

Hucklebug Preschool Inc.		Section: 2.8.46
Last Approval Date: June 24/20 Latest Approval Date: June 24/20	Policy: Covid-19 Child Care Operation Maximum Capacity, Cohort Size and Ratio Policy Policy Number: 46	Corresponding Forms: Active screening Policy Use of PPE Policy Exclusion of Sick Children and Staff Enhanced Cleaning Policy Active Screening Tracking Checklists Operational Requirement Checklist Covid-19 Guide to Reopening

1 Purpose

This policy is in response to the COVID-19 Pandemic and the requirement for the City of Peterborough to establish written policies and procedures outlining the operator's health and safety protocols to support the safe re-opening of child care centres. This policy adheres to the advice of Dr. David Williams, Ontario's Chief Medical Officer of Health, the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health to keep people safe.

The purpose of this policy is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily.

2 Application

This Procedure applies to:

- All persons entering the child care facility – including children, staff (including cooks, cleaners), and visitors (inclusive of parents/guardians).

3 Definitions/Acronyms

CCLS – Child Care Licensing System

COVID-19 – is a disease caused by the 2019 novel coronavirus

MOH – Medical Officer of Health

PPH – Peterborough Public Health

4 Procedure

Maximum Cohort Size and Ratio

- For the purposes of this policy, a cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days.

- Maximum cohort size for each room in a child care centre (including each family age group) **will comply with the current legislative guidelines** (“a cohort”), space permitting. This may include both staff and children.
- Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).
- For any play activity room that is currently licensed for a maximum group size of less **than the current cohort size** due to square footage requirements (e.g., infant room 1 is licensed for 6 children), operators can only have the number of children listed on the licence and ensure the cohort does not exceed the cohort guidelines).
- Operators may enroll part-time children (e.g. Tues/Thurs) however, this part-time child counts as **1 of your cohort**. The remaining days – Mon, Wed, Fri cannot be filled with a different child. The ministry has committed to covering the cost of vacant days. Operators are encouraged to maximize the available spaces as much as possible.
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts. Due to operational requirements, staff used to cover breaks and lunches may move from room to room, however at no time can there be **more than the cohort guidelines in the room at one time**. Staff covering breaks should ensure good hand hygiene when leaving one room and entering another room.
- Operators are required to maintain ratios set out under the CCEYA. Operators can increase staff to child ratio as long as the cohort does not exceed the **maximum cohort restrictions**.
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.

Maximum Capacity of Building

More than one child care program or day camp can be offered per building as long as they are able to maintain separation between the programs and cohorts and follow all health and safety requirements that apply to those programs.

There are no changes to the maximum group size for home child care which allows for a maximum of 6 children, not including the providers own children who are 4 years or older.

Staffing

- Staff should work at only one location – staff are not to move between sites if agency has more than one site operating
- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary
- Supply/replacement staff should be assigned to specific cohorts
- Qualified Staff
 - Operators are required to ensure each group has the required number of qualified staff as set out in the CCEYA. Operators may submit requests for staff director approval (DAs) to the ministry.

5 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments