



COLLEGE  
MONTROSE

Children's Place



# Indoor & Outdoor Programming

Staff Handbook



 **United Way**  
Greater Toronto

**EarlyON**  
Child and Family Centre

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## Locations, Times & Schedule

### Fred Hamilton Park (North Side)

155 Roxton Road, Toronto, ON, M6J 2YE

Main site: Artscape Youngplace, 180 Shaw St, Toronto, ON M6J 2W5

Click [here](#) to see the locations on the map.

Tuesday, Thursday, Saturday:

9:30 AM - 11:00 AM

11:30 AM - 1:00 PM

2:00 PM - 3:30 PM

Wednesday & Friday (2 circles):

9:30 AM - 11:30 AM

- 10:30 AM - Toddler Circle
- 1:30 AM - Infant Circle

### Florence Gell Park

85 Varsity Rd, York, ON M6S 4Z4

Gooch Site (Basement): 3735 Dundas St W, York, ON M6S 2T6

Click [here](#) to see the locations on the map.

Monday (Walking Tours), Tuesday:

9:30 AM - 11:00 AM

11:30 AM - 1:00 PM

2:00 PM - 3:30 PM

Wednesday:

9:30 AM - 11:30 AM

Assign staff to specific responsibilities during the day with the [Outdoor Task List](#).

### Considering the Weather

Outdoor programs will be cancelled if it **rains** or if there is an **extreme weather warning** (e.g. heat).

You will be contacted by **7:30 AM** on whether outdoor programming is cancelled or not. If it is cancelled, we will move forward with virtual programming.



# What To Do Before Joining Indoor & Outdoor Programs



Have you reviewed the training modules developed by Toronto Public Health and Toronto Children's Services for EarlyON service providers?

- [Infection Prevention and Control \(IPAC\)](#)
- [Personal Protective Equipment \(PPE\)](#)
- [Outdoor Programming Reopening Considerations](#)



Refer to [Public Health Ontario Resources](#) for more information



Are you aware of the signs and symptoms associated with COVID-19?

Some common symptoms include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell



Children tend to have abdominal symptoms and skin changes or rashes.

Visit the [Toronto Public Health](#) webpage for more information:



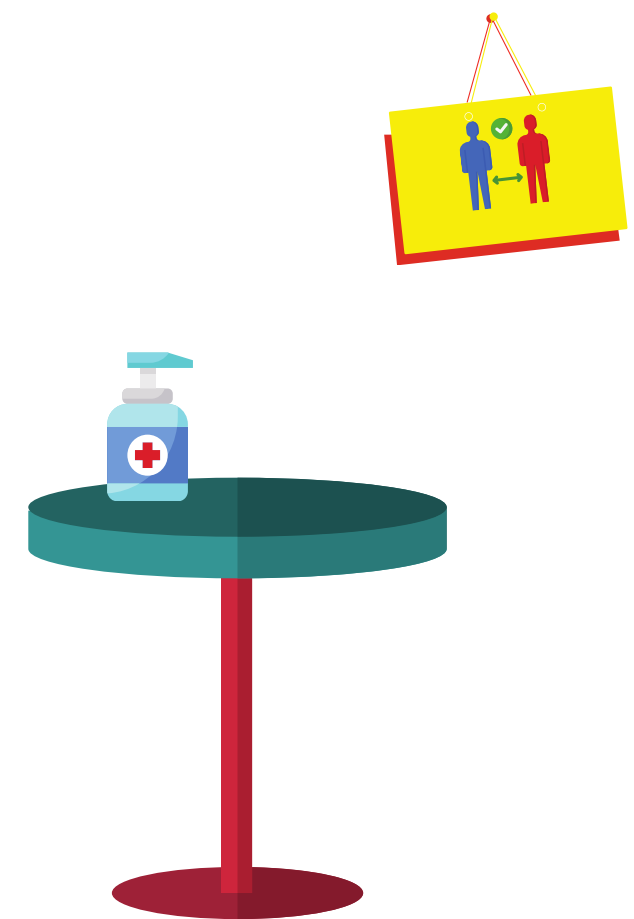
Sign and acknowledge that you have reviewed the training modules, COVID-19 related policies and procedures, and Staff Indoor & Outdoor Handbook for record.



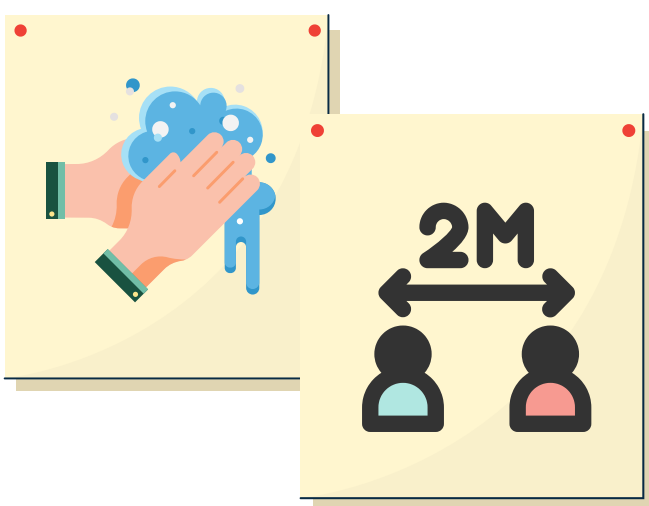
# Preparing Indoor & Outdoor Spaces

## Designated area for attendance recording and screening

- The area should be clearly identifiable
- Post **signs** explaining the attendance recording, screening process and the rules and conditions for program participation
- Create a **physical barrier** to maintain **2m/6ft** distance between staff and the individual signing-in
- Place **tape, signs or other visual markers on the ground** and table to help maintain physical distancing
- Provide **hand sanitizer** for participants to use upon arrival and after signing the attendance record



Some signs from TPH you can post to raise awareness about health and safety measures that help prevent the spread of COVID-19 include:



- [Physical Distancing](#)
- [Protect Yourself](#)
- [Information about COVID-19](#)
- [Wash your Hands](#)
- [Cover your Cough](#)

## Designated area for programming activities

- Use **visual markers** to outline the programming space (e.g. pylons)
- **Move benches or seating areas** to ensure physical distancing of 2m/6ft apart, where possible
- **Remove chairs** around tables to avoid participants from congregating
- Install **hands-free garbage bins**



# Preparing Indoor & Outdoor Spaces

## Environmental Safety Scan

Check if there are any **dangerous objects** in the area (sharp items, garbage, unknown substances)

- If you come across a **syringe** or **needle**, **DO NOT** pick it up! Call the city (311) and someone will come to remove it.



# Supplies to Have On-Site

## Outdoor Program Supplies Checklist

Refer to [this checklist of items](#) to bring to the outdoor program.



## First Aid Kit

Checklist coming soon to the handbook!

The First Aid Checklist should always be on/inside the kit.

## Emergency Kit

Have **extra** PPE available in a clear container for **emergency** situations (face masks, face shields, donning gown)





# Registration, Attendance & Screening

## Screening

**COVID-19 Screening must be done by every staff!**

Please complete both covid-19 screenings for [Artscape](#) and [CMCP](#) on-line prior to entering the program.

During the in-person screening, participants must verify **in writing** that they completed the screening with '**NO**' responses prior to entry to the program.

Anyone who answers '**YES**' to any of the questions must not be permitted to participate.



## Registration

Assign a **second staff member** to assist with registrations if needed (e.g. If a new participant needs guidance on how to pre-register online) to reduce long queues.

Remember to maintain a 2m/6ft distance from the participant as best as possible during registration.

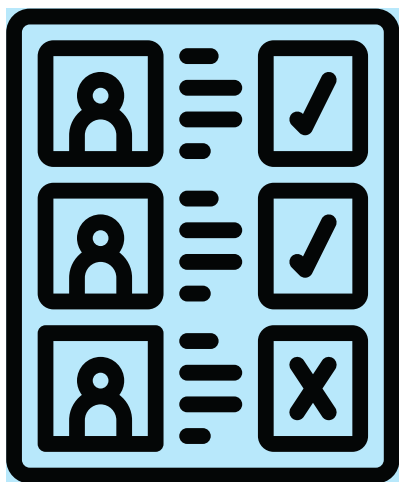
If the participant is unable to register online, provide the physical registration forms to maintain physical distancing.

Refer to [this presentation](#) for more details on the registration process.



# Registration, Attendance & Screening

## Attendance



Maintain daily attendance records of all individuals for the purposes of contact tracing and follow-up as necessary.

Records should include the following information: [name](#), [company](#), [contact information](#), [date](#), and [time of arrival/departure](#), [reason for visit](#), [areas visited](#), and [adult participant signatures](#) verifying 'no responses' from screening.

We accept [walk-ins](#) if we are not at group capacity and if participants sign the [Registration form](#), [Code of Conduct](#) and [Covid-19 screening](#).

## Max Participants

No more than [18 families](#) can participate in outdoor programming at any time.





# Proper Practise of Covid-19 Prevention

## Keep In Mind:

- ★ You must wear a mask outdoors if physical distancing (6 ft/2 m) cannot be maintained
- ★ You must wear a mask and eye protection while indoors
- ★ Practice physical distancing (2m/6ft away from others) as best as possible
  - Physical distancing must not compromise supervision of children or a child's safety, emotional or psychological well-being
- ★ **NO** hugs and handshakes. Instead, encourage participants to greet each other using non-physical gestures (e.g. wave or nod or a verbal "Hello")



- ★ Ask participants to **sanitize** their hands before and after programs

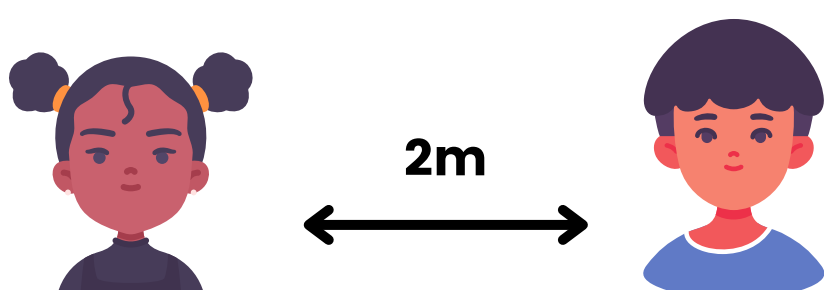
- ★ Regularly remind children and adults to keep their "**hands to themselves**" and the **no sharing** policies and procedures



- ★ Masks are not required for children **under the age of two**

- ★ Masks should be replaced when they become **damp** or **visibly soiled**

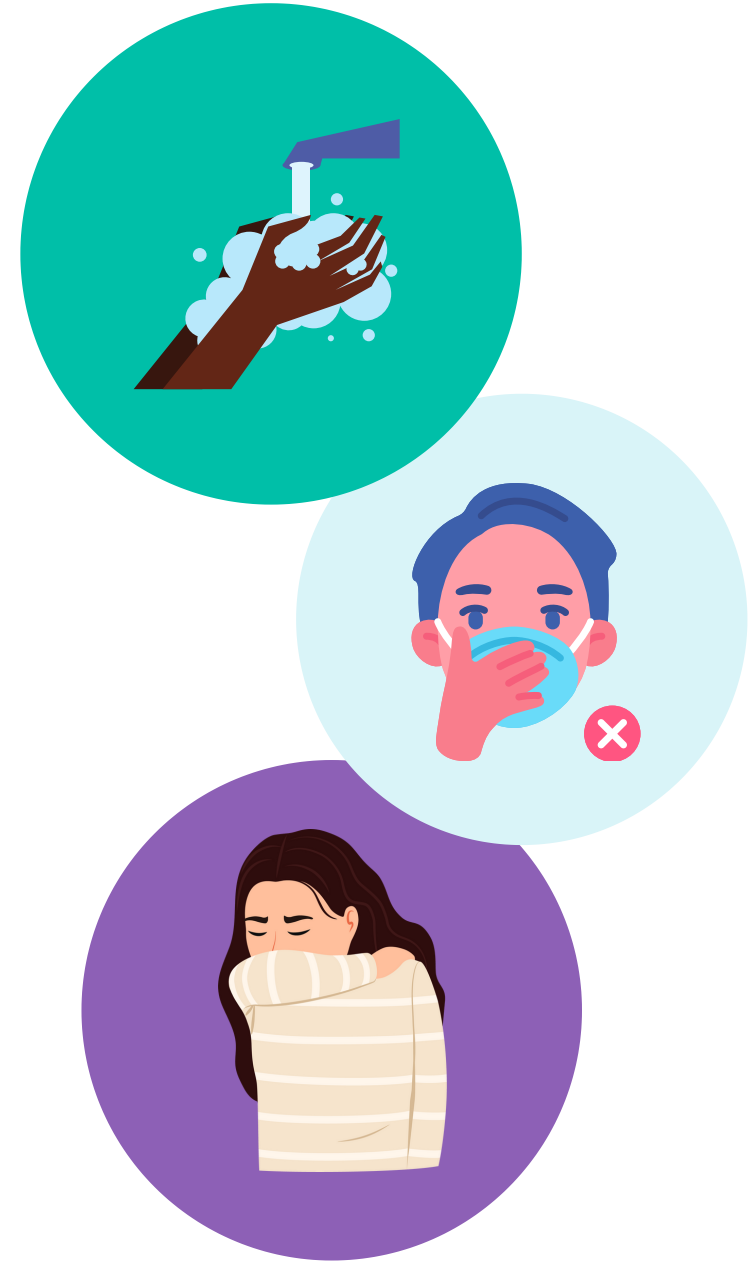
- CMCP will have extra disposable masks available on site



# Proper Practise of Covid-19 Prevention

## Practice Proper Hygiene

- ★ Clean your hands often and thoroughly with soap and water or use hand sanitizer (70-90% alcohol concentration)
- ★ Avoid touching your face, nose and mouth with unwashed hands
- ★ Cover your cough or sneeze with your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.



## Mobile Outdoor Programming

- ★ Designate a starting point for the walk.
- ★ During the walk, staff and participants must maintain a minimum of 2m/6ft distance

## Indoor Physical Activity

- ★ Participants and staff should not be engaged in moderate to vigorous physical activity indoors.



Additional health and safety guidance for staff is available from the [Public Services Health & Safety Association](#) website.

# How To Clean & Disinfect

## Indoor Cleaning & Disinfection

Disinfect **high touch surfaces** such as grab bars, railings, door handles, faucet handles and bathroom surfaces at least **2** times per day, **in-between groups** or as often as necessary.

## References

- Review Public Health Ontario's [Cleaning and Disinfection for Public Setting](#) fact sheet
- Refer to [Health Canada's lists of hard surface disinfectants for use against coronavirus \(COVID-19\)](#) for information on choosing and learning about disinfectants
- **Chlorine bleach** solutions may also be used for disinfection if appropriate for the surface



## Toys & Equipment

- **Mouthed toys** must be removed from play immediately and placed in the **dirty toy bin**
- Toys and equipment must be cleaned and disinfected **between users and program groups**
- Note the **contact time** which tells you how long the disinfectant needs to stay wet on the surface before drying or wiping down
- To clean and disinfect toys you can:
  - Use a **mechanical dishwasher** or
  - A **two or three sink** method or
  - A spray-on disinfectant like AIR Spray N Go' Disinfectant Cleaner that requires no rinsing
- **Wipes** can be used to disinfect equipment and play structures that are large
- Items that cannot be easily disinfected (e.g. books) should be placed in a **sealed container** for 7 days before reusing
- Maintain **logs** to track cleaning and disinfecting activities



# What To Bring

Please bring your own necessities and avoid sharing items with others.  
Some basic items you can bring include:

water bottle



hat



sunscreen



packed lunch



## Personal Protective Equipment (PPE)

CMCP will provide you with PPE for Covid-19 prevention, however you are welcome to use your own PPE as long as it meets Toronto Public Health guidelines.

Examples of PPE:



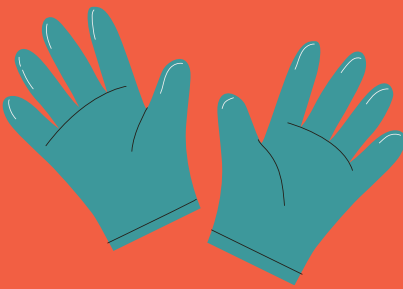
Hand Sanitizer



Face Shield

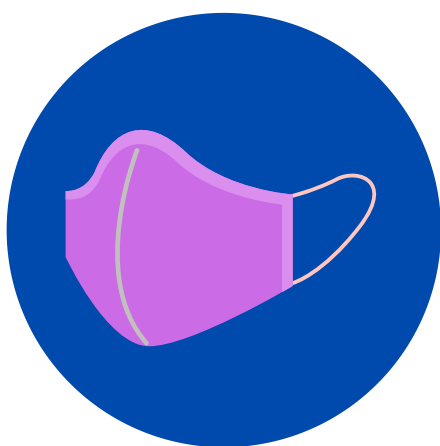


Goggles



Gloves

Remember that all staff must wear a face mask at all times. If you choose to wear a non-medical mask, it must have **3 layers!**

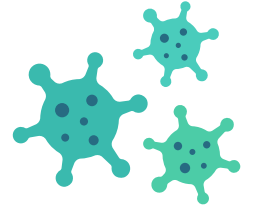


non-medical mask



medical mask

## What If Someone Gets ill?



Any staff or participant that **shows any new or worsening symptom** of COVID-19 must stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional
- It has been 10 days since their symptom onset and they are feeling better



Any staff or participant that has a **confirmed case** of COVID-19 must self-isolate at home for 14 days

Any staff or participant that has been **exposed** to a confirmed case of COVID-19 must self-isolate for 14 days. Then continue to self-isolate for 14 days even if their test is negative.



**Report all positive cases to CMCP !**



## Monitor Your Wellbeing

Remember that it is our mission to engage parents and caregivers, support early learning and development, and make connections for families.

Just like our mission, it is equally as important that you feel comfortable, safe and supported at work. As you listen and support the struggles of families, you may also have your own struggles. While you work hard to prepare the spaces to help your participants feel safe and comfortable, you may also be worried or anxious about COVID-19.



Maintaining wellness, taking care of yourself, even in small ways, and having opportunities to share your feelings with trusted people are important factors in staying balanced and resilient.

As you prepare to support your participants, consider what support you need as well. Be familiar with the signs of burnout and your own warning signs. Mental Health supports are available and there is no shame in seeking them out. If you need additional support, please speak with your manager or supervisor.





## Frequently Asked Questions (FAQ)

What if I need to get close to someone during registrations?

Try to maintain as much distance from the participant as possible by verbally directing them on how to complete the registration and screening online. If they are having difficulty following the instructions, provide physical forms.

What's the dress code?

Please dress appropriately for the weather and for your activities! All outdoor programming staff will receive **CMCP T-Shirts** to wear during the programs.



What do I do if a child comes within 6 ft of me?

Remain standing, immediately put your mask on, do not bend down to their eye level, and respectfully engage with them while maintaining some distance.

What do I do if I see participants not following the Code of Conduct?

If you are a main staff, politely address the concern and encourage them to respect the Code of Conduct which they signed and agreed to. If you are not a main staff, ask a main staff for support.

## Frequently Asked Questions (FAQ)

What if I encounter an aggressive/volatile person

Stay calm and respectful. Try to resolve the issue as quickly and as peacefully as possible, and do not provoke them further.

Can families who arrive together or are friends, be together in one bubble space?

No. If they live in different households, they are considered separate families and must remain 6ft/2m apart in their own bubble space.

## Frequently Asked Questions (FAQ)

