**Policies and Procedures during Covid-19**

In order to reduce the risk of respiratory infections (including COVID-19), health screening and enhanced sanitation procedures are essential to provide a safe and healthy environment for children, families and staff. Castlepark Daycare will take every reasonable precaution to prevent the risk of communicable diseases within our location.

**Health Screening Procedure:**

**Everyone** must be screened prior to entering the child care centre. For Staff, an individual health assessment must start at home before coming to work. They must screen for the following:

* Fever (equal or greater than 37.8 degrees Celsius)
* Cough
* Muscle aches and tiredness
* Difficulty breathing
* And less commonly: sore throat, headache, diarrhea

Parents are instructed to check their child’s temperature and any of the above signs and symptoms before coming to daycare. Staff and children with any of the above symptoms should stay home and not attend the facility for 14 days from symptom onset and no longer feeling sick.

Every parent/guardian has to sign a check-in form each day for each child with the following questions:

* Do you, your child, or any other member of your household have any of the following symptoms: fever, cough, sore throat, or difficulty breathing?
* Have you, your child, or any other member of your household travelled outside, including the US within the last 14 days?
* Have you, your child, or any other member of your household had close contact with a person with acute respiratory illness who has been outside of Canada including the US in the last 14 days?
* Have you, your child, or any other member of your household had close contact with a confirmed or probable COVID-19 case?

If yes to any of these questions, children will be refused to enter daycare and should stay home for 14 days from symptom onset and no longer feeling sick.

Parents are NOT allowed to enter the daycare and must follow social distancing by staying at least 6 ft/2 metres apart from one another. Stickers on the floor will help everyone keep the necessary distance.

A health screening center will be set up outside the entry door to the daycare. Each day, the staff screener, wearing PPE (gloves, Mask, and eye protection) will follow a screening check list for each person, including staff and record the outcome. (pass or denied)

The check list will include the following:

* Checked temperature
* observation for any signs of COVID-19 related symptoms
* signed questionnaire by parent/guardian

Screeners will take appropriate precautions when screening, including maintaining physical distancing and proper hand hygiene.

Thermometers must not be used between children/staff without single-used cover or disinfecting between use.

**Drop off and Pick up:**

Most drop offs and pick-ups will occur outside at Kew Beach School on the upper yard to lower the risk of transmission. (weather permitting) Parents are asked to keep physical distance of 6 ft/2 m apart from each other. Each child will be screened following the above guidelines. Staff will wear proper PPE during screening. Results will be written down each day and parents are asked to sign a check in form each day as noted above.

Parents/Guardians are NOT allowed into the play space!

During pick up, parents/guardians have to stay outside the play space keeping proper distance to one another and wait for their child to be signed out by a staff member.

Staff will use alcohol-based hand sanitizer between screenings and whenever necessary.

If weather does not permit drop off and pick up outside, indoor screening will follow as noted above.

**What if a child or staff show symptoms?**

* If a child or staff show symptoms during screening, they are not allowed to enter the Daycare or Play- Space when outside. Parent/guardian are advised to review the self-assessment tool on the Ministry of Health website or the Toronto Public Health website to determine if further care is required. They should stay home for 14 days from symptom onset and no longer feeling sick, or unless they are tested and results are found to be negative for COVID19. Those who test negative, will be excluded for 24 hours after symptom resolution.
* If a child becomes ill during the program, they will be isolated and family members contacted for pick up. The child will be kept 6ft/2m apart from everyone else! The child is encouraged to wear a face mask (provided by the daycare) while waiting to be picked up. The child will remain in an area, that is easily observed and close to the program, but at least 6ft/2m apart from everyone else. Staff will make sure, that the child will be comfortable and safe and watched.
* Symptoms of illness will be recorded in the child’s daily record and in a daily log in.
* While interacting with the sick child, staff will wear all necessary PPE. All items used or touched by the child will be cleaned and disinfected. All items that cannot be disinfected will be sealed and stored for at least 7 days.
* If it appears that the child needs immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a registered nurse.
* Supervisor will inform parents/guardians of children who were exposed to the ill child, and advise that they should monitor their child’s symptoms.
* All staff and children who are in the same room as the child who tested positive will be excluded for 14 days, unless indicated otherwise by Toronto Public Health.
* Public Health will be notified to report to the Communicable Disease Surveillance Unit at 416-392-2489 and their advice will be followed. The supervisor will contact their program advisor for appropriate further steps as outlined by the Ministry of Education. Serious occurrence is to be done only after discussion with program advisor.

**Hand Hygiene:**

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Hands must be washed

* When visibly dirty
* After sneezing, coughing or blowing nose
* After Handling garbage
* After Outdoor play
* After handling soiled toys and other items
* after coming into contact with body fluid
* before and after preparing, handling and serving food
* after using the bathroom
* after glove use

As announced by public health washing hands with soap and water is the most effective way to wash away germs. Lather at least for 15 seconds, rub between fingers, back of hands and fingertips and rinse thoroughly with warm water.

A hand sanitizer (70-90% alcohol based) may be used, when handwashing cannot be accommidated (like when outside). Hand sanitizer can only be used under adult supervision and Parent/Guardian approval is required!

Children and staff will be reminded throughout the day, to wash their hands often and when necessary, cover their coughs or to sneeze into a tissue and to immediately throw the tissue into the garbage. If there is no tissue, to sneeze or cough into your sleeve. They are also frequently reminded to avoid touching their face, nose, and mouth with unwashed hands.

**Enhanced environmental cleaning and disinfecting:**

* Cleaning refers to the removal of dirt and organic matters from surfaces. Cleaning alone does not kill or deactivate germs.
* Disinfection works by using chemicals to kill/deactivate germs on surfaces. This process does not work properly, if surfaces are not cleaned first.
* Disinfectants should have a drug identification number (DIN) A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Alternatively, Chlorine Bleach solutions may be used for disinfecting.
* All areas have to be cleaned first, before being disinfected.
* To be extra cautious during COVID-19 enhanced cleaning and sanitizing will be implemented
* High touch surfaces and items in common areas (e.g. tables, chairs, toys, indoor/outdoor play equipment, doorknobs, light switches, handles, desks, toilets, sinks, electronic devices) must be cleaned and disinfected at least twice a day, when visibly dirty and after contact with body fluids.
* Low touch surfaces will be cleaned as needed
* Toys that were played with will be put aside for extra cleaning and sanitation when possible
* Floors will be cleaned when soiled or at the end of the day

**Additional steps to reduce the risk of transmission:**

In order to further reduce the risk of infection to keep all families, children and staff safe, we are implementing additional precautionary steps as follows:

* suspend sensory play activities
* Practice physical distancing as best as possible by:
	+ Selecting games that allow us to do so
	+ Include individual activities that encourages more space between children
* Supervise and ensure that children practice hand hygiene frequently and as needed
* Reinforce no-sharing policy (e.g. no sharing of water bottles, food, sunscreen, or personal items and belongings)
* Using only toys that can be disinfected easily
* Making use of outdoor play as much as possible (weather permitting)

Castle Park Daycare will continue to provide caring support and reassurances to our children in order to reduce fear and anxiety, as we are going through this difficult time together.

This Policy and procedures will be reviewed and signed by all staff members prior to commencing work and at any time changes are being made.

It will also be shared electronically (or as a hardcopy if requested) with all parents/guardians