

Last Updated: Wednesday, November 12<sup>th</sup>, 2021

# Policies and Procedures COVID-19 Parent Edition

EarlyON  
Pinecrest Queensway Community Health Centre  
1365 Richmond Road  
Ottawa, ON K2B 6R7  
[earlyonyva@pqchc.com](mailto:earlyonyva@pqchc.com)

**Policies and Procedures  
COVID-19 Edition**

**Contents**

Introduction ..... 3

A) Attending Playgroups ..... 4

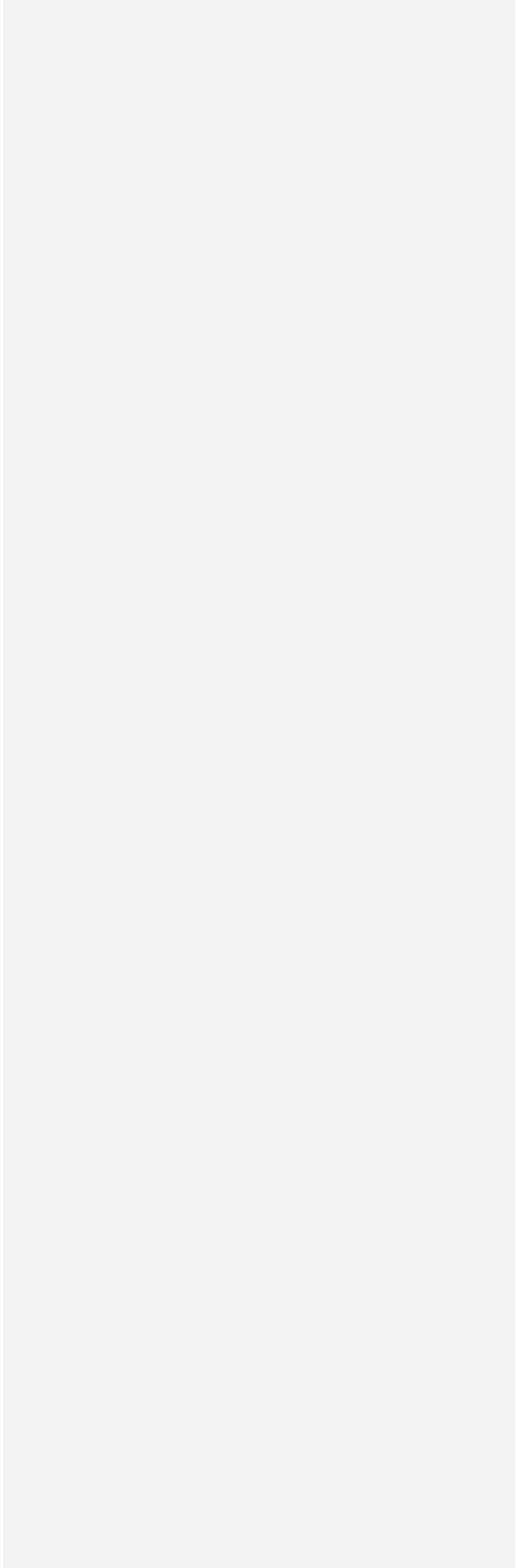
B) Toy Lending Program ..... 5

C) Extra Hygiene Measures and Procedures ..... 5

D) Admission/Exclusion due to symptoms of illness ..... 6

E) Personal Items and Food ..... 7

F) Notice of Risk ..... 7



## Introduction

Dear Parents and Guardians,

As we are getting ready to fully reopen, I want to make sure we are all on the same page. I know this continues to be an uncertain time and none of us have ever experienced this before. With this in consideration, the staff at EarlyON are committed to providing a quality program that is safe, educational, and fun!

Some things will seem different with new procedures in place for the safety of all. Nonetheless, our program will still be an environment that fosters fun and learning. It is our goal to inspire the best in our children as we give them opportunities to create, explore, and learn in the safest environment possible.

This document will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unique and is constantly changing. All changes included in this document will remain as the "new normal" until further notice. We will make sure that all changes are realistic and possible for staff, children and families. We are following guidelines from Ottawa Public Health and the Ministry of Education. Please be sure to read through this document before attending playgroups.

Please contact us if you have any questions about this document. The policies are in place to ensure that EarlyON is a safe and enjoyable place for your family.

## A) Attending Playgroups

Identified EarlyON locations will reopen starting \_\_\_\_\_.

Locations: Playgroups will run both on-site at PQCHC and at our off-site locations that are available to us. At this times locations include:

- PQCHC
- Bayshore
- Foster Farm
- Bells Corners
- Outdoors trails

As much as possible, we will run programs outdoors.

Registration: Families are required to register for in-person program. We will use EventBrite for playgroups and Office 365 Bookings for Toy Lending. There will be a link from our website to these booking programs. We will monitor access to determine if we should limit families to the number of times they can reserve spots.

Families will need to register prior to the drop-in.

Screening: Parents and families will need to self-screen for COVID-19 symptoms, travel, and contact to register. The registration form will be a Microsoft 365 form that includes the date and playgroup you wish to attend and the screening questions. Before parents and guardians complete the form, they are expected to have read the centers new Policies and Procedures.

The screening must be done before attending the EarlyON center. Once families have registered, they will receive an Eventbrite ticket to attend the center on the desired date and time or an appointment confirmation though out Toy Library booking system.

Educators will have registration information prior to the playgroup. When a parent or guardian comes for a drop-in, they will be required to complete and pass self-screening. Staff are required to self-screen from home each morning before attending the playgroup. Electronic and paper copies will be kept of the screenings.

Families should complete temperature checks prior to arriving at the playgroups.

Virtual and no-contact activities will continue once we reopen.

Attendance: Programs must record the time families enter and when they leave programs as well as their contact information.

Physical Distancing:

In cases where physical distancing cannot be maintained, proof of vaccination will be required for all eligible participants. Proof of vaccination means having proof of receiving 2 doses of a Canadian approved COVID vaccine.

## B) Toy Lending Program

The toy lending library has reopened. Families will be required reserve a time online through the “Bookings” app to come to the library.

Families will be able to return items that were borrowed before the closure. Families will need to identify what types of toys they are looking to borrow through the booking site. The staff will prepare the toys in advance.

PQCHC site: Families will arrive at their appointed time. The staff will place their bin of toys outside the door to the playroom. Families returning toys will need to place the toys into the bin.

Families will not be able to enter into the toy library to select toys. Soft (plush) toys are not to be loaned. When items that are difficult to clean (like books) are return, they must be isolated for 7 days. Other items must be disinfected before returning into circulation.

## C) Extra Hygiene Measures and Procedures

1. Handwashing: As soon as children and families arrive in the center, they are required to wash their hands properly. Hands will also be washed during the playgroup and more often using soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our building. For off-site programs, staff will bring hand sanitizer.
2. Sanitizing/Disinfecting: All hard surfaces will be cleaned before and after programming and during, if necessary. Any toys used during programming will be cleaned and disinfected. All group sensory bins, soft toys, and dress-up clothes will be put away during this phase of opening. Water, sand and playdough will not be made available for play, unless it is for individual use and thrown away. All outdoor materials will be disinfected. Each space will be cleaned and disinfected after the play group has finished and high touch surfaces will be cleaned at least twice a day. The time in between the morning and afternoon playgroups will be use to clean and disinfect the space and materials.
3. Mask and eye protection wearing: Educators and staff will wear a mask and eye protection (i.e. face shields) at all times while inside the center or when physical distancing is challenging. All other adults (i.e. parents/guardians, and visitors) are also required to wear a face covering, such as a face mask while in program. Children will wear a mask if they are able to tolerate it. No child under 2 should

Commented [GB1]: full face covering of just a mask?

wear a face mask. When wearing a medical mask, and visor, you should wash your hands before putting them on and before and after removing the mask. Exceptions to wearing masks could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable expectations for medical conditions, etc.

4. Physical distancing: There will be two educators in each playgroup. Starting September 1<sup>st</sup>, 2020, centers are allowed reopen. All families and staff will be able to return to the center. Playgroup activities will be created to encourage solo/family play. We will encourage outdoor play as much as possible. The different centers (block, art, etc.) will be outlined by tape. Families must stay inside the identified tape boundaries while in the playgroup and not go in a centers boundary if there is a family there. There will be disinfecting wipes at each center, once a family is done at that center, they will be asked to quickly wipe down the materials they interacted with before moving on.

## D) Admission/Exclusion due to symptoms of illness

Families, staff, and post-secondary students who are sick with fever, diarrhea, vomiting, runny nose, disease, or condition will not be allowed in the center. It is a danger to other children, adults, and staff members at our facility. If you have any doubts about your health please call Ottawa Public Health at 613-580-6744. If you start to experience sickness or any of the symptoms in the center, you will be asked to go home. If an individual does not pass the screening, Ottawa Public Health does not need to be notified. However, it is suggested that these individuals get tested and self-isolate until your symptoms are gone.

If you or your child(ren) are showing COVID-19 symptoms or if you have been in close contact with someone who has COVID- 19 or has symptoms, please stay home. You must be isolated for 14 days after symptoms start. If symptoms are still there, continue isolating until it has been 24 hours after symptoms have resolved. If you or your child gets tested for COVID and the result is negative, you must stay home for 24 after the symptoms have stopped without medicine. If you or your child does test positive for Covid-19, determining when the child can return to the playgroup will be done in consultation with Ottawa Public Health. Asymptomatic individuals who have tested positive for COVID will follow instructions provided by Public Health on when they are able to return.

We ask that all parents, staff, and post-secondary students let us know of any potential exposure immediately. A potential exposure means having close contact with someone who has confirmed or suspected COVID- 19. This timeframe also includes contact with an individual 48 hours before they became symptomatic. The program Director or deligate will inform public health and families if there is a positive case of COVID-19 in Early ON.

## E) Personal Items and Food

At this time, we are asking families to limit the amount of personal belonging they bring to the playgroup. Personal items must remain with the family at all times

There will be a space located outside the playgroup at PQCHC for parents to leave their strollers.

For our off-site locations, there will be limited or no space for strollers. Families will need to keep personal items with them at all times. Strollers will need to be left outside of programs where we do not have dedicated space.

We strongly discourage bringing food to the program and would encourage families to provide snack to their children prior to coming to program. If families chose to bring food, ensure proper hand hygiene is practiced. Food cannot be shared between families.

## F) Notice of Risk

Since there are cases of COVID-19 in Ottawa, there is a risk that transmission may occur. This includes both symptomatic and asymptomatic transmission. While new measures will be added to control these risks, it is important that parents and staff are aware of and understand the risks.

When children from multiple families attend a single EarlyON center to participate in outdoor/indoor programming there is an increased risk of the COVID-19 virus being transmitted. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults at the EarlyON program. This means that children can bring home an infection acquired at the EarlyON program and put other persons at risk. This EarlyON Program has a screening process to help detect infections when there are symptoms; however, this screening process will not detect infected children or adults who do not have symptoms at the time of screening. The risk of serious COVID-19 infection increases with age, which older staff and family members should consider in terms of the risk to themselves personally.