

San Romanoway Revitalization Association

COVID-19 POLICY



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COVID-19 POLICY

Protocols When a Child or Staff Demonstrates Symptoms of Illness or Becomes Sick

- Children or staff must not attend the program if they are sick, even if symptoms resemble a mild cold.
 - 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.
- Entry will be denied to any individual who has any of the symptoms or who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days.
- If a child becomes sick while attending the program, they will be isolated, and parents/guardians will be contacted for immediate pick-up.
- If a staff member becomes sick while attending work, they will be sent home. The staff member should consult with the local public health unit to determine when they can return to work.
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a staff should remain with the child until a parent/guardian arrives. The child should wear a surgical/procedure mask. The staff should wear a surgical/procedure mask and eye protection at all times and not interact with others. The staff should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Public health should be notified, and their advice should be followed.

Screening for Symptoms

- All individuals including children attending the program, staff, parents/guardians, and visitors must be screened each day including daily temperature checks upon arrival.
- Parents and guardians will be reminded of this requirement when children are first registered for the program (included on registration forms) and through visible signage at the entrances and drop-off areas.
- Daily records of screening results will be maintained.
 - Records are to be kept in the office

Attendance Records

- Daily records of anyone entering the facility and the approximate length of their stay (such volunteers, support staff for children with special needs SNR, those delivering food, etc.).
 - Records are to be kept in the office
- Records (e.g. 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.

Drop-Off and Pick-up Procedures

- Children drop-off and pick-up will occur outside. Parents should not pass the screening area.
- Families living within the building will have access to the side door (dividing participants entry points rather than funneling all participants through the same entry space. This approach will limit the amount of close contact between participants in high-traffic situations and times).
- At pick-up parents will call the centre and staff will get the children ready and send them for dismissal.
- All entrances have hand sanitizers.
- Personal belongings (e.g., backpack, clothing, water bottles, etc.) should be minimized. If brought, belongings should be labeled and kept in designated area.

Visitors

- No non-essential visitors at the program.
- The provision of special needs services may continue.
- Use of video and telephone interviews should be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect San Romanoway Revitalization Association at any reasonable time.
- Licensees must ensure that there are no volunteers or students at the program.

Staffing

- All staff must get tested for COVID-19 prior to starting back work.
- Replacement staff (floater) will be assigned to a cohort should a staff call in sick.
- Supervisors and/or designates should limit their movement between rooms, doing so when necessary.
- Certification in Standard First Aid Training and child CPR
 - Staff that are included in ratios are required to have valid certification in first aid training child CPR
- Vulnerable Sector Checks (VSCs)
 - Licensees are required to obtain VSCs from staff and other persons who are interacting with children at a premise.

Maximum Cohort Size and Ratio

- Maximum cohort size for each room will consist of no more than 15 children (“a cohort”), space permitting. Staff are not included in this number, but is still considered part of the cohort that stays together.
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Space Set-Up and Physical Distancing

- 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:
 - incorporating more individual activities or activities that encourage more space between children
 - using visual cues will be illustrated to eliminate traffic flow and support appropriate spacing and physical distancing
 - tables and seating spaces will be arranged to maximize the space between children when eating/sitting
- Outdoor play will be implemented in small groups to facilitate physical distancing.
 - Where the outdoor play area is large enough to accommodate multiple groups, the space may be divided with visuals to ensure cohorts remain separated by at least 2 metres

Cleaning

- Frequently touched surfaces should be cleaned and disinfected at least twice a day (e.g., railings, door handles, water machine knobs, light switches, toilet and faucet handles, tabletops, etc.).
- A cleaning log will be kept to track cleaning schedules.
- Performing and promoting frequent, proper hand hygiene (including supervising or assisting with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children.
 - Visuals (posters) are posted at every hand washing station
- Children and Staff will be encouraged to wash hands upon arrival, before and after eating, after toileting routines, upon return of playing outside and after any creative learning experience
- Incorporating additional hand hygiene opportunities into the daily schedule

Equipment and Toy Usage and Restrictions

- Toys and equipment should be cleaned and disinfected at a minimum between each cohort.
- Toys and equipment (e.g., balls, loose equipment) will be provided for each room or cohort. Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.
- If sensory materials (e.g., playdough) are offered, they will be provided for single use (i.e. available to the child for the day) and labelled with child's name.
- Designated bins will be accessible to children for clean and used supplies and/or toys.
- A cleaning log will be kept to track cleaning schedules.

Food Safety Practices

- There will be no self-serve or sharing of food at mealtimes.
- Utensils will be used to serve food.
- Meals will be served in individual portions to the children.
- There should be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions are taken for handling and serving the food).
- Children should neither prepare nor provide food that will be shared with others.
- Protective shields have been set up in kitchen area for staff and children protection.

Serious Occurrence Reporting

- San Romanoway Revitalization Association has a duty to report suspected or 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 suspected 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.
- Where a child, parent or staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.