



**Ministry of Health and Wellness
Ministry of Education, Youth and Information
Early Childhood Commission**

Covid-19 Operational Guidance

KinderAcademy for Young Scholars

Version 2 – August 2021



INTRODUCTION AND PURPOSE

The information found within this guidance document is meant to support the management and staff of KinderAcademy for Young Scholars (KFYS) in meeting requirements set out under the Ministry of Health and Wellness (MOHW) and to provide clarification on operating KFYS with enhanced health and safety guidelines and/or restrictions in place. This guidance document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice at that time.

On September 7, 2020, private child care programs were permitted to return with maximum group sizes as set out under the Early Childhood Commission (ECC) re-opening protocols. KFYS settings must continue to operate with enhanced health and safety measures in place, including the use of medical masks for all staff/caregivers.

As always, **the top priority for KFYS will be the health and safety of the children and staff**, and we will monitor the COVID-19 outbreak situation closely. Should there be a need to return to stricter health and safety measures, this guidance will be revised under the advice of the MOHW.

While the focus of this guidance document is on the health, safety, and operational measures that are required in order to safely operate, please note that every effort should continue to be made to uphold the welcoming and caring environment that KFYS provides for children and families. The Early Childhood Commission (ECC) has “Tips” with ideas on how to provide an engaging environment while physically distancing. www.ecc.gov.jm/tips

Before and After School Programs will be postponed until further notice.

You may wish to visit www.ecc.gov.jm regularly for current information, as well as www.moh.gov.jm for information to help stop the spread, find sector specific resources, including helpful posters, mental health resources, and other information.

If you have further questions or require clarification, please contact the Director/Principal directly at info@mykinderscholars.com



INSPECTION REQUIREMENTS

Inspections

- Ministry of Health and Wellness inspectors will conduct in-person inspections.
- Ministry Inspectors will:
 - Issue a Self-assessment Checklist for Workplaces, Public Facilities/Spaces Covid-19 to be completed
 - Wear a medical mask/face covering and follow other protocols of KFYS.

Maximum Group Size and Ratio

- Child care settings are permitted to operate using maximum group sizes as set out under the ECC Re-opening of schools protocols. each group should stay together throughout the day and as much as possible should not mix with other groups
 - Children 0-12 months: 1 adult to 5 children
 - Children 13-35 months: 1 adult to 8 children
 - Children 36-60 months: 1 adult to 10 children
- The ECC's ratio should be followed. Staff should be assigned to the same group of children each day to reduce exposure and cross-contamination
- Please see the *Health and Safety Requirements* section of this document for more information on limiting interactions between groups, particularly in shared spaces, and programming to support physical distancing
- KFYS is required to maintain ratios set out under the ECC. Please see the group size and ratio charts below for reference.



Group Size/Ratio Charts

Age category	Age range of age category	Ratio of employees to children	Maximum number of children in group
Infant	Younger than 12 months	1 to 5	5
Toddler	13 months or older but younger than 35 months	1 to 8	8
Preschool/ Kindergarten	3 years or older but younger than 6 years	1 to 10	10

Maximum Capacity of Building

- No more than one 100 persons are allowed as long as they are able to maintain separation between the groups and/or classrooms, and follow all health and safety requirements that apply.

Staffing

- Teaching staff and caregivers should only be in their work area with their group.
- Management and other staff should limit their movement between classrooms, doing so when absolutely necessary.
- Non-teaching staff should have their own cluster groups and ensure no cross pollination occurs. Kitchen and maintenance to have 2 cluster groups. Records must be kept of who they see daily
- Interaction with multiple groups should be avoided as much as possible..
- Qualified Staff
 - KFYS is required to ensure each group has the required number of qualified staff.
- Certification in Standard First Aid Training, including Infant and Child CPR
 - Staff that are included in ratios are required to have valid certification in first aid training including infant and child CPR



HEALTH AND SAFETY REQUIREMENTS

Working with Ministry Of Health and Wellness

- While the ECC is providing guidance on how to operate child care during the COVID-19 outbreak, KFYS must follow the advice of the MOHW when establishing health and safety protocols, including how to implement any direction on health and safety guidance.
- KFYS recognizes that it is important to follow the advice of local public health officials to keep children and families safe in their respective communities.

Contact information: www.moh.gov.jm

Health and Safety Protocols

Considerations and assumptions:

- ❖ **Pre-screening and the temperature check is used for decision-making as it is the only universal point of reference: has to be accurate and coordinated daily.**
Suspected = any positive answers to the screening questions
Positive = laboratory test confirmation
- ❖ **Records of groups and their movements must be accurate, no cross pollination: social distancing, appropriate sanitizing and washing of hands must be observed**
- KFYS must ensure that there are written policies and procedures outlining their health and safety protocols.
- Before re-opening for the first time, KFYS must submit an attestation to the ECC that confirms new policies and procedures have been developed and reviewed with employees.
- These policies and procedures must be consistent with any direction from MOHW and include information on how KFYS will operate to prevent and minimize the impact of COVID-19 in childcare settings, including, at a minimum, the following:
 - how cleaning and disinfecting the space, toys and equipment will be conducted;
 - how to report illness;
 - how physical distancing will be encouraged, particularly between groups;
 - requirements on the use of medical masks and face shield, and personal protective equipment (PPE), including information on exemptions or exceptions;
 - how attendance records will be organized and maintained in order to facilitate contact tracing;



- a communication plan in the event of a case/outbreak;
- rescheduling of group events and/or in-person meetings; and,
- parent drop off and pick up procedures
- KFYS must take every reasonable precaution to protect the health and safety of employees.
- Please see Return to Work Safely protocol

Cleaning and Sanitation

- KFYS premises must be cleaned daily. In addition, frequently touched surfaces should be cleaned and disinfected twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.
 - Frequently touched surfaces include but are not limited to restrooms (for example toilet fixtures, faucets), eating areas (for example, tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, handrails, computers, photocopiers, toys playground equipment, water fountain knobs.
 - Tissues to be available in classrooms
 - Hand sanitizer to be available
- Adequate disposal of litter and waste
- Adequate disposal of wet waste/food – to be cleared regularly and collected more regularly
- A cleaning and disinfecting log must be kept to track and demonstrate cleaning schedules.
- Existing practices should be reviewed to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning.
- It may also be helpful to keep an inventory to determine items to be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (for example, porous or soft items such as stuffed toys).
- It is recommended that shared spaces or equipment (i.e., restrooms or shared objects), should be cleaned in between each use and only one group at a time should access the shared space/equipment
- When an individual is suspected of having COVID-19 in KFYS:
 - Establish a protocol to determine contaminated areas and carry out cleaning and disinfection, including timing, when to return to use, methods of cleaning, PPE to be used while cleaning, and waste disposal.



- Identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 6 feet of the ill person) versus
- cleaning alone (such as a hallway or room where the individual has passed through).
- Use disposable cleaning equipment, such as disposable wipes, where possible.
- Remove all items that cannot be cleaned (paper, books, etc.) and store them in a sealed container for a minimum of 7 days.
- A focus on proper hand hygiene before and after using shared play item is advised.

Guidance on the Use of Masks, Personal Protective Equipment (PPE) and Hand Hygiene

- KFYS must include information on the use of PPE in their health and safety protocols that is consistent with the information in this section as well as any direction provided by MOHW
- Expectations for adults in KFYS:
 - All staff, required to wear medical masks-**mandatory** visor/face shield – optional while on KFYS premises, including in common areas (unless eating – but time with masks off should be limited and physical distance should be maintained).
 - Clean uniforms daily
 - Social distancing
 - All other adults (i.e. parents/guardians, and visitors) are required to wear a face covering or non-medical mask- **mandatory** while inside the premises
- Expectations for children:
 - All children ages 3-5 are **encouraged** but not required to wear a non-medical mask or face covering while on KFYS premises.
 - Masks are not recommended for children under the age of two. See information about the use of masks on the World Health Organization (WHO) [website www.who.int/](http://www.who.int/)
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask when not in use
- Masks should be replaced when they become damp or visibly soiled.
- Refer to www.moh.gov.jm on how to properly wear and take off masks.
- The use of masks is not required outdoors for adults or children if physical distancing of a least 6 feet can be maintained between individuals



- Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 6 feet can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions, etc.
- KFYS will document their requirements and exemptions related to masks (e.g., within their COVID-19 policy).
- The use of medical masks is for the safety of staff and the children in their care. This is very important when working with young children who may not be wearing face coverings (i.e. under the age of two).
- Keep in mind that it may be difficult to put on a mask properly (i.e. without contamination) after having removed them, given the frequent and spontaneous need for close interactions with young children.
- KFYS should secure and sustain an amount of PPE (including but not limited to face shields or goggles, medical masks, gloves, etc.) and cleaning supplies that can support their current and ongoing operations.
- Perform and promote frequent, proper hand hygiene (including supervising or assisting children with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub when hands are visibly soiled and for children.

Screening for Symptoms

- All individuals must self-screen every day before arrival at the child care setting.
 - Individuals who do not pass the screening are not permitted to enter the premises and must stay home.
 - An ill individual who has a known alternative diagnosis provided by a health care provider may return to KFYS if they do not have a fever and their symptoms have been improving for at least 24 hours
- Self-assessment tools will be made available to staff to ensure awareness of possible symptoms of COVID-19.
- Signs will be posted at entrance to KFYS remind staff, parents, and visitors of screening requirements.
- In the event that an individual is not screened prior to arriving at KFYS, active (in-person) screening will be available and when necessary.
 - When an individual is screened staff should take appropriate precautions when screening and escorting children to the classrooms, including maintaining a distance of at least 6 ft from those being screened
 - A process should be in place to ensure those waiting in line are physically distanced from one another.
- Hand washing stations and or hand sanitizers are placed at all screening stations..



- Individuals who do not pass the screening are not permitted to enter and must stay home. Please see below for more details. A failed screen does not need to be reported to the MOHW

Attendance Records

- In addition to attendance records for all children receiving care, KFYS is responsible for maintaining daily records of anyone entering the facility..
- These records must include all individuals who enter the premises (e.g., staff, parents, visitors, persons doing maintenance work).
 - Records are to be kept on the premises and along with name and contact information must include an approximate time of arrival and time of departure for each individual.
 - Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (i.e., records can be made available to MOHW within 24 hours of a confirmed COVID-19 case or outbreak).

Monitoring and Responding to Reports of COVID-19

Symptoms in KFYS

- KinderAcademy for Young Scholars will work closely with MOHW to monitor and respond to reports of COVID-19 symptoms.
- Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the MOHW must not be permitted to attend KFYS and should stay at home (this includes children and staff).
- If a child becomes ill while in KFYS:
 - The ill child must be immediately separated from others, and placed in the isolation room. Parents/guardians must be contacted for pick-up of symptomatic children.
 - Symptomatic children who are separated from others must be supervised.
 - Anyone providing care to the ill child should maintain as much physical distance as possible. If physical distancing is not possible (e.g., if a young child needs comfort) staff/providers should consider added PPE (i.e., gloves, gown).
 - The staff caring for the child should wear a medical mask and face shield and be trained on proper use of PPE, including donning and doffing.
 - If tolerated, the ill child should also wear a medical mask.
 - Hand hygiene and respiratory etiquette should be practiced while the ill child is waiting to be picked up.



- Cleaning of the area the separated child was in and other areas of the KFYS where the ill child was should be conducted as soon as reasonably possible after the ill child leaves (see above in the Cleaning section).
 - The ill child and/or their parent or guardian will be advised to seek medical advice or test for COVID-19. Note that children will **NOT** require a medical note or proof of negative test to return back to KFYS.
 - Communication protocols to update and inform necessary stakeholders within the child care community while maintaining confidentiality of the ill child should be initiated.
 - Regular operation can continue unless directed otherwise by the MOHW or local Health Department
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- If a child develops symptoms and their self-screening indicates they should stay home but their sibling(s) do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19.
 - If a child is tested for COVID-19, follow the guidance of the MOHW or local health dept., health care provider and related direction for isolation and returning to KFYS. If there are other siblings or members of the household that attend, the local health dept. will provide any further direction on returning to school/child care.
 - Persons who test positive may not return to KFYS until they are cleared by the MOHW or local health dept. Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

WHEN A CASE OF COVID-19 IS CONFIRMED

- The MOHW will contact KFYS to discuss the case, identify people who have been in contact with the infected person and advise on any further precautions
- If KFYS has not been contacted, KFYS must contact the MOHW on 888-ONE-LOVE(663-5683) The local public health officials, with the assistance of the school administration, will conduct a risk assessment and give recommendations on the management of children and staff
- In most cases, closure of KFYS will not be necessary. The decision to close will be school- and context specific (**see school closure below**)

Procedures Regarding Staff

If a staff member appears ill and reports for duty displaying symptoms associated with COVID-19(suspected of COVID-19)

- If an employee presents with symptoms consistent with COVID-19 they must be advised to contact the MOHW toll-free emergency hotline on 888-ONE-LOVE (663-5683), consult a medical professional and follow the MOHW protocol



- The staff member should be temporarily isolated in the isolation room. Arrangements should be made for them to be transported home or to a medical facility. They should be wearing a mask
- Any further action must be taken once there is a diagnosis confirmed by a medical professional
- All cases must be reported to the MOHW
- Staff members must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty

When a staff member has been exposed to an unconfirmed case of COVID-19

- If a staff member has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, the relevant public health authority will decide whether restrictions or special control measures are necessary
- Once the results are known, the MOHW protocols will be implemented, if applicable
- All cases must be reported to the ECC

When a staff member has been exposed to a confirmed case of COVID-19

- Staff members who worked closely with the infected staff member should self-quarantine for a period of 14 days. Staff members can be requested to work remotely if applicable
- The workspace of those exposed should be cleaned and disinfected thoroughly
- Contact must be maintained with employees in quarantine as a means of monitoring and support
- All of those exposed must be reported to the ECC/MOHW

When a staff member has tested positive for COVID-19

- Relevant public health officials will discuss the case, identify people who have been in contact with the staff member, and advise on any action or precautions that should be taken
- A risk assessment will be undertaken- advised by the public health officials
- Staff members who worked closely with the infected staff member will have to self-quarantine for a period of 14 days. This must be done in consultation with the relevant Public Health authority
- A list of these employees must be kept and submitted to the MOHW. Contact must be maintained with these staff members as a means of monitoring and support
- The staff member may return to work on the condition that he/she has undergone a medical evaluation confirming that he/she has tested negative for COVID-19

Reporting

- KFYS has a duty to report suspected or confirmed cases of COVID-19 to the MOHW and local public health dept.



- When there is a confirmed case of COVID-19 (i.e., a positive COVID-19 test result), KFYS must:
 - report to MOHW.
 - report to the local health dept. and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing
- Health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff and children and the declaration of an outbreak and closure of rooms and/or entire facility.

Outbreak Management

- An outbreak may be declared by the MOHW when:
 - within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- The MOHW will work with KFYS to determine whether epidemiological links exist between cases and whether transmission may have occurred in KFYS.
- If the MOHW declares an outbreak, they will determine what happens next. This could include closing particular class rooms or cohorts or the entire facility.
 - The MOHW will help determine which groups of children and/or staff need to be sent home or if a partial or full closure of KFYS is required.

Closure of KFYS If There is an Outbreak of Covid-19

Preparing for the possible closure should only be considered following recommendations from the MOHW. Temporarily closing is a possible strategy to prevent or slow the continued spread of COVID-19 in the KFYS community.

KFYS administration is not expected to make decisions about dismissals or closure and must follow the MOHW procedures. KFYS must seek guidance from MOHW officials to determine if, when, and for how long to take these steps.

Considerations for keeping KFYS open, after dismissal of children.

During dismissals, KFYS may stay open for staff (unless they are ill) while students stay at home. Keeping facilities open will allow teachers to develop and deliver lessons and have access to teaching resources and materials remotely, thus maintaining the continuity of teaching and learning. Furthermore, it will allow other staff members to continue to provide services and help with additional response efforts. If KFYS is closed we the administrators discourage parents, children and staff from gathering or socializing anywhere e.g. meeting at a friend's house or a local shop.



An important consideration is how to ensure the continuity of education. During dismissals, continuity plans should be reviewed: including plans for the continuity of teaching and learning, including digital and distance learning options, if feasible and appropriate; consolidate a list of suitable resources available via other media platforms where children and parents can access education content to help facilitate remote learning www.ecc.gov.jm

IMPORTANT CONTACT DETAILS: In addition to the 888-ONE-LOVE (663-5683) for members of the public to contact the Ministry of Health & Wellness with COVID-19 concerns, additional numbers can now be used. These numbers are:

- 888-754-7792
- 876-542-5998
- 876-542-6007
- 876-542-6006
- 876-542-5998

Members of the public may also make contact the Ministry via email using covid19@moh.gov.jm or jacovid19facts@gmail.com.

PRE-PROGRAM CONSIDERATIONS

Communication Plan

Only the following may communicate re: COVID-19

- ❖ Director /Principal

Communication with Families

- Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. New policies will be shared with families for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/ safe and healthy. It is also essential to reassure those families with health issues in the high-risk category that it is ok to keep their children at home; children will have work sent home to them.
- KFYS must share with parents the policies and procedures regarding health and safety protocols to COVID-19, including requirements and exceptions related to masks.
- KFYS is not required as part of re-opening to revise their program statement, full parent handbook, and other policies.
- KFYS may provide links to helpful information as well as detailed instructions regarding screening and protocols if a child or staff in the facility becomes ill.
- Priority/waitlist policies may need to be updated as health and safety measures change to account for any resulting limited capacity. Any changes to policies should be communicated to families so they are aware of the changes. An equitable approach should be implemented to assess priority for care.
- Where possible, the use of in-person communication should be limited.



Parent Fees

- In an effort to stabilize parent fees when re-opening, KFYS fees will remain the same.
- Where a child who was enrolled for the Christmas term and participated in online learning will be offered placement space first for January 4, 2021. Parents will have 14 days to accept or decline the placement.
- If the placement is declined, KFYS may offer the placement to another child

Access to Spaces and Prioritizing Families

- Given the strict health and safety measures in place and the advice of local health depts., KFYS may continue to operate at reduced capacity for a period of time. When determining prioritization of limited child care spaces, KFYS may consider the following:
 - Returning children served through online learning to their original placement and continuity of service for these families;
 - Care for families where parents must return to work and that work outside of the home;
 - Families with special circumstances that would benefit from children returning to care, such as children with special needs; and,
 - Other local circumstances.
- KFYS also understands that some families they used to serve may no longer require care, or require a different level of care (i.e., part time child care).
- Assessing demand for care as the COVID-19 outbreak and health and operational advice changes, is recommended.

Staff/Provider Training

- KFYS must ensure that training that is aligned with ECC and local health dept. is provided to all child care staff on the health, safety and other operational measures outlined in this document plus any additional local requirements in place.
 - New training is not required with each iteration of this guidance but should be offered in a way that includes staff at least once
- Training may include instruction on how to recognize symptoms, correct use of mask and PPE, regular handwashing, how to properly clean and disinfect the space and equipment, how to ensure daily screening is completed, how to keep daily attendance records, and what to do in the case that someone becomes sick, including how and when to report.



- Continue age-appropriate education on the virus, symptoms and precautions (Talks, pamphlets, videos, etc.)
- Administration to communicate with parents, children and staff that have travelled to affected areas, have been repatriated or may have been in contact with persons affected by the virus to stay at home for at least 14 days and receive medical treatment
- Continue to observe social distancing

IN-PROGRAM CONSIDERATIONS

Drop-Off and Pick-up Procedures

- KFYS will develop procedures that support physical distancing and separate groups of children as best as possible – ideally separate entrances and exits, or staggered entrance times.
- As much as possible, parents should not enter the premises.
- All entrances will have a hand wash station and or hand sanitizer with signage demonstrating appropriate use (see How to Wash Your Hands).
- Alcohol based hand rub should not be accessible to children (i.e., within their reach) and children should be supervised when using the hand rub.
- Signage/markings on the ground to direct parents through the entry steps.
- Personal belongings should be labeled and kept in the child's /designated area. (e.g., backpack, hats and lunch kits, etc.). While appropriate clothing for the weather (e.g., sweaters, hats) should continue to come with the child, other personal belongings (e.g., toys) should be minimized.

Visitors

- There should be no non-essential visitors at this time.
 - Student completing post-secondary educational placements will be permitted to enter and should only attend one classroom and be assigned to one group of children.
- Student will also be subject to the same health and safety protocols as other staff members such as screening and the use of PPE when on the premises, and must also review the health and safety protocols.
- Use of video and telephone interviews should be used to interact with families where possible, rather than in person.
- ECC staff and other public officials (e.g., fire marshal, health inspectors) are permitted to enter and inspect KFYS premises at any reasonable time.
 - As much as possible, parents should not enter the premises.
 - KFYS must ensure that there are no volunteers on the premises



Space Set-Up and Physical Distancing

- Physical distancing between children in a child care setting can be difficult to maintain; however, it is an important strategy that should be encouraged whenever possible.
- It is also important to maintain a welcoming and caring environment for children. Please visit www.ecc.gov.jm/tips for more support and ideas on how to provide an engaging environment while physically distancing.
- Each group of children must have their own assigned indoor space separated from all other groups by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between groups. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.
- When in the same common space (e.g., entrances, hallways), physical distancing of at least 6 feet must be maintained between different groups and should be encouraged, as much as possible, between children within the same group by:
 - incorporating more individual activities or activities that encourage more space between children; and,
 - using visual cues to promote physical distancing.
- In shared outdoor space, a distance of at least 6 feet must be maintained between groups and any other individuals outside of the group at all times.
- The distance between resting mats/playpens have been increased or the children are placed head to toe if the space is limited.
- Shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
 - planning activities that do not involve shared objects or toys;
 - when possible, moving activities outside to allow for more space.

Equipment and Toy Usage and Restrictions

- Provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using them



- Provide designated toys and equipment (e.g., balls, etc.) for each room or group of children. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared, including between groups.
- Playdough, water and sand are prohibited.
- Play structures can only be used by one group of children at a time.

Program Statement/Activities

- KFYS will continue to implement their program statement.
- KFYS recognizes that there may be approaches outlined in the program statement which may not be possible due to physical distancing.
- KFYS are not required to make updates to their program statement during this time.

Outdoor Play

- Schedule outdoor play by groups in order to facilitate physical distancing.
- If play structures are to be used by more than one group, the structures should only be used by one group at a time.
- Designated toys and equipment (e.g., balls, loose equipment) are provided for each class room or group. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared

Interactions with Infants/Toddlers

- KFYS will continue to encourage staff to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- KFYS will remove playpens instead of placing infants in every other crib and mark the cribs that should not be used in order to support physical distancing
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical 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, pacifiers, 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.

Food Provision

- KFYS have changed meal practices: All children will have meals in their respective classes with the exception of the 0-35 month cohorts who will have meals in the lunch room. Children will be strictly supervised to prevent sharing of food at meal times.
 - Utensils will be used to serve food.



- Meals will be served in individual portions to the children.
- There will be no items shared.
- Staff with symptoms should not be preparing food
- Clean uniforms to be worn daily
- Use of other PPE, including the mask
- Kitchen staff must observe social distancing protocols
- Food may be provided by the family with special precautions for handling and serving put in place.
- Children should neither prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- Where possible, children should practice physical distancing while eating.
- There should be no sharing of utensils.

Transport Protocols

The Transport Authority is responsible for all legislation, regulations, licensing and enforcement thereof, of all matters of transport including vehicles transporting children to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting children to school must adhere to the regulations issued in terms of the Disaster Management, as well as all the directives set out in the schedule to address and contain the spread of COVID-19 according to the lock-down level provided that:

- Bus services, taxi services and e-hailing services and private vehicles shall not carry more than the licensed capacity; and
- all directives regarding hygienic conditions and the limitation of exposure to COVID -19 are adhered to e.g. social distancing, sanitizing, use of masks

Provision of Special Needs Services

- KFYS recognizes that children with special needs and their families continue to require additional supports and services.
- The provision of special needs services in KFYS will continue where appropriate and KFYS may use their discretion to determine whether the services being provided are essential and necessary at this time.