



Hilltop Daycare COVID-19 POLICY & PROCEDURES 2020

Policy Statement:

Hilltop Daycare Centre is committed to providing a safe and healthy environment for children, families, staff and the community. We will take every reasonable precaution to prevent the risk of communicable diseases within our daycare. We will closely monitor and document any symptoms of COVID-19 and respond to recommendations from Toronto Public Health (TPH), Ontario Ministry of Health and additional relevant authorities.

While infection prevention and control (IPAC) has always been an integral part of the daycare centres, we have adapted and enhanced our policies and procedures in response to COVID-19, to reduce risk and ensure the health and safety of all.

The following practices will be in place:

Maximum Cohort Size and Ratio

- For the purposes of this policy, 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.
- Maximum cohort size for each room in a childcare centre (including each family age group) will consist of no more than 15 children. Staff members assigned to each cohort will coincide with each classroom ratio as per ministry.
- Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
- Hilltop Daycare Inc. will maintain ratios set out under the CCEYA and may increase or reduce staff to child ratio as permitted by ministry guidelines.
- Reduced ratios are not permitted for infants at any time.

Staffing

- Staff will only work in the room/cohort assigned.
- Staff shifts are scheduled to ensure that ratios are maintain and cohorts are not mixed at any time.
- Staff shifts will be scheduled to minimize risks associated with respect to COVID-19 (i.e. staggered shifts, breaks, lunch)
- Staff is required to complete health screen questioner before entering the classrooms at the start of every shift. Upon arrival at centre staff must take their temperature and record results on the health screening sheet. Screener will check to ensure that temperature is acceptable. Daily screening sheets will be kept on file for 12 months.
- Staff will be required to inform the supervisor in case of illness or any symptoms of COVID-19 from home and are not permitted on the centre grounds.
- Supervisor and/or designate (Kitchen staff) will limit movement between rooms doing so when absolutely necessary.
- Supply/replacement staff (when needed) will be assign to a specific cohort, and must be screened upon entering the centre.

Screening for Symptoms

- Every person, staff, parents/guardians, and visitors will be screened each day before entering the daycare premises, including daily temperature checks.
- Parents and guardians will be informed of this requirement through email prior to the reopening of the daycare and through visible signage at the designated entrance and drop-off area.
- When children are screened at the daycare entrance, staff will take appropriate precautions when screening and escorting children to the program and wearing personal protective equipment (PPE) (i.e. mask and eye protection (goggles or face shield).
 - Refer to [Public Health Ontario Poster](#) for how to properly wear and take off masks and eye protection.
- An alcohol-based hand sanitizer containing at least 70% alcohol content will be place at the screening area. All precautions will be taken to ensure that the sanitizer cannot be access by the children.
- Hilltop will maintain daily records of screening results.
 - Records are to be kept on the premises. (12 mos.)

Opening Hours

To meet COVID-19 protocols and to ensure the safety and assurance of staff and Children our first priority, the operating hours are as follows;

Monday to Friday 8am to 5pm.

Effective immediately parents are not permitted into the centre. Two receiving staff members will be at the front of the building to partake in the Daily Screening Process (which involves taking temperatures) each morning. After the child has been deemed cleared to enter the building the second staff member will escort the child to their designated classroom area.

The screening area will be open from 7:50am to 10am; all parents are encouraged to deliver their children to the centre during these hours.

Drop-Off and Pick-up Procedures

To prevent the spread of Covid-19 at drop-off and pick-up time

- Only one entrance/exit will be used to enter or exit the building.
- Only one adult may drop off or pick up their children by household
- Hilltop staff will ask screening questions which will be recorded, child temperature will be checked and recorded
- Parents will sign off on screening form
- If any screening questions are answered YES and the child's temp. is greater than 37.8°C, the child will not be admitted into the program.
- Parents will not be allowed to go past the screening area.
- Physical distance of 2 meters (6 feet) will be maintained between households dropping off or picking up children. gloves and masks will be encouraged.
- Staggered drop-off/Pick-up times will be established if needed to prevent long wait time and prevent the spread of covid-19
- Marking on the ground/walkway will direct families through the entryway of childcare to assist with maintaining physical distancing.
- Personal belongings for children will be minimized (change of
- clothing, hat, jacket, indoor shoes, sun lotion) label all belongings
- Strollers will need to be folded and left by front gate in designated area.

Departure:

- All children should wash their hand before leaving the centre
- Children temperature will be checked before leaving centre

Visitors:

- No Non-essential visitors or volunteers will not be allowed into the centre.
- The provision of special needs services will continue.
- Ministry staff and other public officials e.g. fire marshal, public health inspectors) are permitted to enter and inspect the centre
- All outside permitted visitors will need to be screened and pass the screening test.
- Daily records of anyone coming into the centre (maintenance, cleaners, inspectors, special needs staff etc.)
- Video and telephone interviews will be used to interact with families where possible.
- Parents are not allowed in the daycare NO EXCEPTIONS

Enhanced environmental cleaning and disinfecting practices:

Hilltop Daycare will be following the “Toronto Public Health Protocol regarding best practices

Staff will review Public Health Ontario’s Cleaning and Disinfection for Public Settings fact sheet.

- Staff should review Health Canada’s lists of hard surface disinfectants for use against coronavirus (COVID-19) for information on disinfectants:
 - Disinfectants must have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approve for use in Canada.
 - Staff will check the expiry dates of products and follow the manufacturer’s instructions.
 - Ensure a minimum of two minutes contact time and allow to air dry.
- Staff must review on how to use cleaning agents and disinfectants:
 - Required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
 - Centre uses (Oxivir TB Disinfectant ready to use)

Requirements for the use and sanitization of toys, equipment and other materials including indoor and outdoor equipment. Staff must practice the following guidelines:

- Provide toys and equipment that are made of materials that can be clean and disinfected.
- Do not use plush toys.
- Assign specific toys and play equipment to one cohort if possible:
- Large play equipment must be use by one cohort at a time and disinfected between each use.
- Toys and large play equipment (e.g. outdoor riding toys) must be cleaned and disinfected between cohorts:

- Hilltop staff will be using wipes to disinfect equipment and play structures that are too large for a sink or a dishwasher. (OXIVIR TB DISINFECT WIPES)
- Mouthed toys will be immediately removed for cleaning and disinfecting after the child has finished using it.
- Clean and disinfect toys in a 2-compartment sink. Toys will be wash and rinse prior to disinfecting.
- Alternatively, toys will be cleaned and disinfected in a mechanical dishwasher provided that the rinse cycle reaches a minimum of 82 degrees Celsius.
- Hilltop Only use the dishwasher in the kitchen when it is not being use for any other purposes.
- Ensure required disinfectant contact time is achieved.
- Dry toys in a designated area that is protected from sources of contamination.
- Suspend group sensory play activities.
- Provide individualized bins or packs for art materials and supplies for each child. Label the bins to prevent sharing.

Safety precautions and required

- Hilltop staff will conduct environmental cleaning and disinfecting throughout the day.
- Staff will clean and disinfect all high-touch surfaces and objects (e.g. doorknobs, light switches, toilet handles, sink faucets, and tabletops) at least twice a day or as needed
- Staff will clean and disinfect individual items that may be handled by more than one individual such as electronic devices and tabletops
- Cots and cribs will be clean and disinfected after each use.
- Staff will maintain logs to track cleaning and disinfecting activities for each room/area, individual/play items and sleeping equipment such as cribs and cots.

Crib and Cot Cleaning and Disinfecting:

- Cots and cribs must be labeled and assigned/designated to a single child per use
- Cots and cribs must be cleaned and disinfected before being assigned to a child
- Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary

- Cots must be stored so that there is no contact with the sleeping surface of another cot
- Bedding must be changed daily and when soil or wet and wash on the high setting

Guidance on the Use of Masks and Personal Protective Equipment (PPE)

Use of personal protective equipment

- Hilltop's Supervisor will provide personal protective equipment (PPE) for use by staff when necessary and will maintain two-week supply of PPE at all times.
- Hilltop staff must wear a surgical mask and eye protection (e.g. goggles, face shield) in the following circumstances:
 - In the screening area, when screening or escorting children to the rooms.
 - When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets.
 - When caring for a sick child or a child showing symptoms of illness.
- Hilltop staff will wear a mask (medical or non-medical) or face covering at other times when physical distancing cannot be maintained, including, but not limited to:
 - Providing direct care (e.g. feeding, assisting a child with hand hygiene, diapering).
 - Consoling an upset child.
 - Assisting a child with dressing or changing clothes.
- Gloves will be worn when it is anticipated that hands will contact mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.
- Staff will use blankets or cloths over clothing when holding or carrying infants. Blankets or cloths will be changed between children.
- The City of Toronto does not recommend masks for children, particularly those under the age of two.
- PPE's are recommended:
 - in the screening area and when accompanying children into the program from the screening area. See the screening section of this guidance document for more information;
- When Hilltop staff are wearing a mask, they will wash their hands before donning the mask and before and after removing the mask.
- The centre will have an amount of PPE and cleaning supplies to support current and ongoing operations.

Hand Hygiene and Respiratory Etiquette

- Hilltop staff will clean their hands thoroughly with soap and water or use hand sanitizer 90% alcohol concentration - provided hands are not visibly soiled.
- Hilltop Staff and children are encouraged to avoid touching their face, nose, and mouth with unwashed hands.
- Staff and children should cover cough or sneeze with elbow or a tissue and immediately throw the tissue in the garbage and wash hands.
- Staff will be provided with additional hand sanitizer 90% alcohol concentration in supervised areas where children cannot access it independently.
- The staff will ensure that proper hand hygiene is practiced often and when necessary (e.g. before and after eating, after using the bathroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.
- The supervisor will monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags.

Food safety practices for snacks meals/lunch time

- Social distancing is maintained during mealtimes
- Proper hand hygiene will be practiced when staff are preparing food, and for all individuals before and after eating.
- There is no self-serving or sharing of food at mealtimes.
- All foods will be served by staff and there is no sharing of serving utensils (e.g. serving spoons, condiments).
- All Hilltop cooking activities are hereby suspended.
- No food can be provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food are put into place, e.g., expressed breast milk).

Space Set-Up and Physical Distancing

- Hilltop staff will make their best efforts to ensure that social distancing is maintained between children. Staff will be encouraged to provide and maintain a welcoming and caring environment for children.
- When setting up the play space, staff will ensure that physical distancing of at least 2 meters (6ft) will be maintained between cohorts and encouraged, where possible, between children within the same cohort:
- spreading children out into different areas, particularly at meal and dressing time
 - incorporating more individual activities or activities that encourage more space between children; and
 - displaying visual cues to promote physical distancing.

- Shared spaces and equipment that cannot be cleaned and disinfected between cohorts will not be used.
- Hilltop staff will discontinue singing activities indoors.

Equipment and Toy Usage and Restrictions

- Hilltop staff will provide toys and equipment that are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Toys and equipment will be clean and disinfected after each use and between cohorts.
- Mouthed toys will be removed immediately for cleaned and disinfecting after the child has finished using it.
- Staff will be encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort.
- Where toys and equipment are shared, they will be cleaned and disinfected prior to sharing
- Where sensory materials (e.g., playdough, water, sand, etc.) are offered they will be provided for individual use, label with the child's name and discarded at the end of the day.

Program Statement/Activities

- Hilltop staff will be encouraged to continue to implement their programs statement following all COVID-19 policies and procedures.
- Position play area to increase distancing to create purposeful movement either toward or away from specific areas
- Use visual guide to encourage the flow of movement
- Remove excess chairs and label the chairs with the children's names
- Organize children into small groups to minimize physical contact
- Select enough items only for the number of children present
- Encourage outdoor play activities that support physical distancing
- Encourage children to practice distancing while playing (arms open wide)
- Schedule specific times for outdoor play in small groups / by cohort in order to facilitate physical distancing

Physical distancing

- Hilltop staff will practice physical distancing as best as possible to maintain a two metre/six feet distance between staff and children parents/guardian.
- Parents will be required to wear a mask and maintain physical distancing during drop off and pick up.

- Parents will be encouraged to follow consistent drop off and pick up times in order to safely practice physical distancing and reduce wait times.
- Physical distancing will not compromise supervision or safety of the children.
- Children will be encouraged to greet each other using non-physical gestures (e.g. wave or nod or a verbal “Hello”) and to avoid close greetings (e.g. hugs, handshakes).
- Hilltop staff will regularly remind children to keep “no touching friends”.
- Staff will reinforce no sharing policies and procedures. This includes the current practice of not sharing food, water bottles, or other personal items.
- Parents will be encouraged to limit the number and types of personal items that can be brought into the centre
- Individual cubbies or bins will be assigned for each child’s belongings.
- Personal items must be clearly labeled with the child’s name to prevent accidental sharing.
- Staff will plan activities that encourage individual play and increase space between children.
- Staff will avoid activities that involve shared objects or toys.
- Staff will avoid activities involving singing, shouting, or speaking loudly indoors.
- Staff will increase the distance between cots and cribs. If space is limited, children will be placed head-to-toe.

Provision of Special Needs Resources (SNR) Services

- Hilltop Daycare Centre recognize that children with special needs and their families continue to require additional supports and services.
- The provision of in-person special needs services in daycare will continue where appropriate.
- Staff will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.
- Maximum capacity rules will not apply to SNR staff (consultants and enhanced staff) on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).
- Where SNR services are provided through external staff/service providers, Hilltop staff will inform all families of this fact, and record attendance for contact tracing purposes.
- All SNR staff must be screen before entering the daycare.

When a Child or Staff Demonstrates Symptoms of illness or Becomes Sick

Hilltop staff, parents/guardians, and children must not attend the program if they are sick. Symptoms to look for include but are not limited to fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell. Children should be monitored for atypical symptoms and signs of COVID-19. If a child or staff becomes sick while in the program, they should be isolated and family members contacted for pick-up.

- If a separate room is not available, the sick person will be kept at a minimum of 2 meters from others.
- The sick person will be provided with tissues and follow hand hygiene and respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a staff will remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child is encouraged to wear a surgical/procedure mask.
- The staff will wear a surgical/procedure mask and eye protection at all times and not interact with others. The staff will also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be clean and disinfected. Items that cannot be clean should be remove and stored in a sealed container for a minimum of 7 days.
- Public health will be notified and follow their adviser as per the case at hand.

- When a Covid 19 case is suspected the following must be contacted: CCLS, Administrator, and the Board of directors

Suspected and or Confirmed Cases of COVID-19

Symptomatic staff and children will be excluded from attending the daycare and refer for testing

- Staff and children with symptoms of COVID-19 will be recommended to attend an assessment centre for testing as soon as possible, and to self-isolate at home until their result are available.
- If a child becomes ill with two or more symptoms while in Hilltop’s care, a staff member will immediately separate them from the rest of their group in a designated room or a minimum of 2 metres and be supervise until they are picked-up.
- Notify parents/guardians or emergency contacts to pick up the ill child as soon as possible.
- The designated room/space must have hand sanitizer 90% alcohol concentration available.
- Provide tissues to the ill child to help support respiratory etiquette.
- Open outside doors and windows to increase air circulation in the area if it can be done safely.
- Children older than two years are expected to wear a mask (if tolerated) and they are able to use it properly (e.g. donning and doffing carefully, avoid touching it while on).
- Hilltop staff supervising the ill child will maintain physical distancing as best as possible and wear personal protective equipment including surgical mask.
- Clean and disinfect the area immediately after the child with symptoms have been sent home.
- Staff and children who were exposed to an individual who became ill with symptoms (i.e. suspected COVID-19 case) must continue to be grouped together (i.e. cohorted) and monitored for signs and symptoms of illness:
 - Hilltop supervisor will inform parents/guardians of children who were expose to the ill child and advise that they should monitor their child for symptoms.
 - Hilltop staff will not work in other childcare cohorts.
 - They must also be advised to avoid being in contact with vulnerable persons or settings where there are vulnerable persons.
- Hilltop staff and children exposed to a confirmed case of COVID-19 must be excluded from the childcare setting for 14 days:
 - These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.

- If a symptomatic, individuals who has been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.
- Hilltop staff and children who are being managed by Toronto Public Health (TPH) (e.g. confirmed or probable cases of COVID-19, close contacts of cases) must follow TPH instructions to determine when to return to the centre:
 - Staff must also report to the Supervisor prior to return to work.
 - Reporting cases and outbreaks to Toronto Public Health and Ministry of Education
- Hilltop's supervisor must immediately report the following to TPH by contacting the surveillance unit at 416-392-7411 during work hours (8:30am to 4:30pm, Monday to Friday) or 3-1-1 after hours:
 - Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
 - Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).
- Any suspected or confirmed cases of COVID-19 among children, staff, and parents must be reported to the ministry as a serious occurrence under the *Health Protection and Promotion Act*
- Where a room, centre, or premises closes due to COVID-19, the Centre must report this to the ministry as a serious occurrence
- The Centre is required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise
- The Director/Board Members are informed of all cases of outbreaks

Communication with families/guardians

- Hilltop will provide program information and protocols on health and safety measures (e.g. screening practices, physical distancing, staying home if you are sick). Communication platforms include communication through email or phone calls.
- Staff will use the telephone or emails to share information about the child.
- All group events at the centre and in-person meetings will be cancelled or rescheduled during COVID-19.
- Hilltop supervisor will communicate with property owner and outside vendors on a routine basis to provide updates about policies and procedures and to align any gaps or concerns regarding IPAC practices.
- Toronto Public Health's updated information will be shared with other staff and parents/guardians in the event there is a case or outbreak of COVID-19 in the centre.

Serious Occurrence Reporting

Hilltop has a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. The supervisor will contact Toronto Public Health to report if a child or staff is suspected of having COVID-19. Specific advice on what control measures are to be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children will be provided by Toronto Public Health and follow.

- Where a child, parent, staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, the supervisor will report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, the supervisor will report this to the ministry as a serious occurrence.
- Hilltop Daycare will post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.
- The Director/Board Members is informed of all serious occurrence reporting

Parent Fees

In an effort to stabilize parent fees when re-opening, Hilltop parent fees will remain at the level they were at prior to the closure. Any fees paid in March covering the 16th to 30th have been credited to household account.

Staff Training

- All Hilltop staff must be aware of the signs and symptoms of COVID-19
- Train staff to ensure they are aware of and can implement the revised IPAC policies and procedures
- Train staff on proper use of personal protective equipment (refer to Public Health)
- All staff will review training modules developed by Toronto Children Services, in collaboration with Toronto Health before childcare opens
- Supervisor will keep records of all staff that have reviewed these training modules, policies and procedures. Staff will sign off and acknowledge that they have reviewed applicable training modules and COVID-19 related policies and procedures

Indoor Play: When teacher set up the play space

- Teacher will mark out the space with colour tape for individual child
- Maintain the physical distance as much as possible at least 2metres(6ft)
- Toys and craft supplies will be presented in individual bins/box for each child (labeled with individual child's name)
- Every child and adult must wash their hands after each activity
- After each activity the equipment should be cleaned and disinfected

- All toys, art activities materials, tabletop and chairs should be cleaned and disinfected immediately after the child has finished using it
- All learning activities will be individual for each child; siblings may play together

Outdoor Play:

- All outdoor play activities will be in small group
- Centre staff will mark the play area for individual child to ensure physical distancing
- All outdoor play equipment (cars, bikes, balls, slide etc.) must be thoroughly cleaned and disinfected before and after each use by each child
- Parents are encouraged to put the sun lotion on their child's skin before dropping the child at the daycare
- The staff will help one child at a time to put on their individual labelled sunscreen with the hand glove on. After helping one child staff must wash hands and put on another pair of gloves to help the next child
- More outdoor activities are encouraged to allow more space to maintain physical distancing