

Friends Day Care COVID-19 POLICIES AND PROCEDURES

COVID-19

Coronaviruses are believed to spread mainly from person to person through close contact, for example, in a household and in a workplace.

It is believed that the 2019 novel coronavirus is spread through respiratory droplets (from person to person through coughing, sneezing, close contact), and from touching contaminated surfaces.

COVID-19 Fact Sheet: https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet_Novel-Coronavirus.pdf

COVID-19 What to do: <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/?accordion=know-the-symptoms>

Symptoms may range from:

- Mild – like the common cold and other common respiratory infections – to
- Severe, and can include fever, cough, and difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose. Also, difficulty swallowing, or new taste disorder.

Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

Symptoms for children could include, but are not limited to:

- Sore throat, hoarse voice
- Diarrhea
- A runny nose

Symptoms for adults could include, but are not limited to:

- Cough
- Running Nose
- Congestion
- Sore throat
- Fever
- Diarrhea
- Muscle Pain
- Body aches
- Difficulty breathing
- Loss of taste or smell

A fever is defined as 37.8 C or 100.4 F or above.

Atypical Symptoms/signs of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability.

Staff and families must complete a screen daily on arrival.

For more information about COVID-19 visit the Ministry of Health Ontario - http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx or the public health unit at <https://www.phdapps.health.gov.on.ca>

The following protocols and procedures will define how Friends Day Care is managing the hazards of contacting COVID-19.

The following Policies, protocols and procedures include or address:

- Screening and temperature check
- Attendance reporting
- Cohorting staff and children
- Physical distancing
- Hand hygiene and respiratory etiquette
- Food safety practices
- Enhanced environmental cleaning and disinfecting
- Requirements for the use of toys, equipment and other materials
- Use of personal protective equipment
- Isolation/exclusion of ill children and staff
- Management of cases and outbreaks of COVID-19
- Communication with families/guardians and other stakeholders
- Health and safety

Parents and any other interested parties may obtain full copies of all Covid-19 Policies and Procedures in hard-copy, pdf file format via e-mail, or through the FDC website, free of charge.

Enhanced Attendance

Reporting practices for children, staff and all other individuals entering the Centre:

- Maintain a record of all individuals other than staff entering the Centre in a Visitor log. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, food service workers and government agency employees (e.g., public health inspectors, fire inspectors).
- Records will include the following information: name, company, contact information, date, time of arrival and departure.
- Maintain daily attendance records for children and staff.
- Absences will be recorded when a child, or staff is absent. This will be completed on the daily attendance.
- A Co- Supervisor will follow-up with all individuals to determine the reason for any unplanned absences, and determine if the absence is due to illness to note any symptoms (e.g., fever, sore throat, cough).
- Following guidelines outlined on the screening tool, parents/guardians of ill children and ill or unwell staff are encouraged to call Toronto Public Health or their health care provider to determine if further care is required. If symptoms indicate testing, they are encouraged to seek COVID-19 testing at assessment centres and/or consult with their health care provider, and/or Toronto Public Health.

- Parents, guardians and non-essential visitors will not be permitted to enter the Centre.
- Attendance records will be monitored for patterns or trends (e.g., children and childcare staff in the same group or cohort absent at the same time or over the course of a few days).
- Attendance records will be available on-site at all times.
- The Medical Officer of Health, or designate, may access the Centre records, or copies of the records, on request.

Cohorts and Scheduling of Staff

- The Supervisor, will ensure as much as possible, when scheduling staff that each group of children should be cared for by the same staff members.
- Maximum cohort size for each room in the Centre will consist of eight children and two staff until such time as the cohort sizes can increase, safely, based on the guidance of TPH, and other municipal or provincial government bodies.
- Staff are not to go into other cohorts either inside the classroom or outside in the playground, unless specified by the Supervisor, in the event of a situation or emergency where a staff may need to be replaced.

Serious Occurrence Reporting

A serious occurrence will be reported if:

- There is a confirmed case of COVID-19. (Under the category of *Confirmed Case of COVID-19*.)
- A closure of the program or a room ordered by TPH due to a confirmed or suspected case of COVID-19. (See Serious Occurrence Policy regarding category for reporting.)

The Supervisor will ensure follow up with families of children, or with staff members who are absent due to a positive case of COVID-19, and will update each case reported as required. In addition:

- Parents are notified of confirmed cases, via e-mail or telephone.
- Parents are notified if children are away with symptoms that require testing.
- The Program Advisor is emailed directly if there is a confirmed case.
- A Serious Occurrence Notification Form will be posted in the screening areas, visible to parents for each case reported.

See Serious Occurrence Policy for full details.

Reporting to Toronto Public Health

A single symptomatic lab confirmed case of COVID-19 in a Centre staff member or child is considered a confirmed COVID-19 outbreak, in consultation with TPH.

A Co-Supervisor will immediately report a laboratory confirmed case of COVID-19 in any of its staff, children, attendees by completing the TPH COVID-19 notification form for child care settings: <https://s.tphsurvey.chkmkt.com/?e=207897&h=532FC3825EA96E3&l=en>

Additional support and guidance can be accessed by contacting TPH at **416-338 7600** during work hours (8:30 a.m. to 4.30 p.m., Monday to Friday) or **3-1-1** after hours or by emailing TPH at publichealth@toronto.ca.

A Co-Supervisor will provide the TPH Investigator with all the required information, and attendance/contact information for children, staff and any other visitor to the centre, as needed, and in a timely manner.

Rescheduling of All In-Person Meetings:

Until such time as the centre is able to resume normal business activity, all in-person meetings, visits, parent tours and group events will be held virtually, via Zoom app or Microsoft Teams, etc.