will limit their movement between rooms, doing so only when absolutely necessary.
- Supply/replacement staff will be assigned to specific cohorts.
- Scheduling will be in place to ensure Kindercircle has the required number of qualified staff as set out in the CCEYA.
- In order to ensure adequate staffing is in place, hours of operation will be reduced. All Kindercircle staff is required to have valid certification in standard first aid training including infant and child CPR.
- Vulnerable Sector Checks (VSCs):
  - Kindercircle is required to obtain VSCs from staff and any other persons who are interacting with children at our premises.
  - We are not required to obtain a new VSC from staff or persons interacting with children where the fifth anniversary of the staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.
  - All staff will be required to complete an offence declaration prior to returning to work after the closure.

#### Inspections

Ministry staff will conduct in-person monitoring and licensing inspections of child care centres where necessary. Ministry staff will be screened prior to entering the premises following the protocol determined by Holland Bloorview and Kindercircle Day Care. Inspectors will be asked to wear PPE and follow any other protocols requested by Holland Bloorview and Kindercircle Day Care. Ministry staff will use technology (e.g., telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate.

#### 2. HEALTH AND SAFETY REQUIREMENTS

#### Cleaning

• Environmental Services have stripped and waxed all the floors in the day care area in preparation of our re-opening. All surfaces have been sanitized throughout the day care, and all area carpets have been steam cleaned. On the eve prior to our opening, Environmental Services will sanitize the floors and high-touch surfaces again for reassurance.

- High-touch surfaces and items in common areas (e.g., doorknobs, light switches, handles, toilets, sinks, water faucets, counter tops) will be sanitized each day between 12:30pm and 1:30pm, and at closing in preparation for the next day by Environmental Services located within Holland Bloorview Kids Rehabilitation Hospital. At all other times, when a surface is visibly dirty or after contact with body fluids (e.g., saliva), Kindercircle Day Care staff will be responsible for cleaning and disinfecting the area. In the event of a large spill, Environmental Services will be contacted at ext. 6034 or 3417 to sanitize the area.
- Environmental Services staff will remove garbage and diapers during the mid-day sanitation process and at the end of the day.
- Kindercircle staff will be responsible for sanitizing the playground equipment after morning use in preparation for the afternoon. Environmental Services staff will be responsible for sanitizing the playground at the end of the day in preparation for the following day.
- Tables will be washed with warm water and detergent, rinsed and disinfected before and after each use. If the surface continues to be wet, it will be wiped dry with a single-use paper towel.
- High chairs and all other chairs will be washed and disinfected after each use.
- Countertops used for food preparation or service will be washed with warm water and detergent, rinsed and disinfected before and after use.
- Toys, indoor and outdoor play equipment will be disinfected after each use.
- Cots and cribs will be disinfected twice per week.
- Linens will be laundered weekly unless visibly soiled.
- Low-touch surfaces (e.g., floors, wall, and windowsills) will be sanitized at the end of each day in preparation for the following day by Environmental Services located within Holland Bloorview.
- A sanitizing log will be kept of the time(s), date and person who carried out the duty of sanitizing.

#### **Personal Protective Equipment (PPE)**

Improper use of PPE can create a false sense of confidence, increase chances of infection, and waste supply. Training will be mandatory for all staff on how to don and doff PPE prior to re-opening, and will be monitored. If it is deemed necessary, a second training session will be arranged.

Kindercircle will secure and sustain an amount of PPE and cleaning supplies that can support current and ongoing operations, in consultation with Holland Bloorview.

Staff will be required to wear PPE if physical distancing cannot be maintained (e.g., providing direct care to an infant or toddler): staff will then have to wear a mask (see *Appendix 2 - Masking Practices*, *Appendix 3 - How to wear a mask*, *Appendix 4 - Mask Conservation*), gown or hospital scrubs, and protective eye equipment. Staff members who wear prescription eye glasses will be provided with a face shield rather than goggles. Eye protection is reusable and must be washed and disinfected during the day. Staff will be given their own writing utensils to use and writing utensils will not be shared amongst colleagues.

Gloves will be worn when hands come into contact with a child exhibiting respiratory symptoms or objects that may be contaminated and at all other times set out in the Glove Use Policy. Gloves are disposable and single use, and will be disposed of after the task is completed. Good hand hygiene (see *Appendix 5 - Hand Hygiene*) is the line of defense and will be practiced as outlined in the Hand Washing Policy and Procedure.

Masks are not recommended for children, particularly those under the age of two years. If parents of children over the age or two years request that their child wear a mask, they must provide the mask and a paper bag to place the mask during meal and nap times. If the child is found to be taking the mask off consistently, the mask will be removed and placed in a brown paper bag and sent home.

#### Screening

It is recommended that parents pre-screen themselves as well as their children prior to leaving for day care. If anyone is displaying any signs or symptoms of COVID-19 (see *Appendix 1 - COVID-19 Screening Poster*), they must remain at home and email the Executive Director at <u>kpaul@hollandbloorview.ca</u> or call the day care at 416 424-3818 to report the child's absence, the reason for their absence and the symptoms experienced by the child or family member.

Holland Bloorview will actively screen **everyone** coming into the building. Questions will change on a regular basis depending on advice from the Medical Officer of Health.

To facilitate the screening process, everyone (both families from the community and employees of Holland Bloorview) enrolled in Kindercircle will have to use the main entrance where a separate screening area will be dedicated to Kindercircle families. As a general safety measure, all Holland Bloorview and Kindercircle employees must wear their Holland Bloorview ID badge at all times.

During the screening process, the parent will be asked to truthfully answer a set of screening questions. Additionally, the child's temperature will be taken, and the parent will be requested to don a mask that will be distributed to them at the screening desk if they do not already have one. We request that the procedural masks issued in Holland Bloorview not be worn in the community or on public transportation. Cloth masks are available at the front desk for this purpose. Please refer to *Appendix 2 - Masking Practices, Appendix 3 - How to wear a mask, Appendix 4 - Mask Conservation,* and *Appendix 5 - Hand Hygiene*.

Once screening has been completed, the parent will proceed to the day care using the **East Elevator** or stairs when possible. A teacher will then greet the child and parent outside the day care entrance, take the child into their respective cohort, and complete the mandatory hand washing routine.

Anyone who does not pass the screening will be turned away. In the event that a family is denied entry, they must call the day care to report that they have been turned away and the symptoms they are experiencing.

If a family member arrives to pick up their child from Kindercircle and is turned away for health reasons, they must call the day care at **416 424-3818** and request that a staff bring their child down to the side entrance to meet them.

Everyone will be requested to exit the building either by the stairs located outside Kindercircle Day Care or the exit past the pool.

## Isolation of children and staff who become ill with signs and symptoms of COVID-19 while attending the facility

- Any staff member who becomes ill while at the facility will be sent home immediately, and directed to the Toronto Public Health website for more information about COVID-19.
- Any staff member who is ill must call the Holland Bloorview Kids Rehabilitation Hospital away line at ext. 3020 to report symptoms, after reporting to their Executive Director. An Occupational Health Nurse will call the staff and provide further direction and return to work clearance. Please note that the Occupational Health department will not share any personal medical information with a staff member's manager.
- Any child who demonstrates symptoms of COVID-19 while at Kindercircle Day Care will be immediately separated from others and placed in a designated room where they will be supervised until they can be picked up by a parent.
- The designated room should have a handwashing sink or alcohol-based hand sanitizer available.
- If possible, outside doors and windows will be opened to increase air circulation in the area.
- The staff member waiting with the child who presents symptoms of COVID-19 will wear face protection, gloves, and gown, in addition to their mask. Hand hygiene and respiratory etiquette will be practiced at all times.
- Parents/caregivers or emergency contacts of a sick child will be notified to pick up the child as soon as possible.
- The area will be cleaned and disinfected immediately after the child with symptoms has been sent home.
- Toronto Public Health's Surveillance Line will be contacted at 416-392-7411 to notify them of the potential case and seek input regarding the information that should be shared with other parents of Kindercircle.
- Cara Sudoma, Infection Prevention and Control, Lead Quality, Safety and Performance, or Caroline Ivorra will also be contacted, respectively at ext. 6061 or ext. 3708.
- The Executive Director will create a contact list going back 48 hours from the onset of the symptoms, and will provide the information to Infection Prevention and Control (IPC) at Holland Bloorview and Toronto Public Health.
- Staff and children who were exposed to a confirmed case of COVID-19 will be excluded from the child care setting for 14 days.

- If a confirmed case of COVID-19 is detected within Kindercircle, the day care will be closed and undergo a thorough decontamination process by Environmental Services.
- Staff/children who are being managed by Toronto Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Toronto Public Health to determine when to return to the facility. Staff should also report to the Occupational Health and Safety department at Holland Bloorview prior to their return to work.
- Parents and child(ren) must be isolated for 14 days or longer if any member of the family presents symptoms at that time.

#### **Testing Requirements**

- Symptomatic staff and children will be referred for testing.
- Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management.
- Those who test negative for COVID-19 will be excluded until 24 hours after symptom resolution.
- Those who test positive for COVID-19 will be excluded from child care centre for 14 days after the onset of symptoms and until clearance has been received from the local public health unit.
- A single, symptomatic, laboratory-confirmed case of COVID-19 in a staff member or child will be considered a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks will be declared in collaboration between Holland Bloorview, Kindercircle Day Care, and the local public health unit to ensure an outbreak number is provided. Refer to the Outbreak Policy and Procedure.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and remain in their respective cohort until laboratory tests, if any, have been completed, or until directed by the local public health unit.
- Staff members who are asymptomatic and awaiting test results may continue to work unless there is reason to believe that they would be considered a case (e.g., potential exposure to an ill or positive case or household contact).
- Staff should also monitor for symptoms while waiting for test results. If they become symptomatic, they will be excluded from work until they test negative.

#### **Serious Occurrence Reporting**

Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. Kindercircle will contact the Toronto Public Health unit to report any child or staff member suspected to have COVID-19. The Toronto Public Health unit will provide specific advice on what control measures should be implemented to prevent a potential spread, and how to monitor for other possible infected staff members and children. If a child, parent, or staff member is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, Kindercircle will report this to the Ontario Ministry of Education, Early Years Division as a serious occurrence, as per licensing requirements. Additionally, Kindercircle will have to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

#### 3. OPERATIONAL GUIDANCE

#### 3.1. PRE-PROGRAM CONSIDERATIONS

#### Access to Child Care Spaces and Prioritizing Families

As a work place day care located within Holland Bloorview Kids Rehabilitation Hospital, employees who had a child enrolled at Kindercircle and are considered essential workers will be considered first for the allotted spots in each cohort. If we are able to accommodate all those requests, we will then open spots to enrolled non-essential workers employed by Holland Bloorview. Any additional spaces will be allocated to employees from surrounding healthcare facilities and families with special circumstances.

A survey will be done to determine who is considered an essential and non-essential worker within Holland Bloorview.

#### Staff Training

All staff will be trained on policies and procedures with respect to enhanced health and safety protocols and proper use of PPE prior to Kindercircle Day Care re-opening.

Toronto Children's Services, in partnership with Toronto Public Health, has created the following health and safety training modules, which the staff will complete prior to re-opening:

- Personal Protective Equipment (PPE)
- Infection prevention and control (IPAC)
- Screening
- Exclusion of an ill child
- Environment and interactions

An attestation form will be submitted to the Ontario Ministry of Education, Early Years Division, confirming that new policies and procedures have been developed and reviewed with employees.

#### Liability and Insurance

All requirements under the CCEYA must be met in addition to the enhanced health and safety measures outlined in this document and by local public health.

On June 10, 2020, the Executive Director of Kindercircle Day Care confirmed insurance coverage and liability insurance in relation to COVID-19 with the Co-operators insurance advisor.

#### 3.2. IN-PROGRAM CONSIDERATIONS

#### **Drop-Off and Pick-up Procedures**

- Kindercircle will be open from 8:00 5:00 each day. The hours have been reduced to ensure the health and safety of everyone.
- Parents will be required to arrive by 9:00 AM to drop off their child, allowing for a 1-hour time frame for drop-off.
- Parents will not be allowed into the day care area. A teacher will greet children at the day care entrance where parents and children will say their good-byes.
- A Daily Information template will be sent to parents via e-mail. Parents will be expected to send the completed form to <u>kpaul@hollandbloorview.ca</u> each morning before leaving home.
- Parents who are using a stroller to get their child to and from day care will not be allowed to leave their stroller at the day care during the day.
- If arriving from outside of Holland Bloorview at the beginning or end of the day, parents will be required to complete the screening process at the entrance to Holland Bloorview.
- At the end of the day, weather permitting, we ask that parents always look for us on the playground first. Parents will be allowed to exit the building and signal their arrival. A teacher will then bring their child over, since parents will not be allowed on the playground.
- Parents should allow enough time to pick up their child at the end of the day to avoid late fees.
- Parents will exit at the door directly outside of the day care area, or by the pool on the main floor.
- Hand Sanitizer will be available at all screening stations and outside the day care entrance.
- Markings will be visible in the hall way leading to the day care area to ensure that a 2-meter distance is maintained.

#### Visitors

Non-essential visitors will not be permitted into the day care area. The provision of special needs services may continue. If questions arise in respect of which service providers are permitted to enter the premises, Kindercircle will consult with the Toronto Public Health unit. Where possible, use of video and telephone interviews will be used to interact with families rather than in person. Ministry staff and other public officials (e.g., fire marshal, public health inspectors) will be permitted to enter for inspections at any reasonable time. As much as possible, parents should not go past the screening area. Volunteers or students will not be allowed in the program. A log will be kept of all visitors entering the day care noting their name, contact information and the duration of the visit.

#### Reducing the risk of transmission during activities

- Sensory play activities will be suspended.
- "No sharing" will be reinforced where possible.
- Personal items from home including food, water bottles, strollers, or any other personal belongings will not be allowed, with the following exceptions: infant bottles, formula or breast milk, personal blankets for naps, diaper cream, and sunscreen. All personal items must be sealed in a zip-lock bag to allow for easy sanitizing upon arrival.
- Permitted personal items **must be clearly labelled** with each child's name. Any item that is not labelled will not be allowed into Kindercircle.
- Individual activities will be increased to promote space between children.
- The playroom space and equipment will be rearranged to help decrease social interaction of larger groups.
- All paper books will be removed from the playrooms because of the inability to properly clean and disinfect them.
- All puppets, plush toys, and cushions will be removed from the playrooms.
- The use of playgrounds and play spaces will be staggered. One group will stay inside while two staff members go to the playground with the other group. All cohorts will move individually using the East Elevator only.
- Only space dedicated to Kindercircle will be used by Kindercircle. No walks or visits will take place within Holland Bloorview. Groups will go directly back and forth from the playground to Kindercircle's indoor space on the second floor.
- Staff will supervise and ensure that children practice hand hygiene frequently, before and after eating, after coming inside, after toileting, or when hands are soiled.
- Wash cloths will no longer be considered adequate for hand hygiene. Once a group has finished eating, each teacher will take their group to the washroom to wash hands.
- A 2-metre distance will be maintained between cots and cribs. If space is restricted, children will be placed head-to-toe. The infant sleep room will be rearranged by placing infants in every other crib to help keep a safe distance and the children will be placed head-to-toe.

#### **Food Provision**

All food will be provided by Sodexo located within Holland Bloorview. No outside food will be allowed with the exception of formula and breast milk for infants. All food restrictions will be accommodated by Sodexo.

A member of Sodexo's Food Service staff will bring two food carts to the day care area each day at 8:30am, 11:30am and 2:30pm, and the process will be as follows:

- The food carts will be left outside the day care door. One will be labelled for the Infant Cohort and the other for the Toddler Cohort.
- A teacher from each cohort (one at a time) will bring their labelled cart into the playroom and serve directly from the cart.
- If it is necessary to enter the day care kitchen for milk, serving utensils, etc., only one person form one cohort will be allowed to enter at any given time. They will ensure that all doors leading to the day care kitchen are closed and that they knock on the door before entering.
- Once food service has ended, each cohort staff will be responsible for loading their food cart and returning it to level 1 for the dishes to be washed and the cart sanitized.
- Sodexo's Food Service staff will be responsible for sanitizing the cart.
- Sanitization records will be maintained in Holland Bloorview's main kitchen on the ground floor.

Meal practices will be changed as children will no longer be allowed to self-serve. Staff will serve meals in individual portions to the children using utensils, and ensuring that the utensils do not touch the plate or bowl.

Proper hand hygiene will be practiced when staff are preparing and serving food, and for all individuals before and after eating. Please refer to the Hand Washing Policy. Where possible, children will be asked to practice physical distancing while eating.



care provider, to find out if you need a test.

### TORONTO.CA/COVID19

**TORONTO** Public Health

#### Appendix 2 - Masking Practices

Staff will be expected to wear a mask at all times where physical distancing of at least 2 meters (six feet) is not achievable.

This includes:

- The day care lobby
- All care areas throughout Holland Bloorview Kids Rehabilitation Hospital
- In common areas like stairs, elevators, hallways
- In offices where physical distancing is not achievable
- Playground: if at any time a staff member feels hot, or the necessity to remove their mask due to heat, they can leave the playground providing ratios are maintained and a Registered Early Childhood Educator is present. Staff will be expected to follow donning and doffing procedures noted below.

Some common scenarios where removing the mask may be possible: staff respite rooms, lunch rooms and cafeteria, meeting rooms, outside (e.g., Spiral Garden), when a physical barrier is available (e.g., screening desks, The Garden Grill cash desks, etc.). Masks can be removed during breaks and while eating lunch.

**Note:** physical distancing of at least 2 meters (six feet) is mandatory before the mask can be removed.

For tips on how to properly don and doff a procedure mask and how to correctly place a mask on a clean surface when taking a break, refer to *Appendix 3 - How to wear a mask*, or check out this video: <u>https://www.youtube.com/watch?time\_continue=1&v=WY0VYYEUd6k&feature=emb\_title</u>.





Pick up the mask from the clean surface using the ear loops.



#### For re-applying the mask:



Adjust the mask to your face as indicated in the above steps.

When you're ready to dispose of your mask, please place the mask in the garbage by the exit door and sanitize your hands.



Perform hand hygiene (hand washing or sanitizer) after you're done.

#### Appendix 4 - Mask Conservation

PPE conservation practices are essential. Please **do not wear** your Holland Bloorview-provided mask on transit or in the community. Cloth masks are available at Holland Bloorview's front desk if you do not have a mask to wear outside of Holland Bloorview.

As you are leaving the building, if your mask is suitable to wear again (i.e. it is not dirty, wet, or torn), follow these steps:

1. Take a paper bag from the exit door (or from screening).



- 2. Sanitize your hands.
- 3. Remove your mask and carefully fold it so that the **darker blue (outer) surface is folded against itself, white side out**.



4. Place your mask into the paper bag and take it with you.



5. When you arrive to pick up your child, let your entrance screener know that you do not need a new mask.



Coronavirus Disease 2019 (COVID-19)

## How to wash your hands



COVID-19: How to wash your hands/How to use hand sanitizer

1 of 2

## How to use hand sanitizer



#### Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for hand hygiene in all health care settings [Internet]. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2014. Available from: <u>https://www.publichealthontario.ca/-/media/documents/bp-hand-hygiene.pdf?la=en</u>

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COVID-19: How to wash your hands/How to use hand sanitizer

2 of 2