

Parent Handbook Guidelines for COVID-19

Rosethorn Before and After School Program Guidelines for COVID-19 follow the most current recommendations and are approved by the Ministry of Education Child Care and Early Years Licensing Branch, Toronto Public Health, and The City of Toronto Children's Services. Rosethorn Before and After School Program has trained all staff to implement the following measures that will reduce the spread of COVID-19 and other infectious illness within the center. These guidelines are subject to change as per the direction of the Ministry of Education Child Care and Early Years Licensing Branch and Toronto Public Health.

Rosethorn Before and After School Program will ensure all current infection prevention and control practices are adhered to. This includes, but is not limited to:

1. Increasing the frequency of cleaning and disinfecting equipment, toys and frequently touched surfaces.
2. Frequently touched surfaces that are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and will be disinfected at least twice a day.
3. Separate toys and equipment are used for the children in the program. We **will not be** sharing toys or equipment with the children during school hours.
4. Ensure all toys used during the program are made of material that can be cleaned and disinfected (i.e., no plush toys, area rugs, soft seating, group sensory materials, porous toys).
5. Only using disinfectants that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used.
6. Checking expiry dates of products used and always following the manufacturer's instructions.
7. Performing proper hand hygiene (including assisting children with proper hand hygiene); and, incorporating additional hand hygiene opportunities into the daily schedule.
8. Encourage more physical space between children by:
 - spreading children out into different areas;
 - staggering outdoor playtime, or designating outdoor space so only one cohort is in the space.

- incorporating more individual activities or activities that encourage more space between children.
- 9. Water or sensory tables will not be used.
- 10. Will not use community playgrounds; however outdoor play at licensed child care sites is encouraged in small groups in order to encourage physical distancing.
- 11. Reinforce “no food sharing”.
- 12. The staff in the classroom will serve all food and drinks to the children at snack time. Utensils and jugs will only be used by the staff in the room group
- 13. Pick-up and drop-off of children will occur outside, unless it is determined that there is a need for the parent/guardian to enter the building. (See Pick Up and Drop Off Policy and Procedure).
- 14. When possible and if the children are of similar age groups, we will group siblings together.

How You as a Parent Can Help

- If your child has signs and symptoms of illness, especially a fever of 37.8 degrees Celsius (100 degrees Fahrenheit) or higher, cough, shortness of breath or difficulty breathing, keep them home. Advise the program and let us know your child’s symptoms, so we can report this information to Toronto Public Health.
- If someone in your household has come in close contact with an individual who is suspected of having COVID-19 or has a confirmed case of COVID-19, keep your child home. Call the program and let us know, so we can report this information to Public Health.
- Plan for drop-off and pick-up to take more time than it usually does to allow for screening and for staff to escort your child to the door at the end of the day.
- Provide us with any changes to your contact information prior to enrollment and or your child’s medical information (e.g. allergies)
- Practice wearing masks at home for longer periods of time.
- Practice hand hygiene, how to cover coughs and sneezes.
- Please consider downloading the corona virus app. To get more information on this app, go to www.canada.ca/covid-alert/app
- Label all of your child’s belongings including lunch bags and containers.

Curriculum & Programming

Although we are facing new challenges during this time, Rosethorn Before and After School Program is committed to providing quality care. Staff will continue to provide warm and welcoming environment, have positive interactions, support children to identify and understand their emotions, respect and validate feelings, and reassure that they are safe.

Some adjustments will be made to observe physical distancing. Examples include:

- Less children in each room
- Same group of children will stay together (cohorting), and not mix with other groups
- Same staff will work with one group of children
- Storage for children's personal belongings will be spaced (i.e. use every second cubby when possible)
- Less children at each table for play, and snack times.
- Toys or equipment that are difficult to clean and disinfect will not be used (e.g. plush toys, dress-up clothes, puppets, books, board games)

- Craft materials will be provided in individual kits/baskets for each child
- Sensory materials like playdough or goop will be provided in individual containers and discarded after each child's use
- Where possible outdoor playtime will be increased
- Staff will incorporate fun learning activities that teach children about physical distancing and personal hygiene
- Indoor toys will be cleaned after each use

Daily Screening Process

All individuals, including children, staff, and essential official visitors who enter the building will be screened upon arrival. At this time we ask that only one parent enter the screening area. If it is deemed necessary for a parent to enter the building, they too will be screened.

For all children (Jk to grade 5) attending before care, the screening area will be at the kindergarten entrance, just after the first set of doors. Parents

will wait on the designated outdoor area until the screening zone has been cleared of other individuals. One parent and their child(ren) will enter the screening area. The parent must fill a covid health questionnaire while the staff screens the child(ren). Once the screener clears the child(ren) of having no symptoms, they will advise the parent that the child is able to be admitted to the program. Only after the screener has given the all clear, can the parent leave the premises. The screener will escort the child to the child's designated room.

In addition to the morning screening process, all children who attend after school, will be screened by their designated teacher, at the start of the program.

The screening process will include:

- 1) temperature reading
- 2) general health assessment of the child

For adults entering the building, the screening process will include:

- 1) temperature reading
- 2) general health assessment
- 3) screening questions and results
- 4) contact information & company name
- 5) time of arrival and departure of visitor

All information will be recorded daily and kept up to date and available to facilitate contact tracing in the event of a confirmed Covid 19 case or outbreak. The information will be kept for 1 year.

Screeners will deny entry to any person including children, staff, essential visitor, parent/guardian, who have symptoms that include, but is not limited to:

- fever
- cough
- shortness of breath
- sore throat
- runny nose
- nasal congestion
- headache

- a general feeling of being unwell
- difficulty swallowing
- chills
- decrease of loss of sense of taste or smell
- unexplained fatigue /muscle aches
- nausea/vomiting/diarrhea/abdominal pain
- pink eye (conjunctivitis)

Reporting Illness

Rosethorn Before and After School Program is now requiring that parents notify our program if your child is not well enough to attend. You need to notify the program by email (rosethornccc@gmail.com) reporting all symptoms your child is presenting.

Parents and staff are also required to notify the program of any suspected or confirmed cases of COVID19 in their families or if they have been in contact with someone that has tested positive. 14-day isolation will have to be followed.

In all of these cases Rosethorn Before and After School Program is required to report the illness to:

- **Ministry of Education**
Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in CCLS and posting the SO Notification form.)
- **City of Toronto Children's Services**
Notify case manager that a Serious Occurrence has been filed with Ministry of Education.
- **Toronto Public Health 416-392-7411** during work hours (8:30am to 4:30pm, Monday to Friday) or **3-1-1** after hours.

Children Who Display COVID-19 Related Symptoms During Care

If **ANY ONE** of the following symptoms related to COVID-19 are present in a child, the child must be immediately isolated and sent home. If the child has siblings who attend the same program, all siblings must also be isolated. Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a designated isolation room (e.g. sick room).
- Move the cohort of children who were in the program room with the symptomatic child to a vacant program room and immediately clean and disinfect the impacted room.
- Increase ventilation in the isolation room if possible (e.g., open windows).
- Keep the child comfortable.
- While waiting for the child to be taken home, the child must be supervised by one staff and maintain a physical distance of 2 meters, if possible.
- Ensure the child wears a surgical-type or non-medical face mask, (if tolerated) to cover the child's nose and mouth. Cloth face coverings should not be placed on children under the age of 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the child should also wear a face mask and surgical gown. Hands must be washed before and after taking off a mask. A cloth scarf (e.g. made of cotton) may also be used.
- In addition, staff must perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves may be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child. The child will be escorted to the pick-up area outside of the school, once the parent/guardian arrives.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room that the child attended on the Illness tracking form and daily log book.
- Once the child has been picked up, the Supervisor will ensure that the isolation room (i.e. room where child was separated) and any other surfaces that the child had contact with are thoroughly cleaned and disinfected.
- The child should be excluded from the program and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before

returning to the program. The Supervisor will provide the parent/guardian with contact information for Toronto Public Health (416 338-7600) for direction.

- If tested negative, and free of symptoms for 24 hours, the child must pass screening, to be able to return to the program.
- If tested positive, Toronto Public Health will provide direction on when the child can return to the program. Parents of the children in the same classroom as the child who tested positive will be contacted.
- Alternatively, a physician's note stating that either the child is fit to return to the program and or is free from communicable disease may be provided.

If A Staff Becomes Ill at the Center:

In the event a staff becomes ill while they are at work, staff will isolate themselves as quickly as possible until they are able to leave the centre. They must ensure that a surgical-type mask covering the nose and mouth eye protection such as a face shield is worn.

COVID-19 testing will be required for any staff experiencing symptoms before returning to work. Parents of children in the classroom where the ill staff is working will be notified before the end of the day.

Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.

If the staff tests negative for COVID-19, and is free of symptoms for 24 hours, s/he must pass the centre's screening process to be able to return to work.

If the staff tests positive, Toronto Public Health will provide direction on when s/he can return to work and parents of the children working with the staff who tested positive for Covid 19 will be contacted.

Use of Personal Protective Equipment For Children & Staff

Wearing a mask, is one strategy to reduce the spread of illness, including COVID-19. Public Health is requiring that all children wear a mask while

they are indoors, including in the hallways, and in bathrooms. Exceptions will be made for children with medical reasons, children under two years old, or those who require accommodation in accordance with the Ontario Human Rights Code.

Other strategies being implemented include screening, smaller groups, keeping same children and staff together, providing individual materials, increased frequency of cleaning and disinfecting, and hand washing, all work together to reduce the spread.

Rosethorn before and after school staff will use PPE, mask and eye protection at all times when they are indoors. When screening children, cleaning bodily fluids or when they are with a child who is ill, additional PPE i.e. gowns, gloves will be worn.

Staff and children do not need to wear masks, during outdoor play where physical distancing can be maintained.

The staff will help your child to understand the proper method to put on and take off a mask to prevent spreading illness.

Exceptions will be children who cannot wear a mask for medical reasons, or children under two years old, or those who require accommodation in accordance with the Ontario Human Rights Code.

Cleaning & Disinfecting

Rosethorn Before and After School Program has implemented enhanced cleaning and disinfecting measures to help reduce the spread of infections. Staff members will be disinfecting rooms daily, toys and equipment after use by each child. A schedule of the frequency of cleaning and disinfecting required has been recommended by Public Health. A focus is placed on high touch areas including door handles, sinks, toilets, and toys. Any toy that is difficult to clean and disinfect will be removed (i.e. plush toys, dress-up clothes, puppets). Anytime a child places a toy in their mouth, coughs or sneezes on a toy, it is taken out of rotation until it can be cleaned and disinfected.

For outdoor equipment, each cohort will have their own play equipment that will be sanitized daily.

Practice Physical Distancing

Children and staff will maintain a physical distance of two meters as best as possible. Physical distancing will not compromise the supervision or a child's safety. The staff will encourage children 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). Staff will regularly remind children to keep "hands to themselves". Staff will reinforce no sharing policies and procedures. This includes not sharing indoor toys, food, water bottles or other personal items.

We ask that parents limit the number and types of personal items that are sent with the children while attending the program. Children's personal items must be clearly labelled 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, activities involving singing, shouting, or speaking loudly indoors.

Personal Hygiene

Staff and children follow a routine of **hand washing** with soap and water throughout the day. For example, we wash our hands when we arrive at the center, after using the washroom, before and after eating, after playing outdoors, after using a tissue, and any time hands are visibly soiled. Staff will schedule hand washing routines into the day and demonstrate how to wash hands and monitor children while they perform hand hygiene.

When running water is not available, for example outdoors, children will use **hand sanitizer**. Staff will monitor children using hand sanitizer to ensure it is applied properly.

Staff will demonstrate for children how to **cough and sneeze** into the arm or shoulder. Anytime a child uses a tissue they are taught to discard the tissue in a garbage bin, and to wash their hands.

As much as possible staff will remind children to avoid touching their face, eyes, nose and mouth.

For groups that occupy the gym, library, music room and portable 3, specific bathroom stalls and sinks will be assigned to each cohort in the shared bathroom. Only one cohort will be inside the bathroom at one time.

Nutrition

Children who attend before care will be provided with a morning snack and 2 afternoon snacks will be provided for all children attending after care. Staff will be responsible for serving all food and drinks to children, and bowls of food, jugs of milk and water will be kept out of the reach of children on a cart or counter.

Parents will be required to provide their child with a bagged lunch for PA days. Please ensure that you provide a cooling pack, all containers are clearly labelled with your child's name, and that any products that contain or may have come in contact with nuts are not sent.

Before Care Drop Off Procedure

The kindergarten entrance will be the location to drop off all children, Kindergarten to grade 5 to the program. From their vehicles, parents will proceed to the marked waiting areas outside of the kindergarten entrance until their child is ready to be screened. Parents will follow the procedures outlined in the screening process before they are able to leave the child at the program.

For before care: All children are to be dropped off between 7am and 8:00 am ONLY as the designated screener will only be available during these times. *If you arrive after 8:00 am, your child WILL NOT BE permitted to attend before care as the screening area will be*

closed due to added congestion from Rosethorn Jr school staff and children arriving for the school day.

We are encouraging parents says their goodbyes before your child is screened by the staff. If screening is passed the screening staff will walk your child(ren) to their appropriate classrooms. Unfortunately, parents are no longer permitted inside the school, past the screening area unless it is deemed necessary by the staff.

Pick Up Procedure

We ask that you pick up your child from the program no earlier than 3:10pm, to allow traffic from the end of the school day to clear.

When you arrive at the center, from your vehicles, please call the center's cellular phone number **647-381-0190** and tell the staff member your child's name and the name of their after school teacher. The staff member will pick up your child from their designated room and will escort your child to the exit doors.

Parents will proceed to the marked waiting area by the Kindergarten entrance from your child is escorted outside.

All parents will need to provide a copy of one government issue photo identification for each of the individuals (including emergency contacts) that will be picking up the child(re) from the program. A copy of identification will need to be included in the registration package. With the escort system in place for departure, the staff carrying out this duty will have your information on hand at pick-up.

If you see your child with their group outside, please ensure you follow the same procedures as outlined (a phone a call and escort to exit doors is require).

Plan for pick-up to take more time than it usually does as we will have one staff to escort your child form their designated room to the door, at the end of the day.

Communication

Should parents want to discuss their child's progress, or have any questions or concerns, we ask that you telephone the centre's landline at **416-239-4682**, our cellular phone should you need to reach us after 3 pm **647-381-0190** or by email at **rosethornccc@gmail.com**.

Our staff will call, email or zoom call, should they need to speak to a parent.

Our other forms of communication include, google classroom and a newsletter published seasonally. Please ensure that you have a G-mail account to access the google classroom for our program.

Visitors, Field Trips and Group Gatherings

At this time all special activities like field trips, group gatherings such as our fall open house, holiday concerts, and special guests that lead our clubs, will be suspended. As the situation improves, and Public Health advises, community activities will be reconsidered. Children can continue to take neighborhood walks, as long as physical distancing is maintained from members of the public.

Priority/waitlist policies

When determining prioritization of limited child care spaces, Rosethorn Before and After School Program will consider the following:

Priority category 1: Returning children served through emergency child care to their original placement and continuity of service for these families.

Priority category 2: Families who are considered essential workers as defined by the province at: <https://www.ontario.ca/page/child-care-health-care-and-frontline-staff>.

Priority category 3: Lone parent families who are currently working or returning to work; Two parent families where both parent(s) are either

currently working or must return to work outside of the home. Families with children with extra support needs or families facing systemic barriers.

Priority category 4: Families with special circumstances that would benefit from children returning to care, such as children with special needs.

Priority category 5: Children switching from online learning to in-class instruction on October 13.

Priority category 6: Children switching from online learning to in-class instruction on November 23.

Priority category 7: Children switching from online learning to in-class instruction on February 16, 2021.

Withdrawal Notification

Should you choose to withdraw your child(ren) from the program, we require 1-month notice sent by email.

Those parents who have withdrawn their child(ren) temporarily until they switch from online learning to in-class instruction will be placed on a waitlist. The deadline to re-enroll is as follows: **September 30, November 6, and January 29, 2021**