

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



Revised date: March 9, 2022

KINDERPLACE CHILDCARE CENTRE

COVID-19

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

HAVE QUESTIONS? SEND US AN EMAIL

brenda_kinderplace@tbaytel.net

tina_ecole@tbaytel.net

Kinderplace reopened its doors on Sept. 1, 2020. New policies came in- to effect to minimize risks and keep everyone as safe as possible.

Updates: this document will be reviewed and amended as needed in consultation with the Ministry of Education, OCCSM, and the Thunder Bay District Health Unit. 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.](#)

Before and Afterschool programs are permitted to operate for the 2021/2022 school year. Please refer to the 2021-22 before and afterschool kindergarten to grade 6 policies and procedures and guidelines for more information.

Staffing

- *Movement of Supervisor's and or designates, staff and students on educational placement between childcare locations is now permitted. – updated Aug. 2021.*
- Staff that are included in ratios and all home childcare providers are required to have valid certification in first-aid training including infant and child CPR, unless exempted under the CCEYA or 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.
 - 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.
 - If an individual is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, they must ensure the individual has applied for a VSC and put in place additional measures as set out in their reference check policy.

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 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

- *Visitors are permitted and are subject to the same health and safety protocols outlined in this guidance. The number of visitors indoors should be limited to the ability to maintain physical distancing of at least two metres. Updated August 2021.*

- All 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.
- Currently, we are asking that parents not go past the screening area to maintain social distancing at drop-off and pick-up.

Parent Fees

- 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.
- Kinderplace is prohibited from charging fees or otherwise penalizing parents if they are not offering childcare services. (Updated Dec. 21, 2020).

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.
 - - **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 exceptional 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.**
 - **There will be families served through Emergency Childcare for School-age children that were not accessing service prior to the closure and will lose their space upon the conclusion of Emergency Child Care. Service System manages and licensees should work together to support families to transition to the service level, program location, and payment structure that best suits their needs upon reopening school ages programs and in person schooling. (Updated Dec. 21, 2020).**

Subsidy

- Clients accessing childcare subsidy through the TBDSSAB need to contact their childcare worker prior to returning to care.
 - Childcare caseworkers are completing assessments 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

- Updated training should be offered such that all childcare staff/providers receive training on current health and safety measures in place according to the Operational Guidance as well as those in place by the local Public Health Unit (updated Dec. 21, 2020).
- 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 childcare 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 fifteen 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 advice 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.

Ventilation

Kinderplace has implemented best practices and measure to optimize ventilation (see public health Ontario's guidance: Heating Ventilation and Air conditioning (HVAC) Systems in buildings and COVID-19. Adequate ventilation should be provided by opening windows, moving activities outside when possible, and through mechanical ventilation including HVAC systems.

Heating, ventilation, and air conditioning systems (HVAC) and their filters are designed to reduce airborne pollutants including virus particles, when they circulate through the system.

- Ensure HVAC systems are in good working condition.
- Keep areas near HVAC inlets and outlets are clear.
- Arrange furniture away from air vents and high airflow areas.
- Avoid re-circulating air.

While ventilation is important, it must be used along with other public health measures. There is not one public health measure that can guarantee protection from COVID-19; multiple strategies are needed. Other measure includes symptom screening and self-isolation for people with symptoms, practicing physical distancing, wearing a mask, and practicing good hand hygiene and respiratory etiquette. New Aug. 2021.

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.
- Records are in the office in the " Orange, Screening Tools" binder

Daily Health Checks (Screening) and Exclusions Protocol

Screening for Symptoms

- The province will continue to provide a screening tool for use by schools and childcare, which may be periodically updated. All individuals must follow the monitoring and isolation advice outlined in the screening tool. The ministry must follow the monitoring and isolation advice outlined in the screening tool. The ministry may direct licensees and providers to perform validate daily on-site confirmation of self- screening. Updated Aug. 2021.
- 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) six 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.
- Effective Jan. 25th, 2021, licensees and before and after school providers are to validate daily self-screening for all childcare centre staff, visitors and students completing post-secondary placements.
- At a minimum these individuals will provide daily confirmation or proof that they have completed and passed the on-line screener in a form deemed appropriate (and accessible) by the licensee prior to or upon entry to the childcare centre or home.
- Parents and guardians continue to be responsible for screening their children for symptoms of illness every day. (Updated Jan. 20, 2021).
- See the screening tool for symptom screening, monitoring and isolation procedures. All individuals must follow the monitoring and isolation advice outlined in the screening tool. Updated August 2021.

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.

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

- One 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.
- Outbreaks will be reported as a Serious Occurrence and a copy will be posted on the Kinderplace bulletin board located in the hallway in between the Infant and Toddler program rooms
- Parents will be notified via email
- Notice will be posted on the Kinderplace website. www.kinderplace.ca

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 two symptoms 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 two 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 two, 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

- [Serious Occurrence Reporting is no longer required for confirmed cases of Covid-19. It is only required if a Centre is implementing a centre closure.](#)
- [Serious Occurrences are not required when Kinderplace closes a program room but not the entire centre. Updated March 9, 2022.](#)

In-Program Considerations

Maximum Group size and Ratio

Kinderplace is permitted to operate using maximum group sizes as set out under the CCEYA (i.e., licenced age groups prior to the COVID-19 outbreak).

- Staff and students on educational placement are not included in the maximum group size.
- Children are permitted to attend on a part-time basis at some centres and must be included in the maximum group size for the period they are in attendance. As with children attending full-time, children attending part-time should be included in one group and should not mix with other groups.
- Kinderplace is required to maintain ratios set out under the CCEYA.
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the license.
- Reduced ratios are permitted as set out under the CCEYA provided that the groups are not mixed and that reduced ratios are not permitted at any time with 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 for proof of completion of the Ministry of Education's "Covid-19 School and Childcare Screening Tool."
- 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 and assist 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 the child is able to join the others in play.
- 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.
- It is important to maintain a welcoming and caring environment for children. Please see the document Building on How Does Learning Happen? For more support and ideas on how to provide an engaging environment while physically distancing.
- When in the same common space (e.g., entrances, hallways), physical distancing of at least two metres must be maintained between different age groups and should be encouraged, as much as possible, between children within the same group 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, mixing between groups and other individuals outside the group is permitted, though physical distancing should be encouraged between groups as much as possible.

Equipment and Toy storage and Restrictions

- Licensees 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.

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 varied 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 tract and demonstrate cleaning schedules.
- **In shared spaces, the risk associated with transmission with shared objects is low. Instead of regular cleaning of shared object, the focus should be on regular hand hygiene and respiratory etiquette to reduce of infection related to shared equipment is important for learning (for example, toys for imaginative play, manipulatives for math). Updated August 2021.**

Updated Guidance on the use of Masks and Personal Protective Equipment (PPE)

- Masking is not required outdoors when two metres of distance is maintained from others. Physical distancing is strongly encouraged between groups updated March 09, 2022;
- eye protection (i.e., face shield and goggles) is required for individuals working in close contact with children who are unable to wear face protection (e.g., children in younger than grade 1) but not required for individuals with children who wear face protection. – updated August 2021.
- Reasonable exceptions to the requirement to wear masks are in place at Kinderplace Childcare Centre. Exceptions to wearing masks indoors could include when a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions etc. Updated March 9, 2022.
- The province will continue to provide a screening for use by schools and childcare, which may be periodically updated. All individuals must follow the monitoring and isolation advice outlined in the screening tool. The Ministry may direct licensees and providers to perform and validate on-site confirmation of self-screening. Updated Aug. 2021.
- Effective immediately, non- medical mask or face covering is mandatory for all children in grades 1 and up while inside a childcare setting, including hallways. (Updated Jan. 20, 2021).
- All younger children (aged two to SK) are encouraged but not required to wear a non-medical mask or face covering while inside a childcare setting including hallways. (Updated Jan. 20, 2021)
- All children in grades 1 and above are required to wear a non-medical mask or face covering outdoors when two meters cannot be maintained. All younger children (aged two to SK) are also encouraged to do this but is it not required. (Updated Jan. 20, 2021.)
- All staff will wear full PPE- always masks/goggles or face shields.
- Exception to this would-be during mealtimes and when on lunch/breaks where a 6-foot distance can be maintained
- Follow public health guidelines regarding the use of PPE.

PPE will be used will also 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

Kinderplace will follow regular food preparation guidelines. Family sized meals are permitted to operate provided food handlers use adequate food handling and safety practises.

Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.

Where children should practise physical distancing while eating. New Aug. 2021

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

- If sensory materials e.g., playdough, water, sand etc.) are offered, emphasis should be placed on hand-hygiene before and after use of materials. – New August 2021.

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 two metres.
- 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).
- High contact physical activities should take place in outdoor settings only. Masking is not required outdoors for high contact physical activities. Low contact activities are permitted indoors. For children in grade 1 and up, masking is encouraged but not

required if a minimum of two meters distance can be maintained between groups as much as possible within a group. Updated August 2021.

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.

Field Trips

- Fieldtrips are permitted as per the Reopening Ontario Act. Children should be cohorted throughout the duration of the trip. Ratios must be maintained as set out in the CCEYA. Health and Safety requirements set out in the guidelines and regulations. (e.g., masking, eye protection) and of the place being visited would continue to apply.
- Keeping accurate records of individuals attending fieldtrips (name, contact information, time of arrival/departure, transportation, location visited) is required to facilitate contact tracing. New August 2021.

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.
- 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.

Transportation

All childcare staff, home childcare providers, and students on educational placement and other adults are required to wear medical masks. Eye protection should be used as per occupational health and safety requirements. Eye protection for drivers should not interfere with the safe operation of vehicles and is intended to protect drivers during close contact, such as during boarding and exiting.

The use of non-medical masks or face coverings for children grades 1 and above will be required on vehicles. Children below grade 1 should be encouraged to wear masks on transportation. Licensees should support accommodations for immunocompromised and otherwise medically vulnerable children, and children with special transportation needs.

Children should be assigned seats and a record of the seating plan should be kept assisting with contact tracing in the case of a child, childcare worker or driver contracting COVID-19. Children who live in the same household should be seated together where possible.

Training, where appropriate as per occupational health and safety requirement under the Occupational Health and Safety Act, should be provided to ensure that health and safety measures to protect against COVID-19 are understood, followed, and enforced in all transportation settings.

Health and safety measures will be clearly communicated to parents and guardians to ensure their comfort with the adapted transportation system and receive their support in having children understand and follow guidelines.

Vehicles should follow an enhanced cleaning protocol of disinfecting high-touch surfaces (for example, handrails, seatbacks) at least twice daily.

Transportation service providers should also consider the Health and Safety Guidance during COVID-19 for student transportation employers released by the Public Services Health and Safety Association. Updated August 2021.

Provision of Special Needs Resources (SNR) services

The Ministry recognizes that children with special needs and their families continue to require additional supports and services in childcare programs.

The provision of in-person special needs services in childcare settings should continue where appropriate and centres may use their discretion to determine whether the services are being provided are necessary at the time.

All SNR staff must have their daily self-screening results validated on-site before entering Kinderplace and must follow all health and safety measures that staff/providers follow, including having their attendance logged, practising proper hand hygiene, wearing a medical mask and eye protection (as necessary), and maintaining physical distancing.

Kinderplace and SNR services will work together to determine who is responsible for ensuring SNR staff have appropriate PPE.

Where SNR services are provided through external staff/service providers, licensees and home childcare providers should inform all families of this fact, and record attendance for contact tracing.

Mental Health

The Ministry recognizes the detrimental impact of the COVID-19 pandemic on children’s mental health and well-being. The ministry’s Building on How Does Learning Happen? Supports the operation of early years and childcare programs in Ontario during the COVID-19 outbreak. It provides information on how early years settings can support the social and emotional health and wellbeing of children and families, in addition to safe and healthy environments.

Early years and childcare programs are also encouraged to collaborate with child and your mental health programs to support strong connections and make the best use of mental health resources and supports across the integrated system of care. – new August 2021.

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.

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: _____