

COVID-19 Policies and Procedures Peterborough Child & Family Centres

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Policy 1.0: Screening for COVID-19 Policy

Date Approved: September 30, 2020

Date Revised: September 7, 2021

Policy:

Peterborough Child and Family Centres requires all staff and visitors to self screen using the [provincial school screening tool](#) 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. All staff and registered visitors/participants will be sent the link to the [provincial school screening tool](#) in advance of visiting any PCFC location. Staff/visitors/participants are expected to self screen and verify a negative result before being admitted to the building/program.

Staff must refuse entry to anyone who has been directed not to attend program by 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 /N95/KN95 mask and eye protection (goggles or face shield).
- A plexiglass shield may be used 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 provincial school self-assessment tool.

Any staff/volunteers or visitors who are advised by the tool not to go to work 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 the provincial school screening tool 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 verified by staff upon arrival at program.

Staff will refuse entry to the site/program/service if the screen results are positive.

In addition to requiring participants to complete the Provincial self screen, 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 staff must refuse entry into the site/program/service, unless there is a medical diagnosis explaining the symptoms. 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 provincial school screening tool gives a result of “Go to School/Child Care”.

Documentation

Documentation of a participant having screened and advised to attend will be verified on the attendance sheet with an ‘N’.

Use of Masks, PPE and Handwashing

- All staff are required to wear N95/KN95 or medical masks and eye protection while inside PCFC premises where participants are also present.
- All other adults are required to wear their own N95/KN95 or a PCFC provided medical mask while inside the PCFC premises. Cloth masks are no longer an option for adults participating in PCFC programs.
- Staff must wear a mask of their choosing when in the building and a distance of 2 metres cannot be maintained between staff. Masks are not required while working in the office unless a distance of 2 metres cannot be maintained.
- 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 masks for children attending, PCFC programs in Apsley and Norwood **do** require children two and over wear a mask while attending indoor programs.
- The use of masks is not required outdoors unless a distance of 2 metres cannot be maintained.
- 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 and safe respiratory etiquette. 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 provided by the agency are considered disposable and should be disposed of at the end of each work day, or at the end of program in the case of participants.

Policy 1.1: Attendance Record and Contact Tracing Policy
Date Approved: September 30, 2020
Date Revised: September 7, 2021

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 all other visitors in the building

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

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 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: September 7, 2021

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 daily or more often if required.
3. Shared objects (toys and equipment etc.) and spaces (rooms, bathrooms etc.) will be cleaned daily and only one group at a time will access any shared space/equipment.
4. Supplies will be made available to allow parents to 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

Ventilation

PCFC will implement measures to optimize adequate ventilation of indoor spaces by:

- Ensuring that the heating and ventilation system in PCFC owned spaces are serviced and functioning optimally.
- Encouraging the opening of windows in offices and program spaces when it is appropriate.
- Encouraging outdoor meetings and programs when appropriate.
- Utilizing air filtration systems when possible.
- Avoiding re-circulating air, this means no fans or heaters with fans may be used in any PCFC space.

Policy 1.3: Exclusion of Sick Person Policy
Date Approved: September 30, 2020
Date Revised: September 7, 2021

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 and respiratory etiquette
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?
- What kind of contact/interaction will you be having?
- Is there a way to maintain a 2metre 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.

Respiratory Etiquette

Respiratory etiquette (cough and sneeze) will be required of all staff. Staff will role model and promote respiratory etiquette with participants using the following strategies:

- Cover your mouth and nose with a tissue when you cough or sneeze or cover your nose and mouth with your upper sleeve when you cough or sneeze (never use the hand)
- Place used tissue in the waste basket immediately.

- Wash hands with soap and water or an alcohol based hand sanitizer if soap and water is not available.

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 either their a N95/KN95 OR medical mask, and full face shield OR protective goggles/safety glasses which will be provided by the agency while operating programs and services.
- Adult participants will wear their own N95/KN95 mask or a PCFC provided medical mask at all times while inside a PCFC building. Cloth masks are no longer an option for adult program participants
- Children participating in PCFC programs/services in Peterborough are not required to wear masks but mask wearing is encouraged by those age two and over. Children participating in PCFC programs in Apsley and Norwood are required to wear a mask if they are two years of age or older.
- PPE is not required in the outdoors if physical distancing of 2 metres can be maintained.
- PPE is not required in the office area while staff are at their workstations. A mask is only required when a distance of 2 metres cannot 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.

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 until clearance has been received from 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.
- 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 N95/KN95 or 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 until clearance has been provided by Public Health for them to return to work. The staff person's manager will consult with Peterborough Public Health to determine when the staff person can return to work and will 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: September 7, 2021

Policy:

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 is permitted in all indoor and outdoor programs while maintaining a 2 metre distance between people.

Policy 1.5: Outdoor Programming during COVID-19
Date Approved: September 30, 2020
Date Revised: September 7, 2021

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 are not required in outdoor programs.
- 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 metres when participating in outdoor programs
- Ensure physical distancing for singing activities outdoors
- Hand hygiene and respiratory etiquette will be encouraged.

- 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:	September 7, 2021

Policy:

Physical distancing of a minimum of 2 metres 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.
- Staff will encourage hand hygiene and respiratory etiquette in conjunction with physical distancing as important measures.

Policy 1.7: Personal Protective Equipment Requirements (PPE)

Date Approved: September 30, 2020

Date Revised: January 6, 2022

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 an N95/KN95 or 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 either their own N95/KN95 mask or a PCFC provided medical mask, while attending a PCFC indoor program or inside a PCFC owned building. All children in grade 1 **are required** to wear their own N95/KN95 mask or a PCFC provided medical mask while attending a PCFC indoor program at Antrim or a school-based site.
- Children between 2 years of age and grade 1 **are encouraged** to wear a PCFC provided medical mask while attending a PCFC indoor program at Antrim or a school-based site.
- Children two years of age and older **are required** to wear a mask of their choosing while attending Apsley and Norwood indoor programs.
- Cloth masks are no longer an option for adults participating in PCFC programs.
- Masks/face coverings are not required outdoors.
- 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.
- A mask is not required for staff while working at their desk/workstation and in the office when a distance of 2 metres can be maintained.

Policy 1.8: Registration Requirements during COVID-19
Date Approved: September 30, 2020
Date Revised: September 7, 2021

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 using the registration link on the website or phoning the central phone line at 705-748-9144
- The Administrative Assistant or designate collects the registrant information and completes the registration process for the requested program/service.
- All Health and Safety Protocols will be made available to all participants wishing to attend program.
- 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: September 7, 2021

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 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: September 7, 2021

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: September 7, 2021

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 and respiratory etiquette.
- All staff are required to actively screen for COVID-19 symptoms, prior to reporting for work each day, using the provincial school screening tool and validating a response of "Go to School/Child Care".
- All staff are required to wear N95/KN95 masks or 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.
- Masks are not required by staff when at their workstations or when working in the office and a distance of 2 metres can be maintained.

Policy 1.12: Vaccination Policy for Program Participants & Visitors

Date Approved: November 15, 2021

Date Revised: December 13, 2021

Policy:

All PCFC adult participants and other visitors to our indoor programs and services (including staff of partner agencies), will be required to be fully vaccinated and provide their proof of vaccination along with photo ID to attend. Individuals who are medically exempt from vaccination will be required to provide proof of exemption as detailed below, to attend indoor programs and services, as well as proof of Covid testing with a negative result in the last 72 hours. Tests must be obtained by the participant in advance of attending a PCFC program. Documentation of full vaccination or valid medical exemption and testing results must be presented at entry each time a PCFC program is attended.

PCFC will continue to welcome unvaccinated adults to our outdoor and virtual programs. As children under 12 are not eligible to be vaccinated, this policy does not apply to any individual under 12 years of age.

This policy is a companion policy to PCFC's Staff and Volunteer Immunization Requirement policies.

Purpose:

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

Young children make up more than half of PCFC participants and are uniquely vulnerable to COVID-19 due to their ineligibility for vaccination. In addition, children under two years of age cannot wear masks, further increasing their level of risk. As an organization that has the well-being of children in our mission statement, we are compelled to do everything possible to protect their health and safety.

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.

Procedure:

- All PCFC participants and visitors, 12 years of age and older, are required to provide proof that they are fully vaccinated against COVID-19 each time they attend a PCFC program at any site.
- Fully vaccinated is defined as having received two doses of an [approved COVID-19 vaccine regimen](#), with the second dose having been received at least 14 days prior to the date of attendance.
- Proof of vaccination is required as noted below:
 - a. QR code plus government issued photo identification.

- If there is a medical reason that an individual cannot be vaccinated, the individual must provide written proof of a medical reason, by either a physician or Registered Nurse Practitioner. The written proof must include that the person cannot be vaccinated against COVID-19 and the effective time period for the medical reason (i.e., permanent or time-limited). If the reason is time-limited, the written proof must set out how long the reason is in place (e.g. 6 months, 1 year, etc.). This exemption must be presented in combination with proof of Covid 19 testing with a negative result in the last 72 hours. This test must be obtained by the participant in advance of attending program.