

Covid Friendly Parent Handbook



Inventive Minds
Kidz Academy

www.InventiveKidz.com



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How to P



**Wear medical masks to
protect against Coronavirus**

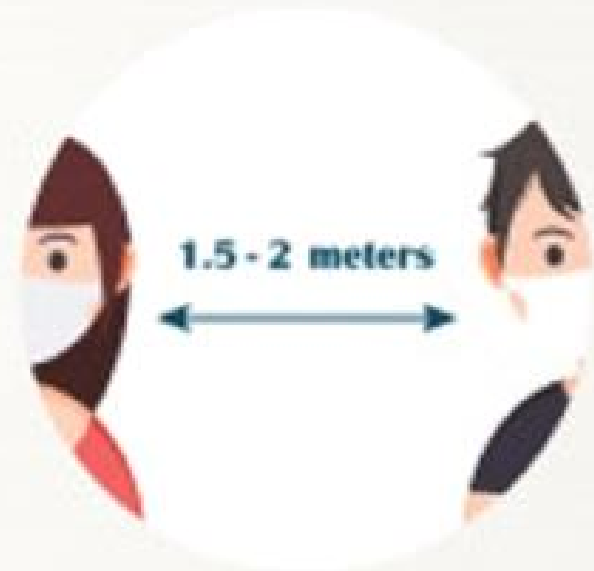


**Wash hands frequently,
wash thoroughly**



COVI

Prevention



Standing or sitting spaced
1.5-2 meters



Avoid being in a crowded place,
and places with pollution

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Introduction and Purpose

The intent of this policy and procedure booklet is to be used during the Covid-19 outbreak. Inventive Minds Kidz Academy's (IMKA) believes in health and safety of the children. Our primary goal is to provide a safe environment for children in our care where they feel protected and can thrive emotionally and intellectually.

Inventive Minds Kidz Academy (IMKA) follows the guidelines set forth by the Ministry of Education on the Municipal and Federal level to ensure all safety precautions are taken.

This document is to be used in conjunction with the childcare center licensing manual, the CCEYA and its regulations. In the event of a conflict between this document and the childcare centre IMKA PARENT HANDBOOK, this document will prevail.

IMKA follows the most up-to-date document of procedures and policies set forth by the Municipality of York Region Public Health / Ministry of Health for childcare recommendations. Each IMKA employee, parent and child must respect and obey protocols written by government

bodies while on center grounds. In the event protocols are not followed, the individual(s) will be requested to leave the building or refrain from entering. We are all working together as a community to ensure we are able to provide the safest environment possible for our children.

This Covid-19 Parent Handbook may be adjusted during the transition period as we enter different phases of re-opening via Federal, Municipal, Ministry Of Health and Education requirement and mandate.

You will be informed of any changes via email in addition to a letter that will be provided at arrival or departure time. We also recommend to follow our social media accounts for the latest information.





Pre- Program Process

Communication with Families

Prior to re-opening the facility, all families will be contacted and provided with the new IMKA Parent Handbook. The handbook is created as a guide for families to refer during Covid-19 pandemic and center services. Should you have any questions email the office at inventivekidz@gmail.com.

Families must sign a form indicating they have read and understood the new IMKA Parent Handbook and the importance of following laws, protocols and procedures outlined by the legislation in regards to children, family and staff safety.

It is understood if protocols are not followed while at Inventive Minds Kids Academy, individuals will be asked to leave the premises and childcare services may canceled immediately with addition to facing penalty and fines served by the government.

COVID-19



Parental Concern and Support

Prior to re-opening the facility, all families are invited to conduct an online zoom or phone meeting to discuss new changes that are expected throughout the service.

If you have any parental concerns, questions or complaints please email the office at inventivekidz@gmail.com and we will get back to you within 24 hours. We welcome zoom meeting with management or your child's class teachers.

IMKA provides an unparalleled service to your family. We understand not being able to come inside the building creates concern regarding your children's safety and we want to do everything possible to support your needs.

Since it is difficult to conduct face to face meeting with your child room teacher. Should you have minor topics to discuss with your child room teacher, email us and our management and staff will ensure we are meeting your family needs.

Please for more information on policies relating to parental concerns refer to the main IMKA Parental Handbook.



Parental Fees and Subsidy Support

IMKA follows government laws under the CCEYA Act and the Ministry of Education/ York Region. Center fees are not raised and will remain the same for all families. Under the provincial government any payment from April 2020 until Aug 4 2020 will be refunded or credited to the file.

We ask all families for their patience while financial matters are resolved as we have not been funded or received any government relief regarding refunds. We look forward in working with your family to ensure we meet all our children health and safety requirements and are creating a schedule for any credit or payment refunds.

If your family service is subsidized, York Region has directed us to let you know, you must contact them directly to organize your starting date. IMKA will require a call from your case worker before we can commence your daycare service. If you require more information please contact York office directly at 1-888-703-KIDS (5437). If your family situation has changed and you wish to apply please visit www.York.ca



School and Childcare Screening Tool Requirement

Effective immediately, March 1st 2021, all children/staff/ students/visitors MUST complete a daily screening before coming to the centre.

Parents/guardians must fill out the screening tool daily and follow the steps listed within it. The screening tool can be found at www.York.ca/safeatschool or click

Check for symptoms daily

If you answered “YES” to any of the questions, please read the instructions on the screening tool to see what your next steps are. If you answered “YES” to any of the questions, the child/ren are not allowed to come to the centre.

We will still be completing the screening upon arrival as well. You will be asked if you have completed the screening tool before arriving, if you have not, you will be asked to step away from the door to allow other families in and complete it. The screening tool is below for your reference.

COVID-19 SCHOOL AND CHILD CARE SCREENING TOOL

Students, child care attendees, staff and essential visitors must screen for COVID-19 each day before going to school or child care. Parents/guardians can fill this out on behalf of their child.

Date:

Name of child/staff/visitor:

School/child care centre name:

SCREENING QUESTIONS

1. Are you/your child currently experiencing any of these symptoms?

Choose any symptoms that are new, worsening and not related to other known causes or conditions:

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways or other known causes or conditions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat or difficulty swallowing Painful swallowing (not related to seasonal allergies, acid reflux or other known causes or conditions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extreme tiredness Unusual fatigue/lack of energy (not related to depression, insomnia, thyroid dysfunction or other known causes or conditions) <i>* If you/your child received a COVID-19 vaccination in the last 48 hours and are experiencing mild fatigue which only began after vaccination, select "No"</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches Unexplained, unusual or long-lasting (not related to sudden injury, fibromyalgia or other known causes or conditions) <i>* If you/your child received a COVID-19 vaccination in the last 48 hours and are experiencing mild muscle aches/joint pain which only began after vaccination, select "No"</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny or stuffy/congested nose Not related to seasonal allergies, being outside in cold weather or other known causes or conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of taste or smell Not related to seasonal allergies, neurological disorders or other known causes or conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting and/or diarrhea Not related to irritable bowel syndrome, anxiety, menstrual cramps or other known causes or conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Stay safe. Stay Informed.

york.ca/COVID19

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Definitions

A person is considered **Fully vaccinated** if: They have had a full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, OR One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, OR Three doses of a COVID-19 vaccine not authorized by Health Canada; AND They received their final dose of the COVID-19 vaccine at least 14 days ago

A person is considered **Not Fully vaccinated** if: They do not meet the criteria of Fully vaccinated (above).

Previously positive: Individual who was a confirmed case of COVID-19 in the last 90 days and has since been cleared by Public Health.

2. **Is someone you/your child lives with currently experiencing any new/worsening COVID-19 symptoms (not related to other known causes or conditions) and/or waiting for test results after experiencing symptoms?** Yes No
* If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild fatigue, muscle aches and/or joint pain which only began after vaccination, select "No". If fully vaccinated or previously positive in past 90 days and since cleared, select "No"
3. **In the last 10 days, have you/your child been identified as a "close contact" of someone who currently has COVID-19?** Yes No
* If fully vaccinated or previously positive in past 90 days and since cleared, select "No"
4. **In the last 10 days, have you/your child received a COVID Alert exposure notification on your/their cellphone?** Yes No
* If testing occurred and a negative result was received or if fully vaccinated or previously positive in the past 90 days and since cleared, select "No"
5. **In the last 14 days, have you/your child travelled outside of Canada AND:** Yes No
• been advised to quarantine as per the federal quarantine requirements AND/OR
• is the student/child under the age of 12 and/or not fully vaccinated?
6. **Has a doctor, health care provider or public health unit told you that you/your child should currently be isolating (staying at home)?** This can be because of an outbreak or contact tracing Yes No
7. **In the last 10 days, have you/your child tested positive on a rapid antigen test or a home-based self-testing kit?** Yes No
* If the student/child has since tested negative on a lab-based PCR test, select "No"

**IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE,
DO NOT GO TO SCHOOL OR CHILD CARE.**

See specific instructions below for next steps

Important note about testing: Anyone who is symptomatic or identified as a close contact of someone with COVID-19 should get tested at an Assessment Center or other designated sites that offer PCR tests. **Appointments are required.** Self testing kits should NOT be used to test for COVID-19 infection in symptomatic individuals, individuals with known contact with a COVID-19 case or in outbreaks.

**IF YOU ANSWERED "NO" TO ALL QUESTIONS,
YOU/YOUR CHILD MAY GO TO SCHOOL/CHILD CARE.**

Follow your school/child care's established process for sharing results of this daily screening

If you answered “YES” to any of the symptoms included under question 1, do not go to school or child care and get tested as soon as possible.

INDIVIDUAL WITH SYMPTOMS		HOUSEHOLD MEMBERS
Tested for COVID-19 and waiting for results	<p>Do not attend school/child care</p> <ul style="list-style-type: none"> Self-isolate (even if fully vaccinated); stay home except to get tested or for a medical emergency Isolate away from household members while results are pending 	<p>Not fully vaccinated household members - do not attend school/child care; stay home except to get tested or for a medical emergency</p>
		<p>Fully vaccinated household members (or previously positive) who do not have symptoms can attend school/child care and are not required to stay home</p>
Negative test result	<ul style="list-style-type: none"> Can return to school/child care after fever/symptoms improved for 24 hours and/or gastrointestinal symptoms (e.g. diarrhea, vomiting, etc.) have resolved for 48 hours Advise school/child care about negative test result 	All household members with no symptoms can return to school/child care
Not tested for COVID-19	<p>Do not attend school/child care</p> <ul style="list-style-type: none"> Isolate for 10 days from symptom onset 	<p>Not fully vaccinated household members - do not attend school/child care; stay home except to get tested or for a medical emergency</p> <ul style="list-style-type: none"> Not fully vaccinated household members must self-isolate for 10 days from last exposure to the symptomatic individual
		<ul style="list-style-type: none"> Fully vaccinated household members (or previously positive) who do not have symptoms can attend school/child care and are not required to stay home
Received an alternative diagnosis from a health care professional NOT related to a potentially transmissible viral illness with symptoms compatible with COVID-19 (e.g. asthma or allergic rhinitis)	<p>Return to school/child care after fever/symptoms improved for 24 hours and/or gastrointestinal symptoms (e.g. diarrhea, vomiting, etc.) have resolved for 48 hours</p> <ul style="list-style-type: none"> Advise school/child care about the alternative diagnosis by a health care provider 	All household members with no symptoms can return to school/child care

If you answered “YES” to question 2:

- If you/your child are unvaccinated, do not attend school/child care; stay home except to get tested or for a medical emergency
- If the symptomatic person goes for testing and receives a negative result, you/your child can return to school/child care if you/your child do not have symptoms; let school/child care know about the negative result of the symptomatic person
- If the symptomatic person received an alternative diagnosis from a health care provider that is not related to a potentially transmissible viral illness with symptoms compatible with COVID-19, you/your child can return to school/child care if you/your child do not have symptoms
- If you/your child are fully vaccinated (or previously positive) and do not have symptoms you can attend school/child care and are not required to stay home

If you answered “YES” to question 3:

UNVACCINATED PERSON IDENTIFIED AS A “CLOSE CONTACT”		HOUSEHOLD MEMBERS
No symptoms	<p>Isolate for 10 days from last exposure to person with COVID-19 as instructed by public health (e.g., cohort dismissal letter)</p> <ul style="list-style-type: none"> • Get tested on day 7 (after last exposure to person with COVID-19) – continue to isolate even with a negative test result 	<p>Not fully vaccinated school/child care-aged children within the household - do not attend school/child care</p> <p>Not fully vaccinated adult household members may continue to attend school/child care as long as they don't have symptoms; stay home except for essential reasons</p>
		Fully vaccinated household members (or previously positive) who do not have symptoms can attend school/child care and are not required to stay home
Has/Develops Symptoms	<p>Get tested and isolate for 10 days from symptom onset</p> <ul style="list-style-type: none"> • Try to isolate away from household members • Let school/child care know when symptoms started 	<p>Not fully vaccinated household members cannot attend school/child care; stay home except to get tested or for a medical emergency</p>
		Fully vaccinated household members (or previously positive) who do not have symptoms can attend school/child care and are not required to stay home
FULLY VACCINATED PERSON IDENTIFIED AS A CLOSE CONTACT		HOUSEHOLD MEMBERS
No symptoms	<p>Do not have to self-isolate – can attend school/child care</p> <ul style="list-style-type: none"> • Get tested as soon as possible 	Household members with no symptoms can attend school/child care
Has/Develops Symptoms	<p>Leave school/child care immediately to self-isolate and seek COVID-19 testing</p> <ul style="list-style-type: none"> • Isolate for 10 days from symptom onset • Let school/child care know when symptoms started 	<p>Not fully vaccinated household members cannot attend school/child care; stay home except to get tested or for a medical emergency</p>
		Fully vaccinated household members (or previously positive) and do not have symptoms can attend school/child care and are not required to stay home

If you answered “YES” to question 4:

- If you/your child are unvaccinated, do not attend school/child care – get tested and stay home while test results are pending, except for a medical emergency; not fully vaccinated household members should also not attend school/child care while test results are pending
- If you/your child gets a negative result and have no symptoms, you/your child can return to school/child care; let school/child care know about the negative test result; you/your child should self-monitor for 10 days from when they received the COVID app notification and should seek retesting if symptoms develop
- If you/your child have symptoms, unvaccinated household members should also not attend school/child care; contact Public Health for advice for you/your child and unvaccinated household members
- Fully vaccinated household members (or previously positive) and do not have symptoms can attend school/child care and are not required to stay home

If you answered “YES” to question 5:

- Unvaccinated children under the age of 12 may not attend school/child care for 14 days after their arrival in Canada
- Children under the age of 12 who travelled in the company of someone who qualified for an exemption from quarantine based on vaccination status do have some exemptions from federal quarantine outside of attendance at these settings
- Fully vaccinated travellers without symptoms and who meet all federal quarantine exemptions can attend school/child care

If you answered “YES” to question 6, do not go to school or child care.

- You/your child must isolate and follow Public Health’s advice
- If you/your child develops symptoms, go for PCR testing and contact Public Health for advice; if you receive a negative result, contact Public Health to confirm if you/your child can return to school/child care; let school/child care know about the negative result and you/your child were cleared by Public Health
- Fully vaccinated household members (or previously positive) and do not have symptoms can attend school/child care and are not required to stay home
- Unvaccinated household members should contact Public Health for advice on testing and isolation

If you answered “YES” to question 7, do not go to school or child care.

- If you/your child tests positive from a rapid antigen test, get a PCR test, isolate and contact Public Health for advice
- Not fully vaccinated household members must isolate until you/your child receives a negative PCR test and are cleared by Public Health; let school/child care know about the negative PCR result
- Fully vaccinated household members (or previously positive) and do not have symptoms can attend school/child care and are not required to stay home

Symptoms following Vaccination

If you/your child received a COVID-19 vaccination in the last 48 hours and have mild fatigue, muscle aches and/or joint pain which only began after immunization, and no other symptoms, you/your child must wear a surgical/procedure mask for your entire time at school/child care (indoors and outdoors).

You/your child’s mask may only be removed to consume food or drink and you/your child must remain at least two metres away from others when the mask has been removed. If the symptoms worsen, continue past 48 hours, or if you/your child develop other symptoms, leave school/child care immediately to self-isolate and seek COVID-19 testing.

As per regular protocols, all sick individuals with any symptoms of illness should stay home and seek assessment from their regular health care provider, if required. Individuals with severe symptoms requiring emergency care should go to their nearest emergency department. If an individual develops symptoms outside of the list above, York Region Public Health may recommend other measures including testing based on an assessment of symptoms and exposure history.

Covid-19 School and Child Care Screening Tool Check

Effective September 20th 2021, Inventiveminds will require families to sign off on the Screening Tool Check form indicating that they have completed and passed the screening. This is a mandatory requirement from the Region of York’s Public Health Department. Children/families that do not complete or pass the screening will not be allowed to enter the centre and must follow directions listed on the tool.

Health & Safety Requirement

Hours of Operation

In accordance with Public Health government laws and cohort practices (Heart Bubbles), we must follow the 2-meter rule. Each classroom will have their own arrival and departure time assigned to their room. If the time block conflicts with your work schedule, we ask you seek assistance from a family member who can help during these unpredictable times. We need to work together to ensure we meet government regulation and place everyone's physical health first.

Arrival / Departure / Emergency Doors

IMKA has made the main office entrance door for the children, it is located on the first floor. The Fire Exit Door on the second floor has been made the 2nd entrance door for children. Time blocks of arrival and departure are discussed via zoom or phone with families to ensure everyone remains in their heart bubbles for children safety measures.



Parking and Drop-off

During drop off times we ask all families to park in front of the school.

PARENTS ARE NOT PERMITTED TO PARK AROUND THE SIDE OF THE BUILDING AS VULNREABLE CHILDREN ARE LINING UP AND WE WISH FOR OUR CHILDREN TO BE SAFE.

Procedure for stroller storage should be developed that includes a designated space outside of the centre so that parents do not need to enter the building.

Children Daily Essentials

Bringing in personal belongings such as backpack, clothing, etc. should be kept to a minimum.

All children belongings must be delivered inside a gym bag.

All sippy cups, bottles and soothers must be delivered inside a sealed plastic bag with the child's name clearly labelled on the item.



Parent and Child Arrival Procedure

Parents must maintain physical distancing at drop-off and pick up areas and must not go past the screening area. Parents are to line up with the 2 meter- distance between. The procedure for arrival and departure remains the same.

Parents are required to wear a mask covering their mouth and nose – Hand sanitizer will be given to ensure families are practicing ministry of health requirements.

Upon arrival IMKA management will greet you with a fully covered PPE set keeping the 2-meter distance regulation. You will be asked if anyone in your family or yourself has been showing symptom relating to covid-19 and this will be documented. IMKA is required to take your temperature and log it for public health.

You will be asked to fill out a form validating your answers that will be kept in a log. The same procedure will be conducted for all children in addition to documenting physical symptoms from illness.

If anyone in your family shows any symptoms we are required to contact public health and in accordance with their advice we will guide your family on what to do next.

Families will also sign a consent form indicating they are willingly and voluntarily placing children in IMKA's care and no form of force has taken place and IMKA we will do their best to carry recommended practices for all children.

We are not permitted to provide access to parents or visitors inside the school. **ONLY CHILDREN ARE PERMITTED.**

Once your family has passed the screening process – a designated IMKA staff responsible for ensuring children are safe will greet your little one and take them to their assigned classroom.

Attendance and Contact Tracing

When a parent/guardian drops of a child on their first scheduled day of the week, they are required to fill out their name in one of the two sections available for each child. This will be the same for pick up or another drop off if a different

parent is present. After the first day, the parent will be signed in on the line that has their name. This helps identify who was in the building at any given time, as well as a point of reference for contact tracing should a confirmed Covid-19 case be reported. These attendances will be filed at the end of every week and kept on site for reference if needed.

Child Attendance

We will take attendance at the door, you will sign in your child upon arrival drop-off and pick up. An IMKA management staff will always be at the door.



Child Time Blocks of Arrival and Departure

Early morning drop-off and late afternoon pick-up is available at the MAIN OFFICE ENTRANCE DOOR.

Early morning drop-off *7:00 – 7:30AM*

Late afternoon pick-up *5:30 – 6:00PM*

Infant Room 1 – Main Office Entrance

Arrival: 7:30AM - 8:30AM *Departure: 3:30PM - 4:30PM*

Toddler Room 4 – Main Office Entrance

Arrival: 7:30AM - 8:30AM *Departure: 3:30 PM - 4:30PM*

Preschool 2 – Fire Exit Entrance

Arrival: 7:30AM - 8:30AM *Departure: 3:30 PM - 4:30PM*

Preschool 4 – Main Office Entrance

Arrival: 8:30AM - 9:30AM *Departure: 4:30PM - 5:30PM*

Jk/Sk Room – Fire Exit Entrance

Arrival: 8:30AM - 9:30AM *Departure: 4:30PM - 5:30PM*



Parent and Child Pickup Procedure

Pickup procedure is the same as the arrival procedure. Each class has a designated pick up time. There will be an IMKA management staff screening your visit and performing a health check for symptoms of Covid-19.

Public health now requires staff inside the building to wear ONLY medical or surgical masks and eye protection / face shields. Parents are asked to maintain social distancing and line up respecting the 2-meter distancing regulation. Parents are required to wear a mask at all time.

We highly encourage parents to wear the medical/surgical masks, as the fabric mask may transmit virus when it's not properly laundered.

Hand sanitizer is placed to ensure families are practicing ministry of health requirements. At the arrival time you will find IMKA management staff who will be inquiring if anyone in your family or yourself has been showing symptoms of covid-19. You will be asked to sign/initial your answer which will be kept in a log.

Families must sign a consent form indicating they are placing children within IMKA's care voluntarily and were not forced to do so. It is based on parental discretion and at IMKA we will do our best to carry the best practices for our children.

The runner will bring your child to the door at the pick-up time with the management. Children from the first floor are to be picked up from main office entrance. Children from second floor are to be picked up from fire exit entrance. Parents are asked to make a line respecting the 2-meter distance regulation.

Physical Distancing Measures

While waiting outside to drop off or pick up children, parents/guardians are to stand on the marked lines, in order to maintain physical distancing measures. Only one family is allowed in the doorway at a time. Families are to wait at the bottom of the stairs, to ensure the family inside can exit safely and maintain the 2 meter distance regulation. This ensures that cohorts are not near each other, and to help maintain the 2 meter distance regulation

Transition of Children's Arrival and Departure

The transitional arrival and departure entrance will be the main office entrance. As children begin to transition into the school, the arrival time and the pickup time will be different to ensure children's health and safety is met. Families that use public transit should contact our supervisor at inventivekidz@gmail.com to organize an arrival and pick up time that works for them. Families that wish to change or amend their arrival or departure time may contact us as well.

A welcome package is provided to all families enrolled at Inventive Minds Kidz Academy. To help our families and children transition into the school we provide the support of a family coordinator. The welcome package includes samples of accident reports, food logs, daily report and so forth.

We encourage families to maintain a close relationship with their family coordinator and the management office by contacting us directly at inventivekidz@gmail.com.



Emergency Parent Arrival and Departure

During unexpected circumstances that require parents to change the pickup or arrival time of their child we ask the families to contact our office as soon as possible to make alternative arrangements.

For example, If a doctor appointment is made, you must email IMKA at inventivekidz@gmail.com immediately to make alternative arrangements. We ask families to be patient and understanding during these circumstances and we will do everything possible to work with you.

Staff Arrival and Departure

IMKA staff is permitted to enter and exit the building only through the same door, this being the child care entrance. A staff member is always standing with full PPE set taking staff temperature and ensuring the staff is not carrying any of the covid-19 symptoms.



Staff Scheduling

Staff members will have staggered start and end times to ensure the safety of everyone and must stay in their designated classrooms until breaks or departure and use their specified lunchroom and washrooms. All staff members must wait outside until it is clear to enter the building.

Ill Child Departure

Staff Arrival / Departure - ***The Senior Infant room has been changed to the ill child room.***

If at any time a child shows symptoms of Covid-19 or feels under the weather. We will arrange a comfortable resting area for the child with an IMKA staff who will be wearing a full PPE outfit.

Families will be contacted and will be allowed to enter the building to pick up the child with a PPE set and a mask provided by our office. The childcare entrance is used for matters of Ill child departure.

If a child or child care staff member or provider becomes sick while in the program, they will be immediately isolated and family members will be contacted to pick-up the child.

The sick person will be provided with tissues and reminded of proper hand hygiene, respiratory etiquette, and proper disposal of tissues.

If the sick person is a child, a childcare staff member or provider will remain with the child until a parent or guardian arrives. The childcare staff member or provider must wear a surgical/procedure mask and eye protection at all times and not interact with others and avoid contact with the child's respiratory secretions.

If the child is 2 years of age or older and can tolerate face coverings, they should wear a surgical / procedure mask.

Re-scheduling / Cancellation of In-Person Events

During Covid-19 pandemic there will be no non-essential visitors allowed in the centre. This includes all family members of the children who attend the school.

Moving forward Inventive Minds has cancelled all in-person events, including all extra curricula activities. We understand that not being able to communicate with your children's teachers is challenging, so we welcome you to email us any concerns, thoughts or questions you may be having. We will do our best to provide you information you are looking for.

If you would like to discuss something further, we welcome to ask for a zoom meeting. We will do our best to accommodate your timing request, although during program time may be difficult. These measures will stay in place until further notice.



Screening – Staff and Families and Children

During screening and health checks of children, staff and visitors, IMKA staff looks for atypical symptoms that include:

- Unexplained fatigue/malaise/myalgias
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Multisystem inflammatory vasculitis in children



If symptoms develop at home, IMKA staff, parents or guardian and essential visitors must report the illness to the centre immediately.

Inventive Minds Kidz Academy has a courtesy call department which calls families daily if a child is not present to ensure we're up to date in any situation.

Should you want your child to stay home for the day, please email the supervisor and office to indicate the exact reason for doing so.

If your child or anyone in your family falls ill or is not well who is from the same bubble we ask that you inform the management office at inventivekidz@gmail.com immediately so we are able to collaborate and keep a healthy environment for all our children and families.



Screening For Symptoms After a Covid-19 Vaccine

If the child, child care staff, provider, placement student or visitor received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms as indicated in the updated COVID-19 School and Child Care Screening Tool, they may continue to attend the child care program if they're feeling well enough to do so.

If the mild headache, fatigue, muscle aches, and/or joint pain symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should leave the child care setting, or if in a home setting the home care provider should no longer offer care and self-isolate & seek COVID-19 testing.

The child, child care centre staff, provider or placement student must not attend child care if household members are experiencing any new COVID-19 symptoms (this direction does not pertain to those who received a COVID-19 vaccination in the last 48 hours and are experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms) and/or are waiting for COVID-19 test results after experiencing symptoms.

Screening Results

All daily active and passive screening results must be recorded in a log and maintained.

Each record should include:

- Full name
- Contact information
- Time of arrival and departure
- Screening results

Children and staff are passively screened for symptoms during operating hours.

Children and staff are to have temperature and physical check for COVID-19 sign every 2 hours .

Illness Policy and Testing Policy

- Coronaviruses are common and often associated with mild illnesses like the common cold.
- New coronavirus (COVID-19) can cause mild to severe respiratory infections.

How it spreads:

- An infected person can spread it to others 2 or more days before their symptoms start (note: an infected person can be asymptomatic).
- Infected person can spread it to others for 9 days or longer after symptoms started (this period of communicability can depend on the severity of the illness).
- There is limited evidence that an infected person can spread it without symptoms.
- The people who have symptoms are causing the majority of virus spread.

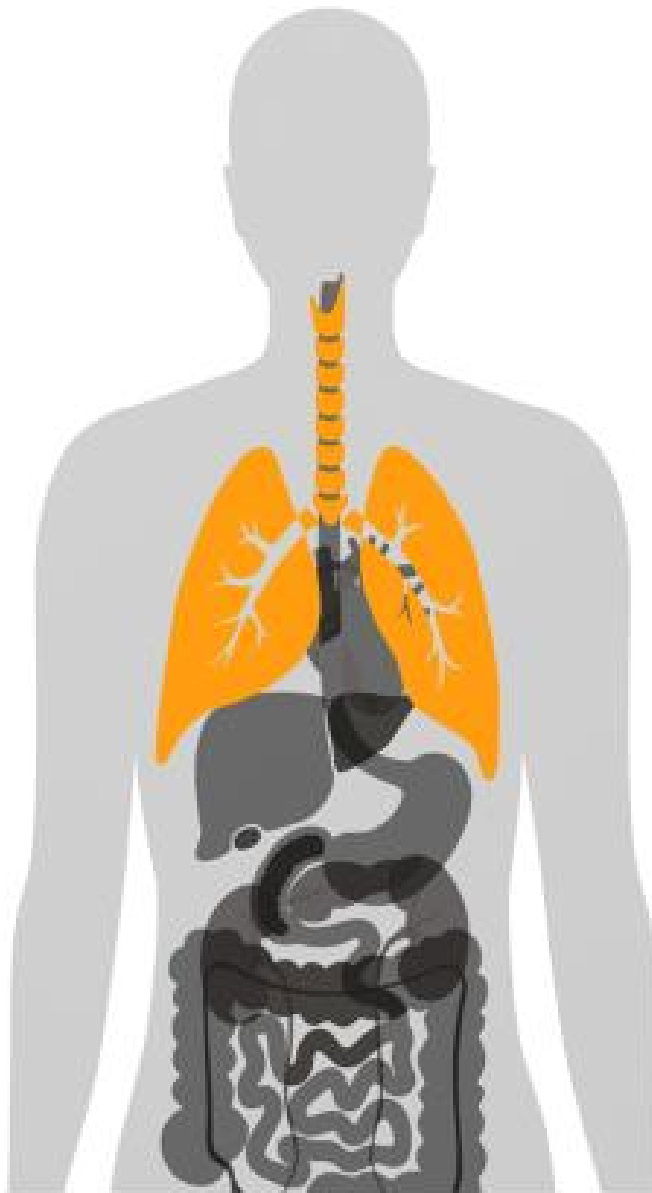
Covid-19 Symptoms

Symptoms to look for include:

- Fever (>37.8C)
- Cough, shortness of breath.
- Sore throat, Runny nose.
- Nasal congestion (when not known to be caused by such as seasonal allergies, post nasal drip, etc.).
- A general feeling of being unwell.




Children in particular should be monitored for atypical symptoms such as nausea, vomiting, abdominal pain unexplained fatigue/malaise, delirium, chills, croup (barking cough), pink eye/conjunctivitis, sluggishness/loss of appetite (for no known reason). For a full list of signs and symptoms, refer to the '[COVID-19 Reference Document for Symptoms](#)'. Please note if any of these symptoms appear at the screening or during care at the child care. You will be notified immediately and we will be contacting public health and taking all the steps governed by law.

COVID-19








Data shows the disease is mild in 80 percent of patients, severe in 13 percent, and critical in 6 percent.

Most common symptoms:

-  Fever
-  Fatigue
-  Dry cough

Some patients may also have:

-  Aches and pains
-  Runny nose
-  Sore throat
-  Shortness of breath
-  Diarrhoea



Ministry of Health

COVID-19 Reference Document for Symptoms

Version 5.0 – May 25, 2020

This document outlines the symptoms which have been most commonly associated with COVID-19. This information is current as of May 25, 2020 and may be updated as the situation on COVID-19 continues to evolve. If there is a discrepancy between this list and other guidance, this list should be considered as the most up to date.

Common symptoms of COVID-19 include:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)

Other symptoms of COVID-19 can include:

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – *in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.*

Other signs of COVID-19 can include:

- Clinical or radiological evidence of pneumonia

Atypical symptoms/clinical pictures of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- Unexplained fatigue/malaise/myalgias
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline

Version 5.0
May 25, 2020



Symptomatic Child

Symptomatic children must be separated from others in a supervised/designated area with a hand sink (supplied with liquid soap and paper towel) or ABHR and facial tissue until they are picked up.

Designated staff member providing care to a symptomatic child should maintain a distance of 2 metres, if possible. The staff practices proper precautions to avoid contact with the child's respiratory secretions and performs meticulous hand hygiene. A surgical/procedural mask is worn by the symptomatic child (if tolerated and above age of 2). PPE is worn by the staff member who provides direct care to the symptomatic child.

Siblings of symptomatic child that in other cohorts are also immediately picked up and excluded from child care centre. The room/space and any items touched by the symptomatic child are cleaned and disinfected with outbreak level disinfectant after the child has been picked up.

All linens where the symptomatic child was present must be laundered immediately.



All toys within the centre, where the symptomatic child was present must be cleaned and disinfected (outbreak level disinfection) immediately. For items, such as books or cardboard puzzles, are removed from use and stored in a sealed container for a minimum of 7 days.

Contaminated items belonging to the symptomatic child (including soiled clothing) are sent home immediately for cleaning. Items are placed in a securely tied plastic bag and sent home with the child's parents/guardians. Soiled item is not rinsed and/or washed at the centre.

They are to go for COVID-19 testing and advised to remain home until they are known to be COVID-19 negative and 24 hours symptom free. The symptomatic child's sibling is also to be excluded until this time. Further direction about isolation and/or testing of others will be provided by YRPH if the child is COVID-19 positive.

Symptomatic Staff

Symptomatic staff are to leave work, go for COVID-19 testing and advised to remain home until they are known to be COVID-19 negative and 24 hours symptom free.

Further direction about isolation and/or testing of others will be provided by YRPH if the staff is COVID-19 positive.



Outbreak Status / Serious Occurrence

MINISTRY OF EDUCATION IS INFORMED IMMEDIATELY VIA EMAIL AND CCLS AND THE YORK REGION PUBLIC HEALTH.

Effective November 9 2020, Inventive Minds Kids Academy has a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act. The licensee should contact their local public health unit to report a child suspected to have COVID-19. Child care licensees will be required to submit serious occurrences for a confirmed case of COVID-19 for individuals exhibiting 1 or more symptoms (previous requirements were for 2 or more symptoms).

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.

A COVID-19 outbreak will be declared by York Region Public Health when a COVID-19 positive case is identified in the child care centre. Operator is to notify York Region Public Health of

a new symptomatic child, or staff parent/guardians or essential visitor during a COVID-19 outbreak. York Region Public Health contact information: 1-877-464-9675 ext. 73588 (office hours); 905-953-6478 (after hours). When an outbreak is declared, further direction will be provided by York Region Public Health on who else in the child care centre may need testing and/or isolation at that time.

Where a child, parent, staff or home child care provider is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.

Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.

Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

RESPIRATORY OUTBREAKS (under investigation for COVID19)

Reportable to YRPH: 1-877-464-9675 x 73588

Confirmed status: case by case basis—call for consultation
Reporting requirements for any **confirmed cases** of COVID-19.

A Serious Occurrence is required to be submitted under the category **“confirmed case of COVID-19”** when one of the following individuals has a confirmed case of COVID-19 or a suspected case involving the individual exhibiting 1 or more symptoms AND the individual has been tested, or has indicated that they will be tested for COVID-19:

- (i) a child who receives child care at a home child care premises or child care centre.
- (ii) a home child care provider.
- (iii) a person who is ordinarily a resident of a home child care premises (eg. the home provider’s child, the home provider’s spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)

(iv) a person who is regularly at a home child care premises (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual).

(v) a home child care visitor.

(vi) a parent of a child mentioned in subclause (i), or

(vii) a staff member at a child care centre.

(viii) student at home child care premises or child care centre

Additional Information/Tips:

Where a serious occurrence has been reported for a suspected case (as defined above) and the individual's test results are positive, licensees must update the original serious occurrence report submitted to add this information.

Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, licensees must update the existing/open serious occurrence

report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.

Please note: Should the entire child care, part of the child care (i.e. a program room) or a home child care provider's home close due to a "confirmed or suspected case" (as defined above), a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.

With the change in definition to reporting Suspected COVID-19 Cases for individuals exhibiting 1 or more symptoms, the requirement for Serious Occurrences to be submitted under the category "Unplanned Disruption of Service", with the sub-type of "Other emergency relocation or temporary closure" is no longer required.

A Serious Occurrence is required to be submitted under the category **“Unplanned Disruption of Service”**, with the sub-type of **“Other emergency relocation or temporary closure”** when:

The entire child care, part of the child care (i.e. one or some of the program rooms) or a home child care provider’s home closes for reasons that may be related to COVID-19 that do NOT include a confirmed or suspected case (as defined above). For example, where a program room closes due to an individual who is exhibiting only 1 symptom is being tested for COVID-19, a serious occurrence for an “unplanned disruption” would be reported.

Please note: A second serious occurrence under the category “suspected/confirmed case” is required to be reported should the incident develop into a “confirmed case” of COVID-19. The “unplanned disruption of service” serious occurrence will then be closed by the Program Advisor.

1 confirmed COVID case= COVID outbreak

Confirmed status: case by case basis—call for consultation

1 confirmed COVID case= COVID outbreak

Children/staff who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms. One confirmed/positive COVID-19 case is considered a confirmed COVID-19 outbreak in the child care.

Further direction about isolation and/or testing of others at the child care will be provided by York Region Public Health if the child/staff is COVID-19 positive.

York Region Public Health will provide ongoing support for a confirmed COVID-19 outbreak including providing direction on child care operations and outbreak management.

The cohort group/close contacts of a confirmed COVID-19 case should be tested for COVID-19, sent home and excluded as directed by York Region Public Health.



COVID-19

ROOM

NAME

Communication to Parents

If there is a confirmed case of Covid-19 at Inventive Minds, parents will be notified immediately via email, Google classroom and a note will be posted on both entrances.

If a child/staff has a confirmed case of Covid-19, Inventive Minds will shut down that classroom so that all parties can self-isolate. Parents will be informed of the classroom the outbreak was reported within and steps that they must take.

Inventive Kidz center will be closed at the discretion of the owner. Updates on the outbreak will be posted on the doors, via email and Google classroom.

When a child is ill with Covid-19 like symptoms, supervisor will contact the parent for the child to be picked up and recommend 14 day isolation or a Covid-19 test before returning to the centre.

If the centre or class has to go into a 14 day lock down, the Supervisor/Licensee/Program Advisor will have daily contact with the families to ensure everyone is safe, quarantining and will log any new results that may come in.

Testing and Isolation

Effective October 1st 2020 Covid-19 testing is no longer required for children for the following symptoms: sore throat, stuffy/runny nose, headache, or nausea, vomiting and or diarrhea. If one of these symptoms appears, the child will be sent home and must remain home until symptoms improve.

Effective June 6th, 2021, children with any symptom listed above are not allowed on school grounds and will be sent home immediately. They will need to be assessed by a medical professional to indicate if they need a Covid-19 test. A negative Covid-19 result or doctors note is required to return to school. All siblings of the child are to remain home/be sent home until child is cleared to return.

If any TWO (2) of these symptoms appear together, the child will require a Covid-19 test or to self isolate for 14 days. A negative test result will be required to return to the centre if a test was conducted, as well as being 24/h symptom free.

If a child has a fever they will require a Covid-19 test, or self isolate for 14 days. A negative result will be required to

return to the centre if a test was conducted, as well as being symptom free for 24 hours.

Symptomatic staff and children should be sent for testing: local COVID 19 assessment centres have convenient locations and hours of operation. They are to self-isolate and be excluded from the child care centre pending test results and can return once known to be COVID19 negative AND symptom free for 24 hours. Siblings of the symptomatic child are also to be excluded until this time.



Symptomatic children/staff who develop symptoms compatible with COVID-19, but are not tested for COVID19, must self-isolate and be excluded from child care centre for 14 days.

Children/staff who have been exposed to a confirmed case of COVID-19 but are not tested for COVID-19, must self-isolate and be excluded from the child care centre for 14 days from their last exposure to the confirmed case.

Children/staff who were in the same cohort group as the symptomatic child must self-monitor for 14 days. Parents of the exposed children are informed of the possible exposure.

Antigen Testing For Staff

All individuals who interact with children at the centre must complete one of the following.

1. Provide proof of all required doses of a COVID-19 vaccine approved by the World Health organization

Provide written proof of a medical reason, provided by either a nurse practitioner or physician that sets out;

The person cannot be vaccinated against COVID-19 and The effective time period for the medical reason (i.e., permanent, or time-limited

2. Proof that the individual has completed an educational session approved by Inventiveminds.

All individuals who are not fully vaccinated, whether by choice or medical reasons, will be required to go for a rapid antigen point of care test 2 times per week (at participating pharmacies). The result of these tests are to be submitted to the centre prior to coming into work, until September 27th 2021. This date may be extended based on the delivery times of the tests to the centre. If there is a positive test result, the individual is to not come to work, and self-isolate immediately. They must also go for a PCR test within 48 hours. If the result of that test is negative the individual may return to work after 24 hours. If the test is positive, they must stay home for the 14 quarantine period and until they are symptom free, and follow all Public Health Guidelines.

Contact Follow

Further risk assessment of close contacts will be further assessed by YRPH once a person in the child care centre is known to be COVID positive.

Outbreak Documentation

In the event an outbreak is declared, YRPH will provide an outbreak line list template and instructions for daily submission to YRPH. An outbreak number will be assigned to the child care centre.



Returning To Child Care: Tested Negative

Symptomatic people who test negative for COVID-19 can return to child care once they are 24 hours symptom free. Close contacts can also return if they were excluded.

Returning To Child Care: Tested Positive

Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms.

One confirmed / positive COVID case is considered a confirmed COVID outbreak in the child care centre.

Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care setting for 14 days.

YRPH will provide ongoing support for a confirmed COVID outbreak including providing direction on child care operations and outbreak management.



Declaring The Outbreak Over

YRPH will provide direction regarding the length/duration of an outbreak depending on laboratory findings (if an organism is identified), evidence of continued spread and resolution of illness.

Cleaning The Area of a Sick Child or Staff

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.

Where a child, staff is suspected of having or has a confirmed case of COVID-19, IMKA will report this to the ministry as a serious occurrence.

Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and further cohored (i.e., grouped together).

The local public health unit will provide any further direction on testing and isolation of these close contacts.

Use of Face Mask and Eye Protection

All adults in a childcare setting (i.e., childcare staff, home childcare providers, home child care visitors, and students) are required to wear medical masks and eye protection (i.e., face shield) while inside in the childcare premises, including in hallways.

Sanitary Practices

Hand Hygiene

Proper and meticulous hand hygiene is an important preventative measure to stop the spread of germs and infections including COVID-19.

Removal of visible soil and germs from the hands can be achieved by using soap and water.

Upon arrival in the classroom both the child and the staff must wash their hands with water and soap.

Teachers must assist the children at all time while hand washing.

At no time a child should be going to the washroom or hand washing independently. We must be observe and support children to ensure they wash their hands thoroughly.



When to Wash Hands

Before and after preparing food.

Before and after eating.

After using the toilet.

After disposing of waste or handling dirty laundry.

After blowing your nose, coughing, or sneezing.

After interacting with other people at a distance of less than 2 metres/6 feet.

Whenever hands look dirty or are visibly soiled.

Donning and doffing personal protective equipment.



Personal Protective Equipment (PPE) Usage And Exceptions

All employees at Inventive Minds are to wear a medical grade mask and face shield while on the premises. This includes classrooms, hallways, and outdoors on the playground. All PPE is to be discarded after one use, except for face shields. Gloves are to be changed after there is a change in task, and after each child's toilet routine. Gloves and gowns must be worn while changing diapers, toileting, or dealing with any bodily fluid. Gloves must also be worn while serving food to the children.

If a staff member is unable to wear a face mask due to medical issues/conditions, a doctor's note must be provided to the Director of the centre. The doctor's note will be submitted to York Region Public Health for approval. The note needs to be approved before the staff can remove the mask while on premises. Once the note is approved, the staff can be able to remove the mask but must still wear a face shield at all times. A copy will be kept in the staff's file for review. If the note is not approved by Public health, the staff

member must continue to wear a face mask as per policy.

All parents and visitors are expected to wear face masks as well. If they are entering the centre past the front entrance, they will need a face shield as well.

Wearing a Face Mask After a Covid-19 Vaccine

If a child, child care staff, home child care provider, home child care visitor or placement student received a COVID-19 vaccination in the last 48 hours and has a mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask during entire time in the child care setting.

Their mask may only be removed to consume food or drink and the individual must remain at least two metres away from others as their mask is removed.

Equipment worn to protect the staff member from infection this include the use of:

- Mask as a form of source control
- Eye protection protects the eyes from splashes, sprays and infected droplets
- Long-sleeved cuffed gown protects clothing from becoming contaminated
- Gloves protect hands from becoming heavily soiled
- Mask fit tested N95 respirators are only used for specific procedures that are not likely to take place in the centre
- Staff must be trained on the proper use of PPE including how to don and doff PPE



Personal Protective Equipment (PPE)

Equipment worn to protect the staff members from infection includes the use of:

- Mask as a form of source control
- Eye protection protects the eyes from splashes, sprays and infected droplets
- Long-sleeved cuffed gown protects clothing from becoming contaminated
- Gloves protect hands from becoming heavily soiled
- Mask fit tested N95 respirators are only used for specific procedures that are not likely to take place in the centre
- Staff must be trained on the proper use of PPE including how to don and doff PPE

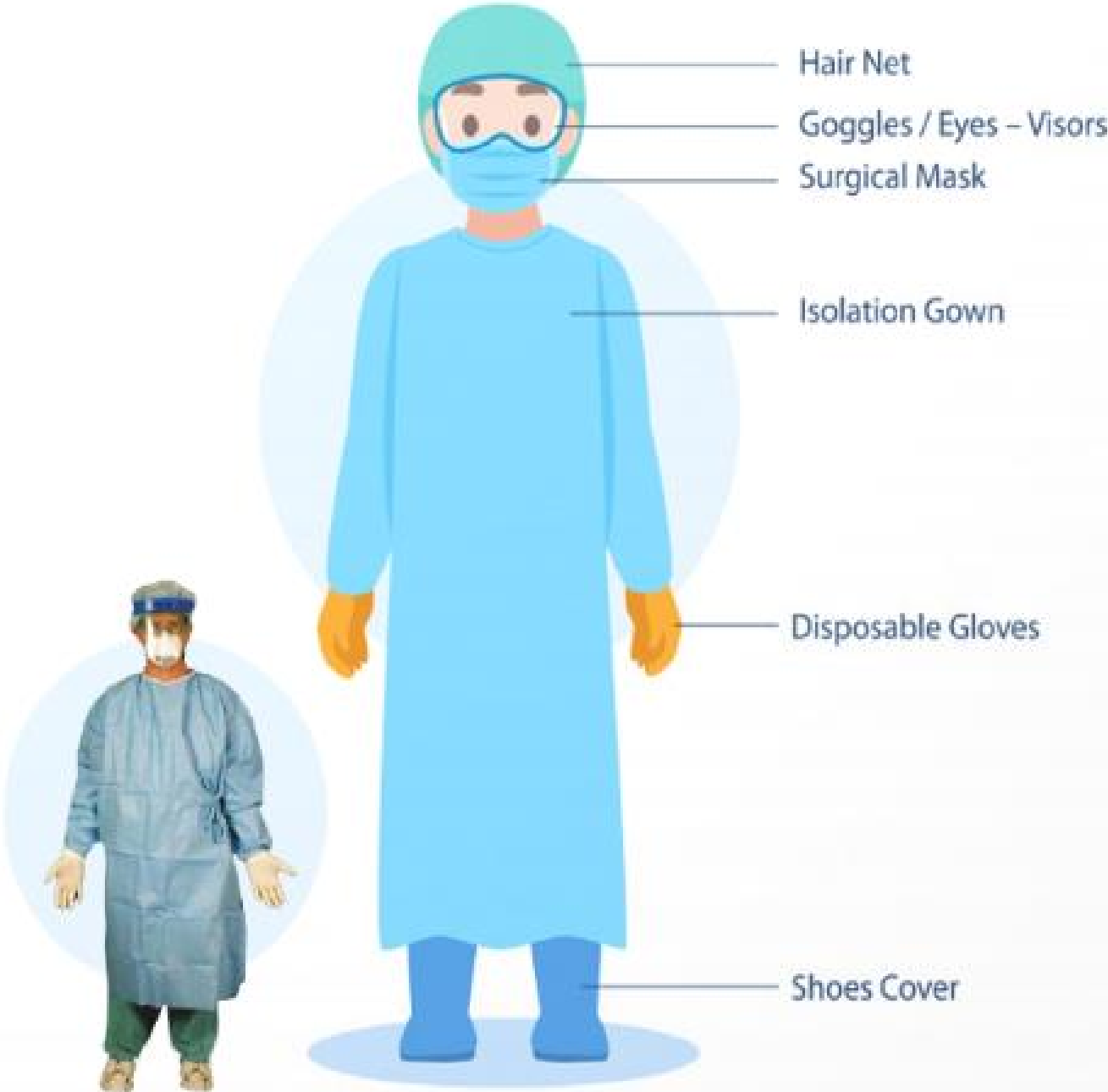


PPE is used at child care centres when:

- When conducting screening of children during drop off and pickup
- When taking care of a symptomatic child at the centre prior to pick up
- When a staff member becomes sick at work
- When coming in contact with blood or body fluids
- When cleaning and disinfecting

The PPE used would include a surgical mask, eye protection, gown and gloves. When using PPE, it is important to follow proper donning and doffing sequence to ensure staff is properly protected. Single-use PPE should be discarded after use and should not be saved for re-use

Standard PPE



Donning PPE Order



Step 1. Perform hand hygiene



Step 2. Put on Gown



Step 3. Put on Mask



Step 4. Put on eye protection (Goggles / Face shield)



Step 5. Put on gloves



Doffing PPE Order



Step 1. Remove Gloves



Step 2. Remove Gown - Perform hand hygiene



Step 3. Remove Eye protection (Goggles / Face shield)



Step 4. Remove Mask



Step 5. Perform hand hygiene



Respiratory Etiquette

The following practices are encouraged among our families and staff upon arrival and departure and throughout the day.

- Cough or sneeze into your sleeve.
- Cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards.
- Avoid touching your eyes, nose and mouth with unclean hands.





Food Provision

IMKA collaborates with wholesome food vendors who deliver food to our school. Food deliveries are picked up outside of the building by our staff who takes it into the kitchen. No delivery drivers are allowed on the premises at anytime.

Each family must sign the food menu before having their child start their daycare at Inventive Minds. A copy of the food menu is provided to the families to ensure families consents and signed off.

- There is no self-serving or sharing of food or utensils (e.g., serving spoon, water jugs) at meal times.
- Meals are individually portioned for each child and delivered to each class door (i.e, no family style service).
- **No food is allowed by the family, outside of the regular meal provision of the program.**

- Children should not prepare food or provide food that could be shared with others.
- Proper hand hygiene is practiced during food preparation and before and after eating.
- Children and staff must practice social physical distancing when eating, if possible.
- Tables and chairs are cleaned and disinfected after each use by IMKA staff.



Allergies / Anaphylaxis

Families are responsible to continue informing the office about any changes in their children's diet restrictions, allergies or anaphylaxis.

If an epi-pen is not provided or expired IMKA will not be able to provide care for your child. All documents must be completed with the supervisor. Arrangements can be made via email to complete and receive required forms at arrival or pick up time. For more information refer to the original parent hand book. If you have additional questions, please email the main office at inventivekidz@gmail.com.



Immunization Records

Before starting back with IMKA, all families are required to submit a scanned copy of your child's up-to-date immunization records. Send all documentation via email to inventivekidz@gmail.com.

NOTE: Failure to provide the document can cause an immediate freeze of service with ongoing payment obligation for reservation of your child's spot.



Cohort Practices Staff / Children (Heart Bubble)

Interactions with infants and toddlers including sleep time.

- When holding infants and toddlers, blankets or cloths must be used over child's clothing. Blankets or cloths must be changed for each child.
- Increase distance between sleeping equipment (e.g., cots and mats) and position children head-to-toe or toe-to-toe.
- Place infants in every other crib. Mark the cribs that should not be used in order to support physical distancing.
- Soothers, bottles, sippy cups, etc. are to be placed in the child's gym bag.
- All items are labelled with the child's name to avoid accidental usage – and placed in their gym bag.



Pre-school / Older Children Sleep Monitoring

- Increase distance between sleeping equipment to **2 Meters** (e.g., cots) AND position children head-to-toe or toe-to-toe.
- Place infants in every other crib. Mark the cribs that should not be used in order to support physical distancing.
- All items are labelled with the child's name to avoid accidental usage – and placed in their gym bag.

ALL CRIBS AND BEDS TO BE DISINFECTED DAILY. THE SHEETS TO BE LAUNDERED DAILY. CHILDREN'S PERSONAL ITEMS MUST BE PLACED IN THEIR GYM BAGS. NO CUBBIES ARE PERMITTED FOR USE.

INDOOR AND OUTDOOR SHOES ARE MANDATORY.

General Cleaning And Disinfecting Principles

All materials in the classroom, that are available to children will be washed and sanitized every two hours from time of arrival. Indoor furnishings will be cleaned at the time of arrival, and during nap time, at the end of the day, and as needed throughout the day.

Outdoor play materials are cleaned after each time they are used. These cleanings are logged on the cleaning sheet daily, as well as in the logbooks for each individual classroom. At the end of the day, a third-party cleaner comes to clean the entire premises.

- Follow 2-step method to clean and disinfect 1. Clean with detergent and water, use friction 2. Apply disinfectant, following instructions.
- Only use disinfectant products with a Drug Identification Number (DIN).

- Follow manufacturer's instructions: contact time and expiry date.
- Start from clean area and move to dirty area.
- Wear appropriate PPE is (e.g., gloves, eye protection, gown/apron), especially when cleaning body fluid spills.
- Ensure all chemical products are labelled and locked away from children.

Considerations For Cleaning And Disinfecting

- All common areas and high touch surfaces (e.g., door knobs, hand rails, light switches, toilet handles, on-site playground equipment) must be cleaned at a minimum of **four times** daily – **morning arrival, after each playground routines and after lunch routines**

- Use new cleaning cloths for each room
- Garbage cans should be easily accessible and lined with plastic, hands free and emptied regularly.
- IMKA has kept a cleaning and disinfection log to track and demonstrate daily cleaning.
- Clean and disinfect sleeping equipment (e.g. cribs, cots, mats) between children are also administered and logged.

Environmental Cleaning

Select products

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

Clean frequently touched surfaces twice per day

- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



Non-outbreak: use 100 ppm bleach & water recipe

During Outbreak: use 5,000 ppm bleach & water recipe

Parts per million (ppm) Concentration	Recipes (~= approximately, t= teaspoon, tb=tablespoon)
100 ppm (1:500, 0.01%)	Mix 2 ml (0.4 t) of bleach with ~1 L (4 cups) of water
1,000 ppm (1:50, 0.1%)	Mix 20 ml (4 t) of bleach with ~1 L (4 cups) of water
5,000 ppm (1:10, 0.5%)	Mix 100 ml (6 ¾ tb) of bleach with ~1 L (4 cups) of water

Laundry

All laundry should be handled in a manner that minimizes possibly spreading the disease / virus

- Gloves and gown should be worn when doing laundry.
- Wash with regular laundry soap and hot water (60°C - 90°C) and dried thoroughly.
- Clothing and linen from an unwell/infected child can be washed with other laundry.
- Linens and children's clothing soiled with fecal material should be washed separately.
- Clean and disinfect laundry hamper/container that comes in contact with heavily soiled laundry
- Disposable contaminated items including used PPE should be placed in a closed bag and discarded with other household waste
- Towels and linens must not to be shared between children
- Launder on a regular schedule

Staff Training

All staff has gone through intense training before starting back with IMKA – training has been put in place both in sanitary practices and children emotional health.

Conclusion

Inventive Minds Child, Youth and Family Support Center as a not-for-profit organization with a mission to support and empower families, staff and children to be the best version of themselves. We believe in following all federal , municipal , ministry of health and education by law to ensure we are providing a safe environment for all our children.

We believe the community and educational environment of children help to support and shape their future. With that in mind, we work with our families. To raise independent and responsible children, we help them to develop high-level social and communication skills, emotional self-regulation, independence, and academic confidence.



.STAY SAFE.