

Brass Bell Family Resource Centre Coronavirus COVID-19 Policy and Procedures

Purpose: To ensure the health, safety and well-being of all children, families and staff in regards to COVID-19

Procedures:

All staff will review, respect and adhere to the **most current version** of the policies and procedures for *Re-Opening Child Care and EarlyON Centres in the District of Thunder Bay* developed by the Thunder Bay District Health Unit derived from the Operational Guidance during COVID-19 Outbreak for Child Care and EarlyON Re-Opening from The Ministry of Education; along with the following resources:

- Covid-19 Stop the Spread Poster
- Provincial COVID-19 School and Child Care On-line Screening Tool available at <https://covid-19.ontario.ca/school-screening/>
- Wash your Hands Poster
- Sanitize Your Hands
- Covid-19 How to Wear Masks Properly
- Covid-19 Physical Distancing Poster
- Covid-19 Cleaning and Disinfecting of Public Spaces

Staff may be required to sign off on review of these documents.

Staff Self Screen:

- Staff must complete a health assessment self-screen each day prior to attending work.
- Staff will complete their self-screen using the Provincial COVID-19 School and Child Care Screening Tool online daily before attending work.
- The screen is accessible at <https://covid-19.ontario.ca/school-screening/> Paper copies will be available at work, for staff unable to complete the screening online.
- Staff will complete the screen as an “employee”.
- Staff will complete and retain a daily tracking sheet when required.

Regular and consistent hand hygiene is imperative to the Health and Safety of all.

In addition to the hand hygiene recommendations, all staff, children and adults are required to wash their hands with soap and water or hand sanitizer upon arrival.

Please note soap and water is recommended over hand sanitizer for children.

Staff will be required to follow PPE recommendations and follow physical distancing as set out in the guidelines at all times including:

- when entering their site
- when working indoors or outdoors
- when in common spaces shared with other staff i.e. kitchen, bathroom, etc.

Eye protection is not required when staff/participants are both masked, either indoors or outdoors. Eye protection and masks are required when within 6 feet of children/adults who are not masked.

Cleaning will be completed as per the guidelines.

Staff will only use the designated entrance for their location and follow the shared spaces guidelines for their building.