

Last Updated: May 2nd, 2022

Policies and Procedures COVID-19 Parent Edition

EarlyON
Pinecrest Queensway Community Health Centre
1365 Richmond Road
Ottawa, ON K2B 6R7
earlyonyva@pqchc.com

**Policies and Procedures
COVID-19 Edition**

Contents

Introduction 3

A) Attending Playgroups..... 4

B) Toy Lending Program 4

C) Extra Hygiene Measures and Procedures..... 4

D) Admission/Exclusion due to symptoms of illness 5

E) Personal Items and Food..... 6

F) Notice of Risk 6

Introduction

Dear Parents and Guardians,

As we are moving towards full resumption of services, I want to make sure we are all on the same page. The pandemic has changed the way we provide services and how we think of what quality and safety means. 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 of 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 be listed and updated through our newsletter and website.

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 offer a variety of programming, including indoors, outdoors and virtually.

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. Some spaces will be available for families who have difficulty registering on-line.

Screening: Parents and families are asked to monitor themselves and their children for COVID-19 symptoms, travel, and contact before coming to playgroup.

Active screening must be done before attending the EarlyON center at our main site since this is a medical health centre.

Staff are required to self-screen from home each morning before attending the playgroup.

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 enter and select toys during their appointed times.

C) Extra Hygiene Measures and Procedures

1. Handwashing: As soon as children and families arrive in the center, they are required to will wash/sanitize 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. Each space will be cleaned and disinfected after the play group has finished. 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 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 at our main site since this is also a medical health centre.
4. Cleaning: Focus should be on regular hand hygiene to reduce the risk of infection related to high touch surfaces. Cleaning plus disinfection twice daily is suggested at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage. Staff are responsible for disinfecting the centres and spaces once the families are finished. Only toys made of material that can be cleaned and disinfected should be used (e.g. avoid plush toys, playdough) or use single use materials that are distributed to individual families (e.g. craft supplies).
5. Hand Hygiene and Respiratory Etiquette: Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. EarlyON staff, visitors, and students on educational placement should be trained and able to assist children on appropriate hand hygiene and respiratory etiquette, including the use of alcohol-based hand rub (ABHR), and reinforcing its use. Hand hygiene should be practiced by anyone entering the EarlyON setting and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).

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 your 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 the recommended period of time after symptoms start. If symptoms are still there, continue isolating until it has been 24 hours after symptoms have resolved. Asymptomatic individuals

who have tested positive for COVID will follow instructions provided by Public Health on when they are able to return.

F) Personal Items and Food

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

For our off-site locations, there will be limited space for strollers. Strollers will need to be left outside of programs where we do not have dedicated space.

If families chose to bring food, ensure proper hand hygiene is practiced. Food cannot be shared between families.

G) 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.