

**Kinderplace Childcare  
Centre  
COVID- 19  
Parent Information  
booklet**



# KINDERPLACE CHILDCARE CENTRE

## COVID-19

UPDATED POLICIES TO KEEP FAMILIES, CHILDREN, PROVIDERS, and COMMUNITIES SAFE

HAVE QUESTIONS? SEND US AN EMAIL

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Reopening our doors is going to look a little different. New policies are in effect to minimize risks and keep everyone as safe as possible.

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### **Child Care Reopening Plan**

**Date Revised: Aug. 5, 2020**

*Updates: this document will be reviewed and amended as needed in consultation with the Ministry of Education, OCCSM. Once amended any previous versions will be void.*

**Purpose:** The purpose of this document is to provide health and safety guidance to childcare centres to protect the health of employees and children in their care. This document contains protocols and procedures for daily health checks, exclusion of children, parents and staff who are sick, infection prevention and control and sanitary practises as well as in program health and safety considerations.

An operational guidance document has been developed by the Ministry of Education with support from the Ministries of Health, and Labour, Training and Development, the Chief Medical Officer of Health, as well the childcare sector. This document includes information on licencing requirements and health and safety measures to have in place for the reopening and should be reviewed by all childcare operators: [Operational Guidance During COVID-19 Outbreak: Childcare Reopening.](#)

### **Staffing**

- Kinderplace Staff **should** work at only one location.
- Supply/replacement staff will be assigned to specific cohorts.
- All staff are required to have valid certification in first aid training including infant and child CPR unless the certification has been extended by the Workplace Safety and Insurance Board (WSIB).

- The WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended **until Dec. 2020.**
- Kinderplace Childcare Centre Inc. will continue to monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff, whose certification would have expired after March 1, 2020.
- Vulnerable Sector Checks (VSC's)
  - Kinderplace Childcare Centre Inc. is required to obtain VSC's from staff and other persons who are interacting with children as per the Kinderplace Police Record Check Policy.
  - Kinderplace Childcare Centre Inc. is not required to obtain a new VSC from staff or persons interacting with children where the fifth anniversary of staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.

Offence declarations which expired during the emergency period must be completed as soon as possible but no later than 60 days after the emergency period ends.

#### ***Operational Pre-Program/New administration considerations/Communication with families***

- Open and respectful communication between the Kinderplace Executive Director/Supervisor/Childcare staff and families regarding the enhancement of health and safety measures facilitates transparency of expectations.
- New policies will be shared with families prior to returning to care, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick.
- Families can access Kinderplace Childcare Centre website at [www.kinderplace.ca](http://www.kinderplace.ca) anytime to review all Kinderplace Childcare Centre policies, procedures and updated information concerning current practices.
- Any changes to waitlist policies will be communicated to families so they are aware of the changes.
- Where possible the use of in-person communication should be limited.

#### ***Visitors***

- There should be no non-essential visitors at the program.
- The provision of special needs services may continue.
- Use of video and telephone interviews will be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire Marshall, Public Health inspectors) are permitted to enter and inspect a childcare centre, home childcare agency and premises for any reasonable time.
- As much as possible, parents should not go past the screening area.
- Ensure that there are no volunteers or students at the program

### ***Parent Fees***

- To stabilize parent fees when re-opening, Kinderplace Childcare Centre will set fees at the level they were prior to closing in March 2020.
- Kinderplace is prohibited from charging or accepting fees or deposits to add families to a priority list for preferred access to spaces.
- Kinderplace is prohibited from charging fees to parents if they do not have access to a space or decide not to accept a space.

### ***Access to Child Care Spaces and Prioritizing Families***

- Any child remaining in the care of Kinderplace Childcare Centre after their start date back in Sept. 2020 will be billed according to our parent handbook.
- **Priority** will be given to families registered with Kinderplace Childcare Centre prior to March 17, 2020. With the following considerations.
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  - **Full time childcare requests will be prioritized over part time childcare requests.**
  - **Returning children served through Emergency childcare to their original placement and continuity of service for these families.**
  - **Care for families who must return to work and that currently work outside of the home.**
  - **Families with special circumstances that would benefit from children returning to care, such as children with special needs; and**
  - **Other local circumstances.**
  - **At Off-site location, priority will be given to families who have utilized our main location in the past.**

### ***Subsidy***

- Clients accessing childcare subsidy through the TBDSSAB need to contact their childcare worker prior to returning to care.
  - Assessments are being completed by childcare caseworkers to ensure families continued eligibility.
  - Clients returning to care without a formal subsidy approval letter (emailed by childcare caseworkers) will be billed according to our current fee guide.
    - Fee guide can be found in our parent handbook.

### ***Staff Training***

- This policy and any relevant information will be shared with staff prior to re-opening.
- All individuals involved with Kinderplace Childcare Centre Inc. are encouraged to consult the Thunder Bay District Health Unit for ongoing health and safety information pertaining to their specific needs.

## **Health and Safety Requirements**

### ***Working with Local Public Health***

- While the Ministry is providing guidance on how to operate child care during the COVID-19 pandemic, Kinderplace Childcare Centre must follow the advice of local public health officials when establishing health and safety protocols, including how to implement the provincial direction that the maximum cohort size for each room consist of no more than 15 children plus the appropriate number of staff to maintain ratios.
- The Ministry of Education recognizes that this may result in regional differences in these protocols, but given different impact of COVID-19 in different communities it is important to follow the advise of local public health officials to keep children and families safe in their respective communities.

### ***Health and Safety Protocols***

- Kinderplace Childcare Centre must ensure there are written policies and procedures outlining the health and safety protocols. Kinderplace must submit an attestation to the Ministry that confirms new policies and procedures have been developed and reviewed with employees and providers. These policies and procedures must be consistent with any director of the medical officer of health and include information on how Kinderplace will operate during and throughout the recovery phase following the pandemic including:
  - sanitization of the space, toys, and equipment.
  - how to report illness
  - how physical distancing will be encouraged.
  - how shifts will be scheduled.
  - Rescheduling of group events and /or in-person meetings; and
  - parents drop-off and pick-up procedures.

### ***Attendance Records***

- Kinderplace is responsible for maintaining daily records of anyone entering the child-care facility and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food.
  - Records (e.g. name, contact information, time of arrival/departure, screening completion/results, etc.) must be keep up-to-date and available to facilitate contact racing in the event of a confirmed COVID-19 case or outbreak.

## Daily Health Checks (Screening) and Exclusions Protocol

### *Screening for Symptoms*

- All individuals including children attending childcare, staff and childcare providers, parent/guardians, and visitors must be screened each day before entering Kinderplace.
- Daily screening will be done manually by a designated screening staff which includes a temperature check and asking a series of covid-19 questions.
- Parents and guardians will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- Screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least (2 metres) 6 feet from those being screened if possible, and wearing persona protective equipment (PPE) i.e. surgical/procedure mask and eye protection ( goggles or face shield).
- Refer to Public Health Ontario Resources for how to properly wear and take off masks and eye protection.
- Alcohol-based sanitizer containing at least 60% alcohol content will be placed at all screening stations.
- All Childcare Centres will maintain daily records of screening results. Records will be kept on the premises.

### *Testing Requirements*

- Symptomatic children or staff should be referred for testing.
  - Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
  - Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.
- Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.
- A list of symptoms, including atypical signs and symptoms, can be found in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website.
- Please see the protocols when a child or staff becomes sick for information on testing in the event of a suspected case's

### ***Protocol When a child or Staff demonstrates Symptoms of illness or becomes sick.***

- A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member, or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public Health Unit.
- Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.
- Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.
- Symptoms for COVID-19 include fever (38 degrees and over), a new or worsening cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children should be monitored for atypical symptoms and signs of COVID-19. For more information, please see symptoms outlined in the COVID-19 reference Document for Symptoms on the Ministry of Health's Covid-19 website.
- If a child or childcare staff/provider becomes sick while in the program, they should be isolated and family members contacted for pick-up.

**Please note that during the COVID-19 pandemic \* medicating children with over the counter cold medications, acetaminophen (brand name: Tylenol) ibuprofen (brand name Advil) or another fever suppressing /cold symptom suppressing drug prior to them arriving at the daycare, could affect the result of testing as well as the health and safety of children and Staff in Kinderplace Childcare Centre.**

If a **child** or staff **member** develops a symptom while at the centre, follow these steps.

#### **1. Isolate the person immediately.**

- If the person is a child, separate them from others in a supervised area and call for the child to be picked up from the centre immediately.
- If a separate room is not available, the sick person should be kept a minimum of 2 meters from others.
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a childcare staff should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The childcare staff/provider should always wear a surgical/procedure mask and eye protection and not interact with others. The childcare staff/provider should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.

- Public health should be notified, and their advice should be followed.
- Kinderplace would follow public health advice on notifying others using a shared space within a school setting.
- Where a child, staff is suspected of having or has a confirmed case of COVID-19, Kinderplace must report this to the Ministry as a serious occurrence.
- Other children, including siblings of the sick child, and childcare staff/providers in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e. grouped together). The local public health unit will provide further direction on testing and isolation of these close contacts.

### **Serious Occurrence Reporting**

- Childcare centres have a duty to report suspected or confirmed cases of COVID-19 under the *the Health Protection and Promotion Act*. The Licensee should contact their local public health unit to report a child suspected of to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Where a child, parent, staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, centres must report this to the ministry as serious occurrence.
- Childcares are required to post the serious occurrence notification form as required under the CCEYA unless local public health advises otherwise.
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### **In-Program Considerations**

#### ***Maximum Cohort Size and Ratio***

- 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 of each room in a childcare centre (including each family age group) will consist of no more than **15 children excluding staff** (“a cohort”), space permitting. This includes 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 15 children due to square footage requirements ( e.g. Infant room 1 is licensed for 6 children), childcare centres can only have the number of children listed on the licence and ensure the cohort does not exceed 10 ( including staff.)
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
- Childcare centres are required to maintain ratios set out under the CCEYA. Licensees can increase staff to child ratio if the cohort does not exceed the maximum of 15 individuals.
- 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 if cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.

### ***Drop-off and Pick-up Procedures***

#### ***Drop Off***

- Kinderplace Childcare Centre is open from 6:50 a.m. to 5:45 p.m. Monday through Friday. While operating in this phase, drop-off times will be staggered, and parents/guardians will be asked to stay with the time that they have indicated on their survey. The same parent/guardian should be the consistent drop- off and pick- up each day for contact tracing.

#### **If you see another family being checked in, please be patient during this time.**

- There are (3) social distanced waiting spaces available for families if they are occupied please wait patiently in your vehicle until one becomes available.
- Please follow the designated route for entering and leaving the screening area
- Parents/child are required to use the hand sanitizer once in the screening area
- The Screener will do a visual check and then ask parents a series of yes/no questions regarding symptoms and travel.
- The child and parent will have their temperature taken using an infrared thermometer.
- The Screener will record results on the daily active screening sheet.
- If the child/parent has passed the screening and the child is approved to enter, another Childcare Worker "runner" may bring the child in to their program at, Kinderplace Childcare Centre, and assist the him/her with taking their coat and shoes off prior to admitting them into the program.

- The receiving Childcare worker will ensure child's hands are sanitized prior to bringing them in to the room.
- Kinderplace is asking for Personal belongings (e.g. backpack, clothing etc.) to be minimized at this time.
- Belongings will be labelled and kept in the child's cubby/designated area. If possible, please provide supplies for the entire week and backpacks will be returned on Fridays to parents for refilling of supplies.

### ***Pick Up***

- Please abide by your specified pick-up time.
- Children will be ready for pick up according to their pre -determined pick up time
- If all social distancing spaces are taken, please remain in your vehicle until one becomes available
- Please follow markers for arrival and departure when picking up your child
- Childcare worker (runner) will retrieve the child (and belongings if required from the program and bring them to the designated screening area
- Parents will meet their child, in the screening area, when there is an available opening to do so.
- Quick updates concerning the child's day can occur while respecting social distancing.
- Please be patient if another child is being pick-up ahead of you.

### ***Set-up and Physical Distancing.***

- The ministry recognizes that physical distancing between children in a childcare setting is difficult and encourages childcare staff and provides to maintain a welcoming and caring environment for children.
- Each cohort must have their own assigned indoor space, separated from all other cohorts by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.
- When in the same common space (e.g. entrances, hallways) physical distancing of a least 2 metres must be maintained between different cohorts and should be encourage, where possible, between children within the same cohort by.
  - spreading children out into different areas, particularly at meal and dressing time.
  - Incorporating more individual activities or activities that encourage more space between children; and
  - using visual cues to promote physical distancing.

- In shared outdoor space, cohorts must maintain 2 metres between groups and any other individuals outside of the cohort.
- Childcare Licensees are encouraged to increase the distance between cots/resting mats, playpens or place the children head to toe or toe to toe if the space is limited.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include.
  - Planning activities that do not involve shared objects or toys.
  - When possible, moving activities outside to allow for more space; and avoiding singing activities indoors.

### ***Equipment and Toy storage and Restrictions***

- Licensees and home childcare providers are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g. avoid plush toys).
- Toys and equipment should be cleaned and disinfected at a minimum between cohorts.
- Mouthed toys should be cleaned and disinfected immediately after the children finished using it.
- Centres are encouraged to have designated toys and equipment for each room or cohort.
- Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- If sensory materials (e.g. playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child of the day) and labelled with child's name.
- Play structures can only be used by one cohort at time. The Public Health unit will be consulted regarding use of playground equipment onsite.

### **Cleaning Childcare Centres**

- Frequently touched surfaces should be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices).
- Information from Public Health Ontario provides best practises for cleaning and disinfecting, including:
  - Which products to use.
  - How to clean and disinfect different materials.
  - Other items to remember, including checking expiry dates of cleaning and disinfectant products and following the manufacturers instructions.

- It is recommended that centres keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.
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### ***Guidance on the use of Masks and Personal Protective Equipment (PPE)***

- Masks are not recommended for children under the age of two.
- All staff will wear masks.
- Follow public health guidelines regarding the use of PPE.

PPE will be used.

- In the screening area and when accompanying children into the program staff will wear a mask, face-shield.
- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- When caring for a sick child or a child showing symptoms of illness.

When wearing a mask, you should wash your hands before donning the mask and before and after removing the mask.

- Perform and promote frequent, proper hand hygiene (including supervising or assisting participant with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children.

### ***Food Safety***

To Minimize the Spread of Infection through food:

The Executive Director/Supervisor/Designate will ensure that:

- Staff and the children wash their hands before eating.
- Wash and sanitize eating utensils between uses.
- Wash and sanitize surface areas used for food preparation and serving before and after use.
- Use one sink for food preparation, another for hand washing.
- Separate the kitchen area from play area.
- Do not serve unpasteurized milk or milk products.
- Rinse raw fruits and vegetables thoroughly before serving.

Refer to the TBDHU [Food Safety Guidelines for Licensed Daycares](#)

**The Executive Director/Supervisor/Designate will:**

- Reinforce “no food sharing” policies.

- Ensure there is no self-serve food during meal or snack times. If meals or snacks are provided, ensure each child has their own individual meal or snack.
- Multi-use utensils must be sanitized.
- Bagged lunches may be allowed. Bagged lunches must be labelled.
- Children are not to prepare any foods that will be eaten by other children/staff.
- Children/parents are not to provide any food that will be shared with other children within the centre. (i.e. cupcakes/cookies)

### ***Sleep Equipment***

Sleep equipment must be assigned/designated to a single child and labelled or numbered to ensure they are used only by the child assigned. All mats/cots and bedding must be cleaned and disinfected minimally once per week and prior to reassignment. Sleeping mats/cots and bedding must be stored in a manner that will prevent contact with one another. When lying out sleeping mats/cots and setting up cribs, ensure 2-meter separation if possible. If space is tight, place children head-to-toe or toe-to-toe.

### ***Sensory and Water Play***

- No group sensory play activities (i.e. playdough, sand table) should occur during this time. Children may be given Individual sensory activities (playdough, slime) which is not shared and is stored/labeled and used by the same child.
- Activity will be set up following social distancing guidelines to prevent the possibility of sharing the materials.
- Water play at communal table is not appropriate during this time. Individual water play tubs, which are placed following social distancing guidelines,
- Tubs are washed and sanitized after each use.

### ***Outdoor Play***

It is recommended to spend a lot of time outdoors during this time. Do not use community playgrounds. Ensure all children and staff perform hand hygiene once inside.

- Kinderplace Childcare Centre Executive Director/Supervisor/Designate will schedule outdoor play in small groups/by cohort to facilitate physical distancing. Where the

outdoor area is large enough to accommodate multiple groups, a physical marker will be used to divide the space to ensure cohorts remain separated by at least 2 metres.

- Please note that Kinderplace will NOT be using any outdoor play structures at this time.
- Kinderplace Childcare Centre will have designated toys and equipment (e.g. Balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.
- Kinderplace Childcare staff will find alternate outdoor arrangements (e.g. community walk), where there are challenges securing outdoor play space. Providers should follow physical distancing practices when possible.
- Parents/guardians will be asked to bring their own child's sunscreen where possible and it will not be shared. Staff will help apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before or after application).

Outdoor play areas are attractive to unwanted visitors, human and animal. Hazards will be reduced at Kinderplace by taking the following steps:

- Do not assume that a fence will keep out unwanted visitors. Check the perimeter for gaps.
- Check the outdoor play area including the sandbox for animal feces, broken glass or cans, condoms, needles, and syringes.
- Do not pick up sharp objects with your hands. Gloves will not provide protection from punctures. Provide a rigid barrier between the object and your hands, such as tongs, scoop, or shovel.
- Scoop animal feces and surrounding soil or sand with a small shovel or scoop, and discard.
- Rake sand on a regular basis. Sunlight provides an effective protection against some microscopic contaminants. Treating sand with chlorine bleach solutions and/or boiling water has little effect on microorganisms.

### ***Interactions with Infants and Toddlers***

- Staff will continue supervise and hold bottles of infants not yet able to hold their own bottle to reduce the risk of choking.
- When holding infants and toddlers, staff will use blankets or clothes over clothing and change the blankets or cloths between children.
- Staff will try to place infants in every other crib and make cribs that should not be used to support physical distancing.

- Recognizing that physical distancing is difficult with small children and infants, suggestions to support social distancing include:
  - Planning activities that do not involve shared objects or toys; and
  - When possible, moving activities outside to allow for more space.
- Children must not share food, feeding utensils, soothers bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
  - Label these items with the child's name to discourage accidental sharing.

### ***Children's Personal Item Storage***

Each child will have a designated and labelled space for storage of their personal items. The storage area must be large enough to prevent touching of personal items within storage areas and must be spaced out to promote social distancing as best as possible. Each cubby hook and storage container will be designed to one child, labelled with child's name, and not shared unless child is from the same family/siblings. All storage cubbies/benches/woodwork must be cleaned and disinfected daily (end of each day once children go home). Storage containers/bins must be made of a material that can be cleaned/disinfected therefore wicker baskets are not permitted at this time.

Children must not share soothers, bottles, sippy cups, toothbrushes, face clothes etc.

### ***Indoor shoes and socks only in playrooms***

All children and Staff will take outdoor shoes off before entering the playroom areas. Outdoor shoes will be placed in the hallway. All children/Staff are always to wear socks and have an inside pair of shoes at the centre. Since children spend time on the floor, we want it to be as clean as possible.

Label all children's items to prevent accidental sharing.

### ***Diaper Changing and Use of Toilets***

#### **Diaper Changing**

Kinderplace staff will follow the following procedure with minimal at each diaper change station.

1. Gather supplies before getting started
2. Clean your hands
3. Put on gloves (optional)
4. Remove the soiled diaper and fold inwards
5. Clean child's skin with a moist disposable cloth, wiping front to back

6. Remove gloves (if used)
7. Clean your hands
8. Apply barrier product using a tissue to avoid contact with skin and product (if used)
9. Diaper the child; wash the hands of the child and then your hands. Use soap and water.
10. Disinfect diaper change surface after each child, making sure that the entire surface remains wet for the entire contact time. Follow manufacturer's instructions for all solutions. NOTE: A visibly soiled surface must first be cleaned with soap and water, rinsed, and then disinfected.
11. After discarding soiled diapers, dealing with soiled clothing/diapers or disinfecting diaper change surfaces, please clean your hands again at the sink using soap and water as they would be visibly soiled.

### **Toilet Use**

Toileting use and procedures will be posted at each toilet to remind staff of the important steps to follow for each child to prevent the spread of communicable diseases. Glove use is not required for toileting if you can do it without direct hand contact with stool or urine. You must clean your hand and the child's hands after each use.

The following is a sample procedure with minimal requirements that you must adapt to your centre and post at each toilet.

1. Assist the child onto the toilet if necessary.
2. Clean your hands. Put on gloves if you will be encountering stool or urine.
3. Encourage child to wipe themselves from front to back and assist child if necessary.
4. Remove gloves (if worn) and clean your hands with soap and water.
5. Help the child get dressed (or diapered).
6. Wash the child's hands with soap and water.
7. Return child to a supervised area.
8. If the toilet seat is soiled put on gloves, clean, and disinfect toilet or toilet ring.
9. Remove gloves and wash your hands with soap and water.

### **Potty Chairs**

Do not use potty chairs.

### **APPENDICES/LINKS AND ATTACHMENTS**

- [Thunder Bay District Health Unit COVID-19 Infection Prevention and Control Measures](#)
- [Public Health Ontario Coronavirus Disease 2019 \(COVID-19\) Cleaning and Disinfection for Public Settings Factsheet](#)
- [Thunder Bay District Health Unit Infection Control Guidelines for Licensed Daycares](#)
- [COVID-19 Guidance: Emergency Childcare Centers Version 1, March 29, 2020](#)



Thank you for your continued patience as we navigate through these unprecedented times.

Please note that this document is a “living document” and is subject to change as Kinderplace receives new guidelines from the Thunder Bay Health Unit, Ministry of Education and/or Thunder Bay DSSAB

Brenda Sas  
Executive Director

Tina Jameus  
Supervisor

Kinderplace Board of Directors

# Kinderplace Childcare Centre Parent/Guardian COVID-19 information booklet

Parents/Guardians,

Please thoroughly review the Parent Information COVID-19 booklet which contains the policies and procedures for Kinderplace Childcare Centre while in the process of reopening. After reading the information booklet, please complete this form and return it to Kinderplace via email as soon as possible. This form will be kept in your child's file.

Thank you in advance for your cooperation.

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I, \_\_\_\_\_ (print your name), the  
parent/guardian of \_\_\_\_\_ (print child's name), hereby  
acknowledge receipt of the Kinderplace Parent information booklet COVID-19 edition. I have read  
and agree to adhere to all the policies and regulations set forth in this booklet.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_