



TMS

ESTABLISHED IN 1961

TMS
COVID-19 Policy and
Procedures
Toddler and Children's
House 1
Lower School

Table of Contents

Introduction	1
<hr/>	
Licensing Requirements	1
Maximum Cohort Size and Ratio	1
Staffing	2
Staff Training	2
Visitors	3
Special Needs Resources	3
<hr/>	
Daily Program	4
Drop off and Pick up Procedures	4
Activities and Materials	4
Furniture	5
Gross Motor Room	5
Outdoor Play	6
Food Preparation- Snacks and Lunch	6
Common Areas	7
Child’s Personal Belongings	7
Naps at School	8
Toileting	8
Extended Care	8
Learning @ Home Program	8
<hr/>	
Health and Safety Guidelines	9
Screening for Symptoms	9
Attendance Records	11
Monitoring and Responding to Reports of COVID-19 Symptoms at TMS	11
Outbreak Management	13
Serious Occurrence Reporting	13
Visiting the Nurse’s Office	13
Physical Distancing	15
Interactions with Toddler and CH1	16
Sanitization of Space, Toys and Equipment	16

Enhanced Environmental Cleaning and Disinfection	17
Laundry	17
Personal Protective Equipment (PPE)	18
Hand Hygiene and Respiratory Etiquette	18
Additional Guidance	19
Communication with Staff and Parents/Guardians	19
Community Events and Gatherings.....	20
Resources and Information	21

Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on our children, staff and families, it is important for TMS to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for staff, families and essential visitors to reduce the potential risk for infection during Ontario's Recovery Period.

These instructions supersede TMS' policies that are already in place. Pandemic plan measures/policy will be reviewed with all staff prior to their start date.

In addition to following York Region Public Health, TMS must adhere to the Child Care and Early Years act, 2014 (CCEYA) COVID-19 operational guidance requirements in conjunction with existing regulations.

These enhanced measures will remain in place until such time that the Ministry of Education and York Region Public Health indicate it is safe to return to normal operating procedures or makes further changes to health and safety recommendations. TMS is required to follow all existing health and safety requirements and regulations, and ensure all current infection prevention and control practices are adhered to.

Operational Policies and Procedures during the Recovery Period

Licensing Requirements

Maximum Cohort Size and Ratio

Definition: 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.

- On September 01, 2020, child care settings in Ontario are permitted to operate at full capacity. However, TMS will operate at a maximum cohort size for each Toddler and CH1 room that will consist of no more than 15 children. Staff are not included in this number but are considered part of the cohort that must stay together (e.g., 15 toddlers + 3 staff). Furthermore, ratios of 1:5 in Toddler and 1:8 in CH1 will be maintained
- Each cohort will stay together throughout the day and are not permitted to mix with other cohorts

Staffing

Each cohort will have assigned teachers with scheduled shifts to ensure staff remain with their cohort for the duration of the day; this will include the same staff each day per cohort for before/after school care (when operating) and during lunch breaks

- In the event a staff member from cohort A goes into cohort B to cover lunch breaks, the individual must adhere to York Region Public Health and TMS' guidelines which include the use of PPE (personal protective equipment) when entering a new cohort for this purpose only
- Per CCEYA, each cohort will have at least one Early Childhood Educator and/or Director Approved staff set out by the Ministry of Education

Staff Training

- Staff are required to participate in COVID-19 training and follow TMS' COVID-19 policies and procedures before interacting with any child at TMS
- Copy of TMS' COVID-19 policies and procedures will be accessible to all staff, essential visitors, parents/guardians and emergency contacts on TMS' Return to School Site
- The Ministry of Education has mandated that all adults (i.e., staff, essential visitors and placement students) are required to wear medical masks and eye protection (i.e., face shield, goggles, safety glasses) while inside TMS, including in hallways
- All staff are required to wear medical masks outdoors when a distance of 2 meters cannot be maintained
- Staff are still required to hold certification in Standard First Aid Training including Infant and Child CPR
**If an individual had a valid certification in Standard First Aid and expired after March 1, 2020, the WSIB has indicated that all certifications are automatically temporarily extended until December 31, 2020. The WSIB website should be monitored for any updates on First Aid/CPR certificate extensions for staff whose certification expired after March 1, 2020*
- Staff are still required to have current Vulnerable Sector Checks and if applicable, annual Offence Declarations on site
**If an individual is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, TMS will ensure the individual applied for a*

VSC and adheres to our additional measures as set out in our police reference check policy

Visitors

- There will be no non-essential visitors permitted at TMS
- Student teachers completing post-secondary educational placements (i.e., TMI students) will be permitted to enter TMS and should only attend one placement school and be assigned to one group of children
- Student teachers will also be subject to the same health and safety protocols as other staff members such as screening, the use of PPE when on the school premises and must also review the health and safety protocols
- Parents/guardians and emergency contacts will not be permitted in the school
- Our food catering delivery personnel (Real Food for Real Kids), Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter TMS at any reasonable time
- All essential visitors must pass our screening protocol which includes the use of the OPN App (screening questionnaire) before entering TMS and filling out the visitor log at the reception desk-this provides specific information for contact tracing purposes. Hand Sanitizer will be supplied and available at the front desk

Special Needs Resources

The ministry recognizes that children and their families who require additional supports and services will need continued services at school.

- TMS will allow special need services (e.g. Early Interventionists, Learning Strategists, consultants) to support any child via video conferencing. During this time decisions will be made on a case-by-case basis to determine if SNR staff can enter TMS and ensuring all SNR staff permitted in the school will be required to follow TMS' COVID-19 policies and procedures
- Maximum capacity rules do not apply to SNR staff and are not counted towards ratio

- All SNR staff are deemed essential visitors and must follow screening protocols before entering TMS with a record of attendance maintained for contact tracing purposes

Daily Program

Drop off and Pick up Procedures

Drop off:

- Toddler and Children's House 1 students have assigned drop off locations (Entrance 1 or 3) where active screening occurs; verification of OPN completion
- Parents are not permitted inside the building. Weather permitting, parents/guardians of Toddlers will escort them to the playground (outdoors)
- Half day Toddlers and CH1 students will be greeted at Entrance 1 and escorted to their classrooms by a TMS staff member

Pick up/Dismissal:

- Half Day Toddlers will be dismissed from Via Maria (south west corner of building)
- Toddler and Children's House 1 students will be picked up from the outdoor playground, weather permitting. In inclement weather, a TMS staff member will escort the children to their parents waiting at the nearest exit door to Via Maria (south west corner of building)

Activities and Materials

- Any material that cannot be readily disinfected will not be permitted in the classroom
- There is full complement of materials throughout each class ready for the children to engage with; duplicate materials available for use as well
- Children will be taught to wash their hands or sanitize prior to working and once the task is complete, they will place the material in a designated space for sanitization and be expected to wash or sanitize their hands again
- Each child will have their own small basket with materials included such

as, pencil case with crayons, small glue brush, scissors; paper for colouring, gluing and cutting; play dough (labeled with child's name), necklace making, and books for reading

- Painting at the easel will require each child to be taught to place paint brushes in cleaning bucket after each use. Fresh paint brushes will be provided for each child and additional art at the easel will be encouraged using crayons from individual pencil cases as an example
- Baking and cooking activities will be implemented by the teachers with the children observing for group consumption. Children can still participate in baking/food preparation activities as long as the items are for personal consumption only
- In CH1, each child will have individual work mat (identified with name) to be solely used by him/her. In Toddler the work mat will be placed in the sanitizing area after use and laundered at the end of the day
- Floor work will be conducted where decals indicate to promote social distancing

Furniture

- Tables in the classroom will have plexiglass dividers to maintain physical distancing while providing visual connections between each child sitting for work, lunch or snack
- Additional small wooden tables will be available to enable children to work in various spaces throughout the class
- Children will be assigned a table space to work and eat at throughout the day

Gross Motor Room

- Each class will have a schedule to play in the GMR to ensure only one cohort is using the space at a time
- The room will be sanitized in-between each use and at the end of the day
- A set of ball and hoops will be available for each class and properly sanitized after use
- The sand has been removed from the indoor sand box with the cement level raised and mats provided to ensure the children's safety. Sand will

be replaced once deemed safe and appropriate by YRPH

- The water table will also be removed until deemed safe by YRPH
- A stainless-steel sink, automatic soap dispenser and paper towel dispenser has been installed to permit frequent hand washing
- Hand Sanitizer will also be available

Outdoor Play

- Per CCEYA, children in a full day program must have at least 2 hours of outdoor play, weather permitting
- The Toddler and CH1 playgrounds will be divided to allow multiples cohorts to use the playground while ensuring cohorts do not mix during outdoor play
- The CH1 outdoor sandbox will be covered and not permitted for use until deemed safe by York Region Public Health
- All outdoor toys and equipment will be sanitized after use, if going to be used by another cohort. Toys will be designated for each cohort
- As usual children will bring their own sunscreen if required, with staff providing assistance for application while exercising proper hand hygiene when doing so (washing hands before and after application)

Food Preparation- Snacks and Lunch

- Real Food for Real Kids catering provides all lunch and snacks
- Outside food and/or food prepared at home will not be permitted unless for medical reasons confirmed by the child's physician or extraordinary circumstances
- All tables and chairs will be sanitized before and after use
- Children will wash hands before/after eating and eat in their class supervised by classroom staff
- Family style serving is no longer permitted and trained staff will individually portion and serve food to the children
- Shared utensils will not be permitted

- Number of staff in the kitchen will be limited- one at a time
- All plates, cups and cutlery will be cleaned and disinfected daily
- All students must bring their own labeled water bottle

Common Areas

- Signage to remind individuals of proper hand hygiene, respiratory hygiene and physical distancing will be posted throughout the school
- Signage for correct handwashing procedures will be posted in all washrooms, kitchens and areas with a common sink
- Signage for correct use of hand sanitizer will be posted with hand sanitizer dispensers
- Signage for shared workspaces will be posted in the staff room and photocopy rooms
- Signage for Personal Protective Equipment will be posted in each classroom, nurse's office, staff lounge, isolation room
- Signage to indicate number of occupants allowed at one time will be posted outside communal areas; for example, staff lounge
- Signage to indicate who is permitted to use washrooms will be posted on the exterior doors of each room
- Signage to indicate directionality and physical distancing will be placed where needed
- Pylons/markers may be used outside to indicate proper physical distancing (screening areas)

Child's Personal Belongings

- Children are discouraged from bringing unnecessary personal belongings to school

- Personal belongings such as, indoor shoes, change of clothing, hat and sunscreen will be labelled and stored in an individual basket or designated space

Naps at School

- At TMS children's blankets and sheets will be provided and laundered weekly and cots disinfected after each use
- Personal bedding from home and/or plush toys will not be permitted
- Cots will be spread out at a greater distance, if possible, and children will be placed head-to-toe

Toileting

- Toilets and changing pads are cleaned and disinfected between uses
- Proper toileting and diaper change procedures is followed
- No communal skin products are used, and proper application of skin products will be followed to avoid cross contamination
- All staff will use proper PPE for diapering and toileting
- Hand washing procedures will be followed for both staff and child

Extended Care

At this time extended care is not available but should this program return to normal operations, staff hours may be subject to change to accommodate before/after school care.

- Assistant's hours may be modified to enable before and after care in class with shifts covering 7:30-8:30am and 4-6pm. This would ensure cohort remains with one group in their designated classroom

Learning @ Home Program

- If a parent chooses to keep their child home and the school is open, the child will receive a variety of offerings to continue their education. This may include, live lessons, taped lessons, zoom meetings, supplies for activities provided, suggestions for activities, etc. In CH1 this will also include Physical Education lessons and French lessons via Zoom and/or taped lessons posted on the Class Page. These lessons may be provided

by a TMS employee, other than the child's teacher

- If TMS is required to close at any time the children will receive a variety of offering to continue their education via Zoom, email and posted on the Class Page. These exercises will be appropriate to the child's age and delivered by his/her classroom teacher. In CH1 this will also include Physical Education lessons and French lessons via Zoom and/or taped lessons posted on the Class Page

Health and Safety Guidelines

Screening for Symptoms

For Children Attending TMS Toddler and Children House 1

<p>If a child has *ONE or more of the following symptoms:</p> <ul style="list-style-type: none">➤ Fever and/or chills (temperature of 37.8 degree Celsius)➤ Cough or barking cough (croup) (not related to other known causes or conditions e.g., asthma)➤ Shortness of breath (difficulty breathing)➤ Decrease or loss of smell or taste (new olfactory or taste disorder)	<p>OR, has *TWO or more of the following symptoms:</p> <ul style="list-style-type: none">➤ Sore throat➤ Headache (new and persistent, unusual or long lasting)➤ Nausea/vomiting and/or diarrhea➤ Runny nose or nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, post-nasal drip, etc.)➤ Fatigue, lethargy, muscle aches or malaise
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For Staff Working at TMS

If an individual has ***ONE or more of the following symptoms:**

<ul style="list-style-type: none">➤ Fever and/or chills (temperature of 37.8 degree Celsius)➤ Cough or barking cough (croup) (not related to other known causes or conditions e.g., asthma)➤ Shortness of breath (difficulty breathing)➤ Difficulty Swallowing➤ Pink Eye➤ Decrease or loss of smell or taste (new olfactory or taste disorder)	<ul style="list-style-type: none">➤ Sore throat➤ Headache (new and persistent, unusual or long lasting)➤ Nausea/vomiting and/or diarrhea➤ Runny nose or nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, post-nasal drip, etc.)➤ Fatigue, lethargy, muscle aches or malaise➤ Falling down often
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- **The child/staff must isolate (stay home) and not leave except to get tested for COVID-19, to be assessed by a health care provider or for a medical emergency**
- Before returning to TMS for school or work, the child/staff must be assessed by a doctor/health care provider to determine if they need a COVID-19 test or parents/staff can choose to seek out COVID-19 testing directly through an assessment centre
- If the child/staff is tested, TMS must be notified immediately of COVID-19 test results
- If the child/staff does not get tested but has any of the symptoms listed above, the child/staff must isolate for 14 days unless ALL the following apply:
 - A doctor diagnosed the child/staff with another illness
 - The child/staff do not have a fever (without using fever-reducing medication)
 - It has been at least 24 hours since the symptoms started improving
- Daily screening will be completed electronically using OPN which is an online health screening app consisting of standard screening questions aligned with the provincial screening tool for students, staff and essential visitors to be completed prior to entering TMS on a daily basis
- All essential visitors must pass our screening protocol which includes the use of the OPN App (screening questionnaire) before entering TMS and filling out the visitor log at the reception desk-this provides specific information for contact tracing purposes
- Furthermore for contact tracing purposes, OPN will provide a report immediately for download to ensure screening results can be produced for the Ministry and Public Health Inspectors
- Students will be informed of their assigned entrances and drop off time. Parents are required to complete the OPN screening questions for each student

- Children's arrival and departure times are noted in class attendance
- If symptoms develop at home and the individual does not pass screening, staff, parent/guardian and essential visitors must report illness to TMS (through OPN) but this does not need to be reported to York Region Public Health
- Staff, children, and essential visitors who are symptomatic and fail the screening are not permitted to enter TMS
- Alcohol-based hand rub containing 60% - 90% alcohol content is available at all screening stations and entry/exit doors
- Public Health 'information/education signs' are posted and easily visible

Attendance Records

- Daily records of anyone entering TMS (such as children, essential visitors, and those delivering food) will be recorded with specific information to help facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak
- Children's attendance (arrival and departure times) are indicated on class attendance

Monitoring and Responding to Reports of COVID-19 Symptoms at TMS

- Any individual who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit will not be permitted to attend TMS and should stay home

If the individual becomes ill while at TMS:

- The symptomatic child at the centre is immediately separated from others and is supervised by a staff member in the isolation room; parent/guardian or emergency contact is contacted immediately for pick-up
- Symptomatic staff will immediately isolate and go home

- The ill individual and/or their parent or guardian will be advised to use the [online self-assessment tool](#) and follow instructions which may include seeking medical advice or going for testing for COVID-19
- The symptomatic child or staff should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues
- Nurse's office is equipped with a hand sink with hot and cold running water, liquid soap, single-use paper towels and hand sanitizer with 60% alcohol content
- Isolation room is equipped with hand sanitizer, tissues, garbage can, cot and chairs
- Staff should wear full PPE while supervising symptomatic child. If tolerated and above the age of 2, the child should wear a medical mask; staff does not interact with others
- All items/surfaces used/touched by symptomatic child or staff will be cleaned and disinfected; a sanitization record log will be maintained
- Contaminated items belonging to the symptomatic child (including soiled clothing) will be sent home immediately for cleaning in a tight sealed plastic bag. Soiled items will not be rinsed or cleaned at TMS

Additionally:

- If anyone in a household is sick and has not tested for COVID-19, or does not have an alternative diagnosis from a health-care provider, all others in the household must stay home from school until the results are known or an alternative diagnosis is provided
- If someone in the household is identified as a high-risk/close contact of a confirmed COVID-19 case, the whole household is required to stay home from the school for the 14-day quarantine period
- If anyone has travelled outside of Canada, everyone must stay home until the 14 day quarantine period has finished
- Persons who test positive may not return to TMS until they are cleared by the local public health unit

Outbreak Management

- An outbreak at TMS is defined as two or more lab-confirmed COVID-19 cases in students and/or staff (or other visitors) in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the school
- This must be reported and York Region Public Health will work with TMS to determine whether epidemiological links exist between cases and whether transmission may have occurred at TMS
- If an outbreak is declared TMS and all individuals involved must adhere to York Region Public Health's directions as the unit will determine what happens next

Serious Occurrence Reporting

- TMS has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act and as mentioned will be contacting York Region Public Health for further consultation on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children
- Per CCEYA, where a child, staff, parent/guardian and essential visitor is has a confirmed case of COVID-19, must report this to the Ministry as a Serious Occurrence; where a room closes due to COVID-19, TMS must report this to the Ministry as a Serious Occurrence
- TMS is required to post the Serious Occurrence notification form for at least 10 business days under the CCEYA

Visiting the Nurse's Office

The following guidelines pertain to both students, faculty, and staff.

Good to Go:

- The nurse does not need to be made aware of these students and staff prior to arrival to the nurse's office. Students may come to the office for a variety of individualized needs such as:
 - a. Daily scheduled medication
 - b. Daily scheduled procedures
 - c. Blood pressure monitoring

Call Before Sending:

- Teachers must inform the nurse of the student's arrival before sending the student to the nurse's office to ensure the nurse can prepare if the student is sick and/or to make sure there is enough space in the nursing office to accommodate physical distancing guidelines.
- Once the nurse gives the "okay" for the student to come to the nursing office, students may come independently (unless listed with additional needs) or with an accompanying teacher for the following symptoms:
 - a. Cough, shortness of breath
 - b. Congestion, sore throat, runny nose
 - c. Active vomiting
 - d. Active diarrhea
 - e. Severe headache, longer than 20 minutes (when student first reports this symptom, please have them eat a snack and get some water, then check-in with student after about 20 minutes. If headache is still really bad, then teacher can call nurse to refer student (exception applies to those students with pre-existing condition such as migraines)
 - f. Severe stomach ache, longer than 20 minutes (when student first reports this symptom, please have them get some water, use the washroom, eat a snack, if hungry, then check-in with student after about 20 minutes. If stomach ache is still really bad, then teacher can call nurse to refer student)
 - g. Asthma – student can use puffer in class if he is able to take it on his own before coming to nurse's office. If symptoms resolve after taking puffer in class, then just let nurse know puffer was taken so she is aware. If symptoms don't resolve, nurse to assess
 - h. Requires ice – Teacher to assess necessity for ice. If teacher deems this to be necessary, to call ahead, but should see if student can wait 10-20 minutes before referring to nurse to see if issue gets better. Ice available throughout the school
 - i. Wound care that the teacher doesn't feel comfortable doing (eg. splinter, pencil graphite under skis, small object in orifice)
 - j. Lost tooth or tooth pain – If lost tooth, can place in plastic bag and have student rinse out mouth in washroom. If severe, send to nurse

Stay in Place

Statement re: all TMS staff have first aid training

- Non-emergencies that can be treated by teacher. Each classroom provided with a first aid kit with necessary items required to treat these minor injuries
 - a. Small paper cuts, abrasions, picked scabs: Have student wash the area and their hands with soap and water. If unable to wash

- with soap and water, clean with BZK wipe (purple and white packet). Apply band aid, if needed
- b. Localized bug bite: If no allergy history and not spread over a large area of skin, apply a cool towel to the area to prevent scratching
 - c. Minor headache or fatigue with no other symptoms: Allow student to get a snack or drink first. If persistently complaining after about 20 minutes, refer to nurse
 - d. Mild stomach ache: Allow student to use washroom, eat snack, and drink water. If persistently complaining after about 20 minutes, refer to nurse
 - e. Anxiety/stress/psychosocial/behaviour issues: If not affecting breathing/medical health try a snack, redirection. Seek support from Academic Head

Emergencies

- Emergencies should never be delayed. If it is a true emergency call 911 and delegate as appropriate. The student or staff/faculty should stay in place for an in-person evaluation for any of the following signs & symptoms:
 - a. Confusion/"doesn't seem to be themselves"/disorientation
 - b. After a seizure
 - c. Decreased level of consciousness
 - d. Respiratory distress
 - e. Spinal Cord Injury/Head Injury – DO NOT MOVE POSITION
 - f. Significant Vision impairment (i.e. suddenly can't see or everything has gone blurry)
 - g. Massive bleed
 - h. Anaphylaxis

Physical Distancing

Recognizing physical distancing between small children in a school setting can be difficult, faculty and staff will continue to maintain a welcoming and caring environment.

- Procedures are in place that support physical distancing at the school
- Parents/guardians maintain physical distancing at drop off and pick up. Parents of Toddlers may escort their child to the outdoor playground after screening. Masks required for parents
- Signage and markings are placed outside and inside the school to direct traffic

- Shared work space (such as staff room, copier room) will maintain physical distancing and if not possible, face covering should be used. Number of people permitted in space posted outside. Staff will sanitize before using shared resource, disinfect items after use and wash hands after using disinfectant
- Child's essential belongings will be spaced out in classroom for Toddlers and outside of classrooms for CHI
- Children will be spaced out when getting dressed and undressed for arrival, outdoor play and dismissal
- Encouraging more individual activities and setting up the classroom environment to allow more space or barrier between children during work

Interactions with Toddler and CHI

- If teachers need to comfort a child or pick them up, receiving blankets are available as an additional protective barrier. These blankets will be used once and changed between children; they will be laundered daily

Sanitization of Space, Toys and Equipment

- Toys and equipment that cannot be cleaned and disinfected (e.g. plush toys) will not permitted for use
- Toys and equipment must be cleaned and disinfected after use and between cohorts
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children
- Duplicate and designate toys and equipment for each room/cohort
- Sensory materials such as playdough will be offered for single-use and dedicated to the same child all day and labelled with the child's name
- Play structures can only be used by one cohort at a time; all touch surface must be cleaned and disinfected after each use

- Staff must follow TMS' general 'Sanitary Practices Policies and Procedures' in addition to new COVID-19 guidelines and requirements
- Cleaning and disinfection log to be maintained

Enhanced Environmental Cleaning and Disinfection

- Oxivir Tb (Canada) is the primary disinfectant used at TMS with Drug Identification Number; manufactures instructions must be followed: contact time (60 Seconds), expiry date
- Ecopure 50 EP50 is the disinfectant used at TMS during evening cleaning; this also includes a Drug Identification Number; manufactures instructions must be followed: contact time (5 minutes), expiry date
- Staff must wear appropriate PPE (e.g. gloves, eye protection, gown/apron), when cleaning body fluid spills
- All common areas and high touch surfaces (e.g. doorknobs, light switches, touch screen surfaces, table surfaces) must be cleaned at a minimum of **twice** daily
- Sleeping cots are cleaned and disinfected after each use
- Kitchen surfaces are cleaned and disinfected after each use
- Disposable paper towels are used to wipe surfaces and materials

Laundry

All laundry will be handled in a manner that minimizes possibly spreading the disease/virus which includes:

- Laundering cot sheets and blankets weekly or when visibly soiled with regular laundry soap and hot water cycle and dried thoroughly
- Clean and disinfect laundry hamper/container that comes in contact with heavily soiled laundry
- Disposable contaminated items including used PPE should be placed in a closed bag and discarded with other household waste
- Children's soiled clothing should be sealed and washed at home by

parent/guardian

Personal Protective Equipment (PPE)

PPE is used at school:

- When conducting screening of children, staff and essential visitors (unless protective barrier in place)
 - When taking care of a symptomatic child at the school prior to pick up
 - When coming in contact with blood or body fluids
 - When assisting with diapering and toileting routines
 - When essential visitors visit (mask must be worn)
- Staff will be trained on the proper use of PPE including how to don and doff PPE and proper hand washing before and after wearing PPE
 - Single-use PPE should be discarded after use and should not be saved for re-use

Those exempt from wearing a face mask or covering in TMS are:

- Children under Grade 1
 - Individuals with medical conditions rendering them unable to safely wear a mask including breathing difficulties or cognitive difficulties or difficulties in hearing or processing information
 - Anyone who has trouble breathing
 - Anyone who is unable to remove the mask without help
 - Anyone who is unconscious or incapacitated
 - Anyone wearing a face covering that would inhibit the ability to breathe in any way such as, but not limited to, during moderate to intense physical activity (such as running) or activity that would preclude its use (such as swimming)
 - Anyone who requires accommodation under the Ontario Human Rights Code
- Staff who wear eyewear, reading glasses and sunglasses are still required to wear either a face shield, goggles, or safety glasses. Proper eye protection should wrap around the front and side of the eyes.

Hand Hygiene and Respiratory Etiquette

- Staff, children, and essential visitors will be educated and reminded on the importance of proper hygiene and respiratory etiquette. Signage will be posted in appropriate locations throughout the building

- Proper and meticulous hand hygiene is an important preventative measure to stop the spread of germs and infections including COVID-19
- Removal of visible soil and germs from the hands can be achieved by using soap and water
- When soap and water are not available use Alcohol based Hand Rub with at least 60% alcohol content

When to wash hands:

- Before and after preparing food;
 - Before and after eating;
 - After cleaning and disinfecting;
 - After using the toilet
 - After disposing of waste or handling dirty laundry;
 - After blowing your nose coughing, or sneezing;
 - After interacting with other people at a distance of less than 2 meters/6 feet;
 - Whenever hands look dirty or are visibly soiled;
 - Donning and doffing personal protective equipment
- York Region hand washing signs will be posted in classrooms, rooms with sinks, kitchens, bathrooms

It is encouraged for all who enter TMS to practice proper respiratory etiquette such as:

- Cough and sneeze into your sleeve
- Cover your mouth and nose with a tissue and throw the tissue out immediately. Wash hands afterwards
- Avoid touching eyes, nose, and mouth with unclean hands

Additional Guidance

Communication with Staff and Parents/Guardians

- Parents/guardians are made aware of the school's COVID-19 policies and procedures and the importance to adhering to self-monitoring of COVID-19 symptoms and hand hygiene prior to bringing child to school. Updates to policies will continue to be shared with parents/guardians.

- COVID-19 specific information visibly posted and available to staff, parents/guardians and essential visitors (e.g., COVID-19 fact sheets, hand hygiene, physical distancing, self-monitoring)
- If a communicable disease is reported including COVID-19, all parents in the child's class are informed via email immediately and the recommendation for care from York Region Public Health are included in the email. A copy of the note and York Region recommendations are posted outside of the affected classroom/department.

Community Events and Gatherings

The following events will be suspended until further notice:

- All school community events (e.g. Toddler Music Keys)
- Onsite Parent Teacher Conferences and meetings (will be held via Zoom or telephone call)
- Parent observations of the classroom
- Field trips and in-house visits (virtual visits and/or online programs may occur)
- Assemblies may occur virtually

Resources and Information

- [Child Care and Early Years Act, 2014](#)
- [Operational Guidance During COVID-19 Outbreak - Child Care Re-Opening \(Ministry of Education\)](#)
- [COVID-19 Guidance: School Outbreak Management](#)
- [COVID-19 Information for Re-opening Licensed Child Care Centres](#)
- [Video: How to properly put on, take off and dispose of PPE during COVID-19](#)
- [Video: How to properly put on, take off and dispose of masks/face coverings and gloves during COVID-19](#)
- [Video: Correct Handwashing Procedures - Full Steps](#)
- [Public Health Ontario- COVID-19 Public Resources](#)
- [Children's Mental Health Ontario - COVID-19 Resources](#)
- [Kinark - Resources for Children, Youth, and Families During the Pandemic](#)
- [Holland Bloorview Kids Rehabilitation Hospital - Explaining COVID-19 and Coronavirus to children](#)
- [Positive Parenting Program - Parents during COVID-19](#)
- [Morneau Shepell - Tips for coping with COVID-19](#)
- [Ontario Association of Children's Aid Societies - COVID-19 and child welfare](#)
- [SickKids- COVID-19 Recommendations for School Reopening](#)

- York Region Public Health (call 1-877-464-9675 ext. 73588 between 8:00 a.m. and 8:00 p.m., seven days a week or after hours you can call 905-953-6478)