

North York Little Prints Daycare COVID-19 POLICIES HANDBOOK 2021

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NOTE: Appendices available online at NYLPD website. Please visit
www.littleprintsdaycare.com to read these important documents.

***updated and revised August 2020**

***updated and revised September 2020**

***updated and revised June 2021**

About this Policy Handbook

NYLPD is now re-opening our childcare services in a modified form to meet government regulations and protect the safety of our children and staff. This includes following all Ministry of Education, Toronto Public Health, and Toronto Children's Services policies and procedures.

Our operations will be governed by this COVID-19 Handbook of Policies, the attached appendices, and our *existing NYLPD Parent and Staff Handbooks*. Of course, municipal/provincial regulations and licensing requirements will continue to apply. Protocols may change frequently due to the nature of this pandemic. We will issue updates to families and staff as we adapt to these ongoing circumstances.

Our services may change or cease altogether from time to time, depending on the changing COVID-19 situation, municipal/provincial requirements, and/or Toronto Public Health orders in effect. We will regularly communicate openly with families and staff about any changes to the policies/procedures set out in this Handbook.

All parents/guardians of our existing or newly enrolled families will receive an electronic copy of our COVID-19 Policy Handbook via email. The email addresses on file will be used for this distribution. Parents/guardians will be required to sign and return this acknowledgement form to the Centre Manager.

OPERATIONS

PROGRAMS OFFERED

We provide care for children as follows:

- York Mills: infant, toddler, and preschool programs
- Blessed Trinity: toddler, preschool, kindergarten, and school age programs
- St. Greg's and St. Cyril's: kindergarten and school age programs.

Program availability and spaces are dependent on enrolment. Please consult with your centre manager about which program your child is eligible to attend.

HOURS

We continue to remain steadfast in our commitment to the safety and care of your children and our staff. Additional time will be required to attend to rigorous disinfecting and cleaning practices. Our hours of operation during COVID-19 will be as follows, Monday through Friday, for each centre as listed below:

Blessed Trinity*: 8:45 am - 5:30 pm (toddler and preschool); 7:30 am - school screening start */ 3:30-5:30 pm (kindergarten and school age). Please check with your

manager for updated hours of non-instructional days.

St. Gregory*: 7:30 am until school screening starts. Hours of operation continue between 3:00 pm and 5:30 pm. Please also check with your centre manager for updated hours on non-instructional days.

St. Cyril*: 7:30 am until school screening starts. Hours of operation continue between 3:30 pm and 5:30 pm (kindergarten and school age). St. Cyril will be closed for the summer. Please check with your manager for updated hours of non-instructional days.

York Mills: 8:00 am - 5:30 pm. York Mills is a 12-month program.

***NOTE: SUMMER HOURS NYLPD SCHOOL SITES:**

For school-age children: 8:00 am - 5:30 pm

For toddler and pre-schoolers: 8:45 am - 5:30 pm.

NOTE: Staggered arrival times will be assigned where needed to maintain physical distancing and in accordance with cohorts. Children must arrive within their designated drop off / pick up time slot as assigned by the Centre Manager. Children who arrive outside of those designated times may not be permitted entry or may be required to wait until all entry is complete.

NYLPD will work with the school to accommodate staggered dismissal at end of day where possible.

Before School Program will end earlier of a) the time that school begins, or b) the time that before school health screening begins as instructed by the principal of the school.

Our hours of operation will be rescheduled as may be required in accordance with further guidelines issued by the province and municipal health and safety officials.

CAPACITY AND COHORT

We are required to implement distancing protocols, limiting the number of children to groups in any “defined space” as much as possible. Sizes of groups/cohorts will therefore be determined in accordance with enrollment and government mandates. This will help us protect your children’s safety as well as the safety of our staff. It will also allow us to focus on our passion - providing quality childcare.

Children may attend NYLPD summer camp programs, regardless of whether they attend the site school during the regular school year; however, children who are currently enrolled in NYLPD daycare **and** plan to register for full time camp through July and August will have priority registration for the NYLPD summer camp program.

Also, cohort groups may be adjusted during holiday/extended breaks/PA days at school sites, depending on attendance. We will maintain constant cohorts and will only combine/expand cohorts when necessary. For example, if cohorts are combined during non-instructional days due to low enrollment/staffing, the manager will notify parents/guardians in advance. Vigilant health and safety protocols will be practiced at

all times.

Waiting lists are maintained by Centre Managers. Parents/guardians are encouraged to call our centres to inquire whether space is available for their child. Parents/guardians are also asked to email the centre manager their child's date of birth, desired program/age group, and the preferred start date care for childcare. **It is critical that parents/guardians also call the centre two (2) months in advance of their intended start date to confirm their interest in the requested space.**

Every effort will be made to ensure that families whose children attended NYLPD prior to the COVID-closure will not lose their space if they have communicated with the Centre Managers to maintain waitlist status. **Exception:** child(ren) who would have terminated NYLPD enrollment and moved to kindergarten programs that fall.

NOTE: Even if your space is "safe", please note: a) delays in return-dates may occur as we juggle enrollment spaces and availability; and b) programs are offered based on demand and enrollment; therefore, we cannot guarantee that all programs will be always available.

If you no longer require care, please let your Centre Manager know as soon as possible by email - include your client file number (if subsidized) and the last day you require childcare. Deposits will be returned if one month's notice of withdrawal is provided.

If we are temporarily short of space, we will make childcare available on an equitable basis, consistent with *Ontario's Human Rights Code* and responsive to the impact of this pandemic. Management will work with you, ***prioritizing returning children and their siblings, care for households where all parents/guardians are working outside the home, and care for families with other special circumstances.***

CARE AND ACCOMMODATION



We will provide childcare for your family in accordance with this Handbook, our existing Parent and Staff Handbooks, municipal/provincial/federal regulations, and Public Health directives.

We will continue to accommodate requests for special support/needs, within the parameters of this public health crisis. If we determine that we are unable to meet those needs, we will follow the steps set out in the NYLPD Parent Handbook (p. 21-22) regarding the withdrawal of childcare services.

We will engage in our duty to accommodate and continue to work with children who struggle with daily routines and social safety guidelines. These efforts are outlined in our Parent Handbook (p. 21-22). If further accommodation is not possible for a child who has put their own safety/the safety of others at risk, we will follow established policies for withdrawal from childcare services.

Where appropriate based on a child's age and development, we encourage you to speak openly with your children about the need to respect other people's physical space and safety. Please work with your children to discourage biting, spitting, and other potentially unsafe habits, which carry added risks during this pandemic. Staff will communicate

openly with you about areas where additional support or instruction is needed.

FEE

We are not able to offer part-time childcare at any of our locations. A child may attend part-time but will be required to pay the same rates as full-time childcare. Please refer to NYLPD monthly fee memo. Staff, families, and children are strongly encouraged to rigorously self-monitor for COVID-19 symptoms - please stay home in the event of experiencing symptoms or being exposed to a risk contact.

Families whose children are required to stay home from NYLPD childcare because of a room or full site closure mandated by Toronto Public Health (TPH) will not be charged fees for the duration of such closure. In all other cases where NYLPD continues to operate and provide childcare services, but children are unable to attend, fees will continue to be charged. Fees paid in advance will be credited to future dates but will not be refunded.

SUMMER CAMP

The purpose of this policy is to maintain stable/set childcare groupings. Families who chose to enroll for summer childcare at Blessed Trinity site, are asked to commit full time in both the months of July and August. Those families who sign up for a minimum of two (2) weeks will be placed on a waiting list. This will enable us to limit the number of times children's groupings require change. Please contact Margaret at 416-226-3336 or email: margaretu@littleprintsdaycare.com.

For our St Gregory's site in Etobicoke, children who attend St. Gregory's School (or will be attending St. Gregory's school in September) have priority for the purposes of summer camp registration; however, all children may attend this summer camp, regardless of whether they attend St. Gregory's school during the regular school year. Please contact Pam at 416-236-8794 or email: pamelat@littleprintsdaycare.com

STAFFING

All staff/placement students will receive ongoing and up to-date Infection and Prevention Control and health and safety training. Cohort staff and placement students will work at only one location and staff will be assigned to a specific age group. We will maintain staffing placements static/unchanged for at least one (1) week at a time and, where possible, we will maintain stable groupings for two (2) week periods to enhance COVID-19 safety.

If supply staff are needed (including staff from one of our other locations), assignments will be to a specific role to limit interaction within the centres. Supply/replacement staff who are required to move locations from time to time for operational, staffing, enrollment reasons will do so for minimum periods of ten (10) days.

Adults will practice physical distancing among themselves, even within the same room, but may not be distanced from the children in their assigned grouping. Interactions with multiple groups will be avoided as much as possible. Adults will only visit another room when necessary and, when doing so, will wear face masks and eye protection, and practice physical distancing.

PHYSICAL DISTANCING POLICY

Childcare Groupings: Children will be placed in fixed groupings/cohorts. The number of children/staff comprising each cohort will be limited as much as possible to ensure COVID-19 safety and will be determined in accordance with government mandates and enrollment numbers. Our goal is to maximize safety and enable contact-tracing. Management will use its discretion to create groupings with reference to various factors, including the children's ages and households.



Childcare groupings will remain static for at least seven (7) days as per provincial government requirements. Wherever possible, we will aim to implement staff scheduling that creates stable groupings for two (2)-week periods for more enhanced COVID-19 safety.

This means that childcare groupings will not necessarily be age specific. At least while physical distancing protocols remain in place, childcare groupings will likely contain variable age-ranges.

Distancing: Groupings will not play together or mix. Our programming will encourage physical distancing, but also social interaction between children and staff in the same grouping with proper PPE and safe hand washing/sanitizing and coughing etiquette implemented. (see **Appendix C and C2**).

Children within the same grouping **will** come into physical contact from time to time and **cannot be entirely physically distanced**. For example, children within a grouping may play with a common ball, frequently being closer than two (2) meters from each other.

We will strive to create a family-like setting where children are engaged and feel social.



Staff: Adults will practice physical distancing among themselves, even within the same room, but may not be distanced from the children in their assigned grouping. Adults will only visit another room when necessary. In this case, they will wear face masks and eyeprotection, and they will practice physical distancing.

As per provincial guidelines, special resource staff are welcome into our program space and do not count towards the cohort numbers. Special resource staff will be required to pass health screening and, wear masks and eye protection (i.e.: goggles/face shield), and physically distance.

*** Please also see APPENDIX K "Physical Distancing Policy, Toronto Children's Services."**

PERSONAL PROTECTIVE EQUIPMENT POLICY (“PPE”)

STAFF: NYLPD staff are required to wear medical masks throughout the day, except in limited circumstances set out herein. PPE is important because throughout the day staff are within physical proximity with children - examples include exposure to body secretions, providing care/other assistance to a child. Staff will wash their hands prior to wearing their medical mask and after removing it. Staff will also wear face shields or acceptable substitute eye protection (safety goggles), other than when outdoors. Exceptions to masking are limited but include eating/drinking breaks, and when staff are working alone in a defined workspace. Also, **screening staff** will be required to wear PPE as described below in the Drop Off Policy.

CHILDREN: all children over the age of two (2) years will continue to be required to bring a separate mask for daycare use only, packaged in a clear/sealed (or Ziplock) bag and labelled “DAYCARE MASK”. For school sites, we remind you that this must NOT be the same mask that children wore during the day at school.

-A mask/face covering is mandatory indoors for children from kindergarten and up.

-We will continue to work with children over the age of 2 years to support safe mask use.

-Children may be offered disposable masks, if needed.

-We understand that adapting to masks may not happen “overnight”. We know that some children may experience challenges or frustration with safe mask use. We plan to communicate with parents and explore strategies towards adapting the necessary skill and comfort level required for safe and effective mask use. We may also work with families to explore reasonable/safe alternatives (including but not limited to face shields). We appreciate that this is tricky, but we are optimistic that with patient care and guidance, we will achieve a safe and comfortable environment for all.

Managers will document exceptions related to wearing PPE: exceptions may include medical conditions that make it difficult to wear a mask or eye protection or a cognitive condition/disability.

NOTE: Please communicate openly with children about the importance of safe mask use, personal space, and hygiene etiquette. These habits will be reinforced by our staff and management. This may be particularly important for older children who may, for a variety of reasons, resist accepting these changes to their pre-COVID school routine.

* Please see APPENDIX J “PPE Policy and Procedures, Toronto Children’s Services.”

COMMUNICATION

Communication routines must change during COVID-19:

- Telephone/video conferencing may be used for staff meetings and with families.
- Communication may be held in small groups for short periods, provided that proper PPE is worn, and physical distancing is maintained.
- Information/announcements can no longer be easily communicated verbally.
- Communication will be streamlined to ensure everyone is up to date, especially now since things can change with little notice. We want to make sure families and staff are as up to date as possible.

We have therefore implemented new protocols for communication.



EMERGENCIES: At least one parent/guardian per child must always be available by telephone throughout the childcare day. Please be prepared to answer calls from numbers you may not recognize. It may be our staff/managers.

From time to time, managers may ask staff to use cell phones for communication purposes. Staff must also be available throughout the day as per usual communication methods.

OTHER COMMUNICATION: Protocols for receiving information from NYLPD now include:

1. Updates about your child's day will be communicated on their daily form for infants and toddlers. Parents/guardians will also receive written messages/ photos through Seesaw. We will update you of your child's day on Seesaw as much as possible.
2. If you have additional concerns/questions, please call the centre and a staff will be able to speak to you during down times or we can schedule a virtual or conference call meeting.
3. Changes in policies/updates will be communicated through email or Seesaw.
4. Emergency announcements will be communicated by telephone, e-mail, or Seesaw.

Parents/guardians will be informed via **email or telephone** if a COVID-19 positive case is identified. NYLPD will take every precaution to protect the confidentiality of parents/guardians, children, and staff; however, exceptions may be required by TPH/other government agencies for contact-tracing and other COVID-related safety purposes.

Existing communication procedures in the event of evacuation and related emergencies continue to apply as set out in the Parent Handbook (page 25).



Respectful Environment: Everyone has the right to feel safe and to be treated with dignity and respect. Both staff and children have the right to a safe childcare experience. Unsafe, harassing, or discriminating behaviours will not be tolerated. We will always attempt to work with families to ensure that our childcare centre is as inclusive as possible; however, please refer to the Withdrawal of Care Policy in our Parent Handbook (page 11, 21, 22). Failure to adhere to safety and respect guidelines may result in denied access/withdrawal of care.

HEALTH SCREENING & ENHANCED ATTENDANCE REPORTING

Our routines will continue to adapt to changing health conditions and government mandates. A more rigorous approach has been adopted at NYLPD to support a more comprehensive and enhanced childcare screening process. We will be guided by the regulations and recommendations of relevant authorities including TPH, the Ministry of Health, and Health Canada. Currently, this includes:

Health Screening and Attendance

The Health Screening area will be set up outside or by the daycare entrance. Staff, children, placement students, maintenance workers or essential visitors must complete **daily** health AND screening checks preferably via online survey form (hard copy also accepted), **prior to arrival**. Symptoms will be evaluated by the screener using the most updated TPH screening and exclusion guideline (COVID-19 Screening Tool for Childcare), to determine if isolation and exclusion is required.

(See Appendices A and B1 for staff/child forms and refer to the most updated TPH COVID-19 Decision Tool for Childcare - child attendees for further information)

Anyone entering the daycare must wear proper PPE and use the sanitizing/handwashing station upon entering the facility. (see **Appendix C and C2**)

- Children's attendance records are kept in classrooms until the end of each week, when they are submitted to Centre Managers who file the records securely.
- Staff and children's daily electronic health screening survey responses are downloaded daily. Electronic/paper copies are stored on site and can be made available to TPH within 24 hours of a confirmed COVID-19 case/outbreak.
- Records must be updated when a child/childcare provider/staff/placement student is absent. Centre managers will follow up with staff and children to determine the reason for any unplanned absences, including if absence is due to illness (symptoms will be noted - e.g., fever, sore throat, cough).
- Staff attendance is monitored daily by Centre Managers through the tool that staff are required to complete each day upon arrival and departure.
- Daily staff sign in/out records will be available to school secretaries monthly. Split shift employees must sign in and out before/after each shift.
- NYLPD maintains daily records of anyone entering the childcare facility (including maintenance workers, special needs support workers, and those delivering food etc.,) Health screening records of these parties must include the following information: name, company, contact information, date, time of arrival / departure, reason for visit, rooms/areas visited and screening results. These records can be made available to TPH within 24 hours for contact tracing of a confirmed COVID-19 case or outbreak.
- All attendance records must always be available (on-site) and kept for 12 months.

NOTE: School Board and landlord employees, contractors, and other agents may enter our centres during and outside of operating hours. While we only have the

authority to regulate our own staff and the families in our care, we have advised our landlords and school board that we expect them to ensure rigorous health screening and physical distancing for their employees, contractors, and other agents.

REPORT LABORATORY-CONFIRMED CASES OF COVID-19

Communication of confirmed positive COVID-19 cases at NYLPD within one of our centres will be treated with strict communication protocols:

- TPH will be notified by the Centre Manager (or designate).
- NYLPD will follow TPH's instructions regarding next steps, including ongoing attendance, room closures, and/or centre closures.
- We will also communicate with staff, families, and other stakeholders (e.g., school boards, landlords) in accordance with TPH protocols and regulatory requirements.
- Centre Managers will also report positive cases as follows:
 - a) to CCLS as a "**serious occurrence**", posted and filed, as required.
 - b) to Ontario's Occupational Health and Safety, Ministry of Labour at 1-877-202-0008 (for staff-positive cases and only as required by law).
 - c) to the NYLPD Joint Health and Safety Committee representative.

DROP OFF PROCEDURES



1. Staggered drop-off/pick-up times will be assigned as needed AND **emailed** to families by Centre Manager(s).
2. Arrive **on time** to minimize congestion/delays. If parents/guardians are late, they may have to wait until the entire drop-off/pick-up process is completed.
3. **Parents/guardians/children checking in must wear masks & maintain distance.**
4. **Physically distanced drop-off/pick up**

Health screening will be in effect during drop-off and:

- a) Please screen child for COVID-19 symptoms *before* bringing the child to our centre.
- b) Upon arrival, **only** ONE parent/guardian may accompany child(ren) and report to the Health Screening Station (**Appendix D**)
- c) A **daily** online health check screening must be submitted for each child before entry.
- d) Staff will take the children's temperature once in the afternoon.
- e) Health screeners will collect the health screening forms, completed by the parent/guardian (see **Appendix A and B**)
- f) Completed health screening forms will be time stamped by the health screener to show the child(ren)'s arrival time.
- g) Child(ren) must use the sanitizing/hand washing station. Safe hand washing/sanitizing and coughing etiquette will be demonstrated throughout the day (**Appendix C, C2**).
- h) NYLPD will receive child(ren)'s bags and children will be escorted to cohort by designated staff.
- i) Attendance will be taken by classroom staff.

NYLPD HEALTH SCREENERS will wear medical masks and eye protection (face shield/goggles). The Station will be equipped with sanitizer, tissues, and a garbage can.

Policies regarding absence from childcare are outlined in our Parent Handbook (page 7). Please call or email into the centre by 10 am if your child will be sick/absent. For St. Cyril and St Gregory sites, please inform us by 9 am. Centre must keep a log of any illness.

AUTHORIZED ADULTS AND PICK UP



We strongly recommend parents/guardians identify at least three (3) authorized persons for pick up on the attached **PARENT/GUARDIAN ACKNOWLEDGEMENT AND AUTHORIZATION FORM.**

Changes? Any changes to the information on the attached form or your child's enrollment form must be done in writing and signed by the parent/guardian before the change applies OR in-person (and in writing) by the parent/guardian at the Health Screening Station during drop off. Effective immediately, these additional rules apply with regards to pick up:

1. If **NONE** of the listed designated pick-up persons have arrived by the time we close **AND** a designated pick-up person has not contacted the Centre Manager (or designate) within one (1) hour of closing, NYLPD will contact Toronto's Children's Aid Society to arrange for the child(ren)'s care until a parent/guardian is available. Regular late fees apply.
2. If a parent/guardian contacts NYLPD and advises that **NONE** of the listed designated pick-up persons can pick up the child(ren) prior to closing, then a Center Manager (or designate) will happily wait with the child until a designated pick-up person arrives. Regular late fees apply.
3. NYLPD will **NOT**, under any circumstances, release a child to a person that a parent/guardian has not listed as a designated alternate pick-up person. This means that NYLPD will call Toronto's Children's Aid Society to arrange for temporary care unless the parent/guardian confirms that a designated person will eventually pick up the child. Again, a Centre Manager (or designate) will happily wait with the child until a designated pick-up person arrives; however, we will **NOT** release a child to the care of someone who is **NOT** listed on the family's designated pick-up list.

It is the parent/guardian's responsibility to ensure that designated pick-up persons and/or custody arrangements are up to date *in writing* with the Centre Manager. Legal documentation concerning custody is required and children will **only** be released to authorized individuals. The authorized alternate pick-up person must bring photo I.D. *Questions will be addressed to Toronto's Children's Aid Society* before releasing the child.

PICK UP / END OF DAY PROCEDURES



STAGGERED PICK-UP TIMES WILL BE EMAILED TO PARENTS/GUARDIANS by the Centre Manager. Pls expect physical distancing, SINGLE entrance/exit, and wearmasks! Please arrive on time. If you are late, you may have to wait until the end of the entire pick-up process.

ALSO:

- a) Designated pick-up persons must wear a mask.
- b) Staff may require a pick-up person to verify identity (authorized alternate pick up person *always* needs I.D.)
- c) Designated staff will be contacted inside the centre to escort your child out to you with their personal belongings.
- d) Adults will not enter the centre during pick up, unless instructed otherwise.
- e) Upon receiving your child and their belongings, you will be guided to exit along a pre-marked route. This will ensure distancing.
- f) Any changes in authorized pick-up persons and/or custody arrangements **MUST BE communicated in writing** to your Centre Manager **in person** at the time of drop-off on the date that the alternate pick-up arrangements are put into place. In all other cases, we will follow instructions on existing enrollment forms.
- g) *Any questions/uncertainty will be addressed with the Children's Aid Society before a child is released.*

EXCLUSION SICK POLICY



NYLPD follows the most updated TPH protocol for determining exclusion from care; currently, this is the COVID-19 Childcare Guidance, but it may change from time to time and NYLPD will always follow TPH guidelines:

1. Children will not be permitted to enter childcare (asked to leave/not attend) and, depending on TPH protocol and direction, may be asked to get tested, self-isolate for a prescribed period, and/or contact a healthcare provider if any of the new or worsening COVID-19 symptoms listed in the screening survey are present.
2. If someone in the child's household has one or more of the COVID-19 symptoms listed in the screening survey, then the child will not be permitted to enter childcare (asked to leave/not attend) and will be asked to stay home and follow TPH advice and protocols.
3. If the child/someone in their household has been notified that they are a close contact of someone who has tested positive for COVID-19 (or has been told to stay home and self-isolate), then the child will not be permitted to enter childcare (asked to leave/not attend) and will be asked to stay home and follow TPH advice and protocols.
4. Finally, if the child/someone in their household/someone they have been in contact with someone who has travelled outside of the country and is does not meet the requirements set out in the **COVID-19 Decision Tool for Childcare Attendees (child and staff)**, then the **child will not be permitted to enter the childcare (asked to leave/not attend) and will be asked to stay home and follow TPH protocols and advice.**

Children may return to our childcare centre(s) once they have been cleared to do so by TPH and/or, where protocols permit, a COVID-19 test result document is provided to the Centre Manager(s).

PRE-EXISTING CONDITIONS AND EXCLUSION FROM CARE

Public health authorities are advising that some pre-existing health conditions may overlap COVID-19 symptoms (examples: fever and teething; runny nose and allergies; difficulty breathing and asthma). We will work with families and staff to minimize any disruption caused by exclusion for symptoms associated with pre-existing conditions that may overlap with COVID 19 symptoms; however, the following protocol will be implemented – please note that NYLPD has the discretion to apply all three steps or any combination of the following steps in determining the proper approach to each case:

- 1. Medical documentation:** from the affected person’s attending physician/comparable attending licensed medical practitioner may be required to establish pre-existing condition AND state doctor’s recommendation that a COVID-19 test is not required for the specified symptom. Follow up medical documentation may be required (for example, if the symptom persists or worsens, or is coupled with another COVID-19 symptom). NYLPD may also request to speak with the medical practitioner directly for the purposes of seeking clarity.
- 2. NYLPD staff will be consulted:** Staff who are familiar with the child will be asked if they can verify their observation(s) of the specified pre-existing symptom.
- 3. Public health will be contacted:** Even in the presence of medical documentation/verified observations by NYLPD staff, public health authorities will likely be consulted in almost every case to verify whether exclusion is recommended or whether a COVID-19 “negative” test is required prior to re-admitting the child.

NOTE: Pre-existing conditions do not by themselves negate the possibility of exclusion from childcare or the requirement for a Covid-19 test. Also, medical documentation is not “indefinite” – follow up medical documentation will be required (for example, where symptoms persist, worsen, or are coupled with other COVID-19-like symptoms).

SAFETY PRECAUTIONS POLICY

Safe hand washing/sanitizing/coughing etiquette will be demonstrated throughout the day (**Appendix C and C2**). In addition to health screening upon arrival, children will be monitored throughout the day for COVID-19-related symptoms. Staff will self-monitor. If a child develops “greater than normal” symptoms (as defined by TPH) or becomes ill while in our care:

1. Child will be isolated, taken to a room (or outside, weather permitting) with one (1) staff member who will **wear a face shield, eye protection, mask, and gloves**.
2. Staff will reassure the child, attend to their needs, and wait with the child until the

parent/guardian arrives.

3. All items used by the child will be cleaned and disinfected. Items that are not easily cleaned (books, paper, cardboard puzzles) will be removed and stored in a sealed container for seven 7 days by classroom staff/designate.

4. Child(ren) will generally not be able to return to childcare for 10-14 days. NYLPD will follow TPH guidance regarding exclusion and testing.

5. Child's symptoms will be recorded in child's daily log as required by the CCEYA.

6. Additional reporting measures set out on page 7 of this Handbook will apply.

7. If it is feasible, we will place a mask on the child. If a child requires immediate medical attention, existing policies found in our Parent Handbook will be followed (p. 26-27).

8. As per the CCEYA, any child requiring immediate medical attention will be taken to a hospital by ambulance and examined by a licensed medical practitioner.

***Please also see APPENDIX I "Exclusion of Sick Children Policy" for Toronto Children's Services' detailed breakdown of the above policy.**

*** Please see also APPENDIX I2 "Procedures for Suspected or Positive COVID-19 Cases in TELCCS - COVID-19."**

CLOTHING AND PERSONAL BELONGINGS

We want children to be safe and comfortable, but please limit personal belongings – only those that are necessary will be accepted.

Some essential items should be stored at the centre - includes diapers, diaper cream, soothers, sunscreen, hats, boots, spare shoes, and medication. This will minimize items traveling back and forth and help stop the spread of infection.

Some items will be sent home and must be washed DAILY - includes infant bottles, indoor and outdoor clothing that has been soiled/dirty. Please email your Centre Manager with questions about other items.

Stuffies or other sleep toys are not permitted. Strollers cannot be stored inside the daycare.

Blankets for sleep time will be permitted, **BUT** they will be sent home at the end of each week for washing and **must** be laundered before sending back to the centre.

Linens for the sleep cots will be provided by our centre and they will be laundered daily. Linens will not be shared unless they have been laundered first.

MEDICATION

If your child needs to take physician-required medication, parents/guardians must complete a form that will be provided by the Centre Manager. It is the parent/guardian's responsibility to request this form be provided to them prior to the child attending our centre. One bottle of medication must be left at the centre so that the medication does not have to travel back and forth each day.

CHANGES IN PLAY AND LEARNING

Physical distancing protocols will be built into the children's days with a focus on fun and engaging activities and themes. Some programming modifications will be noticed:

- All group sensory play is suspended. Limited exceptions may include where individually labelled containers or immediate disposal are feasible.
- A "no sharing" approach will be encouraged, including food, water bottles and personal items. Children must not share soothers and bottles. Please **clearly label** your child's personal items to limit accidental sharing.
- Designated toys and play equipment will be assigned to one cohort, if possible.
- Where possible, toys/play equipment that can be cleaned/disinfected will be used.
- Individual activities will be increased to promote space between children.
- Each separate on-site playground/common space will be used by one grouping at one time and cleaned after each cohort use.
- We will not travel to or use community playgrounds.
- Children will be asked to practice frequent hand hygiene throughout the day.
- Distancing will be kept between cots/nap mats and cribs.
- Staff will avoid proximity with children's faces, where exposure risks are higher.

CLEANING AND DISINFECTING

Staff are educated to use cleaning agents and disinfectants. Designated classroom staff will perform enhanced cleaning and disinfecting throughout the day in accordance with Health and Safety Committee training and **Appendices E, G, and H to this Handbook**.

High touch and common surfaces will be cleaned and disinfected twice per day and after contact with body fluids. This includes offices, kitchens, classrooms, play areas, etc.

Cleaning: removal of dirt etc. from surfaces. Does not kill or deactivate germs.

Disinfecting: using chemicals to kill/deactivate germs on surfaces. Surfaces must be cleaned BEFORE disinfecting.

High-touch surfaces and common items include tables, chairs, toys, indoor/outdoor play equipment, doorknobs, light switches, handles, desks, toilets, sinks, electronics.

- Toys must be cleaned and disinfected daily and as often as necessary.
- Toys that are not easily cleaned will be rotated for use once per week to minimize infection (examples include books and puzzles)
- Ensure required disinfectant contact times achieved; alternatively allow for air drying.
- Indoor/outdoor play equipment must be cleaned and disinfected daily, between uses by cohorts and as often as necessary.
- Designated staff will clean and disinfect individually labelled cots/cribs weekly and as often as necessary.
- Low-touch surfaces (e.g., floors, wall, and windowsills) will be cleaned and disinfected daily by centre staff and caretakers on school sites
- Disinfectants must have a Drug Identification Number (DIN) approved for use in Canada.

- A cleaning log shall be kept in each classroom and in the kitchen.

***Please also see APPENDIX E “Cleaning Toys Policy, TPH”; APPENDIX G “Environmental Cleaning/Disinfecting, TPH.”**

FOOD SAFETY PRACTICES AND NUTRITION

We will continue to cater through Real Food for Real Kids, our existing caterer who has confirmed that they have taken measures to minimize the spread of COVID-19. The following are examples of important protocols during mealtimes, which will improve COVID-19 safety:

- Children will not be permitted to share food or drinks.
- Staff will serve children meals and snacks.
- Please continue to follow our existing policy regarding allergies and nuts.
- For infant/toddler/preschool programs, lunch and snacks will be provided and served in a physically distanced manner.
- Utensils will be washed after each use or disposable shall be used.
- Utensils and toys must be washed separately.
- Sippy cups, water, and beverages will be provided by the centre.

On non-instructional days, Kindergarten and school-age children must bring two (2) healthy snacks and a lunch following the Canadian Healthy Food Guideline, Children should bring their own individually labelled water bottles and/or drinks.

NOTE: Please see attached Bagged Lunch Policy and Anaphylactic Policy because both contain important rules that must be followed for kindergarten and school age children.

REFRIGERATION IS NOT AVAILABLE for KG/school-agers. Pls pack on ice.

BAGGED LUNCH POLICY

NYLPD encourages children to try a variety of foods and we give children ample time to eat. If possible, children who have food allergies or restricted diets will receive a menu designed to accommodate their needs.

Please note that all parents/guardians are required to follow the terms set out in the below Anaphylaxis Policy. The following protocols currently apply with regards to providing bagged lunches and snacks for children enrolled in our various programs. Parents/guardians will be informed in advance of any changes to the below protocols with regards to bagged lunches and snacks:

1. Children enrolled in NYLPD infant, toddler and preschool program will be provided with lunches and snacks. No additional food is required for these programs.
2. Children in infant/toddler/pre-school programs should follow NYLPD Parent Handbook
3. Children enrolled in NYLPD Kindergarten and Full-Day School Age Programs are required to bring a bagged lunch and 2 snacks from home.

NOTE: Full-day programs include P.A days, March and Christmas breaks and summer camp.

STAFF COMMITMENT: NYLPD staff will,

1. Be familiar with Canada's Food Guide recommendations for healthy eating.
2. Ensure that an adequate amount of time is set aside daily for children to have their snack and lunch on applicable days.
3. Encourage parents and guardians to be aware of the importance of nutritional snacks through conversations, as required.
4. Be aware of and post, in conspicuous place, an up-to-date allergy list and emergency procedures.
5. Discuss dietary needs of your child with you. If NYLPD cannot accommodate the child's needs, we will advise you and seek alternate ways of providing your child's food.

PARENTS/GUARDIANS COMMITMENT: Parents and guardians of children enrolled in NYLPD programs will,

1. Be familiar with Canada's Food Guide recommendations for healthy eating.
2. Be aware of NYLPD's Anaphylaxis Policy and send foods with their children that comply with that policy and the directions of Centre Managers (and their designates), including lunches and snacks that do not contain nuts.
3. Label all snacks/lunches and water bottles with their own child's name.
4. Use environmentally friendly packaging when possible.
5. Provide bagged lunches with beverage/s for their child/children's midday meal and two (2) snacks, respecting food restrictions that are adopted by the centre to maintain the health and well-being of *all children*.

EXAMPLES OF RECOMMENDED FOOD ITEMS: Subject to the other terms of this policy, parents and guardians are encouraged to provide snacks and meals that suit their children's preferences and health needs. Some helpful ideas include the following: fruit, yogurt, eggs, pasta, vegetables, cold meats, soy butter, milk, granola, and cheese. Upon enrollment of the kindergarten and/or school age child, the Centre Manager (or designate) will discuss lunches and snacks. Discussions will focus on health and nutrition as well Canada's Food Guide. Families will be provided with a paper copy or provided with the Canada.ca link to the Guide.

SAFE FOOD STORAGE: Packed lunches must be in a bag or container which is clearly **LABELLED WITH YOUR CHILD'S NAME**. Packed lunches should need to be stored in an insulated bag which also includes a frozen ice pack or frozen juice box (refrigeration space not provided). Please note frozen juice boxes are a great option; however, the juice box may still be too frozen to be the "beverage" for your child, so please consider packing an unfrozen juice box as well.

FORGOTTEN FOOD ITEMS: Food items and/or lunches may be forgotten; NYLPD usually has basic food staples on hand, for example, cheese, WOW/No Nut Butter (alternatives for peanut butter), apples, bread/crackers, milk/juice that we can arrange into a "meal". Though not exciting, it will provide sustenance through the midday until snack. However, continued "forgotten" lunches will result in a discussion with the family and fees, may be put into place if lunches continue to be forgotten.

FOOD RESTRICTIONS: As per the terms of our below Anaphylaxis Policy, NYLPD is a NUT-FREE DAYCARE. Parents/guardians will be made aware of any food restrictions that the centre may have which, if the food is brought into the centre, can have severe, if not fatal, consequences to another child. Parents/guardians are asked and expected to comply with ALL food restrictions. ***Non-compliance may result in withdrawal of services.*** The internet is a great resource for packed lunch ideas. Other resources are your children and of course, our employees. Please feel free to speak to the centre manager or staff if you are struggling with lunch ideas.

ANAPHYLAXIS POLICY

NYLPD recognizes the potentially serious consequences of children with allergies. *This policy is to be read and applied alongside the Bagged Lunch Policy.* Allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances. The body's immune system overreacts in response to the presence of a particular allergen which is perceived as a threat. The whole body is affected and the result of exposure to the allergen can be fatal. The onset of an anaphylactic reaction can occur anywhere from 2 seconds to 2 hours following exposure to the allergen.

"In Canada, the nine priority food allergens to trigger an anaphylactic reaction are peanut and peanut by-products, such as peanut oil and peanut butter, tree nuts, sesame seeds, milk, eggs, seafood (fish, crustaceans and shellfish), wheat, soy, and sulphites (a food additive)" (Source: Canadian Food Inspection Agency website - www.inspection.gc.ca).

Tree nuts are defined as walnuts, almonds, hazelnuts (filberts), Brazil nuts, pecans, cashews, pistachio nuts, pine nuts (pignolias) and macadamia nuts. Non-food items such as latex and insect stings can also bring about a life-threatening reaction.

Any food can trigger a potentially life-threatening anaphylactic reaction.

Non-food sources may include play dough made with peanut butter, scented crayons and cosmetics, stuffing in "bean bags and stuffed toys that contain peanut shells, wild birdseed, insect stings or bites, latex, vigorous exercise and plants such as poinsettias for children with latex allergies.

PURPOSE: This policy has been developed to support the delivery of the program. This policy shall be reviewed by all staff, volunteers, and students, prior to having contact with the children. This policy shall be updated and reviewed, as necessary.

MINIMIZING RISK: NYLPD does not purport to be, nor can it be, deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. NYLPD will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the cooperation and understanding of all members of NYLPD, including employees, volunteers, students, children, and families

A sign will be posted at the entrance of each NYLPD site clearly stating they may not bring items with these allergens into the centre.

IDENTIFICATION OF CHILDREN AT RISK: It is the responsibility of the Parent and/or the Guardian, to inform NYLPD that his or her child has allergies that are anaphylactic or potentially anaphylactic. This must be recorded on the registration form. The parent must notify the centre manager and provide necessary medication to when required.

1. When a child has an anaphylaxis allergy the Centre Manager will discuss the child's allergies with the parent/guardian. Parents/guardians are required to complete the appropriate documentation and provide necessary medication for their child.
2. Parent/guardian must complete the "Anaphylaxis Emergency Plan" form annually or anytime there is a change in the treatment and/or protocol. This must be done in conjunction with authorization from the child's physician. **The child's Anaphylaxis Emergency Plan shall include the following:**
 - a. A list of the foods/products that the child is allergic to.
 - b. The symptoms that the child might have when having a reaction.
 - c. Procedures to be followed when the child is having an anaphylactic reaction.

POSTINGS OF AT-RISK CHILDREN: A list of all children with allergies is posted in the food preparation and serving areas, the office, the classrooms/playrooms, and the binders in the emergency backpacks. If the child has an anaphylactic allergy the child's picture and individual treatment plan called an "Anaphylaxis Emergency Plan" is also posted in these locations. The list also indicates the child's classroom. Parents must provide two (2) recent photos and update them annually.

EMPLOYEE TRAINING: All employees, students and volunteers will be trained by the parent/guardian (in person or virtually) on the procedures to be followed based on the child's individual anaphylaxis emergency plan. The training will include a demonstration on how to administer the Epi-Pen. The Anaphylaxis Policy shall be reviewed with all employees, volunteers, and students prior to commencement of employment with NYLPD and annually thereafter or if there is a change in protocol and/or treatment.

Initial training shall be conducted by the parent/guardian for all staff, students & volunteers. Permission shall be obtained from the parents/ guardians for the centre manager or designate to train any additional new staff/volunteers & students on the child's anaphylactic plan.

AVAILABILITY AND LOCATION OF EPI-PENS/TWINJECTS: The Epi-Pen and Twinject are auto-injectors containing epinephrine (adrenaline). An Epi-Pen has a single dose while a Twinject has two doses. This medicine is a stimulant used to treat severe allergic reactions. It may also be used to treat severe allergic reactions that affect breathing.

Epi-pens are now available over the counter. NYLPD will only accept & administer the epi-pens accompanied by a doctor's note.

Parents/guardians must provide the number of epi-pens required as outlined on your child's emergency plan recommended by your doctor. Please note:

1. If children are too young to carry their own Epi-Pen/s, the Epi-Pen/s will be stored in the emergency backpack in their classroom. Epi-Pen/s will be placed into a small, zippered bag

and will be clearly labeled with the child's name, class, Epi-Pen expiry dates, and specific allergy. Employees, volunteers, and students are made aware of the location, and the location is recorded on the allergy alert form. Epi-Pen/s must be easily accessible and are not to be kept locked up. They must accompany the children to all activities.

2. Kindergarten and school age children may carry an Epi-Pen on them at all times in a pouch designed for this purpose.
3. Children who are no longer allergic, or no longer require an Epi-Pen, must present a letter of explanation from their doctor or allergist so their name may be removed from the centre's allergy lists.
4. RECE's will check the Epi-Pens monthly to ensure they have not reached their expiry date. ***If the Epi-Pen has expired, the parent/guardian will be required to supply another by the next day of care. Children will not be admitted into care without their Epi-Pens.***
5. The parent/guardian must complete and sign an "Anaphylaxis Emergency Plan" for their child. This plan must be completed annually and/or anytime there is a change in protocol and/or treatment.

SYMPTOMS OF AN ANAPHYLACTIC REACTION: Symptoms are varied and specific to each individual child. Please see individual treatment plan called an "Anaphylaxis Emergency Plan", which must outline the symptoms unique to each child's allergy. General symptoms may include the following:

1. Trouble breathing, speaking, or swallowing.
2. A drop in blood pressure, rapid heartbeat, loss of consciousness.
3. Flushed face, hives or a rash, red and itchy skin.
4. Swelling of the eyes, face, lips, throat, and tongue.
5. Anxiousness, distress, faintness, paleness, sense of doom, weakness.
6. Cramps, diarrhea, vomiting.

TREATMENT PROTOCOL: Each child with an anaphylactic allergy shall have an individual treatment plan called an "Anaphylaxis Emergency Plan" outlining the protocol to be followed with respect to the child's anaphylactic reaction. All employees are trained, as follows, in the management of an anaphylactic emergency:

1. The child's "Anaphylaxis Emergency Plan" is to be implemented and followed.
2. The Epi-Pen is to be administered in accordance with the directions on the child's "Anaphylaxis Emergency Plan". Note the time the Epi-Pen was administered.
3. Call 911 immediately. Tell them you have a child/adult in anaphylactic shock and whether you have an Epi-Pen and if you have used it.
4. Contact the parent immediately after the 911 call is completed. If the parent is not available at any of the contact numbers, contact the Emergency Contact as listed on the enrolment form.

5. A second Epi-Pen may be administered if the child has a second Epi-Pen as part of his/her "Anaphylaxis Emergency Plan" and it is given in accordance with the directives of the "Anaphylaxis Emergency Plan".

6. Regardless of the degree of reaction or response to epinephrine, the child is taken to an Emergency Room by Emergency Personnel. An employee **MUST** go with the child to the hospital if the parent/guardian is not present at the time of ambulance departure. The other employee will remain at the centre with the rest of the class.

7. The employee will stay with the child at the hospital until the parent/guardian arrives. The Epi-Pen(s) that was/were administered will be taken to the hospital,

8. The Centre Manager will notify the Program Advisor through the Child Care Licensing System (CCLS) within 24 hours. The twenty-four (24) hour period begins at the time any employee of North York Little Prints Daycare becomes aware of the incident and/or deems the incident to be a serious occurrence. (Refer to North York Little Prints Daycare Serious Occurrence Policy for further details)

MINIMIZING THE POTENTIAL FOR LIFE THREATENING REACTIONS: NYLPD will only serve products that are peanut and nut free. Children are not permitted to share food with one another. The sole exception is for a child's birthday, when children may bring in popsicle/ice cream treats to share with their class. We recommend Chapman's popsicles as they are produced in a peanut free facility. *During COVID, birthday sharing is subject to each Centre Manager's discretion.*

RECORD RETENTION: Use of an Epi-Pen is deemed a Serious Occurrence and must be reported in accordance with the Serious Occurrence Policy and Procedure. All forms/records will be kept on file in a secure filing cabinet at the centre for a period of three years unless otherwise specified.

OUTDOOR PLAY

Outdoor play time will be used to support our efforts to maintain physical distance requirements and support children's immune systems.

Dress right! Children must be dressed for indoor and outdoor activities so that they can actively participate in the outdoor program. Please ensure that suitable, weather appropriate clothing/footwear are worn and that a change of clothing/footwear is also provided. Sunscreen must be individually labelled.

On days where sunscreen is required, parents/guardians are expected to have applied the first application of sunscreen to their child(ren) in the morning **before** drop-off.

REST TIME

We will provide your child with rest or sleep time based on their needs throughout the day. Individual labelled cribs and cots will be cleaned and disinfected weekly and as often as necessary. Due to COVID, please see policies above regarding personal belongings and families' responsibilities for cleaning.

QUESTIONS/CONCERNS

If you have any questions or concerns about your child's care, we encourage you to speak to the Centre Manager directly. You can also contact classroom staff through the main office phone number. Our screening station staff can also relay messages to staff, where appropriate.

If you feel your questions or concerns require escalation, please contact Irene Udo, NYLPD Executive Director. Complaints are addressed as set out in our Parent Handbook on pages 11, 12, and 13.

ADDITIONAL RESOURCES

This Handbook is based on current resources and guidelines including:

- Toronto Public Health's website at www.toronto.ca/COVID19 or call at 416-338- 7600
- Ministry of Education Childcare Operating Guidelines
<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>
- Province of Ontario <https://www.ontario.ca/page/covid-19-reopening-child-care-centres>

SEESAW CONSENT POLICY

NYLPD is delighted to use Seesaw (<http://seesaw.me>), a secure online journal where children and staff can document and reflect on daily learning, activities, and shared experiences. Staff will be able to add posts including photos, videos, worksheets, drawings, and voice recordings) to classroom Seesaw journals. Staff can share these posts privately with you and other family members to view and comment on.

Also, our centre managers, Executive Director, and Board of Directors plan to use Seesaw to communicate important information to you as we continue to operate in the context of physically distancing. Telephone and email will also be used, but Seesaw is known to be a more immediate form of communication for childcare providers and educators.

To use Seesaw, the app needs your child's name. Seesaw states that the app only uses this information to provide the service and does not advertise in Seesaw, create profiles of students, or share or sell children's personal information or content:
<https://web.seesaw.me/privacy>.

NYLPD requires parents/guardians' consent to use the app. By signing and returning this form, you give consent for NYLPD to use Seesaw for class activities as described above and deliver important communications about our childcare operations, changes in services, updates to our policies/Handbook(s) and other important information about the services we provide to your families.

Student Name: _____

Parent / Guardian Name #1: _____

Parent / Guardian #1 Email Address: _____

Parent / Guardian Name #2: _____

Parent / Guardian #2 Email Address: _____

Parent Signature: _____ Date: _____

PARENT/GUARDIAN ACKNOWLEDGEMENT AND AUTHORIZATION FORM

By signing below, I confirm that I have read, understood, and accepted the contents of **this COVID-19 Handbook, along with its accompanying Appendices** and that I understand and accept that the policies and procedures of the existing NYLPD Parent and Staff Handbooks continue to apply, unless otherwise stated herein.

By signing below, I also confirm my **consent to have my child use hand sanitizer** provided by the centre while they are in childcare (70% or higher alcohol content). I understand that this consent does not apply if my child(ren) is younger than two (2) years of age.

Print Name: _____

Signature: _____

Date: _____

By signing above, I also confirm the following (if applicable):

Preferred date my child(ren) will start childcare when a spot is available:

Full Name of child(ren): _____

List of designated / authorized **alternate pick-up persons other than the parents/guardian currently listed in your child's enrollment form (Please provide minimum two alternates):**

Person 1: (full name, relationship, **address, phone**)

Person 2: (full name, relationship, address, phone)

Person 3: (full name, relationship, address, phone)

PARENT ACKNOWLEDGEMENT FORM

- APPENDIX A & B STAFF AND CHILD SCREENING FORM
- APPENDIX C TCS HAND HYGIENE
- APPENDIX C2 TORONTO PUBLIC HEALTH COUGHING ETIQUETE
- APPENDIX D HEALTH SCREENING PROCEDURE
- APPENDIX E CLEANING TOYS POLICY
- APPENDIX G ENVIRONMENTAL CLEANING/DISINFECTING
- APPENDIX I TCS EXCLUSION SICK KIDS POLICY
- APPENDIX I2 TCS PROCEDURES SUSPECTED OR POSITIVE COVID-19
- APPENDIX J TCS PPE POLICY AND PROCEDURES COVID-19
- APPENDIX K TCS PHYSICAL DISTANCING IN CHILDCARE SETTINGS

By signing below, I confirm that I have read, understood, and accepted the contents of NYLPD’s COVID-19 Policies Handbook, along with its accompanying Appendices and that I understand and accept that the policies and procedures of this COVID-19 Policies Handbook, along with the existing NYLPD Parent Handbooks.

Name of Parent / Guardian: _____

Signature: _____ Date: _____

FOR OFFICE AND STAFF USE

STAFF ACKNOWLEDGEMENT FORM

- NYLPD COVID-19 POLICIES HANDBOOK, COVID-19 POLICIES TRAINING** (Jul 16, 2020
or upon employment for new hired)
APPENDIX A & B STAFF AND CHILD SCREENING FORM
APPENDIX C TCS HAND HYGIENE
APPENDIX C2 TORONTO PUBLIC HEALTH COUGHING ETIQUETTE
APPENDIX D HEALTH SCREENING PROCEDURE
APPENDIX E CLEANING TOYS POLICY
APPENDIX G ENVIRONMENTAL CLEANING/DISINFECTING
APPENDIX I TCS EXCLUSION SICK KIDS POLICY
APPENDIX I2 TCS PROCEDURES SUSPECTED OR POSITIVE COVID-19
APPENDIX J TCS PPE POLICY AND PROCEDURES COVID-19
APPENDIX K TCS PHYSICAL DISTANCING IN CHILDCARE SETTINGS

By signing below, I confirm that I have read, understood, and accepted the contents of NYLPD's COVID-19 Policies Handbook, along with its accompanying Appendices and that I understand and accept that the policies and procedures of this COVID-19 Policies Handbook, along with the existing NYLPD Parent and Staff Handbooks.

I hereby acknowledge that the policies and procedures contained in the NYLPD COVID 19 Policies Handbook, along with its accompanying Appendices, constitute, given the seriousness of this global pandemic, material terms and conditions of my employment, my violation of which may result in the termination of my employment for just cause.

By signing below, I also confirm that I have read and understood the special obligations that I now have as an employee to follow COVID-19 policies and procedures set out herein and by Toronto Public Health and Toronto Children's Services upon returning to work. I acknowledge that I have also received training regarding same. I also understand and appreciate that it is my responsibility to actively assist in minimizing the risk of spreading COVID-19 within my workplace by ensuring that I vigilantly follow the policies and procedures set out herein.

Name of Staff: _____ **Signature:** _____ **Date:** _____