

COVID-19 Policies and Procedures

Peterborough Child & Family Centres

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Table of Contents

Policy 1.0:	Active Screening for COVID-19 Policy	3
Policy 1.1:	Attendance Record and Contact Tracing Policy	7
Policy 1.2:	Enhanced Cleaning and Disinfection Policy	9
Policy 1.3:	Exclusion of Sick Person Policy	11
Policy 1.4:	Maximum Capacity for PCFC Programs/Services	16
Policy 1.5:	Outdoor Programming during COVID-19	17
Policy 1.6:	Physical Distancing	19
Policy 1.7:	Personal Protective Equipment Requirements (PPE)	20
Policy 1.8:	Registration Requirements during COVID-19	21
Policy 1.9:	Serious Occurrence Reporting during COVID-19	23
Policy 1.10:	Staff Training related to COVID-19.....	24
Policy 1.11:	Staffing Protocols during COVID-19	25

Policy 1.0: Active Screening for COVID-19 Policy
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

Peterborough Child and Family Centres will screen all staff and visitors as required by public health guidelines in advance of admittance to any in-person program/service.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Application:

This policy and procedure applies to:

All persons entering Peterborough Child & Family Centre sites or participating in any PCFC in-person programs/services (indoor and outdoor), including parents, children, staff (including contractors), students, volunteers, and visitors (inclusive of community partners).

Procedure:

PCFC will have screening posters visible on the exterior entrance and on the interior of the building visible to all persons entering the site. Upon arrival the active screener will administer the COVID-19 active screening checklist for all persons (child, parent/caregiver, staff, volunteers and community partners) entering the site.

Staff must refuse entry to anyone who answers "yes" to any of the questions on the Screening Tool.

Screening Reception Area

Where possible, daily screening should be done electronically in advance of arrival. If this is not possible, each site will designate a single entrance where screening will take place. Screening can take place inside or outside of the building depending on the site layout. When possible, PCFC will provide screening outdoors to maintain physical distancing. In the event of inclement weather, PCFC will complete screenings indoors, prior to individuals entering the site.

The screening area will have Peterborough Public Health approved signage identifying the screening process, and will be set up at the entrance of the site, meeting the following criteria:

- Screening location and screening table (if space permits) will be identified.
- The screening area will allow for a minimum of 2 metres distance between staff person conducting screening and the person being screened
- The Screener will wear personal protective equipment (PPE) i.e. medical mask and eye protection (goggles or face shield).
- A plexiglass shield may be use for added protection but staff must remain in PPE.
- Signage regarding proper hand hygiene, respiratory etiquette, proper mask use, and avoiding touching of the face, will be displayed at the screening area.
- Alcohol-based hand sanitizer containing at least 60% alcohol content will be placed at all screening stations away from the reach of children.
- A touchless thermometer will be available for use if needed.
- Where possible, PCFC will stagger arrivals to in-person programs/services to ensure physical distancing requirements can be met.
- Signage/markings on the ground to direct families through the entry, where to wait, and how to exit
- Signage to encourage one-way traffic flow throughout the space

Daily Screening

All individuals entering PCFC sites will be screened using the Active Screen Tracking Checklist.

Active screening for PCFC staff and volunteers, and community partner agency staff will be done electronically using the online Active Screen Tracking Checklist Tool, prior to reporting to work each day

Any staff/volunteers or visitors who answer yes to any of the active screening questions are expected to stay home and report their absence to their Manager. Staff are expected to follow up on their symptoms with the provincial online assessment tool, the PRHC assessment Centre (705-876-5086) or PPH (705-743-1000) for further assessment and information on testing.

Refer to Exclusion of a Sick Staff/Participant Policy for information on returning to work.

Active screening for PCFC participants, will be done electronically using an online form, prior to arrival at any PCFC site, except in the circumstance where this is not possible for the participant. Participants will be reminded of this requirement when they register for any in-person program/service and through visible signage at entrance areas. Screening results for each participant will be documented.

COVID-19 Symptoms

COVID-19 Symptoms for adults include:

- Fever (Temperature of 37.8 degrees Celsius or higher)
- Cough

- Difficulty breathing
- Sore throat
- Difficulty swallowing
- Decrease of loss of taste or smell
- 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.
- Muscle aches/pains
- General feeling of illness
- Unexplained tiredness
- Unusual behavior and/or inattention
- Unexplained or increased number of falls
- Exacerbation of chronic conditions
- Chills
- Headaches that are unusual or long lasting
- Croup
- Pink eye
- Racing heart

Staff will refuse entry to the site/program/service if an answer of YES is given to any of the screening questions, and the individual will be directed to complete the [online self-assessment tool](#) and/or contact the PRHC Assessment Centre at 705-876-5086 or Peterborough Public Health at (705)743-1000.

In addition to requiring participants to complete the Active Screen Tracking Checklist, staff will conduct a visual check of anyone entering a PCFC site or attending a PCFC in-person program/service. Where a child or adult is exhibiting any symptoms of illness as listed on the Active Screening Tracking Checklist, staff must refuse entry into the site/program/service. If symptoms are not COVID-19 related and present as enteric or respiratory in nature the participant must remain away from PCFC in-person sites/programs/services for 48 hours after enteric symptoms resolve and 24 hours after respiratory symptoms resolve, and the participant must be symptom free before entering the site.

Entry to the site/program/service is only permitted if the active screen is negative (there is a “NO” answer to all questions on the Active Screening Tracking Checklist).

Documentation

Documentation of a participant having screened negative will be recorded on the attendance sheet with an ‘N’.

Screening questions may change as more information about the virus becomes available. Should this occur, screening posters, questions and checklist will be updated as advised by the local Medical Officer of Health.

Use of Masks, PPE and Handwashing

- All staff are required to wear medical masks and eye protection while inside PCFC premises.
- All other adults are required to wear a face covering or non-medical mask while inside the PCFC premises.
- Masks are not recommended for children under the age of two but are encouraged for those two and over. PCFC programs in Peterborough do not require face coverings/masks for children attending, PCFC programs in Apsley **do** require children two and over wear a non medical mask/face covering while attending indoor programs.
- The use of masks is not required outdoors IF physical distancing of at least 2 metres can be maintained between individuals.
- Individuals who are unable to, or do not wish to wear a mask, are welcomed in our outdoor and virtual programs.
- When wearing a medical mask, individuals should wash their hands before putting on a mask and after removing the mask. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.
- Staff will perform and promote frequent and proper hand hygiene. Visitors should be supervised and assisted with this. Handwashing with soap and water is recommended over alcohol based hand rub for children. Refer to How To Wash Your Hands poster.
- Masks should be replaced when they become damp or visibly soiled.

Policy 1.1: Attendance Record and Contact Tracing Policy
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

Peterborough Child and Family Centres will maintain daily records of anyone entering a PCFC site or attending an in-person PCFC program/service, and the approximate time of arrival and departure. This includes all staff, participants, cleaners, people doing maintenance work and people from partner organizations.

Where possible, contact information will be obtained electronically or by phone prior to any individual's arrival at a PCFC site.

Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Application:

This policy and procedure applies to:

All persons entering Peterborough Child & Family Centre program/service sites or participating in any PCFC in-person programs/services (indoor and outdoor), including parents, children, staff (including contractors), students, volunteers, and visitors (inclusive of community partners).

Procedure:

Attendance Records will include:

- Date of attendance
- Names of staff working each day, and the program(s)/service(s) in which they are working
- Participant names
- Volunteer/Student Names
- Community Member Names
- Names of any and all other visitors in the building

- Contact information including phone number and email address
- Time of arrival/departure
- Documentation Screening completion and results

All attendance records must be kept current and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Contact Tracing:

- In the event of a Participant and/or staff testing positive for COVID-19, PCFC will follow all directives from Peterborough Public Health (PPH) regarding contact tracing.
- All attendance and screening records will be readily available to be turned over to Peterborough Public Health if requested.
- Families will be made aware that their contact information could be shared with Peterborough Public Health for contact tracing purposes when/if that action is deemed necessary by PPH
- PCFC will ensure that PPH is aware in situations where a PCFC program/service is operating as one of multiple services, upon initial contact. Contact information for any other service providers will be maintained and made available.

Policy 1.2: Enhanced Cleaning and Disinfection Policy
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

PCFC will follow the recommendations of the Peterborough Public Health and Ontario Ministry of Health to ensure that enhanced sanitary practices and precautions are implemented, in order to support the health and well-being of staff, volunteers, participants and visitors of Peterborough Child and Family Centres during the COVID-19 pandemic.

This policy is guided by, and follows the recommendations of Public Health Ontario's document [Cleaning and Disinfection for Public Settings](#).

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedures:

Cleaning and Disinfection

1. PCFC sites will be cleaned daily, with the exception of days where both the office and program space(s) are closed.
2. Frequently touched surfaces will be cleaned and disinfected at least twice per day or more often as required (for example, toys, learning materials, doorknobs, photocopier, light switches, toilet and faucet handles, electronic devices, and tabletops).
3. Shared objects (toys and equipment etc.) and spaces (rooms, bathrooms etc.) will be cleaned between each use, and only one group at a time will access any shared space/equipment.
4. Supplies will be made available to allow parents disinfect changing tables after each use.
5. PCFC will use an approved disinfectant that is effective against COVID-19.
6. Efforts will be made to ensure sharing of items is limited and items are cleaned and disinfected after each use. Items used by children will be of a material that allows them to be easily cleaned and disinfected.
7. Items that are not able to be cleaned and disinfected easily will not be made available.
8. Examples of items and activities that will be discontinued include, but are not limited to the following:
 - soft toys and other toys made of porous materials
 - items that require laundering such as dress up clothes

- paper materials that are unable to be cleaned and disinfected such as books, puzzles, cards, magazines
- shared sensory play including the use of water, sand and dry foods
- use of outdoor playgrounds including at the site and in parks

Cleaning Log

PCFC will keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

Policy 1.3: Exclusion of Sick Person Policy
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

Peterborough Child and Family Centres will follow Public Health guidelines for preventing the spread of COVID 19 by adhering to clear procedures for minimizing risk, and for required actions should someone become ill while attending a PCFC site and/or program/service.

Specifically, PCFC will focus on the following components of risk mitigation:

1. Risk Assessment
2. Hand Hygiene
3. Use of Personal Protective Equipment (PPE)
4. Control of the Environment
5. Administrative Controls

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Application:

This policy and procedure applies to:

All persons entering Peterborough Child & Family Centre program/service sites or participating in any PCFC in-person programs/services (indoor and outdoor), including parents, children, staff (including contractors), students, volunteers, and visitors (inclusive of community partners).

Procedure:

Risk Assessment

PFCC staff will perform a risk assessment before each interaction with participants and visitors that includes the following considerations:

- Is there a risk of exposure to the COVID-19 virus during this interaction?
- Does the individual have symptoms of a respiratory infection? Symptoms can be found on the Ministry of Health's COVID 10 website.
- What kind of contact/interaction will you be having?
- Is there a way to maintain a 2 metre distance during the interaction?
- Is there a way to avoid contaminating your hands during the interaction?

Hand Hygiene

Regular hand hygiene will be required of all staff. Hand hygiene will be promoted with participants and visitor. Hand hygiene should be performed:

- Before touching your face
- Before preparing, handling, serving and eating food
- Before and after using shared toys, equipment and materials
- After using the washroom
- Before and after going outside
- After contact with body substances, mucous membranes of the eyes, nose and mouth and non-intact skin
- Before putting on and after taking off PPE
- After touching 'regularly touched' items such as doorknobs, toilets and sink taps
- Whenever there is a chance that your hands may have been contaminated

Hand hygiene can be performed in two ways:

- Handwashing
- Alcohol Based Hand Rub (Hand Sanitizers)

Information on hand hygiene for both adults and children will be posted at PCFC sites.

Use of PPE

- All staff, participants and visitors to PCFC sites will wear PPE, as mandated by the Ministry of Education, during the operation of programs/services.
- PCFC staff will wear a medical mask, and full face shield OR protective goggles/safety glasses which will be provided by the agency.

- Adult participants will wear a mask/face covering at all times while inside a PCFC building.
- Children participating in PCFC programs/services in Peterborough are not required to wear face coverings but mask wearing is encouraged by those age two and over. Children participating in PCFC programs in Apsley are required to wear a mask/face covering if they are two years of age or older.
- PPE is not required in the outdoors if physical distancing of 2 meters can be maintained.

Environmental Controls

- Every attempt will be made to prevent the spread of COVID-19 at PCFC sites and programs/services.
- All difficult to clean objects will be removed from the space. Respecting pedagogy, these items will be replaced with comparable items that can be cleaned and sanitized according to the Enhanced Cleaning Policy.
- The environment will be set up to encourage physical distancing where possible by optimizing the space and spreading out activities and invitations to play.
- Staff will make every attempt to set out invitations to play that encourage physical distancing of family cohorts.
- No shared sensory experiences will be offered (e.g. playdough). Staff will consider options for individual sensory experiences.

Testing Protocols

- Symptomatic participants or staff will be directed to [Peterborough Public Health's website](#) for testing directions.
- Persons who test negative for COVID-19 will be excluded from PCFC in-person program/services for at least 24 hours after symptom resolution.
- Persons who test positive for COVID-19 will be excluded from PCFC in-person program/services for 14 days after the onset of symptoms and/or after clearance has been received from Peterborough Public Health
- Testing of asymptomatic persons will be directed Peterborough Public Health
- A list of symptoms, including atypical signs and symptoms, can be found in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's COVID-19 website.

Protocols When a Participant or Staff Demonstrates Symptoms of Illness or Becomes Sick

- A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or participant will be considered a confirmed COVID-19 outbreak, in consultation with

Peterborough Public Health. Any outbreak will be declared in collaboration between PCFC and Peterborough Public Health to ensure an outbreak number is provided.

- Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by local Public Health is not permitted to enter the EarlyON premises and should stay home.
- Staff, participants, and children who are symptomatic or have been advised to self-isolate by Peterborough Public Health, may not attend PCFC in-person programs/services or report to work in a PCFC building/program site. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.
- Symptoms to look for can be found on the Ministry of Health's COVID-19 website.
- Child participants in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's COVID-19 website.

Action required if symptoms develop in staff or participants while working or attending a PCFC in-person program/service:

Staff

Staff who become ill while working in a PCFC site or in-person program/service will be sent home immediately, and directed to complete [the online self-assessment tool](#) for further guidance, or seek assessment and testing by following the instructions on the [Peterborough Public Health website](#).

Participants

If a participant begins to experience symptoms of COVID-19 while attending programs/services, staff will take the following actions:

- Have participant perform hand hygiene.
- Provide the symptomatic participant with a medical mask if tolerable and above the age of 2 years.
- Have the participant leave the program/service immediately and advise them to use the online assessment tool and follow instructions immediately upon arriving home.
- Clean and disinfect the space and items used by the symptomatic participant.
- Staff providing care for a symptomatic person should maintain as much physical distance as possible while wearing a medical mask and eye protection.
- Determine potentially contaminated areas, including identifying areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres 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, when possible.
- Items that cannot be cleaned, should be removed and stored in a sealed container for a minimum of 7 days.

Reporting Suspect Outbreaks

Suspected cases of COVID-19 do not need to be reported to the Ministry.

Update and inform necessary stakeholder's while maintaining confidentiality. (For example, if suspected case is in a school, inform school)

Should a participant exhibit symptoms of COVID-19 while in program/service, PCFC will report the suspected outbreak to Peterborough Public Health (PPH) by calling 705-743-1000. PPH 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.

Outbreak Management

An outbreak is confirmed by Peterborough Public Health.

Any confirmed case of COVID-19 by someone who has attended a PCFC program/site/service is reported immediately to Public Health. Serious Occurrence Policy is followed.

PCFC works with Public Health to determine appropriate course of action.

Occupational Health & Safety:

If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset. The staff person's manager will consult with Peterborough Public Health to determine when the staff person can return to work, and advise the CEO of the results of that consultation.

Policy 1.4: Maximum Capacity for PCFC Programs/Services
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

Beginning on October 1, 2020 all PCFC programs and services will be capped at a maximum number. This maximum capacity number includes all participants, staff and volunteers.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- Each program/service session will have an assigned maximum capacity based on the Provincial COVID guidelines and will take into account available physical space to operate the program, nature of the program and the age of the children attending.
- If a participant requires a support worker or other additional personnel assistance, this person(s) must be included in the group count and that individual should follow all PCFC COVID-19 protocols.
- All health and safety requirements (e.g. capacity for physical distancing) will be considered when determining the capped number for each program/service.
- Families will be informed of the maximum number of participants upon registration.
- Only those registered will be permitted to enter the program/service space.
- Start and finish times of programs/services will be staggered to prevent overlap in participants, and going over the program and site maximum capacity.
- Programs will be planned to involve activities that do not involve shared objects or toys
- Singing will only occur in alignment with the requirements set out in Reopening Ontario (A Flexible Response to COVID 19) Act, 2020.

Policy 1.5: Outdoor Programming during COVID-19
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy

PCFC values the unique benefits offered to children and adults through participating in outdoor programs, and will implement outdoor specific safety protocols and precautions to support the health and well-being of staff, volunteers, and participants in these programs.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- Participants in outdoor programs will adhere to PCFC's COVID-19 protocols regarding registration and screening, cleaning/sanitizing, and record keeping.
- Programs are operated in consistent groups of no more than the pre-determined maximum capacity for the site.
- Groups consist of individuals including both staff and family participants who stay together throughout the duration of the program.
- Groups will not exceed the provincial outdoor gathering limit.
- Face coverings (non-medical masks) should be used if physical distancing of at least 2-metres cannot be maintained between participants.
- Staff will incorporate individual/family activities or activities that encourage increased space between participants.
- Full PPE will be available if someone needs to be closer than 2 metres to another person (for example to perform First Aid, CPR)
- Equipment will be brought back to Antrim to be cleaned and disinfected between uses.

Preparing the Physical Environment:

Staff who are designated to provide outdoor programming will ensure the following:

- Signage appropriate for outdoor use is available and posted.
- An outdoor screening area is set up for families who have not screened prior to program.
- Families maintain a distance of at least 2 meters when participating in outdoor programs
- Ensure physical distancing for singing activities outdoors

- Water or sensory tables will not be available.
- Activities involving animals, pets, or the use of playground equipment are not permitted.
- Participants must bring necessary personal items such as sunscreen, clothing, water bottles, etc. and these items cannot be shared.

Policy 1.6: Physical Distancing
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

Physical distancing of a minimum of 2 meters will be required in all PCFC in-person program/services by any participants, staff, and volunteers who are not members of the same household, or family grouping. This includes indoor and outdoor programs and services.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- Each PCFC program/service will have a maximum capacity number which takes into consideration the space and the nature of the program/service. These numbers will ensure there is adequate space for physical distancing.
- Program/service start and end times will be staggered to prevent congestion at entry and exit points.
- Participants are required to keep personal items, such as diaper bags, backpacks, purses, etc. with them at all times, to avoid congestion in the entry/exit area.
- Large items such as strollers and wagons will be left outside the program/service space, where possible.
- Signage reminding participants of physical distancing requirements will be posted at the program/service entry points and in the program/service space.
- Participants will receive information on physical distancing requirements upon registering for programs/services.

Policy 1.7: Personal Protective Equipment Requirements (PPE)

Date Approved: September 30, 2020

Date Revised: December 12, 2020

Policy:

All staff and adult visitors to Peterborough Child and Family Centres will wear PPE as mandated by the Ministry of Education's while working in/attending PCFC programs and services.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- All PCFC staff will wear a medical mask and eye protection (shield or goggles) while working in an indoor, in-person program/service. PCFC will provide this equipment for staff.
- All visiting adults to PCFC indoor services are required to wear a cloth mask or face covering while inside a PCFC building. Children are not required to wear masks or face coverings in PCFC Peterborough Programs, children two years of age and older **are** required to wear a mask/face covering while attending Apsley indoor programs.
- Masks/face coverings are not required outdoors if physical distancing of at least 2m can be maintained.
- Guidance posters will be posted at the entrance to support the proper donning and doffing of PPE.
- Staff will participate in training on the use of PPE before working in programs/services.

Policy 1.8: Registration Requirements during COVID-19
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

During the COVID-19 pandemic, online or telephone registration will be required for all in-person PCFC programs and services, in advance of the program or service occurring. Families who have not registered to attend a program or receive services prior to the deadline cannot enter a program site or participate in in-person programs.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- Families can register for PCFC programs and services by emailing or phoning the central phone line at 705-748-9144
- The Administrative Assistant or designate collects the following registrant information for contact tracing:
 - Adult's name(s)
 - Child(ren)'s name(s)
 - Telephone number
 - Email address
 - Determination of up to date PCFC intake on file, current intake (Fall of 2020) must be on file for registration to proceed
- The Administrative Assistant or designate emails the participant the online screening tool, and the following COVID-19 health and safety protocols:
 - Screening for COVID-19 symptoms
 - Cleaning and disinfecting of the space, toys, and equipment
 - Illness reporting requirements
 - Physical Distancing protocols
 - Hand Hygiene Protocols
 - Requirements on the Use of Personal Protective Equipment (PPE)
 - Sign-In Requirements

- Maximum capacity requirements
- All Health and Safety Protocols will also be available on PCFC's website
- In order to register for an in person program families will need to return all required paperwork (intake form, policy acknowledgement). PCFC staff will not hold a spot until all required documentation is received.

Policy 1.9: Serious Occurrence Reporting during COVID-19
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

PCFC will follow the Serious Occurrence process outlined in PCFC Operational Policy 6.2 upon becoming aware of a confirmed case of COVID-19 in an individual who has worked in/attended PCFC in-person programs or services.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- A Serious Occurrence report is required to be submitted under the category "confirmed case of COVID-19" when one a PCFC Staff, Volunteer, Student, Participant (Child or Adult) or Visitor has a confirmed case of COVID-19
- When reporting a confirmed case of COVID-19 to the Ministry, contact the Early Years Advisor with the following information: Name and address of Centre, If located in a school the School Board information, who tested positive, if the site/centre is closed due to the outbreak.
- PCFC will submit a separate Serious Occurrence report for each individual situation.
- Should any interruption of service occur because of the situation, PCFC will include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.
- 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 agency, or any one site closes for reasons that may be related to COVID-19 that do NOT include a confirmed case (as defined above). For example, where a site/program/service closes due to an individual who is exhibiting only 1 symptom, and is being tested for COVID-19, a serious occurrence for an "unplanned disruption" would be reported.

Policy 1.10: Staff Training related to COVID-19
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

PCFC will ensure training of all staff in order to prevent the spread of COVID 19, and to support the understanding of all workplace related COVID 19 prevention measures to protect the health and wellbeing of all staff and participants of PCFC.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs and services safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- All staff will complete the training video available through Peterborough Public Health and any other training as mandated by CMSM and/or Peterborough Public Health.
- All staff will complete training provided by PCFC on the new COVID-19 related policies.
- All staff training will be logged and tracked.

Policy 1.11: Staffing Protocols during COVID-19
Date Approved: September 30, 2020
Date Revised: December 12, 2020

Policy:

PCFC is committed to ensuring that staffing protocols follow all best practices to prevent the spread of COVID-19.

Purpose:

The purpose of this policy is to keep all persons entering PCFC sites, and/or attending PCFC programs safe, and to outline all required procedures that will be strictly implemented and adhered to daily.

This policy is in response to the COVID-19 Pandemic and the requirement for EarlyON Child and Family Centres to establish written policies and procedures outlining the agency's health and safety protocols to support the safe re-opening of Early Years programs. This policy adheres to the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health's requirements.

Procedure:

- All staff will complete training on the health and safety protocols developed by PCFC, and any other training mandated by the CMSM and/or Peterborough Public Health
- When planning programming, PCFC will make every effort to ensure that staff and participant cohorts are maintained for the duration of any in-person program/service (e.g. a four week infant massage program has consistent staff and participants each week)
- All staff will perform and promote frequent and proper hand hygiene
- All staff are required to actively screen for COVID-19 symptoms, prior to reporting for work each day, using the Active Screening Tracking Checklist and adhere fully to the Active Screening policy
- All staff are required to wear medical masks and eye protection (face shield or goggles) while providing in-person programs/services, indoors. PPE is not required while outdoors if physical distancing can be maintained.
- All staff will adhere to PCFC's health and safety protocols for accessing office space and will work from home when possible.
- Preplanned events or scheduled meetings will be canceled, postponed or held in a virtual format or outdoors.