

AMONG FRIENDS  
CHILD CARE  
CENTRES

PANDEMIC  
RESPONSE PLAN

**OVERVIEW:**

- 1) Our Centre will comply with updated policies, the *Child Care and Early Years Act, 2014*, all existing health and safety requirements as directed by the Medical Officer of Health and all existing requirements of Service Agreements with the government. Guidelines may be revised from time to time.
- 2) We are committed to support immediate and future access to Child Care for families returning to work and to limit the spread of COVID-19 through enhanced requirements. In the event that we encounter a greater demand for care that encroaches our capacity, we will put in place priority access for:
  - Returning children served through emergency Child Care to their original placement
  - Child Care for families where parents must return to work and that work outside of the home
  - Families with special circumstances that would benefit from children returning to care, such as children with special needs
  - Other local circumstances
- 3) Full fees/daily rates will continue to be charged to families in the event of a school strike, power outage, snow closure, inclement and/or special weather days, staggered entry days, operational needs/reasons, pandemic shutdown, and isolation days.
- 4) We will communicate with families our updated policies and procedures regarding the enhancement of health and safety measures, as well as, expectations including the requirement to keep children home when they are sick. These documents are aimed at helping to keep all children and staff safe and healthy.
- 5) All sites will be thoroughly cleaned daily and will include additional requirements under Enhanced Infection Prevention Control.
- 6) We will prepare and provide training to ensure that staff are prepared to meet escalated requirements to address the COVID-19 pandemic.
- 7) Only essential visitors will be entering our programs while we operate under the Pandemic Response Plan. Head Office, Ministry of Education Program Advisors and other Public Officials (eg. Fire Marshal, Public Health Inspectors, etc.) are permitted to enter and inspect a Child Care Centre, at any reasonable time. These officials will be required to follow our screening and enhanced health and safety measures.
- 8) Parents/guardians of the children, students or volunteers will not be permitted to enter the building due to health and safety protocols. The use of video, telephone, email, paper communication and/or direct communication with Child Care staff and parents/guardians will be used to interact with families and community supports where possible, rather than in person, as well as, to communicate the re-scheduling or cancellation of pre-planned group events and in-person meetings.
- 9) The maximum cohort size for each room in a Child Care Centre, will consist of no more than the licenced maximum capacity.
- 10) Each location will identify the entrance(s)/exit(s) for all people using the site. A screening process to be completed will be posted at each designated entry. A York Region Public Health Unit Poster will be displayed prominently at the main entrance with signage indicating the screening process to be completed upon entry.
- 11) While physical distancing is not possible in a Child Care setting, every precaution and measure will be taken to reduce the spread of COVID-19. Barriers will be implemented where possible.
- 12) All Parent/Guardian and Agency Acknowledgements and Declarations with respect to Child Care services during recovery from COVID-19 must be signed and submitted our Centre before the child/children commences the program.
- 13) Anyone who needs to travel outside of Canada or lives with a person who needs to travel outside of Canada must notify our Centre immediately. The government expects employees, children and families returning to Canada to self-isolate for a minimum of 14 days upon return.

**SIGNS & SYMPTOMS OF COVID-19:**

Symptoms of COVID-19 include:

- Fever and/or chills
- Coughing or barking cough (croup)
- Shortness of breath
- Decrease or loss of taste or smell
- Nausea, vomiting and/or diarrhea

According to Health Canada, symptoms can appear in as little as a few days, or as long as 14 days after being exposed to someone with the disease. For some people, the symptoms are like having a cold; for others, the symptoms are quite severe or even life threatening. It is important to check with your healthcare provider and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

Staff, parents, guardians and children are not permitted to attend the program if they have and COVID - 19 symptoms.

**HOW COVID-19 SPREADS:**

The virus typically spreads through coughing and sneezing, personal contact with an infected person, being in the same room with an infected person for more than 15 minutes, touching something with the virus on it, then touching the mouth, nose, or eyes with unwashed hands.

There is an increased risk for severe COVID-19 outcomes for those:

- Aged 65 and over, and/or
- With compromised immune system, and/or
- With underlying medical conditions

**REDUCING THE SPREAD OF INFECTION – INCLUDING COVID-19:**

All measures taken to prevent the spread of COVID-19 will be done in compliance with requirements under the Occupational Health and Safety Act and associated Regulations and Public Health directives issued by the Chief Medical Officer of Health.

Recommendations for Households:

- Practice physical distancing – stay 2-metres (6-feet) away from others
- York Region Public Health recommends wearing a 3-layer cloth mask or face covering if you cannot maintain a physical distance of 2-metres (6-feet) from non-household contacts. 2-layer masks are permitted if they are clean and fit appropriately.
- Wash your hands well and often with soap and water, or with alcohol-based hand sanitizer (don't forget to wash your wrists, under your fingernails and in between your fingers)

- Cough or sneeze into your sleeve or cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards
- Avoid touching your eyes, nose and mouth with unwashed hands
- Frequently clean and disinfect high-touch surfaces and shared items using regular household cleaners
- If you are sick, stay home and avoid crowds until you are well again. Avoid sharing personal items like eating utensils and water bottles

**REQUIREMENTS:**

**Polices and Procedures:**

All current Child Care policies and the requirements set out in the *Child Care and Early Years Act, 2014*, apply during the pandemic response.

Our Centre has policies and procedures in place to:

- conduct daily screening to exclude children, parents, staff and visitors who are sick
- implement sanitary practices
- manage outbreaks
- indicate how employees report illness
- indicate how work will be scheduled

Our Centre has:

- worked with the local Health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed. This includes identification of new potential cases of COVID-19
- ensured all staff have reviewed and signed-off on theourCentres COVID-19 Pandemic Response Plan
- developed policies and procedures to address the evolving pandemic (eg. Health&Safety protocols)
- ensured families and staff are informed of all policies, guidelines and all relevant documents
- submitted an attestation to the Ministry of Education confirming that a COVID-19 policy has been developed, reviewed with all employees and made available to parents

**Staffing:**

- Daily routines and schedules will be established and shared to use during COVID-19 recovery
- We will ensure that equipment and supplies are available for use during COVID-19 recovery
- We will ensure staff schedules limit the rooms staff go into while ensuring all duties are completed, and develop extra precautions to protect staff and limit the spread of COVID-19
- We will provide tracking sheets to record daily cleaning routines
- We have established Health Screen areas and a Daily Screen Checklist to be conducted on children, staff and parents/guardians

- The screener will record daily temperatures of children and staff
- Staff will review regular toileting practices with emphasis on sanitary practices
- Movement of supervisors and/or designates, staff and students on educational placement between child care locations and between licensed age groups is permitted. Reducing the movement of staff and placement students where possible is encouraged to minimize potential for transmission.
- Supervisors and/or designates will limit their movement between rooms, doing so when absolutely necessary
- Supply staff will be assigned to specific cohorts
- Programs are required to ensure each group has the required number of qualified staff as set out in the CCEYA
- Staff DAs can be transferred from one Child Care Centre to another Child Care Centre that is operated by the same Licensee
- We are able to request a staff DA for multiple age groups
- Due to COVID-19 restrictions, the WSIB has indicated that all certifications in Standard First-Aid and CPR-C that expire after March 1<sup>st</sup>, 2020, are automatically temporarily extended, until December 31<sup>st</sup>, 2021.
- Our Centres are required to obtain VSCs from staff and other persons who are interacting with children at the Child Care Centre, including placement students. If an individual is unable to obtain a VCS in a reasonable amount of time due to significant backlogs, we will ensure that they have applied for a VSC and follow the procedures outlined in our PVSC Policy
  - A copy of the receipt requesting a Police Vulnerable Sector Check from the police is attached to a completed Attestation Form that will be filed in the Educator's file
  - Close supervision of the candidate while waiting for the PVSC, will be monitored by the Centre Supervisor
  - Arrangements will be made to ensure that the Educator is not left alone with the children until the original PVSC is received
  - If the PVSC has not been received within three weeks, the candidate must call to find out why there has been a delay and inform the Centre Supervisor
  - The Centre Supervisor will ensure all Educators at the Centre are aware that the candidate is not to be left alone with the children

**Staff Training:**

Updated training will be offered on current Health and Safety Measures in place according to the Operational Guidance, as well as, those in place by the York Region Public Health.

Training will include:

- what PPE is necessary for specific tasks
- how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE
- how to properly clean the space and equipment
- how to use alcohol-based hand sanitizer (ABHR)
- how to safely conduct daily screening and keep daily attendance and health records
- health, safety and other operational measures in effect
- educating staff to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus

- what to do in the case that someone else becomes sick.

**PLAN FOR OUTBREAK MANAGEMENT:**

**Daily Health Screening:**

All children, Child Care staff, providers, placement students, and visitors are required to screen for symptoms of illness every day before coming to the Child Care Centre.

If experiencing even ONE symptom of COVID-19, the individual must stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better

We will implement the daily screening protocol provided by York Region Public Health. All children, parents/guardians, staff and essential visitors must be screened for signs/symptoms of illness before entering the Child Care setting. This includes daily temperature checks. If any individual does not meet the screening protocol requirements, they will not be permitted to enter the Child Care program, and should be directed to contact their primary care provider for further direction. Pick-up and drop-off of children should happen outside the Centre unless it is determined that there is a need for the parent/guardian to enter the Centre (eg. inclement weather).

The Daily Health Screening area will be set up at the identified entrance(s) at each site.

This area will:

- Have a screener who will complete a temperature check and daily screen on themselves each morning
- Be visible to staff and families and block access to further entry to the site if possible
- In order to take the temperatures of required persons, screening staff (wearing PPE) will need to approach individuals for this task only. A minimum of 2 meters distance between the person conducting the screen and those participating in the screen will be maintained where possible. If in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff will be asked to use face coverings
- Provide the following items: hand sanitizer (at least 60% alcohol), Public Health resources, non-touch thermometer, disposal gloves, masks, eye protection

Staff conducting the screen will have received training on active screening processes and requirements and will take appropriate precautions when screening. The screener will be wearing personal protective equipment (PPE) (eg. procedure mask, eye protection (goggles or face shield) and gown).

### **ENHANCED HEALTH AND SAFETY MEASURES**

Our Centre has Health and Safety measures in place and will communicate these measures consistently to parents/guardians, students and staff.

Enhanced Health and Safety measures are noted below.

#### **Self-Screening:**

- If a child, staff, visitor or placement student is experiencing ONE symptom of COVID-19, they must stay home from School or Child Care and should seek testing and appropriate medical attention.
- If anyone in a household has travelled outside of Canada, everyone must stay home from Child Care until the 14-day quarantine period has finished, except for essential reasons
- If anyone in your household is experiencing any new or worsening COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child, Child Care Centre staff, provider or placement student must not attend Child Care.
- If anyone in your household is sick and has not tested negative for COVID-19, or does not have an alternative diagnosis from a health-care provider, all others in the household must stay home from Child Care until the results are known or an alternative diagnosis is provided
- If someone in the household is identified as a high-risk/close contact of a confirmed COVID-19 case, the whole household is required to stay home from school for the 14-day quarantine period, except for essential reasons
- Our Child Care Centres will validate daily self-screening for all Child Care Centre staff, visitors and placement students that they have completed and passed the screening in a form appropriate and accessible upon entry to the Child Care Centre. If the individual does not pass the online screening procedures, they will be asked to return home and self-isolate until they meet the criteria for return
- Our Child Care Centres will provide daily confirmation or proof that Parents/Guardians have completed and passed the in-person or online screener in a form deemed appropriate (and accessible) prior to or upon their children's entry to the Child Care Centre.
- Parents and Guardians continue to be responsible for screening their children for symptoms of illness every day.

- York Region has updated their Screening Guidance:

<https://www.irmsadvantage.com/attach/fd6ec0f5-6651-4754-814d-d75696ac5dd0.pdf>

- Our Child Care Centres will be using the following Screening Tool provided by York Region Public Health:

[https://www.york.ca/wps/wcm/connect/yorkpublic/9e5381ca-ec8b-4df1-8db5-42292f2a35fc/114\\_School+Screening+Tool\\_Feb821.pdf?MOD=AJPERES&CVID=nu814T](https://www.york.ca/wps/wcm/connect/yorkpublic/9e5381ca-ec8b-4df1-8db5-42292f2a35fc/114_School+Screening+Tool_Feb821.pdf?MOD=AJPERES&CVID=nu814T)

#### **How to Conduct Daily Screens:**

1. Everyone will be greeted upon arriving at the screening station in a friendly, calm manner
2. The screener will complete our Daily COVID-19 Screening Checklist asking the questions pertaining to both the adult and child. When screening is complete and the child is approved for entry to the program, the screener will assist the child to sanitize their hands. Either the screener or another Educator (wearing a mask) will then accompany the child to the door of their classroom and into the care of the program staff
3. If any person does not meet the criteria to participate, they must go home and the supervisor will be notified of their symptoms
4. If the screening is in the foyer, the staff will disinfect door handles (inside and outside) immediately after each parent leaves
5. The supervisor will maintain daily records of screening results. Records will be kept on the premise.

**Daily Health Tracking and Attendance Records:**

In addition to the Attendance Records for children, a Visitor Log (including: name, contact information, time of arrival, time of departure) will be kept on-site to record anyone entering the premise. These records will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak for 12 months.

We will maintain daily records of anyone entering the facility and approximate length of their stay (essential visitors only to enter the building).

Information that should be included in the Daily Records are:

- Date of visit
- Name of person entering the facility
- Contact information
- Time of arrival/departure
- Screening completion/result

These records include the Daily COVID-19 Screening Checklist & the Visitor Sign-In Log

- Records (eg. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak
- Any health observations are noted in the classroom Log Book

Early detection of signs and symptoms through observation of children's health, as well as, concise documentation is crucial to the recognition and control of an outbreak

**Enhanced Health Monitoring:**



- In addition to our Daily COVID-19 Screening Checklist upon arrival, ongoing health monitoring for signs and symptoms specific to COVID-19 must be performed at all times for those participating in Child Care
- Should the program be informed of a confirmed case of COVID-19 for any individual involved in the Child Care, they are to immediately contact York Region Public Health and follow their direction
- Material will be provided to staff each morning with information regarding the number of co-workers who are sick and off from work
- Hand sanitizer will be available for all staff
- Public Health information will be posted / made available for distribution

**MANAGEMENT OF STAFF/CHILDREN WITH POSSIBLE COVID-19:**

- Child Care staff, parents/guardians and children must not attend the program if they are sick, even if symptoms resemble a mild cold
- Staff who become ill while at the Child Care Centre should be sent home immediately and directed to seek assessment and testing at a COVID-19 Assessment Centre
- If the child begins to experience symptoms of COVID-19 while attending Child Care:
  - Isolate the sick child and notify parents/guardians or emergency contacts for pick-up immediately
  - The sick child should be kept at least 2-metres from others
  - Provide the child with tissues and remind them of hand hygiene and proper respiratory etiquette and disposal of soiled tissues
  - Provide the sick child with a procedural mask if tolerable and above the age of 2
  - Staff who supervises an ill child must wear a gown, mask, eye protection and gloves at all times and not interact with others
  - Avoid contact with the child's respiratory secretions
  - Perform meticulous hand hygiene
  - Clean and disinfect (outbreak level disinfectant) the space and items used by the ill child
  - For items (eg. paper, books and cardboard puzzles) that cannot be cleaned, they should be removed and stored in a sealed container for a minimum of 7 days
  - Contact York Region Public Health: 1-877-464-9675 Ext.73588 (between 8:00am-8:00pm / 7 days a week) or (905) 953-6478 (after hours), if two or more symptomatic individuals are in the Child Care Centre within 48 hours and seek input regarding the information that should be shared with other parents of children in the Child Care Centre
  - The Supervisor will complete the Suspected COVID-19 Tracking Form to document details of the potential case
  - In the event that a COVID-19 positive case is identified in the Child Care Centre, a COVID-19 outbreak will be declared by York Region Public Health and further direction will be provided by York Region Public Health on who else in the Child Care Centre may need testing and/or isolation at that time
  - Staff who have been in close contact with an ill child should self-monitor for symptoms for the next 10 days. They should be advised to avoid being in contact with vulnerable persons or locations where there are vulnerable persons (eg.Long-Term Care Homes). If the child is a confirmed case, the staff member should also self-isolate and seek assessment and testing.
  - Parents/guardians of a child who was in the same cohort as a child with symptoms should be informed of the possible exposure, and should monitor their child for symptoms

- Staff/ children with symptoms, who have not been tested for COVID-19, must be excluded from the Child Care for 14 days after the onset of symptoms
- An ill individual who has a known alternative diagnosis provided by a health care professional may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.
- Staff/ children who are being managed by York Region Public Health (eg. confirmed cases of COVID-19, household contacts of cases) should follow instructions from Public Health to determine when to return to the facility
- Where a child or staff has a confirmed case of COVID-19, Licensees must report this to the Ministry of Education as a Serious Occurrence

Please send test results (positive or negative) to our Head Office at:

[amongfriendsdaycarecentres@hotmail.com](mailto:amongfriendsdaycarecentres@hotmail.com)

**Asymptomatic Individuals:**

- Testing of asymptomatic persons should only be performed as directed by the local Public Health Unit as part of case/contact and outbreak management
- Individuals awaiting test results must be excluded from the program until the test results are received
- All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:
  - Receives a negative COVID-19 test result, or
  - Receives an alternate diagnosis by a health care professional

**Symptomatic Individuals:**

- Symptomatic children or staff should be referred for testing
- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution
- If the symptomatic individual tests positive, or is not tested and does not receive an alternate diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local Public Health Unit
- Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the local Public Health Unit, must not attend the program
- Our Centres will notify York Region Public Health if there are two or more symptomatic individuals within 48 hours.

York Region Public Health will declare a suspect respiratory outbreak

Additional guidance can be obtained by calling York Region Public Health at: 1-877-464-9675 Ext. 73588

**Laboratory-Confirmed Case of COVID-19:**

- A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child must be considered a confirmed COVID-19 outbreak, in consultation with the local Public Health Unit. Outbreaks should be declared in collaboration between the program and the local Public Health Unit to ensure an outbreak number is provided
- All Child Care attendees and staff in the Child Care Centre should be tested. Based on cohorts and with direction from York Region Public Health

For further questions about testing guidance, contact COVID-19 phone line at: 1-877-464-9675 Ext. 77280 (between 8:00am-8:00pm / 7 days a week) or (905) 953-6478 (after hours)

**Isolation Requirement for Household Contacts of Symptomatic Individuals:**

The Ministry of Health has issued updated guidance to Public Health Units regarding COVID-19 variants of concern, requiring all household contacts of symptomatic individuals to quarantine. This guidance is being applied to children, child care staff, providers and placement students by requiring them to stay at home from Child Care if anyone in their household has new or worsening symptoms of COVID-19 and has been recommended for isolation and testing.

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

**Serious Occurrence Reporting:**

Child Care Centre Licensees have a duty to report confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. The Licensee should contact their local Public Health Unit to report a child confirmed to have COVID-19. The local Public Health Unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Child Care Licensees will only be required to report a Serious Occurrence for COVID-19 related matters for:

- a. Confirmed COVID-19 cases; or
- b. Closures ordered by your local Public Health Unit (eg. where a closure is ordered for a Centre, program room(s) or provider's home due to a confirmed or a suspected COVID-19 case(s))

Please note that there has been a change to the list of individuals that a Serious Occurrence must be reported for with respect to confirmed cases of COVID-19.

Moving forward, a Serious Occurrence is not required for a parent of a child with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a Serious Occurrence report is required:

- i. a child who receives child care at a home child care premises or child care centre
- ii. a home child care provider
- iii. a person who is ordinarily a resident of a home child care premises (eg. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- iv. a person who is regularly at a home child care premises (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- v. a home child care visitor
- vi. a staff member at a child care centre
- vii. a student at a home child care premises or child care centre

Licensees are required to post the Serious Occurrence Notification Form, as required under the CCEYA, unless local Public Health advises otherwise.

**How confirmed cases or an outbreak of the Coronavirus (COVID-19) will be communicated to parents:**

Parents/Guardians will be notified through the Serious Occurrence Notification Form – which will be posted on the Parent Door or a visible space of the Child Care Program – of any confirmed cases or outbreaks at the Child Care Centre.

If a room or Centre closure is ordered by York Region Public Health, parents will be notified via email and/or phone call from our Head Office.

**PROCESS FOLLOWING SUSPECTED/CONFIRMED COVID-19 CASE IN THE PROGRAM:**

- The Public Health Unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children
- Gloves, eye protection and masks may be instituted for staff to reduce contact with surfaces and/or during increased exposure times
- All areas visited by the ill persons will be closed. Outside doors and windows will be open and ventilating fans will be used to increase air circulation
- Enhanced cleaning/disinfecting will occur. Thorough and frequent cleaning of equipment and surfaces will be reinforced during an outbreak.

- Handwashing frequency will be increased. Use of hand antiseptics will be implemented in areas where hand sinks are not readily available
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary

**PUBLIC HEALTH MEASURES & ADDITIONAL MITIGATION STRATEGIES FOR HEALTH AND SAFETY:**

**Personal Protective Equipment (PPE):**

Staff will be trained on the proper use of PPE provided. We will ensure an adequate supply of PPE and cleaning supplies to support ongoing operations.

PPE is used in the program:

- When conducting screening of children/adults during drop-off
- When conducting screening of essential visitors
- When taking care of a symptomatic child at the Centre prior to pick-up
- When a staff member becomes sick at work
- When coming in contact with blood or body fluids

**Masks, Gloves and Gowns:**

- Gloves and gowns should be compatible with the disinfectant products being used
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed
- Masks are mandatory for all Child Care Staff and students in Grades 1-12. Masking is also required outdoors where physical distancing, of 2 meters, cannot be maintained for both children and staff. Kindergarten children are not required but highly encouraged to wear a non-medical mask or face covering while inside a child care setting, including in hallways, as well as, outdoors. York Region Public Health is recommending that students wear three-layer masks. Two-layer masks are permitted if they are clean and fit appropriately
- Hands will be washed prior to donning (putting on) a mask and after removing (doffing) a mask
- Signage regarding personal protective practices will be posted throughout the Centre

**Physical Distancing:**

As advised by the Chief Medical Officer of Health, Public Health Officials, and outlined throughout Government communications; physical distancing is required to control the spread of COVID-19.

Keeping a distance of 2 metres (6 feet) from others where possible.

- Physical distancing between children in a Child Care setting is difficult. Child Care staff are required to maintain a welcoming and caring environment for children
- When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort: spreading children out into different areas

### **Physical Activities**

- High contact physical activities should take place in outdoor settings only. Masking is not required outdoors for high contact physical activities.
- Low contact activities are permitted indoors. For children in grade 1 and up, masking is encouraged but not required if a minimum of two metres distance can be maintained between groups and as much as possible within a group.

We will encourage more physical space between children by:

- Incorporating activities that are more individual
- Moving activities outside to allow for more space
- Limited chairs at tables

Please note that physical distancing between or amongst siblings in the same cohort does not need to be as strictly enforced.

- Steps will be taken to limit the number of adults in close contact with other adults (eg.within six feet of another person)
- We will spend more time playing outdoors, if there is more space(disinfect outdoor equipment initially and then after use by each cohort)
- We will use visual cues to promote physical distancing
- We will ensure staff are assigned to work to optimize physical distancing
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts will not be used

### **Field Trips**

- Field trips are permitted as per the Reopening Ontario Act. Children should be cohorted throughout the duration of the trip. Ratios must be maintained as set out in the CCEYA. Health and safety requirements set out in the guidelines and regulations (e.g. masking, eye protection) and of the place being visited would continue to apply.
- Keeping daily accurate records of individuals attending field trips (name, contact information, time of arrival/departure, transportation, location visited) is required to facilitate contact tracing.

### **Hand Hygiene & Respiratory Etiquette:**

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. Child care staff, home child care providers, home child care visitors and students on educational placement should be trained and able to assist children on appropriate hand hygiene and respiratory etiquette, including the use of alcohol-based hand rub (ABHR), and reinforcing its use.

Hand hygiene should be conducted by anyone entering the child care setting and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).

Child care staff, home child care providers, home child care visitors, students on educational placement and children should be provided with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette. Local public health units can provide additional guidance. Age-appropriate posters or signage should be placed around the child care setting.

Handwashing with soap and water is the preferred method for cleaning hands. We will incorporate additional hand hygiene opportunities into the daily schedule

- When there is no access to soap and water, alcohol-based hand sanitizer (ABHR) containing a minimum of 60% alcohol can be used, only if hands are not visibly soiled
- Children must be supervised when using ABHR. Staff will be trained on the manufacture's direction for proper use
- All individuals must clean their hands before entering the program space, after touching, eating or preparing food. Wash hands after using bathroom, returning from playing outside and sneezing/coughing into hands. Wash hands when hands are visibly soiled
- Follow proper cough and sneeze etiquette. Cough or sneeze into your sleeve or cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards.
- Avoid touching eyes, nose and mouth with unwashed hands
- Our Centre will ensure hand hygiene supplies are available and easily accessible
- For any dirt, blood, body fluids (urine/feces), it is preferred that hands be washed with soap and water.
- Safe placement of the ABHR to avoid consumption is important, especially for young children.
- Support or modifications should be provided to allow children with special needs to regularly perform hand hygiene as independently as possible.
- Tissues and lined, no-touch waste baskets (for example, foot pedal-operated, hand sensor, open basket) are to be provided, where possible.
  - ABHR with a minimum 60% alcohol concentration must be available (60-90% recommended, including ideally at the entry point to each child care room) and/or plain liquid soap in dispensers, sinks and paper towels in dispensers.

**Guidance on the Use of Masks, Personal Protective Equipment (PPE), and Hand Hygiene:**

Expectations for adults in a before and after school program:

- All staff are required to wear medical masks and eye protection (eg. face shield or goggles) while inside the before and after school program, including hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained)
- All other adults (eg. parents/guardians and visitors) are required to wear a face covering or non-medical mask while inside the premise
- Eye protection (e.g. face shield or goggles) is required for individuals working in close contact with children who are not wearing face protection (children younger than grade 1). Eye protection is not required for individuals working with children who wear face protection (children grade 1 and above)
- Masking and eye protection are not required outdoors. Physical distancing is strongly encouraged between group
- All staff will be supported to wear masks to the greatest extent possible, through discussions with them and/or advice provided from the staff's health care provider, whether other types of face coverings might work well for the staff
- An exemption may be made should a staff not be able to wear a face covering due to a medical condition. An email must be sent to the Associate Director, Amanda Mezzatesta, for approval. The approval letter is to be placed in the Staff File at the Child Care Centre.
- Please refer to: <http://www.ontario.ca/page/face-coverings-and-face-masks>

Expectations for children:

- All children in Grades 1 and above are required to wear a non-medical mask or face covering while inside the Child Care Centre, including hallways
- Masking and eye protection are not required outdoors. Physical distancing is strongly encouraged between groups.
- Children younger than Grade 1 are highly encouraged to wear a non-medical mask or face covering while inside a child care setting, including in hallways, as well as, outdoors
- York Region Public Health is recommending that students wear 3-layer masks. 2-layer masks are permitted if they are clean and fit appropriately
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask when not in use
- Masks should be replaced when they become damp or visibly soiled
- All children will be supported to wear masks to the greatest extent possible, through discussions with parent/guardians and/or advice provided from the child's health care provider, whether other types of face coverings might work well for the child
- An exemption may be made should a child not be able to wear a face covering due to a medical condition. An email must be sent to the Associate Director, Amanda Mezzatesta, for approval. The approval letter is to be placed with the child's Registration File at the Child Care Centre.
- Please refer to: <http://www.ontario.ca/page/face-coverings-and-face-masks>



**OVERALL CAPACITY AND GROUP SIZE:**

While physical distancing is not possible in a Child Care setting, every precaution and measure will be taken to reduce the spread of COVID-19. This will be done through cleaning, sanitizing, small groups of children and cohorts.

- 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 a minimum of 7 days or 1 full Child Care week
- Mixed age grouping and family grouping is permitted, as set out under the *CCEYA*, where a director approval has been granted on the licence
- Family grouping will be at the forefront of cohort planning. Siblings will remain in the same cohort
- It is recommended for siblings to remain together to allow for better management of infection control
- Social distancing of siblings (within the cohort) does not need to be strictly enforced, as they are part of the same household
- Reduced ratios are permitted, as set out under the *CCEYA*, provided that cohorts are not mixed with other cohorts
- At no time are groups (cohorts) to mix together – they must remain segregated
- Children of staff who are working at a Child Care Centre are required to be in the same room as their parent and are included in the noted overall capacity and group size limitations

More than one Child Care program can be offered per building, as long as, they are able to maintain separation between the programs and cohorts, and follow all Health and Safety requirements that apply to those programs.

**INFECTION PREVENTION AND ENHANCED CONTROL MEASURES:**

**Arrivals:**

Families/Children:

- Only one adult may drop off a child at one time
- If possible, staggered entrance times will be used to support physical distancing
- If separate entrances are available, children from one cohort will use a different entrance to children from a separate cohort
- Screening stations will be set up outside weather permitting

- Only staff, children and essential visitors (Ministry of Education Program Advisors, Fire Marshal, Public Health Inspectors, etc.) are allowed past the screening area
- Others waiting to drop their child must remain outside (practicing physical distancing) or in their vehicles until the prior parent leaves the building and is at least 2 metres away from the entrance
- If in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff may want to use face coverings
- All entrances will have hand sanitizer, and if required, signage/markings on the ground to direct families through the entry steps
- Staff will disinfect door handles (inside and outside) immediately after each parent leaves - in the event that the screening station is set up indoors
- Distancing markers may be set up outside in the event parents begin to line up
- Daily Health Screen requirements will be followed
- Personal belongings (eg. backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area
- Sunscreen and indoor shoes should be labelled and brought into the Centre on the child's first day of attendance

**Centre Staff:**

- Wear clean clothes each day. To reduce the risk of transmission, we ask that you come directly to the program from your home (do not stop at a store)
- Upon arrival, complete Daily COVID-19 Screening
- Wash hands immediately
- Store personal items in designated area (identified per site)
- Disinfect all personal belongings with hard surfaces and leave in a designated area (keys, phone, etc.)
- Wash hands with soap and water prior to entering your program space

**Departures:**

**Families/Children:**

- Parents/guardians should call the Centre in advance of picking up their child, so the staff can get the child ready for pick-up
- All children must wash their hands before leaving the program
- Parents/guardians must remain outside the designated main entrance where their child will be brought outside to them by staff
- Only one parent can approach the Centre at one time, others waiting to pick-up their children must remain outside or in their vehicles until the parent in the program leaves the building and is at least 2 metres (6 feet) away from the entrance
- If necessary (inclement weather), parents/guardians may enter the vestibule or main entrance one at a time to pick-up their child. If this occurs, they must wear a mask and staff must sanitize door handles (inside and outside) after each parent/guardian leaves the Centre

**Centre Staff:**

- Disinfect all personal belongings with hard surfaces to be taken home when they leave (keys, phone, etc.)

- If you use personal items during the day they must be disinfected after each use
- Wash hands with soap and water before leaving the Centre

The following steps are recommended for all participants in our programs to complete at the end of each day when they arrive home:

- Wash hands
- Change clothing
- Wash clothing worn for the day
- Change into clean clothing

### **Cleaning and Disinfecting Surfaces and Other Items:**

Keeping the workplace clean and disinfected is vital. It is critical to follow thorough with regular cleaning and disinfecting practices in all workplaces. These practices become particularly essential during a pandemic that involves an infectious agent.

In accordance with Public Health Ontario and Public Services Health and Safety Association, in addition to our daily routine cleaning, indoor and outdoor surfaces that have frequent contact with hands will be cleaned and disinfected twice per day and when visibly dirty. Frequently touched surfaces include, but are not limited to: washrooms (eg. toilet fixtures, faucets), eating areas (eg. tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, water fountain knobs, toys, play area equipment.

There will be a Cleaning and Disinfecting Log to be completed for each space.

It is important that all employees understand their roles and responsibilities. Updated Health and Safety policies will be posted for all employees. Regularly clean and disinfect objects and high-touch surfaces to prevent the transmission of viruses from contaminated objects and surfaces.

### **Shared Spaces/Objects**

The risk associated with transmission with shared objects is low. Instead of regular cleaning of shared objects, the focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment. This is especially the case for young children where shared equipment is important for learning (for example, toys for imaginative play, manipulatives for math).

We will only use disinfectants that 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. We will ensure all products are current-dated and that we follow manufacturer's instructions and respect the disinfectant kill time for germs on product label.

### **Food Service:**

- All food will be delivered weekly by Avronand other grocery suppliers - and prepared, handled, stored and served in a safe manner, as outlined in the Food Premises Regulation 493/17
- Multi-use utensils will be cleaned and sanitized between uses, as per requirements outlined in the Food Premises Regulation 493/17
- Food handlers must be in good health and practice hand hygiene and respiratory etiquette
- Physical distancing will be maintained in the servery
- Snacks, will be portioned onto individual plates
- Washing hands (staff and children) before eating food and after eating
- Educators will reinforce “no sharing” food or items between children
- Limited chairs will be spaced out around the tables
- We regret food will not be self-serve during recovery from COVID-19

### **Transportation**

- All child care staff, home child care providers, and students on educational placement and other adults are required to wear medical masks. Eye protection should be used as per occupational health and safety requirements. Eye protection for drivers should not interfere with the safe operation of vehicles and is intended to protect drivers during close contact, such as during boarding and exiting.
- The use of non-medical masks or face covering for children grades 1 and above will be required on vehicles. Children below grade 1 should be encouraged to wear masks on transportation. Licensees should support accommodations for immunocompromised and otherwise medically vulnerable children, and children with special transportation needs.
- Children should be assigned seats and a record of the seating plan should be kept to assist with contact tracing in the case of a child, child care worker or driver contracting COVID-19.
- Children who live in the same household should be seated together where possible.
- Training, where appropriate as per occupational health and safety requirements under the Occupational Health and Safety Act, should be provided to ensure that health and 19 safety measures to protect against COVID-19 are understood, followed and enforced in all transportation settings.
- Health and safety measures should be clearly communicated to parents and guardians to ensure their comfort with the adapted transportation system and receive their support in having children understand and follow guidelines
- Vehicles should follow an enhanced cleaning protocol of disinfecting high-touch surfaces (for example, handrails, seatbacks) at least twice daily.
- Transportation service providers should also consider the Health and Safety Guidance During COVID-19 for Student Transportation Employers released by the Public Services Health and Safety Association.

**Washrooms:**

- Children's bathroom sink, counter and toilet surfaces will be cleaned initially and after the use of children
- Only one cohort should access the washroom at a time and it is recommended that the facilities be cleaned in between each use, particularly if different cohorts will be using the same washroom
- Staff will be responsible to clean and disinfect the toilet and sink prior to and after use (adult washrooms)
- All washrooms will be stocked with soap and paper towels

**Waste Management:**

- Caretaking staff will be responsible to manage garbage during the day
- A COVID -19: Waste Handling Tips poster will be visible in each program room

**Blood / Bodily and Fluid Spills:**

In the event of blood/bodily fluid spills, using the steps below, the surface must be cleaned first then disinfected:

- Isolate the area around the spill so that no other objects/humans can be contaminated
- Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves
- Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
- Clean the spill area with detergent, warm water and single-use towels
- Rinse to remove detergent residue with clean water and single-use towel
- Discard used paper towels and gloves immediately in a tied plastic bag
- Spray disinfectant in and around the spill area and allow the appropriate disinfecting contact time
- A final rinse is required if children come into contact with the area
- Remove gloves as directed and discard them immediately
- Perform hand hygiene as directed

**PROGRAM:**

The building of supportive, caring and responsive relationships is at the forefront. We need to create a safe space where children can play and interact with adults and their peers. Stories from Centres providing 'Emergency Child Care' over the past months indicate that the children and staff have positive experiences, the ability to form strong supportive relationships and engage in more individualized programming.

Our goal will be to provide as much of the daily program, as possible, outdoors. Outdoor spaces naturally allow for greater social distancing, as well as, a decreased likelihood of virus transmission.

- Research tells us that during the period of pandemic shut down many children have struggled with mental health issues. We need to support these children through the pedagogy of care
- Play is critical to children's mental health and caring adults in environments with materials, space and time support it. It is our role to ensure that the 'materials of play' comply with protocol
- Children will need enhanced opportunities to reconnect and interact; however, this must be done with protocol in mind
- No dancing will be permitted
- Planning activities for smaller groups when using shared objects or toys; when possible, moving activities outside to allow for more space; and,
  - singing is permitted indoors; masking is encouraged but not required for singing
  - indoors if a minimum of two metres distance can be maintained between cohorts and as much distancing as possible maintained within a cohort.
- Children express feelings through many modalities- art, telling stories, playing, talking with peers etc.
- Children's behaviour is a reflection of a need
- Use positive guidance strategies- redirect, give choices, resolve and reason

Please refer to notes in the sections: Snacks, Equipment/Toy Usage and Outdoor Play for additional program requirements

**Setting up the Space:**

- Environments must create opportunities to interact in a safe way with teachers and peers
- An appropriately set-up environment allows for greater success for children to meet expectations of social distancing, requiring less direction or reminders from adults. We know that more time must be spent connecting rather than directing or correcting
- Physical distancing of tables for indoor play/snack-time
- Limit the number of chairs at each table
- Use individually labelled buckets/containers for sensory-play- non-verbal reminder of distancing
- Build handwashing times into daily routine- increased handwashing helps stop the spread of the virus

**Material and Toy Usage and Restrictions:**

- We are encouraged to provide toys and equipment, which are made of materials that can be cleaned and disinfected (eg. avoid plush toys)
- We will remove toys and materials that cannot easily be sanitized (eg. plush toys, fabrics)
- Shared toys and equipment will be cleaned and disinfected at a minimum between cohorts
- We are encouraged to have designated toys and equipment (eg. balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they must be cleaned and disinfected prior to being shared
- Individually labelled craft/sensory bags/buckets will be utilized
- If sensory materials are offered, they will be available to the child in an individual labelled container
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, emphasis should be placed on hand hygiene before and after the use of materials.
- Staff will avoid getting close to the faces of all children, where possible
- Children must not share any personal items
- Staff will reinforce “no sharing” of items between children

**Outdoor Play:**

- Playing outdoors should occur for the bulk of program hours, as weather permits
- Outdoor play will be scheduled in small groups/by cohort in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, we may divide the space with physical markers to ensure cohorts remain separated by at least six feet
- Outdoor equipment (eg. balls, hoops) will be designated and stored for each cohort. Where toys and equipment are shared, they will be cleaned and disinfected prior to and after being shared
- Children are to bring their own sunscreen, where possible, and it will not be shared. Staff may assist to apply sunscreen to any child requiring it and will exercise proper hand hygiene when doing so (eg. washing hands before and after application)
- Masking and eye protection are not required outdoors. Physical distancing is strongly encouraged between groups.

**Use of Gymnasiums:**

Our Centre provides opportunities for physical activity for children and youth.

Building on guidance from the Chief Medical Officer of Health, children and staff should not be engaged in moderate to vigorous physical activity indoors. When moderate to vigorous physical activity takes place outdoors, children and staff should maintain physical distancing. Masks should not be worn for high intensity activity.

Gymnasiums will only be used for moderate activity where physical distancing measures and current masking protocols for children and program staff can be followed. As program staff plan physical activities that support physical distancing, they will include masking for children and staff in indoor settings, as well as, outdoors when physical distancing cannot be maintained. Efforts will be made to limit the use of shared equipment. Shared equipment will be disinfected regularly and children and

program staff will practice proper hand hygiene before and after participating in physical activity and equipment use.

The use of outdoor structures on playgrounds are not permitted. We will focus on maintaining distance and limiting total gathering size on playgrounds and following masking protocols when physical distancing cannot be maintained.

### **Mental Health**

The ministry recognizes the detrimental impact of the COVID-19 pandemic on children's mental health and well-being. The ministry's Building on How Does Learning Happen? supports the operation of early years and child care programs in Ontario during the COVID-19 outbreak. It provides information on how early years settings can support the social and emotional health and wellbeing of children and families, in addition to safe and healthy environments.

Early years and child care program providers are also encouraged to collaborate with child and youth mental health agencies to support strong connections and make the best use of mental health resources and supports across the integrated system of care.

### **COVID-19 Vaccination Policy**

Our Centre is committed to safeguarding the health, wellbeing, and safety of our employees, children, their families, and the community at large. The purpose of this Vaccination Policy is to provide guidelines outlining the expectations and requirements for staff regarding COVID-19 and vaccinations. Child Care organizations have been identified as being at high risk for COVID-19 transmission due to the close proximity of staff to children, parents, and other staff members. As you may also be aware, COVID-19 and associated variants have increased exponentially in recent weeks and are projected to continue increasing, particularly in schools and childcare settings where children under the age of 12 are not able to get vaccinated. For this reason, we are implementing a vaccine policy as directed by the Ontario Chief Medical Officer of Health as well as a vaccine disclosure policy as directed by the Ministry of Education. We strongly recommend that all staff become fully vaccinated on or before October 9<sup>th</sup>, 2021.

Under the Occupational Health and Safety Act (OHSA), the Centre is obligated to take all reasonable precautions to protect the health and safety of workers in the workplace including hazards posed by an infectious disease such as COVID-19 and associated variants.

As part of our obligation to protect our staff the Centre is implementing a mandatory vaccination policy based on the guidance and recommendations from the Provincial Ministry of Health Public Health, the Ministry of Education, and local Public Health Units. 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.

### **Policy**

This policy will be effective from Monday, October 11<sup>th</sup>, 2021.

Our Centres will assist employees by providing time off personal days to get vaccinated.



### **Disclosure of Vaccination Status August 2021**

Employees will be required to provide head office with information regarding their vaccination status. Employees will also be required to provide proof/confirmation that they have been fully vaccinated on or before September 9th, 2021. All employees who do not **provide proof of full vaccination will be required to provide two regular rapid antigen testing and to provide a negative** result to Amanda Mezzatesta. The frequency of this testing is at the discretion of Among Friends Child Care/605061 Ontario Ltd/Friends of Mine and is subject to change. Employees who are vaccinated will still be required to wear full PPE until such time as

Our Centre is directed otherwise by public health, Ministry of Education and /or the Provincial government. In the event that fully vaccinated individuals no longer need PPE, those employees refusing to be vaccinated or receiving an accommodation will be required to continue to wear full PPE until the Centre at its discretion or due to a change in public health policy eliminates this requirement.

### **Accommodations**

Employees who are unable to be vaccinated due to an underlying medical condition or for religious reasons must provide documentation to support the reason why they are not able to be vaccinated. Our Centre, upon receiving the appropriate documentation will make efforts to the extent possible to accommodate staff.

Please note that the accommodation offered may result in changes to your duties (including location) and/or hours of work or placing you on an unpaid leave of absence if our Centre is unable to find a position that can be safely performed.

Employees who do not meet the criteria for an accommodation and choose not to be vaccinated, must provide proof of completing an education session approved by York Region Public Health. For those staff who do not meet the criteria for accommodation and choose not to be vaccinated, Our Centre may have no other alternative then to place the employee on an unpaid leave or consider disciplinary action up to and including termination of employment.

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, or for reasons protected under the Ontario Human Rights Code must submit a completed Request for Accommodation form as per Accommodation Policy

Our Centre will require documentation (medical reason provided by the treating physician or registered nurse) to support this request. Our Centre will work with the individual staff member to develop and implement an appropriate accommodation. 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.

Our Centre is not required under the Ontario Human Rights Code to accommodate the personal preference for those employees who choose not to obtain a vaccine.

### **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
- The benefits of the vaccination against COVID-19
- Risks of not being vaccinated

- Possible side effects from the COVID vaccines
- Where to find out more information

### **Non-Compliance**

Staff who fail to follow this policy may be subject to disciplinary action up to and including termination of employment.

### **Confidentiality**

Our Centre will ensure the information regarding those employees who are vaccinated and/or unable to be vaccinated will be kept strictly confidential.

The Information collected will be used to manage the Centre and its programs in case there should be an outbreak of COVID-19 and/or associated variants.

Employees are required to disclose their name 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 Amanda Mezzatesta, Associate Director.

Employees will be reminded not to question other employees regarding their vaccination status as this information is considered confidential medical information.

### **Important Note**

Our Centre will comply with all mandated requirements therefore this policy may be modified at anytime based on legislative changes or at the discretion of the Centre.

### **Management Contact**

If you have any questions regarding this policy or to request an accommodation, please contact Amanda Mezzatesta, Associate Director.

### **LINKS / RESOURCES:**

- York Region COVID-19:  
<https://www.york.ca/covid19>
- York Region Public Health at: 1-800-361-5653
- Ontario COVID-19:  
<https://www.ontario.ca/page/2019-novel-coronavirus>
- Canada COVID-19:  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario:  
<https://www.publichealthontario.ca>
- Public Health Agency of Canada:  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

- World Health Organization (WHO):  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Ministry of Health:  
[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)

**Public Health Agency of Canada's Steps for Self-Assessment:**

<https://www.canada.ca/coronavirus>

**What You Need to Know to Help You and Your Family Stay Healthy:**

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

**For Detailed Information on Surface Cleaning, please visit:**

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

**Ministry of Education**

Operational Guidance for Child Care During COVID-19 Outbreak