



# Grace Christian School – Day Nursery

June 2020

## COVID-19 Policy and Procedures

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### Policy

Grace Christian School- Day Nursery is committed to providing a safe and healthy environment for children families and employees. In compliance with TPH and MOE changes are required to replace some regular practice to mitigate the spread of COVID-19. This policy applies to all children, staff, clients, community support workers and any other person engaging in business with GCS.

### Procedures

1. Children, staff, and essential worker are required to conduct a screening questionnaire and temperature check. The person must pass the screening and temperature check before entering the Nursery facility
2. Parents and non-essential person are not allowed into the Nursery facility
3. Anyone who are showing symptoms of COVID 19 are not allowed into the Nursery facility
4. Class size are reduced to 10 people per room with both children and staff
5. The capacity of the Nursery will be cap at 50 children
6. Classrooms and playground spaces will be re-organized to provide social distancing
7. Group sensory and cooking activities will be suspended during pandemic COVID-19.
8. Enhanced health and safety policies are developed to mitigate the spread of virus
  - Health Screening Policy
  - Enhanced Toy Disinfection Policy
  - Enhanced Environmental Cleaning Policy
  - Exclusion of Sick Children Policy
  - Hand Hygiene Policy
  - COVID-19 Policy
9. COVID-19 pandemic handbooks are developed for both parents and staff

### Attendance record

1. All screenings and daily attendance records of all individuals, children, staff, visitors, entering the child care centre will be kept at the Nursery for future tracing use.
2. Any unplanned absences will be follow-up to determine if the absence is due to illness or symptoms related to COVID-19. The result will be recorded in the attendance record.



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3. Visitor's attendance will include the following information: name, company, contact information, date, time in/out, reason for visit, rooms/areas visited, screening and temperature check results.
4. Enhanced infection prevention and control (IPAC) policies and procedures are available for all staff and parents
5. Student teachers and volunteers are not accepted during the pandemic

### Food safety practices

1. There is no self-serving or sharing of food at meal times. Meals must be served in individual portions to the children.
2. Utensils must be used to serve food.
3. Do not provide shared utensils or items (e.g. serving spoons, condiments).
4. There must be no food provided by the family (except where required and special precautions for handling and serving the food are put into place, e.g., expressed breast milk).
5. Ensure proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating.

### Use personal protective equipment

1. GCS DN will provide cloth face mask, face shield and gloves for staff use
2. Face mask and face shield will be use during the day
3. Staff must wear a mask, face shield, and gloves
  - In the screening area, when screening or escorting children to child care area.
  - When caring for a sick child or a child showing symptoms of illness
  - When cleaning and disinfecting blood or bodily fluid
4. Use blankets over clothing if holding or carrying infants or toddlers. Change the blankets or cloths between children

### Outbreaks

1. If two or more children or staff with COVID-19 symptoms within a 48-hour period in the same classroom it is consider as outbreak. We will immediately report the following to TPH by contacting the surveillance unit at 416-392-7411 during work hours (8:30am to 4:30pm, Monday to Friday) or 3-1-1 after hours and follow the instructions provided.



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2. If more than 2 classrooms have a confirmed case of COVID-19 within a 48-hour period, it is considered an outbreak. We will report to the TPH and follow the instructions provided.

### Staff Training

- All staff must attend trainings provided by Toronto Children's Services before working with children during COVID-19.
- Regular staff meetings on the updated information regarding COVID-19 to ensure proper practices are in place to mitigate the virus.

This is to certify that I have read and understood the contents of the Health Screening Policy and Procedures and shall comply with it.

Signature:

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Date:

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Supervisor:

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Date:

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