

Kid Mechanix

COVID-19 Preparedness and Response Plan: Effective September 8, 2021

Objective & Acknowledgements

Kid Mechanix is committed to providing a safe and healthy environment for all our students, employees, and parents alike. Together we will continue to overcome these challenging times with a combination of measures targeted at mitigating the risk of COVID-19 within our center. Our procedures are focused on protection of all those that pass through our doors. To achieve this goal, all entering our facilities must strictly follow the procedures outlined in this operational plan to prevent or reduce exposure to COVID-19 in accordance with municipal, provincial, and national regulations and guidelines. This operational plan contains procedures and protocols for everyone's safety. We will take all reasonable steps, as outlined by the proper authorities. This plan has been reviewed by the First Foundations Jewish Community Preschool Medical Advisory Committee and approved by their Board of Directors. COVID-19 continues to be a formidable foe and with the rise in the Delta variant, we at Kid Mechanix and FFJCP+ are monitoring the situation daily. We anticipate regular updates as the situation in Ontario evolves, evidence emerges, and best practices continue to be established and refined.

This COVID-19 Operational Response Plan will be reviewed with all staff, and parents. All parents and staff will be required to sign off that they have reviewed and agreed to the plan. This plan will only be successful if everyone is committed to the health and safety of our facilities. We are a community, and we are in this together.

This plan has been created with the generous support and guidance from the FFJCP Medical Advisory Committee. We at Kid Mechanix are very grateful for their time, expertise and knowledge, and express our thanks for their partnership in helping us keep our community safe.

FFJCP Medical Advisory Committee Members consist of:
Dr. Daniel Warshafsky, Dr. Todd Greenspoon, Dr. Sara Mitchell

Parent Communication: Health and Safety Protocols

Communication is of utmost importance. We will communicate regularly with our families to facilitate transparency of expectations and update you as policies and procedures change and are revised. We ask that all parent communication occur via email, Zoom or phone. We will not be holding in person meetings with parents at this time.

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Our Commitment:

1. Communicating with staff on a regular basis;
2. Regularly reviewing hazard assessments including COVID-19 screening questionnaires;
3. Reviewing and implementing systems of COVID-19 screening for entering our facilities;
4. Maintaining situational awareness on available information from regulatory agencies & Health Canada;
5. Management, Surveillance and Reporting of Diseases Policy & Procedures; Identifying facility specific control measures (Infection Prevention and Control Measures) "IPCM";
6. Ensuring adequate personal protective equipment is available for those requiring additional protection beyond standard measures;
7. Ensuring an enhanced cleaning schedule for all high touch/high risk areas (e.g. washrooms, classrooms, toys);
8. Reviewing the implementation and effectiveness of this plan with staff and parents.

Protocols and Procedures to Reduce the Risks:

- Screening for symptoms;
- Attendance reporting;
- Management of cases and outbreaks of COVID-19;
- Isolation/exclusion of children and staff showing COVID-19 symptoms;
- Cohorting staff (where possible) and children;
- Physical distancing;
- Hand hygiene and respiratory etiquette;
- Food safety practices;
- Enhanced environmental cleaning and disinfection;
- Requirements for the use of toys, equipment and other materials;
- Use of personal protective equipment;
- Communication with families/guardians and other stakeholders;
- Occupational health and safety;

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Vaccination Policy

Safe and reliable vaccines are an important tool to help stop the spread of COVID-19, build immunity in Ontario and protect our communities. At Kid Mechanix, we have a heightened responsibility to ensure we are doing everything we can to protect our staff, students and their families. As the majority of roles at Kid Mechanix involve close contact with other staff members and with students under 12 who are not yet eligible to be vaccinated, Kid Mechanix has determined that vaccinations of staff are mandatory, with certain accommodations or exemptions, as required by the Ontario *Human Rights Code*.

The policy for staff is as follows:

- All staff at Kid Mechanix must be fully vaccinated by November 15, 2021. A staff member is considered “fully vaccinated” as of 14 days following the administration of the 2nd dose of a 2-dose vaccine.
- Once a staff member has been fully vaccinated, they are required to provide proof of vaccination to the school. This must be provided prior to November 15, 2021, or for new staff members, prior to their first day of employment.
- Staff may request accommodations or exemptions from the mandatory vaccination requirement ONLY on the following grounds:
 - Medical Condition; or
 - Religious/Creed.
- If granted, those with a medical/religious exemption would be required to undergo COVID-19 rapid antigen testing three times per week, and may also be subject to additional COVID-19 health and safety requirements.
- Prior to November 15, 2021, all staff who have not submitted proof of vaccination will be required to undergo COVID-19 rapid antigen testing three times per week, and may also be subject to additional COVID-19 health and safety requirements.
- Any staff who fail to comply with the terms set out in this policy will be subject to disciplinary action, up to and including termination from their employment.

For the same reasons listed above, Kid Mechanix will be applying our vaccination policy to all visitors and volunteers to the school as well.

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The policy for visitors is as follows:

- All visitors to Kid Mechanix must be fully vaccinated before entering the building. A visitor is considered “fully vaccinated” as of 14 days following the administration of the 2nd dose of a 2-dose vaccine.
- Before entering the school, all visitors are required to provide proof of vaccination to the school.
- Visitors may request accommodations or exemptions from the mandatory vaccination requirement ONLY on the following grounds:
 - Medical Condition; or
 - Religious/Creed.
- If granted, those with a medical/religious exemption would be required to undergo COVID-19 rapid antigen testing before entering the school, and may also be subject to additional COVID-19 health and safety requirements.

Masks for Students

As per the recommendation of Toronto and York Region Public Health, we strongly encourage all children enrolled at Kid Mechanix to wear masks while receiving services on-site. We recognize that not all students at Kid Mechanix will be able to wear a mask, and respect families decision regarding this decision.

COVID-19 Screening Program

All individuals including children attending Kid Mechanix, staff, volunteers, parents/guardians, and visitors must be screened each day before entering Kid Mechanix. Parents must complete a daily online screening assessment to be submitted no later than 8:30 AM each morning. The screening must be completed prior to arrival daily and records will be kept on site. Parents will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas. Children will not be permitted to attend the program without the screening complete. Upon arrival at school, a designated screener will verify that the assessment has been submitted. Please see “drop off and pick up procedures” for specific instructions on arrival and screening verification.

Where individuals are required to be screened at premises, screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres (6 feet) from those being screened. If a 2 metre distance or physical distancing cannot be maintained, personal protective equipment (PPE) (i.e., medical mask and eye protection (i.e., face shield)) will be worn.

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Online Screening Questionnaire

Staff and parents of students have received a link to the online screening questionnaire. Additionally, QR codes have been placed to entrances and can be accessed via your mobile device.

Screening Verification Process

All screening submissions will be printed for verification at 8:30 AM each morning. If you do not submit your screening by 8:30 AM, you will have to wait to check your child in until 9:15 AM.

Screening: When to keep your child home, and returning to school policies (applicable to staff as well)

When assessing yourself, your child, or any household member for symptoms, you should focus on evaluating if the symptoms are **new, worsening, or different from the baseline health status or usual state**. Symptoms associated with known chronic health conditions or related to other known causes/conditions need not be considered unless **new, different, or worsening**.

Please send an email to confirm return to Kid Mechanix after an illness or COVID-19 related absence.

Screening Criteria

- If a child/staff member exhibits any ONE symptom of COVID-19 (see below for symptom list), they must stay home and get tested for COVID-19. They may return on-site to Kid Mechanix when they are symptom-free for at least 24 hours AND have received a negative COVID-19 test.
- If your child has any ONE symptom of COVID-19 and you choose NOT to test your child, your child must stay home for a full 10-day quarantine period. They may return to Kid Mechanix when they are symptom-free for at least 24-hours AND have remained at home for 10 days.
- If any household member of a child or staff is displaying one or more symptom of COVID-19, the child/staff must stay home until the household member receives a negative COVID-19 test or an alternate diagnosis from a healthcare provider.
- If a child/staff has been identified as a close contact of someone who has tested positive for COVID-19, everyone in the household must isolate until that individual receives a negative test. Once a negative test is obtained, household members can attend Kid Mechanix. The child/staff must continue to isolate for the full 14-days.
- Any child/staff that has returned from travel outside of Canada must quarantine for 14 days before attending Kid Mechanix.
- If a household member has been identified as a close contact of someone who has tested positive for COVID-19, everyone in the household must isolate until the household member tests negative. Once a negative test is obtained, family members can attend Kid Mechanix. The household member must continue to isolate for the full 14 days.

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Symptomatic Children May Return to School:

- Your child **MUST** be symptom-free for 24-hours in order to return to Kid Mechanix.
- You must receive confirmation before your child may return to Kid Mechanix.

Asymptomatic Siblings or Children/Staff with an Ill Household Member May Return to School:

- After the symptomatic household member receives a negative test or an alternate diagnosis from a healthcare provider.
- 24-hours has passed from the initial onset of symptoms in the household member.
- The household member does not have a fever.
- The symptoms in the household member are improving (see FAQ section).
- You must receive confirmation before your child may return to Kid Mechanix.

Updated Screening Questions

Question 1

1. Is the child/staff member currently experiencing any symptoms of COVID-19 (see below for symptom list)?

If you answered “YES” to question 1:

- a. The child/staff member should isolate (stay home) and not leave except to get tested or for a medical emergency
- b. All members of the household including any siblings that attend Kid Mechanix should stay home and only leave the home for essential reasons
- c. You should book an appointment to get the child/staff member a COVID-19 test
- d. If the result is negative, the child/staff member can return to Kid Mechanix **once they are symptom free for 24 hours**
- e. If the result is positive, the child/staff member who is COVID-19 positive must isolate for 10 days after symptoms first started AND household members must self-isolate as directed by Public Health
- f. You must contact Kid Mechanix to let us know about this result
- g. If the symptomatic person is not tested for COVID-19, the child/staff member that is symptomatic but not tested should isolate for 10 days after onset of symptoms AND household members should isolate for 14 days from their last exposure to the symptomatic household contact

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Questions 2-4

2. In the last 14 days, has the child/staff member travelled outside of Canada?
3. In the last 14 days, has the child/staff member been identified as a “close contact” of someone who currently has COVID-19?
4. Has a doctor, health-care provider or Public Health unit recommended that the child/staff member should currently be isolating (staying at home)?

If you answered “YES” to question 2, 3, 4:

- a. The child/staff should self-isolate (stay home) for 14 days after last known exposure OR return from travel, or as directed by Public Health, and not leave except to get tested or for a medical emergency
- b. You should book an appointment to get the child/staff member a COVID-19 test (if not already completed)
- c. You should follow the advice of Public Health. Individuals can return to Kid Mechanix after they are cleared by Public Health
- d. If a child/staff member develops symptoms, seek testing at a COVID-19 Assessment Centre and contact public health or a doctor/health-care provider for more advice
- e. All members of your household should stay home (which includes not attending a school program or child-care centre) except for essential activities until the child/ staff member obtains a negative test result.

Question 5.

5. Has someone in the household been identified as a “close contact” of someone who currently has COVID-19?

If you answered “YES” to question 5:

- a. The child/staff should stay home from school
- b. If the household contact identified as a “close contact” remains asymptomatic and tests negative, the child/ staff can return to Kid Mechanix
- c. If the household member who is a “close contact” or in a dismissed cohort becomes symptomatic and/or has a positive COVID-19 test result, everyone in the household must self-isolate. Notify Kid Mechanix who will contact Public Health for next steps.

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Question 6

6. Is someone in the household sick with one or more of the COVID-19 symptoms outlined below (new or worsening), and does not yet have a negative COVID-19 test result or alternative diagnosis from a health-care provider? If the household member experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild symptoms, select “No”.

If you answered “YES” to question 6:

- a. All household contacts of symptomatic individuals are required to self-isolate **without exemption**, even for essential reasons (except for medical care), until the symptomatic individual receives a negative COVID-19 test result, or an alternative diagnosis by a health care professional
- b. If the household member’s result is negative, the child/staff can return to Kid Mechanix once:
 - a. 24 hours has passed from the initial onset of symptoms in the household member
 - b. The household member does not have a fever
 - c. The symptoms in the household member are improving (please see FAQ section for clarification)
- c. If the household member’s result is positive, the child/staff and household members must self-isolate for 14 days after their last contact with the household member who is COVID-19 positive; the child/staff of the household member should also seek out testing as recommended by Public Health
- d. You have received confirmation for return to Kid Mechanix
- e. If the household member’s result is positive, the child/staff member and other household members must self-isolate for 14 days after their last contact with the household member who is COVID-19 positive; the child/staff member should also seek out testing as recommended by Public Health

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Symptoms of COVID-19 include any of the following:

- Fever
- Cough
- Difficulty breathing
- Loss of taste or smell
- Sore throat or painful swallowing
- Stuffy or runny nose not attributed to another known cause like allergic rhinitis
- Headache
- Nausea, vomiting, diarrhea
- Feeling tired or unwell, muscle aches
- Pink eye/ Conjunctivitis (adults 18 +)
- Frequent falls (older adults)

Frequently Asked Questions

1. My child has woken up not feeling well, what do I do?

*If your child has one of the following that is **new or worsening**:*

- Fever
- Cough
- Difficulty breathing
- Loss of taste or smell
- Sore throat or painful swallowing
- Stuffy or runny nose not attributed to another known cause like allergic rhinitis
- Headache
- Nausea, vomiting, diarrhea
- Feeling tired or unwell, muscle aches
- Pink eye/ Conjunctivitis (adults 18 +)
- Frequent falls (older adults)

Your child should isolate immediately; you must take your child for testing.

2. My child has a runny nose, what should I do?

If your child has a **new or worsening** runny nose you must keep your child home and follow the guidelines in question 1. Mild symptoms that are **not new or worsening** and that are known to persist in young children (e.g., runny nose) may be ongoing at time of return to Kid Mechanix if other symptoms have been resolved and if your child has met the criteria to return to Kid Mechanix.

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3. I have two children that attend Kid Mechanix: if one is sick, when can my asymptomatic child return to Kid Mechanix?

Scenario:

Sam wakes up on Monday morning with a fever and you take him for a COVID-19 test. Sara must remain at home until:

- you receive a negative test result for Sam
- it has been 24 hours since the onset of symptoms in Sam, and Sam is improving and does not have a fever

Sam may return to Kid Mechanix once he has a negative test result and is symptom free for 24 hours.

4. Do I need a note from a doctor before my child goes back to Kid Mechanix or a copy of a negative test result?

Children who undergo COVID-19 testing do not need to provide Kid Mechanix with a negative test result before returning to Kid Mechanix.

5. My child is not at Kid Mechanix today, do I need to screen them?

Yes, you need to fill out the daily screening for your child even if they are not at Kid Mechanix and even if they are not ill.

Travel

- If your child has travelled outside Canada within the past 14 days your child must stay at home to isolate immediately and follow the advice of public health.
- If your child develops symptoms, you should contact your local Public Health unit or family doctor for further advice.

All families and staff must report any travel outside Canada. A child or staff member may not attend Kid Mechanix for 14 days if they have travelled outside of Canada or to any places on the COVID-19 Canada travel advisory list, including the United States.

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If your child or anyone in your household has been identified as a close contact of someone who is confirmed as having COVID-19 by your local Public Health unit (COVID Alert app does not apply), you must:

- Keep your child at home to isolate immediately and follow the advice of Public Health.
- If your child develops symptoms, you should contact your local Public Health unit or family doctor for further advice.
- Any household member who has been in close contact with someone with COVID-19 must stay home and self-isolate for 14 days and arrange to get tested. Even if the test is negative, they must self-isolate for the full 14 days. Any children in the household must stay home from school until the person who is a close contact tests negative for COVID-19.

Direction from Public Health to Isolate

If your child has been directed by a health care provider including Public Health official to isolate, your child must:

- Stay home to isolate immediately and follow the advice of Public Health.
- If your child develops symptoms, you should contact your local Public Health unit or the health care provider for further advice.

Drop off and Pick up Procedures:

Getting all our students into and out of our buildings safely at this time will be a community effort. It will require coordination, patience, and everyone's support. Please adhere to the following policies and procedures:

- Only 1 adult per child is allowed at drop off.
- Avoid bringing siblings who are not attending Kid Mechanix to drop off when possible
- All caregivers and parents must wear a face covering at all times
- Please stand on the designated markers while waiting for entry to maintain 6 feet from others
- Please use the alcohol-based hand sanitizer available at the screening station
- Parents/caregivers will not be permitted entry into Kid Mechanix for any reason
- Please be mindful of the fact that it will be difficult for us to have discussions about your child at this time.
- Please email the teachers directly about any information about your child for that day
- If someone answers "Yes" to screening questionnaire or exhibits symptoms at drop off- The person/ family will be denied entry and must go home and follow the listed policy and procedure on what to do when showing symptoms of COVID-19.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. Belongings should be labeled and kept in the child's cubby/designated area.

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Illness Policy

We recognize that keeping children home from Kid Mechanix when they are mildly unwell can be challenging for parents and that, often, children still attend. In this current stage, we ask that parents adhere to this policy strictly and that children with mild symptoms stay home.

Staff and children **must not attend the program if they are sick, even if symptoms resemble a mild cold.** Parents/ caregivers must not attend drop off/ pick up if they are sick.

Protocol when a child or staff demonstrates symptoms of COVID-19 at Kid Mechanix

If a child shows COVID-19 symptoms while in the program, they will be isolated and family members contacted for pick-up immediately. Siblings of sick children will be sent home as well. Staff who show COVID-19 symptoms will be sent home immediately. The following actions will be taken:

1. The designated room/space where the child is kept must have a handwashing sink or hand sanitizer (70-90% alcohol concentration) available.
2. Tissues will be provided to the ill child to help support respiratory etiquette.
3. If possible, outside doors and windows will be opened to increase air circulation in the area if it can be done so safely.
4. Children older than two years will wear a mask (if tolerated) and they are able to use it properly (e.g., donning and doffing carefully, avoiding touching while on).
5. Staff supervising the ill child should maintain physical distancing as best as possible and wear personal protective equipment including surgical mask.
6. The area will be cleaned and disinfected immediately after the child/staff with symptoms has been sent home.
7. The teacher or admin staff will wear a mask and face shield at all times and not interact with others.
8. The teacher or admin staff will also avoid being near others.
9. All items used by the ill child/staff will be cleaned and disinfected after they are picked up.
10. All items that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days.
11. The classroom belonging to the affected child/staff will also be cleaned as soon as possible.
12. Staff and children who were exposed to the individual who became ill with symptoms (i.e., suspected COVID-19 case) must continue to be grouped together (i.e., cohorted) and monitored for signs and symptoms of illness and follow the direction of the local public health unit.

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Testing for COVID-19

All children and staff who are directed by their Health Care Provider or the local Public Health Unit to undergo testing at a COVID-19 Assessment Centre must do so or choose to self-isolate for 14 days.

Negative Tests

- Children and staff must stay home until results of testing are received even if symptoms resolve.
- Children and staff who test negative for COVID-19 may return to Kid Mechanix 24 hours after they are symptom free.

Positive Tests (Laboratory confirmed cases of COVID-19)

If a positive case is confirmed in a child or staff, Kid Mechanix will take the following steps:

1. All families will be notified.
2. We will report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*.
3. Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire Kid Mechanix settings.
4. The class of the affected child or staff will be closed for 14 days from the last date the symptomatic/ child or staff was at Kid Mechanix or as directed by public health.
5. All staff, children who were exposed to the confirmed case must self-isolate at home, undergo testing, monitor for symptoms for the next 14 days and follow the advice of the local public health unit.
6. Children and staff who test positive for COVID-19 after the closure must stay home for 14 days after the onset of symptoms and until clearance has been received from the local Public Health unit.
7. All staff and children who are asymptomatic must be tested anytime within the 14 days of the potential exposure and need to continue to self-isolate for 14 days even if the test is negative.
8. All siblings of affected children must stay home until their sibling is cleared to return to Kid Mechanix.
9. Where a child/ staff has a confirmed case of COVID-19, licensees must report this to the Ministry as a serious occurrence.

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Outbreak Management

An outbreak may be declared by the local public health unit when:

- within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same cohort) where at least one case could have reasonably acquired their infection in the Kid Mechanix setting.
- We will work with the local public health unit to determine whether epidemiological links exist between cases and whether transmission may have occurred in the Kid Mechanix program.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular classrooms or cohorts or the entire program. The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of Kid Mechanix is required.

Family Members of Children and Staff with Confirmed Cases of COVID-19

- Kid Mechanix must be notified if any member of a household of a child or staff has a confirmed case of COVID-19.
- If a family member has a positive test result the affected child/ staff must isolate at home for 14 days, self-monitor and follow the advice of the local public health unit.

Contacts of Contacts

Any household member who has been in close contact with someone with COVID-19 must stay home and self-isolate for 14 days, and arrange to get tested. Even if the test is negative, they must self-isolate for the full 14 days. Any children in the household must stay home from Kid Mechanix until the person who is a close contact completes their 14 days of self-isolation. Adults in the home can go to work or childcare as long as they do not have symptoms.

Communication with Parents Regarding Sick Children

Transparent and consistent communication regularly with parents about health and safety is our top priority. In the event of a confirmed case of COVID-19 in Kid Mechanix, we will inform ALL PARENTS through our regular email communication.

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Enhanced Attendance Reporting

Enhanced attendance reporting practices for children, staff and all other individuals entering Kid Mechanix will include but are not limited to:

- Maintaining daily attendance records of all individuals entering the facility. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, food service workers and government agency employees (e.g., public health inspectors, fire inspectors).
- Records will include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, screening and temperature check results (separate from children's daily screening forms).
- Records must be updated when a child, childcare provider or staff person is absent.
- Staff will follow-up with all individuals to determine the reason for any unplanned absences and determine if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough).
- Non-essential visitors will not be permitted to enter the facility.
- Attendance records will be monitored for patterns or trends (e.g. children and staff in the same group or cohort absent at the same time or over the course of a few days).
- Attendance records will be available on-site at all times.

COVID-19 Awareness (Signage)

Signage will be posted on proper hand hygiene, respiratory hygiene, and physical distancing throughout our program. Signage will include:

1. Physical Distancing
2. How to Protect Yourself
3. Information about COVID-19
4. Hand Washing
5. Cover your Cough
6. Poster for Entrances

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Personal Protective Equipment

All staff are required to wear medical grade masks and eye protection at all times indoors. All other adults (i.e. parents/guardians, and visitors) are required to wear a face covering or non-medical mask while inside the premises. Staff are required to wear medical grade masks outside during recess. Staff are required to wash hands before donning the mask and before and after removing the mask. Kid Mechanix will provide PPE for all staff. Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Disposable gowns will be available for staff aware if a child becomes ill at Kid Mechanix.

Reasonable exceptions to the requirement to wear masks will be made. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc. Kid Mechanix will document their requirements and exceptions related to masks.

Cohorts, Groupings and Physical Distancing Cohorts

Each cohort will have their own assigned classroom, separated from all other cohorts. The purpose is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. A group (cohort) of children and the staff members assigned to them will stay together. Cohort size will be determined by the licensed capacity of each classroom (i.e. if a classroom is licensed for 16 children, that will be the maximum size of the cohort). Each group will stay together throughout the day and is not permitted to mix with other groups. Only one cohort will use the washroom at a time and the washroom will be cleaned in between each use. When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 meters will be maintained between different cohorts and should be encouraged, where possible, between children within the same cohort by:

- Spreading children out into different areas, particularly at meal and dressing time;
- Incorporating more individual activities or activities that encourage more space between children; and
- Using visual cues to promote physical distancing.

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Staffing, Training, and Scheduling Shifts

Staff and admin will limit their movement between rooms, doing so only when absolutely necessary. When leadership and administrative staff must enter a classroom, they will ensure physical distancing of 2 meters at all times. Supply/replacement staff will be assigned to specific groups where possible. In collaboration with the local Public Health units, Kid Mechanix will ensure that training is provided to all staff/providers on the health, safety and other operational measures outlined in this document plus any additional local requirements in place. The training will include a review on how to properly clean the space and sanitize equipment, the proper usage of PPE, how to safely conduct daily screening and keep daily attendance records, and steps to take in case a child/staff member becomes ill while under our care. Staff who only work for a morning shift will be required to leave immediately following their shift.

Outdoor Play

Outdoor activities will take place for one cohort at a time following an outdoor schedule. Each group will have its own outdoor toy bin. All cohorts will have their own outdoor toys that will not be used by other cohorts.

Children should bring their own sunscreen where possible and it should not be shared. Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application).

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Daily Program and Physical Distancing

Kid Mechanix recognizes that physical distancing between children in a learning or therapy setting is difficult and encourage staff and providers to maintain a welcoming and caring environment for children. We will adapt our program accordingly so that we are able to maintain our health and safety protocols while at the same time maintaining our learning goals. The risk associated with transmission with shared objects is low. Instead of regular cleaning of shared objects, the focus will be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment. This is especially the case for young children where shared equipment is important for learning. Group sensory play activities will be suspended if an outbreak is declared or suspected.

Below is a summary of the steps we will take when setting up the physical classroom and managing materials.

1. Each group of children will have their own assigned indoor space, separated from all other groups by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between groups. The physical barrier will begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It will be as wide as the space/room will allow.
2. When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres will be maintained between different groups and should be encouraged, where possible, between children within the same group.
3. When setting up the classroom physical distancing will be encouraged, where possible, between children within the same classroom. Teachers will use visual cues where appropriate to promote physical distancing.
4. Children will be spread out into different areas, particularly at meal and dressing time.
5. Only toys and equipment that are made of materials that can be cleaned and disinfected will be used. Plush toys will not be used.
6. To ensure a better cleaning protocol and to avoid spread of germs the number of materials that will be available for the children will be limited.
7. Singing is permitted indoors. Masking and physical distancing is recommended for indoor singing.
8. Staff will practice physical distancing during breaks and lunches

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Items from Home

Spare clothes, diapers, wipes and indoor shoes will be kept at Kid Mechanix in a sealed bag.

Attendance Records

Kid Mechanix will maintain screening and daily records of anyone entering the facility and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing support for children, those delivering food). Records will be kept at Kid Mechanix and will include name, contact information, time of arrival/departure, screening completion/result, etc. and proof of vaccination. Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Visitors/Volunteers

Only essential visitors (such people doing maintenance work, those delivering food, and inspectors) and prospective parents touring the school will be allowed to enter Kid Mechanix. All visitors will need to show proof of double vaccination before entering the premises.

Parents are not permitted to go past the screening area. All essential visitors and/or support staff will be required to use PPE and follow school screening, physical distancing, and vaccination protocols. Video and telephone interviews will be used to interact with families where possible, rather than in person.

Hand Hygiene

Handwashing

Handwashing with soap and water is the preferred method for cleaning hands. We will incorporate additional hand hygiene opportunities into the daily schedule. All individuals must clean their hands before entering the facility, after touching, eating, or preparing food. Wash hands after using bathroom, returning from playing outside and sneezing/coughing into hands. Wash hands when hands are visibly soiled.

Hand Sanitizer:

When there is no access to soap and water alcohol-based hand sanitizer (ABHR) containing a minimum of 60% alcohol can be used, only if hands are not visibly soiled. We will provide additional hand sanitizer (70-90% alcohol concentration) stations (e.g., wall mounted hand sanitizer dispensers) in supervised areas where children cannot access it independently. Children must be supervised when using ABHR. To ensure proper use, we will follow the manufacturer's directions and public health guidelines on using hand sanitizer.

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Respiratory Etiquette

All staff must follow and help and encourage children to follow proper cough and sneeze etiquette. Cough or sneeze into your sleeve or cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards.

- Avoid touching eyes, nose, and mouth with unwashed hands.
- Ensure hand hygiene supplies are available and easily accessible.
- Post signage to promote personal protective practices:
 - hand washing
 - hand sanitizing
 - respiratory etiquette
 - how to prevent respiratory illness
- Avoid touching your face, nose, and mouth with unwashed hands.
- Staff will monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags.

Eating/Snack

The following policies will be adhered to:

- Family style meals are permitted provided that staff use adequate food handling and safety practices.
- Proper hand hygiene will be practiced when staff are preparing food and by all individuals before and after eating.
- Children will be distanced during snack and mealtime where possible.
- Children may neither prepare nor provide food that will be shared with others.

Enhanced Cleaning and Disinfection

To stop chain of transmission, cleaning and disinfection play an important role.

- This plan has referred to Public Health Ontario's Cleaning and Disinfection for Public Settings fact sheet.
- This plan has referred to Health Canada's lists of hard surface disinfectants for use against coronavirus (COVID-19) for information on disinfectants.
- When using disinfectants, expiry dates must be checked the manufacturer's instructions followed.
- Staff will be educated on how to use cleaning agents and disinfectants, and required disinfectant contact times (i.e., amount of time that the product will need to remain wet on a surface to achieve disinfection).
- Safety precautions and required personal protective equipment (PPE).
- Directions for where and how to securely store cleaning and disinfectant supplies.

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Cleaning Frequently Touched Surfaces

Kid Mechanix has a designated cleaning staff provided by TBSFFJCP to clean frequently touched surfaces twice a day including doorknobs, light switches, toilet handles, electronic devices and tabletops. Toys will be sanitized and disinfected once per day. Cleaning must be documented each time it is complete.

- Disinfectants that are routinely used can be used for the disinfection of objects, toys, and frequently touched surfaces.
- Cleaning and disinfecting logs to track and demonstrate cleaning schedules will be utilized.
- Disinfectants must have a drug identification number (DIN) if approved for use in Canada (common household bleach and isopropyl alcohol are the only exceptions).
- Check expiry dates of disinfectant products and always following the manufacturer's instructions for use.
- For more information on environmental cleaning, please refer to Proper Cleaning and Disinfection Practices poster.

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Requirements for the Use of Toys, Equipment, and Other Materials

- We will identify toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Toys and equipment will should be cleaned and disinfected at a minimum between cohorts (recorded on cleaning schedule).
- Staff will designate toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- Large play structures must only be used by one cohort at a time.
- Mouthed toys must be separated, cleaned, and disinfected immediately after the child has finished using it.
- Sensory materials (e.g., playdough, water, sand, etc.) will be offered for group use with a focus on hand hygiene at the start and end of play.
- Toys may be cleaned and disinfected in a three-compartment sink. Toys must be washed and rinsed prior to disinfection. Using two sinks is acceptable if washing and rinsing are done in the first sink.
- Alternatively, toys can be cleaned and disinfected in a mechanical dishwasher provided that the rinse cycle reaches a minimum of 82 degrees Celsius. Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e., washing dishes, food preparation).
- Ensure required disinfectant contact times are achieved or alternatively allow toys to air dry.
- Dry toys in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.

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Serious Occurrence Reporting: Ministry of Education

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when:

- A child or staff has a confirmed case of COVID-19 (i.e., a positive COVID-19 test result)
- If the public health unit determines that partial or full closure of the Kid Mechanix program is required, we will revise the existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.
- If a closure is ordered by the local public health unit and the licensee has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.
- Should additional individuals at the program develop a confirmed case, licensees must either: Revise the open serious occurrence report to include the additional cases; or, submit a new serious occurrence report if the first has been closed already.
- While licensees are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e., program room, home premises or entire center must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category. Please also note there are requirements of employers to let workers know if they may have been exposed in the workplace.

Important Contact Information

York Region Public Health

1-877-464-9675 ext. 77280 between 8 a.m. and 8 p.m. (seven days a week) or 905-953-6478 (after hours)

Toronto Public Health

416-392-7411 during work hours (8:30am to 4:30pm, Monday to Friday) or **3-1-1** after hours

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Occupational Health and Safety: Protecting Staff from COVID-19

Under Ontario's labour laws, employers must take every reasonable precaution to protect the health and safety of workers. This includes protecting workers from hazards posed by infectious diseases.

Requirements for all workplaces under the *Occupational Health and Safety Act*:

- Ensure staff know about hazards by providing information, instruction, and supervision on how to work safely
- Ensure leadership team know what is required to protect staff's health and safety on the job
- Create workplace health and safety policies and procedures
- Ensure workplace parties follow the law and the workplace health and safety policies and procedures
- Ensure workers wear the right protective equipment and are trained on how to use it
- Take all precautions reasonable in the circumstances to protect workers from being hurt or getting a work-related illness

Screening

All staff must complete an online self-screening assessment prior to arriving at work. All entrances will have a "COVID-19 Screening" poster for self-evaluation and all visitors will have to honestly answer and sign into the building noting they have completed the self-screening.

Staff Protocol for Entering

Upon entry, staff must immediately sanitize their hands at the front or back door sanitizing stations. Staff must then proceed to immediately wash their hands and put on their PPE (medical grade masks and face shield).

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Responsibilities

Staff Responsibilities (General):

- Ensure staff have self-screened and signed in before starting shift;
- Ensure staff have sanitized hands upon entering the program;
- Answer the screening questions;
- Enforce this plan and rules at workplaces;
- Ensure staff are wearing face masks and face shields at all time;
- Review record of all staff and visitors to the facility (screening), ensure system is working;
- Restrict access to workplace only to people who need to be there;
- Answer questions from employees, to the best of your ability, forward questions to the COVID-19 Response Team;
- Limit the cross use of pens, pencils, keyboards and equipment;
- Ensure equipment, and any surface that is/or has been contacted by employees or visitors is cleaned (daily cleaning checklist, twice daily minimum);
- Answer the screening questions and follow guidance;
- Maintain physical distancing of 2m;
- Strictly adhere to this plan workplace guidance;
- Follow the requirement for personal protective equipment
- Keep track of personal items, do not share (ex. lighters, pens, personal items, etc.)
- Sanitize any common touch surfaces or items after contact;
- Direct questions to supervisor;