



# BEFORE- AND AFTER- SCHOOL IN MANOR PARK

Covid 19 Enhanced Safety Policies

July 15, 2020  
Revised: August 26, 2020

## **'Before- and After- School in Manor Park'**

### **COVID-19 REOPENING POLICIES**

**Coronavirus disease 2019 (COVID-19)** is an infectious disease caused by severe acute respiratory syndrome coronavirus 2. Common symptoms include fever, cough and shortness of breath. Other symptoms may include muscle aches, fatigue, headache, sore throat, runny nose, and loss of smell and taste. The virus typically spreads by droplets through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the face - mouth, nose, or eyes.

The Ministry of Education and Ottawa Public Health provided all child care operators with strict enhanced policies and procedures for the safe re-opening of child care centres. In addition to the added responsibilities of our management team and our front line educators, our families will need to follow the new protocols in order to keep everyone as safe as possible. Operators will be notified by the appropriate authorities when these protocols can safely be lessened and/or lifted and this information will then be shared with our families.

'Before- and After- School in Manor Park' has developed policies and procedures to comply with the Ministry of Education requirements. This document has been designed for use in conjunction with the Child Care Licensing Manual, the CCEYA and its regulations and the existing 'Before- and After- School in Manor Park' Policy and Procedures Manual. While the focus of this guidance document is on the new health, safety and operational measures that are required in order to safely re-open child care, please note that every effort will be made to uphold the welcoming and caring environment that child care provides for children and families.

## **Protocols for the Safe Re-opening of 'Before- and After- School in Manor Park'**

### Licensing Requirements

Licences will be required to be amended, if necessary, to ensure director approvals and conditions on the licence align with new restrictions. "Before- and After- School in Manor Park' will not require any amendments at the current time.

### Inspections

Ministry staff will conduct in-person monitoring and licensing inspections of childcare centres where necessary.

Ministry staff must:

- be screened prior to entering the premises following the protocol
- wear personal protective equipment
- Ministry staff will use technology (e.g., telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate.

### Group sizes for Re-opening

- Children will be grouped together in "cohorts." A cohort is defined as a group of children and staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days.
  - Kinders – up to 26 children plus 2 educators
  - School Age – up to 30 children plus 2 educators
    - Please note: We will be reducing numbers in classrooms to allow for more physical distancing (eg: 10 school age children to 1 educator; 12 Kinders to 2 educators)
- Cohorts will not mingle with any other cohorts throughout the program to prevent cross contamination
- Cohorts will be separated during outside play times
- Adequate staffing will be scheduled so that another educator does not need to enter a cohort for the purposes of covering breaks. In the event that another educator may be requested to cover in a cohort, (sudden staff illness, etc.) that educator will maintain social distancing and wear a face mask and face shield.

### Staffing

Each cohort will consist of:

- Kinders – Educator A works 2:45 PM – 6:00 PM, Educator B works 3:30 PM- 6:00 PM

- School Age- Educator A works 2:45 PM – 6:00 PM, Educator B works 2:45 PM- 6:00 PM

The Management Team will consist of the Supervisor and two Designates. Every effort will be made to have a management team member available for the full opening hours of the day.

- Management team A – works 7:00 am- 9:00 am and facilitates drop off procedures, ensuring Daily Active Screening has been completed for each staff and child entering the school.
- Management team B – Staff 1 works 2:30 pm – 5:30 pm, staff 2 works 3:30 pm- 6:00pm and assists with pick up procedures, including ensuring children are brought to their guardian at pick- up time.
- Toy Cleaning Specialist- works 3:30pm-6:00pm and ensures that:
  - Laundry is taken to the Community Centre to be washed.
  - Toys are picked up from group ‘dirty toy bins’ and are cleaned and sanitized each day.
  - They are available if a child needs to be taken to and monitored in the isolation room.

Supply staff will be assigned to a specific cohort for the whole week, when possible and if necessary. Certification requirements in First Aid training including Infant and Child CPR remain the same. Requirements for Vulnerable Screening processes remain the same with the exception that any new VSC from staff where the fifth anniversary of the staff’s most recent VSC falls within the emergency period will be extended until 60 days after the emergency period ends.

### Working with the Local Public Health

While the Ministry of Education is providing guidance on how to operate childcare during the COVID-19 pandemic, child care centres must follow the advice of local public health officials when establishing health and safety protocols, including how to implement the provincial direction.

### Health and Safety Protocols

‘Before- and After- School in Manor Park’ has developed policies and procedures outlining our health and safety protocols which include directions set out by the local public health, and how the child care setting will operate during and throughout the recovery phase following the pandemic. ‘Before- and After- School in Manor Park’ will

submit an attestation to the Ministry that confirms new policies and procedures have been developed and reviewed with all employees.

### Enhanced cleaning and disinfecting policies and procedures

'Before- and After- School in Manor Park' will utilize an enhanced daily cleaning practice to ensure a sanitary environment for children, families and staff. Enhanced cleaning measures will include daily toy/resource disinfection procedures.

Classrooms that will be used for 'Before- and After- School in Manor Park' will be sanitized by OCDSB custodians between 3:00 pm and 3:30 pm daily. To allow for this time, groups will meet outside in their designated space.

We will be required to adhere to the following cleaning and disinfecting procedures.

### **Definitions**

**Cleaning**: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, soap and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the soap film is removed.

**Disinfecting**: describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. To be effective, disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

### **Procedures**

All cleaning products must be out of reach of children, labelled, and must have a Safety Data Sheet. (SDS). The centre will supply nitrile gloves to Educators when using these cleaning products. Use a mask if you have scent sensitivities.

### **Cleaning;**

- Use soap and warm water to clean visibly soiled surfaces

- Rinse the surface with clean water (warm to tepid temperature) to ensure soap is removed

### **Disinfecting:**

- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a bleach disinfectant solution use a ready to use solution, provided by the OCDSB.  
**Rinse after contact time is complete – spray with a clean water bottle**
- For all other toy cleaning & disinfecting, immerse fully in a bleach solution.  
**Contact time for bleach is 10 minutes.**  
**Rinse after contact time is complete – either immerse in clean water or spray with a clean water bottle**
- Let the surface air dry
- Spray bottles will be identified by colour boxes on the label and clearly labelled.
  - Yellow box – soap and water
  - Blue box – water for rinsing
  - Green box- Ready to use disinfecting solution provided by the OCDSB.

### **Cleaning and Disinfection Frequency Requirements**

#### **A. Clean and disinfect upon ENTRY to school (*for staff items*):**

Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers, purses, handbags

#### **B. Clean and disinfect upon children's ENTRY to program (*for child's items*):**

Any hard surfaces such as water bottles, containers etc.

#### **C. Clean and disinfect frequencies for other surfaces and items:**

Cleaning and disinfecting routines must be increased for the following, as the risk of environmental contamination is higher:

- Tables and countertops: must be cleaned and disinfected before and after each use
- Spills must be cleaned and disinfected immediately
- Washrooms: staff and children washroom areas must be cleaned and disinfected after every use: toilets, sink, toilet handles, light switch, door handles.
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur.
- Outdoor play equipment: must be disinfected before use, and as required (e.g., visibly dirty). The play structure will be closed during the school day and thus closed during the program to prevent confusion. Each cohort will have their own outdoor play equipment. Any outdoor play equipment that is used must be easy to clean and disinfect.

#### **D. High-touch surfaces:** any surfaces that have frequent contact with hands(e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.)

should be cleaned as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids)

- (a) When you enter the room
- (b) When you leave the room

**E. Other shared items:** (e.g., walkie talkies, tablets, attendance binders, pens etc.) must be disinfected between users.

**F. Clean and disinfect daily:**

- Low-touch surfaces (any surfaces that have minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings table legs, chairs etc.) This will be done by OCDSB Custodians.
- Carpets are to be vacuumed daily and/or when the rooms are available by OCDSB custodians.

**G. Clean and disinfect as required:**

Blood/Bodily Fluid Spills: Using the steps outlined below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, and then put on single-use nitrile gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent (soap), warm water and single-use paper towels
5. Rinse to remove detergent residue with clean water and single-use paper towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray the disinfectant spray bottle solution in and around the spill area and allow for the appropriate disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. NEVER use your hands to clean up the glass. You may also call for a custodian to assist.

**H. Additional Infection Prevention and Control Practices for Hygiene Items**

- Water Bottles must be individually labelled and stored separately (not touching each other), they must not be shared among children. Each child will have their own labelled basket on the rolling shelf where they can store their water bottle.
- Mouthed toys should be cleaned and disinfected immediately after a child uses it or placed in the 'dirty toy bin' to be cleaned at a later time.
- Receiving blankets can be found in group backpacks to use as a barrier between staff and the child when it is not possible to social distance. (i.e. comfort, reassurance) Receiving blankets can only be used for each individual

interaction. When the contact is over, the blanket will be discarded in a separate bin for laundering.

- One educator will be assigned to take attendance each day. This prevents sanitizing the attendance between each user.
- Pens need to be sanitized between each user.
- Staff will be required to clean and disinfect the children's toilets after every use using disposable paper towels. Toilet handles, sink faucets, light switches and doorknobs will also be sanitized after every bathroom routine by using a ready to use spray for bathroom sanitization (Green box label on bottle) and rinsed with clean water after contact item.
- Educators must clean and sanitize the staff bathrooms after every use – spray toilets and disinfect toilet and sink handles as well as light switches with a ready to use spray and rinse with clean water after.
- Outdoor Climbers are not to be used at this time. Each cohort of children and staff will be provided with a bin of toys to use in the playground. All items (i.e. shovels, pails, balls, tennis raquets, etc.) need to be cleaned and disinfected after each use. Bins will be stored on top of rolling shelves in the small gym. Upon coming back into the school, the bin may be stored outside of classrooms until staff are able to return it to the small gym, once all children have gone home.

## **Gloves and Hand Hygiene**

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

- Gloves are single use only and must be task specific such as assisting with bathroom routines.

Note: remove gloves from wrist and peel inside out prior to disposal in a safe and secure location which cannot be accessed by children.

### **Glove Use**

Gloves should be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, blood, bodily fluids, secretions, and excretions. Gloves do not replace the need for proper hand hygiene.

Disposable gloves should be used for:

- Assisting with bathroom routines (each child is 1 use and then gloves changed – proper hand hygiene needs to be exercised with glove use)
- Clearing and disinfecting toys

### **Gloves when Cleaning/Disinfecting**

'Before- and After- School in Manor Park' will provide staff with the necessary gloves/protective equipment when required to mix bleach for the purpose of cleaning or disinfecting – gloves, goggles and protective aprons will be supplied. Also, employees must wear gloves when immersing toys in diluted disinfectant when toy washing

### Guidance on the Use of Masks and Personal Protective Equipment (PPE)

'Before- and After- School in Manor Park follows local public health guidelines regarding the use of masks:

- In the screening/drop off, pick up area
- Educators and all other MPCC staff will wear masks and face shields at all times.
- Children in grades 4-6 will be required to wear masks when physical distancing is not possible.
- Kinders-Grade 3 will be encouraged to wear masks when physical distancing is not possible.
- "Before- and After- School in Manor Park' has created a spill kit, which includes masks, gloves, gowns, goggles and a disposable bag for use when cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing. This bag can be found in the cohorts backpack.
- When caring for a sick child or a child showing symptoms of illness. Isolation kits, which include masks, gloves, gowns and goggles have been prepared for the isolation rooms for caring for sick children. If a child in a cohort is unwell, staff will use walkie talkies to call the Toy Cleaning Specialist /Designate to remove the child from the cohort.
- When wearing a mask, staff shall wash hands before donning the mask and before and after removing the mask.

6 reusable cloth masks will be provided for every educator. These masks can be used when travelling to and from work. An instruction sheet on how to properly wash masks will be provided in individual mask bags. Once at the school, staff will be provided with a disposable mask and face shield. There is evidence that supports the effective use of masks when social distancing cannot be maintained and 'Before- and After- School in Manor Park' supports the use of masks for daily interaction with the children.

### Recommended Training Videos

The Seven Steps of Handwashing

<https://www.publichealthontario.ca/en/videos/7-steps-handhygiene>

Putting on Gloves

<https://www.publichealthontario.ca/en/videos/ipac-gloves-on>

Putting on Mask and Eye Protection

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>

Taking off Mask and Eye Protection

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

Taking off a Gown and Gloves

<https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

Putting on Full PPE

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

Taking off Full PPE

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

## Hand Hygiene

'Before- and After- School in Manor Park' will ensure that all staff maintain proper hand hygiene to minimize the spread of germs and contamination. Staff will also ensure that all children maintain proper hygiene and provide additional opportunities throughout the day for handwashing routines with the children.

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Staff will implement strict heightened hand washing practices:

Alcohol based hand sanitizer may be used when hand washing is not possible but washing with soap and water is preferable. Hands should be cleaned using soap and water or hand sanitizer before and after:

- Entering the school (starting a shift) Staff will use hand sanitizer at the front screening desk.
- Before and after direct physical contact with children
- After each transition within the building, whenever possible (there will be a bottle of hand sanitizer in each cohort backpack and at entrances to the school)
- Handling and eating food
- Handling animals
- Touching a cut or open sore
- Assisting with bathroom routine
- Accessing the bathroom
- Handling soiled laundry, dishes, toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items

- Sneezing, coughing, or blowing your nose
- Glove use
- Before and after giving medication (i.e. – inhalers)
- Outdoor play
- Handling garbage
- Exiting the school (completing a shift)

**When hands are visibly soiled, follow these steps for cleaning hands (staff and children – please supervise all children’s hand washing procedures):** Remove jewelry before washing your hands, it is preferred that jewelry not be worn to the program, if possible.

- Wet hands
- Apply soap
- Lather for at least 20 seconds (Timers are available for each cohort). Rub between fingers, back of hands, fingertips, under nails, don’t forget your thumbs!
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel

When hands are not visibly soiled and handwashing is not available, staff will follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand sanitizer cannot be used for children without parental/guardian permission and only done so under adult supervision.

### **Covering Your Cough Procedure**

Germs, such as influenza, Covid-19 and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. If someone is exhibiting symptoms including coughing and sneezing, they should be excluded from the program.

Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.

Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose.
- Put used tissues in the garbage.
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Encourage children to learn to cough or sneeze into their sleeve
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others

## Space Set-Up and Physical Distancing

The Ministry recognizes that physical distancing between children in a childcare setting is difficult and encourages child care staff to maintain a welcoming and caring environment for children.

When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort: i.e.

- spreading children out into different areas, particularly at snack and dressing time;
- incorporating more individual activities or activities that encourage more space between children
- using visual cues to promote physical distancing – placing only 2 chairs at tables with adequate space between

Recognizing that physical distancing is difficult with small children, additional suggestions include:

- when possible, moving activities outside to allow for more space; and
- avoiding singing activities indoors
- planning activities that do not involve shared objects or toys

Toys and activities within each cohort must be of a nature that is easily cleaned and disinfected. It is recommended that books, puzzles, cardboard items etc. that are absorbent and cannot easily be thoroughly cleaned and disinfected, be limited or removed from the classroom.

Indoor sensory activities should be avoided – no indoor sand play, water play, playdough

- The only exceptions would be if you could guarantee single use. i.e. playdough in individual baggies meant for 1 child only, water play in a single bin that is cleaned and disinfected between each user

## Playground strategies

1. Outdoor play in the playground will happen in small groups/by cohort in order to facilitate physical distancing. As our play area is large enough to accommodate multiple groups, the space will be divided into sections with physical markers to ensure cohorts remain separated by at least 2 metres.
2. The play structure and swings will be closed until further notice.
3. Cohorts will have designated toys and equipment (e.g., balls, loose equipment) to use outdoors. Toys and equipment must be cleaned and sanitized after each use.

## Child Care and Early Learning Office

At this time, the office will be off limits to all staff and families, excluding the Supervisor, Coordinator/Designate. The small gym will be available to Educators for a place to program plan or sit down. Physical distancing must be maintained at all times.

## Meetings with New and Existing Families

In person meetings with new and existing families will be kept to a bare minimum. Telephone calls and Zoom meetings will replace in person meetings during the re-opening phase as much as possible.

## Attendance Records

'Before- and After- School in Manor Park' will be responsible for maintaining daily records of anyone entering the program and the approximate length of their stay (such as people doing maintenance work, people providing supports for children with special needs, and Educators). Records are to be kept on the premises.

- These records will include name, contact information, time of arrival/departure, screening completion/result, etc. These records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

## Protocols When a Child or Staff Demonstrates Symptoms of Illness or Becomes Sick

Staff, parents/guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.

- Symptoms to look for include, but are not limited to: fever, cough, any shortness of breath, sore throat, runny nose, nasal congestion, headache, hoarse voice, difficulty swallowing, new smell or taste disorder, nausea, vomiting, diarrhea, rash, abdominal pain, chills and a general feeling of being unwell. (refer to the daily active screening tool <https://forms.gle/EDVqvhpMxqoigTSc6>)
- If a staff member calls in ill, every effort will be made to call in a supply staff. If we are unable to find a supply for that day, there will be no care provided for that specific cohort. Educators from other cohorts may not enter other groups to supply. Parents/guardians will be notified before 1:30pm the day of or earlier, if possible.

If a child or staff member becomes sick while in the program, they should be isolated and family members contacted for pick-up.

- The resource room across from the main office will be the isolation room. Staff must use all personal protective equipment that is provided in an isolation kit within the isolation room. (mask, face shield, gown and gloves)
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

- If the sick person is a child, staff should remain with the child until a parent/guardian arrives. If tolerated the child shall wear a disposable mask. Staff should also avoid contact with the child's respiratory secretions.
- All items used by the sick person shall be cleaned and disinfected.
- Ottawa Public Health must be notified, and their advice and direction will be followed. 613-580-2424 x26325
- OPH will provide any further direction on testing and isolation of any close contacts.

### Serious Occurrence Reporting

Childcare centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. The centre will contact the Health Unit to report if a child or staff is suspected to have COVID-19. The Health Unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

- Where a staff is suspected of having or has a confirmed case of COVID-19, the centre must report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, the centre must report this to the ministry as a serious occurrence.
- The centre will be required to post the serious occurrence notification form as required under the CCEYA, unless advised otherwise.

### Communication with Families

'Before- and After- School in Manor Park' will provide communication to families in regard to the enhancement of health and safety measures as well as direction about keeping children home when they are sick. This will help to keep all children and staff safe and healthy. Families will receive the Daily Active Screening Questionnaire prior to returning and will be reminded about the importance of picking up their ill children immediately.

Currently, 'Before- and After- School in Manor Park' has not needed to create a policy about how to bring families back into the re-opening phase. The results of the survey to families has allowed us to be able to bring all families who requested care in September to be able to return on the first day of school. Any need to prioritize will be communicated with families and an equitable approach will be implemented to assess priority for care.

Prioritization of limited childcare spaces will be assessed in the following manner:

1. Front line workers
2. Care for families where parents must return to work, and that work is outside of the home
3. Families with special circumstances that would benefit from children returning to care, such as children with special needs.

## Parent Fees

Fees for care will remain the same as the fees outlined on the 2020-2021 registration form prior to closing.

## Liability and Insurance

Manor Park Community Council has consulted our insurance advisor about any other considerations for operating and providing childcare during this period.

## Pick-up Procedures

### Pick Up

- Parents/Guardians are not permitted on OCDSB property.
- Parents/Guardians should not go past the screening table and should obey social distancing while waiting for their child to be brought to them. Staff will wear appropriate PPE and will be available for bringing the child from the child's program room to the parent.
- Parents/Guardians patience is appreciated as we go through the process of returning their child/children to their care.
- Parents/Guardians will be encouraged to book a "pick up slot" to ensure a shorter wait at pick up time and to limit the amount of people congregating outside of the school.
- Educators are encouraged to use email newsletters more frequently during the re-opening phase. As parents/guardians will not be able to engage in communication with educators at pick-up, it will be more important to make those connections with families in other ways. Families may be anxious about this re-opening phase and will require more assurance and connection from staff.

## Visitors

- There will be no non-essential visitors at the program. This includes children from schools other than Manor Park School.
- The provision of special needs services will continue.
- Use of video and telephone interviews will be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a childcare centre at any reasonable time but must complete the Daily Active Screening Questionnaire, sign in and wear proper PPE.
- There will be no volunteers permitted into the program.
- Placement students will be allowed.

## Program Statement/Activities

**‘Before- and After- School in Manor Park’ will continue to implement our program statement.** It is recognized that there may be approaches outlined in the program statement which may not be possible due to physical distancing.

We will not be required to make updates to our program statement during the re-opening phase.

## Snack Time

- Children will continue to bring snacks from home.
- Parents will be encouraged to send snacks that their child does not require assistance to open.
  - If a child is needing help to open their snack, Educators must wash their hands prior to opening the snack and immediately after handing the snack to the child.
- There should be no shared items (i.e. cutlery, snacks).
- Where possible, children should practice physical distancing while eating.

## Provision of Special Needs Resources (SNR) Services

It is recognized that children with special needs and their families continue to require additional supports and services in childcare settings. The provision of in-person special needs services in childcare settings should continue where appropriate.

- Maximum capacity rules do not apply to SNR staff (consultants and enhanced staff) on site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).
- All SNR staff must be screened before entering the childcare setting, as per the protocol in the screening section above.

## Fire Drills and Walks

During the re-opening phase, we will not be going on any walks with the children as it is difficult to social distance and maintain safety measures simultaneously.

Monthly fire drills will continue. It is recognized that children cannot be social distanced while walking to the designated place to wait in a fire drill procedure thus they must wear a face mask. Fire drills will be done by the Designate and with only 2 groups at a time in order to cut down on wait times for clearing to go back inside.

Cohorts must social distance by 2 meters (6 ft.) when able to during a fire drill.

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