



Cohorting of Staff and Children Policy and Procedure-COVID-19

Created: June 23, 2020

Revised: July 15, 2020, July 23, 2020, August 28, 2020, October 19, 2020, November 30, 2020, December 15, 2020, June 25, 2021

Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, June 24, 2021, November 23, 2020 October 8, 2020, August 28, 2020,
Ministry of Education Operational Guidance Version 4, November 2020, Version 3, August, 2020, Reopening Child Care Risk Assessment

Approved by the Board of Directors: July 22,2020

Policy

Orde Day Care is committed to providing a safe and healthy environment for staff, children, and families. Orde Day Care will take every reasonable precaution to prevent the risk and spread of COVID-19 within our centre, by reducing the interaction of staff and children outside of their designated cohort group.

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health, and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and the Ministry of Education regarding the cohorting of children and staff to reduce the transmission of COVID-19.

Designated Cohorts Size:

- As of September 1, 2020, maximum group sizes set out in the CCEYA are permitted.
- Where possible before and after school programs will be organized in smaller class sizes to allow for more physical distancing
- Reduced ratios are permitted as set out under the CCEYA i.e. beginning, rest time and end of the day
- Rooms and programs should not combine with other rooms or cohorts at any time of the day.
- Infant program must always maintain ratios
- **Wherever possible siblings should be placed in the same cohort (summer camp)**

Scheduling of Staff with Designated Cohorts



- The hours of operation of the centre will be shortened to limit the number of staff replacements that are required in a regular 10.5-hour day
- Orde Day Care must ensure that each group has the required number of qualified staff as set out in the CCEYA.
- As such, each program room must have a minimum of one qualified staff assigned to the program for the majority of the day
- Sufficient staff must be assigned to one room consistently over the course of the day to allow for breaks, lunches, and programming
- Staff lunches and breaks will be staggered to allow for physical distancing in the staff room area
- Staffing assignments should limit the number of staff entering or working in different rooms/areas as much as possible- routine coverage should be supported by the same staff ie programming time/lunch breaks covered by the same staff whenever possible
- Staff should not be scheduled to work in more than one location, whenever possible
- Staff that are designated as screeners or runners can be assigned to one cohort
- Supervisors/Executive Director should limit their movement between rooms, do so only when absolutely necessary and don the appropriate PPE equipment and measures
- Supervisors will devise a contingency plan to identify the minimum staffing requirements in the event an outbreak or increased illness in staff, but **only after** informing Toronto Public Health of the increased illness at the centre
- Supervisors are responsible for informing families as soon as possible via email/telephone in the event that they cannot open a room or do not have sufficient staffing to supervise children who will be in attendance.
- If the entire centre must close under the direction of Public Health, this must be reported to the Ministry of Education, as per Serious Occurrence Reporting Procedure by the Supervisor or the Executive Director.

Supply/Replacement Staff

When current staffing compliments do not adequately cover staffing requirements the following procedure will be followed:

- Ensure that our supply/replacement staff are not performing supply work for another centre whenever possible
- Reassigning supply/replacement staff to a different cohort/group within the same childcare centre should be avoided as best as possible to prevent the mixing of cohorts
- Supply/replacement staff will be designated to one site (i.e. Orde Day Care or Orde Satellite)

Designated Cohort Space and Program

- Programming and daily schedules must be planned in a manner that prevents the cohorts from mixing throughout the day and over the course of the childcare program/session



- If washrooms are shared only one cohort should use the washroom at one time
- If large indoor areas are used by more than one cohort staff must ensure that groups do not mix and physical distancing is maintained
- If physical distancing cannot be maintained a temporary physical barrier can be used to prevent the mixing of the groups
- The height of the barrier should be as tall as the tallest user and should consider breathing zones
- Breathing zones is defined as a pocket of air from which a person draws breath and generally extends 30 centimetres around the mid point of a person's face

Transitioning of Children

- Children required to move up to the next age group will not be allowed to visit the program prior to the start date
- Transition books will be remade to allow for cleaning and disinfecting of books, or will be batched when returned from the parent if it is non wipeable
- Newly enrolled children will not have visit days prior to starting at the daycare, a copy of the transition book will be provided to the family to prepare the child for the program.

Before and After school Programs

Care during program activity days (PA days) and holiday programs

- Supervisors should continue to maintain children within their regular cohorts (e.g., before and after school programs) when providing care during program activity days.
- Mixing of groups or cohorts should be avoided as much as possible.
- Supervisors may consider combining cohorts or groups on case-by-case basis when operationally required (e.g., Due to low enrollment or staffing coverage).

If cohorts are combined during PA days, Supervisors should:

1. Notify parents/guardians that child care cohorts will be combined and explain the child care settings public health policies and procedures (e.g. mask use, physical distancing, respiratory etiquette, hand hygiene and screening practices).
2. Maintain physical distancing within the combined cohort.
3. Coordinate with school to access larger rooms/areas (e.g., gyms), if possible.
4. Provide outdoor programming as much as possible.●

Before and after school programs providing care during holidays must ensure that cohorts/groups (i.e., Children, and staff) stay together for the duration of the program.

Policy and Procedure Review:



This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care Centre **Cohorting Staff and Children Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Cohorting Staff and Children Policy and Procedures**. I understand that if I have questions, at any time, regarding the **Cohorting Staff and Children Policy and Procedures**, I will consult with my immediate supervisor.

Please read the **Cohorting Staff and Children Policy and Procedures** carefully to ensure that you understand the policy and procedures before signing.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: