



2020 PLP HS 219 – PANDEMIC POLICY

Intent

The purpose of this policy and its procedures is to establish a clear COVID-19 Pandemic Child Care Plan to protect the health and safety of our employees, the families we serve, their children and any contractors or visitors to our workplace. We will diligently seek out best practices and follow all available guidelines for our sector, while staying responsive to evolving public health and regulatory guidelines.

As part of our due diligence to provide a safe workplace, Park Lawn Preschool Inc. (PLP Inc.) will develop and implement standards and procedures for the protection of our employees based on a detailed Risk Assessment and Job Hazards Analysis. Mitigation protocols may range from enhanced infection control practices to reductions of services to centre closures.

We will ensure all emergency operating procedures comply with all Emergency orders and directives from the province of Ontario, with all operational guidelines from the Ontario Ministry of Education, with all health and safety guidelines from Toronto Public Health and the Public Health Agency of Ontario, with directives from Toronto Children's Services and with guidelines for child care licensees around the safe use of and access to TDSB and TCDSB school board premises.

Policies and procedures will be assessed and monitored closely to ensure that they reflect the current guidelines and that our employees, children, families and visitors are carefully following and carrying out these procedures.

Scope

Our goal is to ensure the health, safety and well-being of our employees, of our client families and the children in our care in light of the risks and challenges posed by COVID-19, and to assess all aspects of our business for risk reduction and to ensure business continuity.

Operating Procedures for this policy clearly outline enhanced procedural and Infection Prevention and Control (IPAC) practices for centre operation: Physical Distancing, Environmental Cleaning and Disinfecting, Toy Washing and Disinfecting, Health Screening, Exclusion of Sick Children, Hand Hygiene, Personal Protective Equipment (PPE) and Procedure for Suspected or Positive Case of COVID-19.

Mandatory staff training will be collaborative, thorough and interactive. Training toolkits will be developed for this policy, for Trauma-based child care and for each aspect of the Operating Procedures. Training will be a blend of on-line, virtual and on-site training to ensure employees have the skills and knowledge to provide safe, caring, child-responsive programs in a restricted setting.

This policy and its procedures will be shared with client families through newsletters, posted on our website and through a virtual parent information meeting.

Procedures will be updated to include the latest Public Health guidelines as they are issued. Our response will change as the situation around the pandemic changes.

Travel

Employees must proactively advise PLP Inc. (via email or phone – not in person) if they have visited a location with a travel health notice for a pandemic or have been exposed to someone who has tested positive for the virus or are exhibiting symptoms of the virus. The employee must contact their Supervisor by phone, not in person, and follow the direction of Public Health. The Supervisor or Operations Manager may assist the employee with their particular situation.

Employees engaging in international travel to a location that has travel health notices for a pandemic virus or COVID-19 (as determined by the Canadian government - see link below) will not be allowed to attend PLP Inc. centres until self-isolation for 14 days or the recommended length of self-isolation has been completed and provision of a doctor's note or as directed by Public Health confirming that the employee is not exhibiting any symptoms of the Infectious Disease. Only after this clearance by a doctor or through meeting Public Health guidelines will the employee be allowed to attend at PLP Inc. centres. Please note that the country list could change while you are on a trip.

Employees should factor this policy into their travel decisions ahead of time should they wish to make changes regarding their trip.

Government of Canada Travel Advisories:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ath>

Responsibilities

Province of Ontario

- Issues Emergency Orders under the *Public Health Act* and the *Emergency Management and Civil Protection Act*

The Ontario Ministry of Education

- Funds, regulates, licenses and issues mandatory regulations, directives and guidelines for the childcare sector

Public Health

- Medical Officers of Health for Toronto Public health and for the Ontario Public Health Agency
- Issues public health guidelines that are mandatory for child cares to follow
- Can order a centre or classroom to close, an employee or child to quarantine
- Gives direction when someone is experiencing the signs or symptoms of COVID-19
- Gives direction when an employee or child can return to the centre

Toronto Children's Services

- Distributes funding to Toronto child care centres, manages parent subsidies
- Approves budgets, space, capacity, staffing and issues guidelines and directives

The Board of Directors

- Meet regularly by virtual media to make decisions

- Make decisions for the corporation based all guidelines, directives and orders, on the best available information and on best practices in the sector
- Make decisions about closure based on Emergency Orders, Public Health guidelines and directives from funders
- Make decisions about re-opening, ensuring that the corporation has met all of the requirements of the Ministry of Education, Public Health and Toronto Children’s Services.
- Ensure employees have the necessary leave time to meet Public Health quarantine requirements
- Ensure employees have access to mental health supports through EAP
- Protect employee jobs by accessing grants and wage funding programs
- Endeavour to keep the staff intact and ready to return to work
- Monitor financial projections and reports for business viability and operating solvency
- Implement absenteeism/attendance policies that support employees and children to stay home if exhibiting symptoms of COVID-19, if in quarantine (self-isolation) due to exposure to COVID-19, or if taking care of someone who has COVID-19.
- Make decisions about parent fees, salaries and benefits

Managers

- Ensure all actions and decisions are consistent with our policies and comply with all legal, regulatory, funding and public health criteria and guidelines
- Develop critical path and critical task plans for decision making, communication, changing guidelines, monitoring and compliance, financial viability, insurance protection, risk assessment, business continuity, human resources, records security and legal and accounting counsel
- Conduct Business Risk Assessment for Board https://www.toronto.ca/wp-content/uploads/2020/03/8eb2-TPH-Pandemic-Plan_Planning-Guide-for-Businesses.pdf Section 3.1
- Produce Business Continuity Plan for Board <https://www.ccohs.ca/publications/PDF/businesscontinuity.pdf> https://occ.ca/wp-content/uploads/OCC-Pandemic-Preparedness-Toolkit-for-COVID-19_final.pdf
- Develop a COVID-19 Safety Plan [mltsd-safety-plan-template-en-2020-06-16](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan) ; <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>
- Ensure that strict exclusion policies are in place for children, staff and volunteers who are ill.
- Implement and monitor all policies and procedures
- Plan for and communicate any and all required changes in guidelines or practices and procedures as soon as practicable
- Monitor all daily updates and communicate with the Board, Supervisors and child care staff as appropriate
- Schedule regular Leadership Team Meetings to effectively complete required tasks
- Resolve issues arising from parents and employees
- Maintain regular communication channels with Ministry, Toronto Children’s Service and school board contacts

Operations Manager

- Prepare and implement Communications Plans for employees, directors, Leadership Team and families

- Designate team members to be responsible for monitoring and sharing/ reporting on ongoing guidance from Toronto Children’s Services, Toronto Public Health and the Ontario Ministry of Education, TDSB and TCDSB.
- Update policies and procedures in accordance with all guidelines and directives
- Plan and implement information-sharing and training on the policy and procedures for employees, families, clients and stakeholders
- Complete a Health and Safety Risk Assessment for the Centres
- Train Health and Safety Team on new procedures and clearly delineate their role
- Ensure employees are aware that support is available through our Employee Assistance Program (EAP).
- Develop a protocol for staff recall based and accommodations with support from our legal advisors

Financial Manager

- Prepare Financial Impact projections at each decision-critical stage
- Complete Business Continuity Plan for the Board
- Assess liabilities from parent fees, fundraising, additional staffing and equipment and include in reports to the Board
- Make recommendations to Board about parent fees, salaries, benefits, funding, insurance, liability mitigation
- Access all grants, subsidies and financial support programs offered by governments
- Collaborate with our auditors to apply for federal funding programs
- Monitor ongoing and changing funding protocols from the Ontario Ministry of Education and Toronto Children’s Services and share with the Leadership Team and Directors.
- Monitor financial accounts closely to ensure solvency
- Ensure Accounts Payable, Payroll, Provincial Wage Enhancement (PWE) are paid in a timely manner and on a regular schedule
- Calculate and submit federal funding program (CEWS) information by the federal deadlines each time with support from the auditor’s firm
- Send out current financial Report to Board prior to each meeting
- Prepare parent fee invoices in advance of reopening
- Update all financial policies and procedures as needed

Leadership Team

The Leadership Team is comprised of all managers, supervisors and an officer of the Board of Directors and has the authority to shut down the organization as directed by relevant authorities. The Team will

- Monitor and follow all Emergency Orders, guidelines and directives from Toronto Public Health, the province, the Ministry of Education, Toronto Children’s Services and the school boards about closure
- Develop procedures to meet all guidelines and directives
- Conduct centre Risk Assessments for inclusion in the corporate Risk Assessment
- Communicate results to the Health and Safety Team
- Provide a Health and Safety Team Checklist for use on reopening
<https://www.pshsa.ca/resources/covid-19-inspection-checklist-for-joint-health-and-safety-committee>

- Plan for and order new equipment and materials to meet guideline requirements for health and safety
- Develop training modules for staff on policy and procedures
- Keep a record of who has participated in the training modules
- Develop information newsletters and presentations for families/guardians
- Communicate regularly and proactively with centre staff
- Problem-solve issues and clarify the implementation of all procedures and policies
- Maintain an adequate supply of PPE and Infection Control supplies
- Work as a team to ensure all employees receive clear and consistent communications and training

Supervisors

- Meet and work as part of the Leadership Team
- Understand supervisor responsibilities under the *Occupational Health and Safety Act (OHSA)* and take every precaution reasonable for the protection of persons within our workplace
- Implement and monitor the procedures defined in this policy
- Train and educate all persons in our centre about the risk of infection and the controls to minimize possible infection of disease
- Ensure that when children or employees go home sick, their work areas are cleaned and disinfected.

Employees

- Understand and implement the procedures in this policy
- Participate in all training
- Understand worker rights under OHSA
- Report any known violation of this policy or procedure to your supervisor
- Know the signs and symptoms of COVID-19
- Report to the supervisor if you feel or suspect that you may be infected or not feeling well
- Do not come to work if you are experiencing any of the signs or symptoms of COVID-19
- Report to a COVID-19 assessment centre if you are feeling unwell or have the signs or symptoms of COVID-19 and follow Public Health directions, notifying your supervisor.
- Stay home if ill with symptoms of COVID-19 until criteria to discontinue isolation have been met, in consultation with the local public health authority or healthcare provider.

Reference Documents

Canadian Centre for Occupational Health and Safety, [COVID-19 Tip Sheets](#)

Ecclesiastical Insurance Office PLC, [Organizational Resilience: Dealing with a Disease Outbreak](#)

Government of Canada:

[Risk-Informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#)

[Risk mitigation tool for child and youth settings operating during the COVID-19 pandemic](#)

Ontario Ministry of Education, [Operating Guidance During a COVID-19 Outbreak: Child Care Re-Opening, June 2020](#)

Public Health Ontario, Fact Sheet: Coronavirus Disease 2019 (COVID-19): Cleaning and Disinfection for Public Settings, May 2020

Public Services Health and Safety Agency, Public Services Health and Safety Guidance During COVID-19 for Employers of Child Care Centres, May 2020

Public Services Health and Safety Agency, COVID-19 Inspection Checklist for point health and Safety Committees, 2020

Toronto Public Health, COVID-19 Guidance for Child Care Centres, rev. 9 July 2020

Toronto Public Health, Pandemic Planning Checklist, June 2020

Ontario Human Rights Commission, Policy Statement on human-rights based approach to managing the COVID-19 epidemic, 2020