



Hamilton

Healthy & Safe Communities Department
Children's Services & Neighbourhood Development Division
6th Floor, 28 James Street North
Hamilton ON L8R 2K1
www.hamilton.ca

June 12, 2020

Dear Child Care Operators:

I would like to start by thanking you for your patience as we work together to develop the reopening plan for child care in Hamilton. We understand that there are a lot of questions however we are committed to keeping you up to date as information becomes available and working closely with you to ensure a gradual and safe reopening for both families and child care staff.

Tools and Resources

We are in the process of working closely with our Public Health colleagues to develop a number of tools and resources to help support you to safely reopen to families. We will continue to share these tools as they become available. We are pleased today to be able to share with you the following tools and resources:

1. Guide to Reopening Child Care Centres

We understand there are several requirements in order to safely reopen. To make this process simpler, we have developed an overarching Guide to Reopening Child Care Centres that outlines all of the steps that you need to complete prior to reopening. This document does not need to be submitted to the City but is intended to be a resource to guide you through the reopening process.

2. Key Messages for Families

In order to support communication with families, we have developed the attached key message document. These key messages are for your internal use but may be used in your conversations with families or adopted into correspondence that you are sending out to your families.

3. Public Health Inspection Checklist

Attached is the checklist that Public Health inspectors will be using during their in-person visits. We are providing you with a copy of this checklist in advance to help you prepare for your reopening Public Health inspection.

4. Public Health Policies

In consultation with our Public Health colleagues we are providing the following policy documents that outline the expectations for child care centres:

- Enhanced Environmental Cleaning and Disinfecting
- COVID-19 Outbreak Response
- Exclusion of Sick Children/Staff
- Child Care Centre Screening

Child care operators must review these policy documents with all staff prior to reopening and ensure that they are able to operationalize these policies into your procedures.

5. Screening Questions

Attached are the mandatory screening questions that operators must ask all children, staff, and essential visitors prior to entering the child care centre. In addition, all individuals will need to complete a temperature check prior to entry. Child care operators are required to maintain records of these screening questions and temperature checks.

6. Mandatory Training Plan

In order to reopen, all centre staff will be required to complete mandatory training on the use of PPE and hand hygiene practices. Attached is a list of the mandatory videos that all staff must be review in advance of reopening. Additional optional training resources will be shared as they become available.

7. PPE Recommendations

Child care centres are required to have a minimum of a 7-day supply of PPE in order to reopen. The attached PPE checklist outlines the recommended PPE that centres will need to reopen.

8. Posters and Signage

A passive screening signage tool will be provided to assist you with conducting screening for children, staff, and essential visitors. There are also a number of recommended posters and signage documents contained within the Public Health checklist document. Laminated hard copies of these posters and signage documents will be available through ASCY.

Process to Book a Public Health Inspection

Public Health inspections may be requested as early as Wednesday, June 17. We are asking all child care centres to email ccss@hamilton.ca to provide an approximate date for when your centre will be ready for a Public Health inspection and the best contact number to reach you. Once we receive this information, a Public Health inspector will contact you to book an inspection.

Process to Obtain PPE

The City has committed to providing the initial supply of PPE to reopen. An electronic survey will be sent out shortly to determine your PPE needs, as well as the need for a thermometer for screening purposes. Once this information is received, further details will be shared about the timelines and process to pick up your PPE supplies from ASCY. ASCY will also distribute the laminated posters at the that time.

Community Meeting

In order to support you in the reopening process, we will be hosting another community meeting in collaboration with Public Health. The purpose of this community meeting is to review the checklist and other tools provided by Public Health and answer questions

that you may have. There will be two sessions offered on the following dates. You only need to attend one of the two sessions.

1. Tuesday, June 16, 9:30 am – 10:30 am
To participate click:
<https://us02web.zoom.us/j/82601736083?pwd=TGZZQUNuZC9BdVpBeEd5RWdCQkZYUT09>
2. Tuesday, June 16, 2:30 pm – 3:30 pm
To participate click:
<https://us02web.zoom.us/j/85025856841?pwd=cjk4KzVZNDhsVGJDLzRmM2xLaWQ0UT09>

You are not required to RSVP in advance for these sessions. To participate, please click on the above Zoom links.

French Language Materials

The mandatory training plan with links to French language videos has been included in this package. We are in the process of translating all other screening tools and signage resources. French language copies will be made available as soon as possible.

Thank you for your commitment to working together as we prepare for the safe reopening of child care in our community.

If you have any questions please contact Brenda Bax, Manager of Early Years Operations, at brenda.bax@hamilton.ca or (905) 546-2424 ext. 4120.

Sincerely,



Grace Mater
Director
Children's Services and Neighbourhood Development Division