



Centre des services
communautaires Vanier
Vanier Community
Service Centre



Policies and procedures relative to COVID-19 Central-East Early ON Centre

Vanier Community Service Centre

The Vanier Community Service Centre (Vanier CSC) has developed this handbook of policies and procedures on the COVID-19 coronavirus following recommendations provided by the Ministry of Education's Operational Guidelines, as well as those provided by Ottawa Public Health (OPH), to protect the health and safety of the families who participate in our programs and the staff who serve them. This handbook is shared with clients and all Early ON staff who must sign a consent form stating they have read, and will adhere to, the policies.

September 2020

Policies and procedures relative to COVID-19 Central-East Early ON Centre

Dear Early ON Centre families,

As we prepare to reopen our doors after being closed for close to 6 months, we would like to highlight some changes to our Early ON Centre programming. The situation being new to us all, we understand that this transition phase might create anxiety for some, but please rest assured that the Early ON team remains committed to offering a quality program that is safe, supportive, warm, welcoming and fun for all!

With new policies and procedures in place to ensure everyone's safety, the experience will likely be different, but the Early ON Centre will remain an environment that fosters learning and play. We will continue to create opportunities to socialize from a distance, create, explore and learn. This handbook lays out the changes that will be implemented during this next reopening phase of the COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will be in effect until further notice. We will make sure that all changes are realistic and feasible for staff, children and families by following Ottawa Public Health guidelines, as well as those put forth by the Ministry of Education. Please be sure to read through this handbook before attending any of our programs. If you have any questions regarding the policies and procedures outlined in this handbook, please feel free to connect with one of our Early ON staff members. These measures are in place to ensure that our playgroup spaces are safe and enjoyable places for all!

The Central-East Early ON Team

Notice of Risk

Given that there is now community transmission of COVID-19 in Ottawa, there is a risk that both symptomatic and asymptomatic transmission may occur. While measures to attempt to control these risks will be implemented in our Early ON programs, it is important that parents and employees are made aware of and understand the risks.

Please see the Notice of Risk below prior to participation:

When children from multiple families attend a single Early ON center to participate in indoor or outdoor 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 Early ON program. This means that children can bring home an infection acquired at the Early ON program and put other persons at risk. This Early ON 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.

Central-East Early ON Centre Programming Guidelines

Mandatory Registration

Each family must register before participating in a program or service to reserve their spot. Families can register either online or by phone and can only participate in one (1) in-person program per week. To ensure everyone's health and safety, as well as to follow physical distancing guidelines, a maximum number of participants has been set for each site according to the table below. Playgroups will last for a total of 1 hour and 30 minutes to allow our team to properly clean and disinfect spaces before the next group.

Families that are not registered to a program or service will not be admitted to the Early ON Centre.

SITES	ADDRESSES	MAXIMUM CAPACITY
Vanier CSC	270 Marier ave., Vanier K1L 5P8	10
Carson's House	102-710 Carson's Rd, Ottawa K1K 2H3	TBD
Jules Morin Pavillion	400 Clarence St., Ottawa K1N 9K1	13
Lowertown CRC	40 Cobourg St., Ottawa K1N 8Z6	9
Richelieu-Vanier Community Centre	300, White Fathers Ave., Vanier K1L 7L5	TBD
Overbrook Community Centre	33 Quill St., Ottawa K1K 4E7	21
Beacon Hill Community Centre	2130 Radford Court, Gloucester ON K1J 8K1	TBD
Earl Armstrong Arena	2020 Ogilvie Rd., Gloucester ON K1J 7N8	TBD
Outdoor/park sites	Various parks located within Ottawa-Vanier	15

Screening for COVID-19 symptoms at home

Under all circumstances, clients who have an infectious illness that can be contagious (COVID or other illness) cannot enter an Early ON facility while they are transmissible. Respiratory illnesses as well as gastrointestinal illnesses that are contagious are some examples.

That being said, 24 hours prior to attending an in-person program or service after having registered, every family will receive a call or an email survey, depending on their preference, to ensure that no member of the family presents risks associated with COVID-19 (see screening tool at the end of this document). If it is determined that a member presents a risk, we will ask the family not to attend the program and to advise the Centre of their absence. This will allow us to register a family from the waiting list.

It is strongly encouraged that parents/guardians take their temperature and the temperature of their child/children every morning before coming to the Early ON Centre, however, a member of the team will be taking everyone's temperature upon their arrival at the Centre.

Health and safety measures for staff doing screenings

Staff who will be conducting temperature checks will apply hand hygiene procedures (handwashing or disinfecting) and will then put on a face mask, gloves and a face shield. They will use a touchless forehead thermometer to take every family member's temperature and will record the results in a registry.

After taking the temperature of all members of a same family unit, staff will remove their gloves, discard them, and reapply the hand hygiene procedure (handwashing for 20 seconds or disinfecting). They will then disinfect the thermometer before taking the next family's temperature.

Hand sanitizer containing at least 60 % alcohol content will be available at all screening stations. Dispensers will be placed out of the reach of young children.

Attendance Records

Staff will hold a daily attendance registry indicating the name of each person entering the Early ON Centre building, the result of their temperature checks and the duration of their visit. If a family is participating in an Early ON program for the very first time, they will also have to complete a more detailed registration form. The registry will be kept on site and accessible to facilitate contact tracing in the case of a confirmed COVID-19 case or outbreak.

On-site screening for COVID-19

Every child, parent, guardian, staff and visitor must be screened each day before entering an Early ON Centre. Upon arrival, each person will be greeted by a team member in charge of screening. This staff will use a list of screening questions devised by Ottawa Public Health to screen each parent or staff at the door. This screening procedure will allow us to determine if each individual:

- 1) Presents symptoms related to COVID-19 (via temperature checks).
- 2) Has travelled outside of the country within the last 14 days.
- 3) Has been in close contact with someone suspected to have contracted COVID-19.

Clients or employees presenting with symptoms related to COVID-19

Anyone with a temperature equal to or higher than 37.8 degrees Celsius, or experiencing any of the following symptoms, will not be authorized to enter the building and will need to self-isolate for a period of 14 days.

- Fever, new or worsening cough, shortness of breath.
- Sore throat, difficulty swallowing, new olfactory or taste disorder(s), nausea, vomiting, diarrhea, abdominal pain, runny nose, or nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.).
- Unexplained fatigue/malaise/myalgias, delirium (a serious medical condition that involves confusion, changes to memory, and odd behaviours), unexplained or increased number of falls, acute functional decline, worsening of chronic conditions, chills, headaches, croup, conjunctivitis, multisystem inflammatory vasculitis in children, unexplained tachycardia (heart rate over 100 beats per minute), including age specific tachycardia for children, decrease in blood pressure, unexplained hypoxia (even if mild i.e. O₂ sat <90%), lethargy and difficulty feeding in infants (if no other diagnosis).

COVID-19 testing

Children, parents, guardians or staff presenting with symptoms should be tested for COVID-19 and must stay home and self-isolate while they wait for their test results. Self-isolation instructions can be found on the OPH website.

If they do not get tested, the client(s) or staff must stay home and self-isolate for 14 days, from the first day of onset of symptoms, OR for 24 hours after the symptoms have COMPLETELY resolved, whichever is longest.

Individuals having had close contact with the symptomatic client(s) or staff at the Early ON Centre during the last two days (48 hours before the appearance of symptoms) must self monitor to watch for symptoms while waiting for the client(s) or staff test results. If results are positive for either one, other tests could be required following OPH recommendations.

Negative results from a COVID-19 assessment

Individuals with a negative result will be excluded from Early ON programs and services until 24 hours have past since symptoms have resolved (It is not necessary to notify OPH).

Positive results from a COVID-19 assessment

Individuals who test positive for COVID-19 will be excluded from Early ON programs and services for 14 days after the appearance of symptoms or until OPH has approved their return.

Clients or employees having travelled outside of Canada during the past 14 days

Clients or employees having travelled outside of Canada during the past 14 days (including to the United States), must self-isolate at home for 14 days and monitor the appearance of symptoms. If symptoms emerge, they must get tested for COVID-19 and stay in self-isolation while they await test results.

Clients or employees having been in close contact with someone suspected of having contracted COVID-19

Clients or employees having been in close contact with someone who has tested positive for COVID-19, who is suspected to have COVID-19, or who has developed a fever, cough or difficulty breathing within the last 14 days after having travelled outside of Canada (including the United States), or if the clients or employees is taking care of this person (without the use of personal protective equipment), or has spent a lot of time with this person, they must self-isolate at home for 14 days and watch for the appearance of symptoms. If symptoms emerge, they must get tested for COVID-19 and stay in self-isolation while they await test results.

Reporting of confirmed or suspected cases:

The Early ON Centre has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act by communication with Ottawa Public Health and by completing a serious occurrence report. OPH will then 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 or clients.

Just one confirmed symptomatic case of COVID-19 of a staff member, child, parent or guardian having been present in the building for a prolonged period must be considered a confirmed COVID-19 outbreak, in consultation with Ottawa Public Health. Outbreaks must be reported in collaboration with the Early ON Centre and local public health authorities so that an outbreak case number can be assigned. The Early ON Centre closure and reopening would be determined in consultation with OPH.

Space set-up and physical distancing:

Once admitted in the Centre, a physical distance of at least 2 metres amongst all individuals must always be maintained. Clients must follow signage on the floor and on the walls to move safely throughout the building.

When possible, outdoor programming will be prioritized. For indoor activities, it is strongly encouraged to minimize the number of belongings brought into the Centre since storage space will be limited, including in the cubby area. Clients are encouraged to leave their strollers and/or car seats at home or in the car. When this is not feasible, a designated area for storing strollers, car seats and other personal belongings will be assigned.

Hygiene Measures:

Proper hygiene is encouraged regularly before, during and after programs and services by providing hand sanitizer containing 60 to 90 % alcohol at the front door and throughout the Centre. For young children, hand washing with soap and water for at least 20 seconds is preferable to the use of hand sanitizer. Upon arriving at the Centre, children will be directed with their accompanying adult to the bathrooms to wash their hands before participation in an Early ON program or service. No food or beverage, except for water, will be permitted in the Early ON Centre. We encourage families to have a snack before arriving.

Cleaning and disinfecting of spaces, toys and equipment:

Frequently touched surfaces will be cleaned and disinfected at least twice a day, as they are likely to become contaminated: doorknobs, light switches, toilet and faucet handles, electronic devices and tabletops, etc. These surfaces, including toys and materials used in programming, will be washed and disinfected between each program.

Use of equipment:

Use of toys and other equipment, particularly the sharing of toys, will be restricted. We will prioritize one-time use materials that can be thrown away at the end of the day (e.g.: craft supplies). We will provide children with toys and materials that are easy to clean and disinfect (e.g.: we will avoid plush toys, costumes, etc.). Toys and equipment will be cleaned and disinfected after each session they are used. All toys brought to a child's mouth will be disinfected as soon as the child stops using it. Objects that cannot be easily cleaned or disinfected (e.g.: books), will be stored in a sealed container for at least 7 days. If some objects need to be shared, they will be washed and disinfected between uses. All sensory material offered (Play-Doh, water, sand, etc.) will be reserved for use by one child only. For the time being, the toy lending library will remain closed.

Guidance and Use of Personal Protective Equipment (PPE)

All Early ON staff are required to wear medical masks and eye protection (i.e. face shield) while inside the Early ON premises. All other adults (i.e. parents/ guardians and visitors) are required to wear a face covering or non-medical mask while inside the premises (see information about the use of face coverings on the provincial COVID-19 website). Masks are not recommended for young children under the age of two. The use of masks is not required outdoors for adults or children if physical distancing of at least 2-metres can be maintained between individuals.

Reasonable exceptions to this requirement will be considered in the case where:

- A physical distance of at least 2 metres can be maintained between individuals
- A child cannot tolerate wearing a mask
- For a medical condition
- Etc.

When wearing a medical mask, hands should be washed before putting on a mask and before and after removing a mask. Refer to Public Health Ontario resources for how to properly wear and take off medical masks and eye protection (i.e. face shields)

Staff Training on Health and Safety Measures:

All Early On staff must receive training on operational measures (health, safety, etc.) before offering programs and services.

Thank you for taking the time to learn about our new policies and procedures! We can't wait to see you!"



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Ontario



Consent Regarding COVID-19 Coronavirus Policies

I have read the policies regarding the COVID-19 coronavirus, I consent to adhere to them, and I understand the risks of exposure to COVID-19 in Early ON Central-East programs and services.

Signature: _____

Date: _____

Please click on the link below to sign this consent form electronically:

https://forms.office.com/Pages/ResponsePage.aspx?id=7kGEI79U6UipFBedmTV_izY0hyRhLO5EqWb2Ackm1MFUMzJDTDc5SllwNE9BVUJNUdKQ1RQVU8xNi4u

Client Assessment Tool

1. Are any of you experiencing any of the following symptoms?

- Fever Yes No
- Recent cough or chronic cough that has gotten worse Yes No
- Sore throat Yes No
- Runny nose Yes No
- Headaches Yes No
- Muscle aches Yes No

2. Have any of you been in close contact (less than 2 metres apart for at least 15 minutes) with a confirmed or probable case of COVID-19? Yes No

3. Have any of you been tested for COVID-19 in the last 21 days or are you awaiting results of a COVID-19 screening test? Yes No

4. Have any of you traveled to any country outside of Canada (including the United States) within the last 14 days? Yes No

If you have answered “yes” to any of these questions, you will not be able to attend the program. Please notify the Centre at 613.744-2892 x 1042 or at EarlyONya@cscvanier.com.