

PLAY, LEARN, GROW ACADEMY

COVID-19 POLICY

Revised: November 30, 2020

Play, Learn, Grow Academy is dedicated to constantly evaluate our practices to evolve with the most up to date information regarding COVID19. Our aim is to keep our families and staff as safe and healthy as possible while continuing to provide services to our families in need. Please read thoroughly as we are asking for our entire Play, Learn, Grow Academy community to assist us in maintaining the overall health of everyone.

HOURS OF OPERATION

- As of January 2021, We will be opening to families from 6:30 am to 6:00 p.m. Monday through Friday. We appreciate your promptness in picking up your child(ren) on time, so our teachers can be diligent with their cleaning routine.
- Staff Shifts: Staff will have a 6:30 am to 3:30 pm, 7:30 am to 4:30 pm, and a 9 am to 6 pm shift per room/cohort.

FEES: Fee Schedule Provided with our Registration Package

DAILY PICK UP/DROP OFF SCREENING PROCEDURE:

1. **Staff/Parents/Guardians/Children** will need to check their temperature daily before coming to daycare. All temperature checks will be reported to the **opening staff** and recorded on our screening form.
2. Parents on our **Brightwheel** APP must check their children in using our unique QR Code posted on the front door. Parents will answer our COVID 19 daily screening check on **Brightwheel**.
3. Ring the doorbell so our **opening staff** can let their child/ren in.
ALL STAFF is equipped with the proper PPE at ALL TIMES.
4. Opening staff will walk children down and enter the child's classroom.
5. Child will be greeted by classroom teacher and will make sure that proper hand washing and sanitizing is followed.

SCREENING GUIDELINES:

- ALL Visitors are to wear proper PPE upon entering our premises and will be go through a temperature check and COVID screening and will be asked for their contact information to be written on our log for effective contact tracing.
- Daily attendance and screening forms will be kept on file in the office for 3 months for easy contact tracing.
- Child(ren) temperature(s) will be taken at drop off (if not done at home) as well as periodically during the day. If your child has a reading of 100.4 F or higher, your child will not be permitted to come to Play, Learn, Grow Academy until he/she is symptom free. This adheres to siblings and all family members.
- **Please follow markings on the ground to adhere to social distancing protocols.**
- **Play, Learn, Grow Academy will have a scheduled staggered entry times between: 6:30-7:30 am and 8:30-9:30 am**

- **Stroller Storage: Strollers will be disinfected by our screening staff and will be stored in the space allotted at the bottom of the stairs.**

FACE COVERINGS:

- To protect our health and safety, all students, staff and visitors will be required to wear masks in the centre.
- **Staff** are required to wear Level 1 or 2 medical masks at all times when indoors, and outdoors when unable to maintain a physical distance of two metres. *(Level 1 and 2 medical masks provide low to moderate barrier protection from aerosols, sprays and fluids, and are appropriate for general use)*
- **School visitors**, including **parents/guardians**, are required to wear a mask/face covering when indoors and outdoors on school property, such as during pick-up and drop-off.
- **Children are NOT required but encouraged to wear non-medical masks or face coverings while at the centre.**

Exemptions from Mask Wearing

- Some children, staff and visitors will be exempt from wearing masks in our centre.
- **Parents, staff, and children must therefore expect that there will be individuals in the centre who will not be wearing masks because they qualify for an exemption.**

SCREENING QUESTIONS:

- HAVE YOU BEEN IN CLOSE CONTACT WITH ANYONE WITH RESPIRATORY OR GASTROINTESTINAL SYMPTOMS OR HAS BEEN TESTED POSITIVE FOR COVID-19?
- Have you taken any fever reducing medication in the past 24 hours?
- Do you have any signs or symptoms of respiratory infection, such as runny nose (not from environmental allergies), cough, shortness of breath, sore throat, or fever?
- Do you or any person in the household have any signs or symptoms of gastroenteritis, such as vomiting and/or diarrhea?
- Anyone travelled outside of Canada in the last 14 days?
- Staff are to wear masks during drop off/pick up, during washroom routines, and when serving food in the centre.
- Provisions for special needs services will continue.
- Parents may schedule a video or telephone interview with staff if any concerns arise.

IF SICK- STAY AT HOME

ALL CHILDREN AND STAFF THAT ARE ILL WITH FEVER OR COLD-LIKE SYMPTOMS OR VOMITING AND/OR DIARRHEA NEED TO STAY HOME OR GET TESTED FOR COVID-19. IF TEST COMES BACK NEGATIVE, CHILDREN AND STAFF ARE PERMITTED TO RETURN ONCE 24 HOURS SYMPTOM FREE. Staff and parents/guardians are encouraged to use the Ministry of Health <https://covid->

19.ontario.ca/self-assessment/ to determine if their or their child's symptoms may be related to COVID-19.

USE SCREENING TOOL FOR STAFF/CHILDREN FROM SMDHU LOCATED IN COVID BINDER.

ISOLATION/EXCLUSION

- Children and staff who start to show symptoms of COVID-19 will be promptly separated from others and will be sent home immediately.
- If the centre has a confirmed case of COVID-19; Parents/Guardians and staff will be informed immediately.
- Play, Learn, Grow Academy will report and follow further instructions from the SMDHU and MEDU as a serious occurrence.

SMDHU: (705) 721.7520

MEDU: Serious Occurrence

Efax completed Initial Notification Report within 24 hours to MEDU at (705) 812.5396

SERIOUS OCCURRENCE REPORTING

- Child care centre have a duty to report confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. Play, Learn, Grow Academy will contact their local public health unit to report a child/staff 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.
- Where a child/staff has been tested and confirmed case of COVID-19, Play, Learn, Grow Academy must report this to the ministry as a serious occurrence.
- It is deemed an **OUTBREAK** when **two or more laboratory-confirmed** COVID-19 cases in children, staff, or other visitors with an epidemiological link, where at least one case could have been infected in the child care setting.
- Play, Learn, Grow Academy is required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

WITHIN THE CLASSROOM AND CENTRE

- 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 minimum 7 days.
- Maximum capacity rules do not apply to Special Needs Resource staff on site.
- Each cohort will stay together throughout the day and are not permitted to mix with other cohorts.

- Cancellation of Tours and Enrichment activities to reduce visitors within the centre.
- Outdoor exploration at on-site playground, walks restricted outside of Play, Learn, Grow Academy
- Consistent Communication: Signs posted, **Brightwheel** and Email updates
- Respiratory etiquette and “hands to yourself” policy will be reinforced.
- Teachers will be serving meals to children. Hot Lunches will still be catered by Wholesome Kids Catering. **NO “FOOD OR DRINK SHARING” WILL BE REINFORCED.**
- Centre cots will be labeled with each child’s name and will be disinfected every after use.
- Cots will be positioned head to toe and 2 ft. apart.
- Children’s water bottles are to be properly labeled, left at the centre to be washed and sanitized everyday.
- Removal of soft toys in classrooms, only hard toys/surfaces will remain.
- Eliminate sensory bins, play dough, and play slime in the classrooms.
- We prohibit of ANY toys or books coming from home everyday.
- Children will be advised and reminded to not touch their faces.
- Each classroom is equipped with a portable sink to practice proper hand washing and access to hand sanitizers.
- Staff members assigned to hourly disinfect high-touched areas within the centre including but not limited to:
 - Door Handles
 - Cabinet Handles
 - Handle Bars
 - Doors and Windows
 - Light Switches
 - Washroom Sinks
 - Toilet Handles
 - Cubbies
- Additional deep cleaning in kitchen
- Mail, Packages and deliveries to be disinfected before entering the centre
- Regular disinfecting of playground toys
- Mouthed toys will be cleaned and disinfected immediately.
- Avoid bringing children’s things back and forth to the centre. Personal belongings should be limited to ONLY extra clothing, diaper/wipes/cream supply.
- All disinfectant and sanitizers will be properly labeled and kept out of children’s reach.

STAFFING

- Staff training will be provided to all child care staff on the health, safety and other operational measures; plus any additional local requirements
- Staff will only work at one location and cohort.
- Supervisors and/or designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff will be assigned to specific cohorts.

- Qualified Staff equipped with their VSC's, References and Certificates

SOCIAL DISTANCING

- Cohort/Group sizes: will remain as per licensed capacity
- During Drop Off/Pick Up, parents are to check in/out using our unique QR Code prior to ringing the doorbell. Staff will walk the children to the door during pick up.
- Split group activities whenever possible to keep children physically separated and distanced (2m)
- All classrooms and hallway have appropriate markings for physical distancing.
- Increased space between kids at a table: staggered activities within the classroom.
- Outdoor play will be scheduled in small groups by classroom in order to facilitate physical distancing.
- Outdoor toys and structures will be cleaned and disinfected before and after each small group use.
- Each child will be provided with a personal activity bin; which will be disinfected and sanitized each day.

CONTACT:
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