



Child and Family Centre

## EarlyON Health and Safety Policy and Procedure Information

Kingston and Frontenac EarlyON Child and Family Centres have put in place detailed policies and procedures to help ensure the health and safety of all participants and staff. These policies were developed in consultation with KFL&A Public Health, using Ministry of Education Guidance for re-opening EarlyON programs. This document provides an overview of these policies. You are welcome to read the full EarlyON Health and Safety Policy and Procedure document. If you would like to receive a copy of the full document please email [earlyon@cityofkingston.ca](mailto:earlyon@cityofkingston.ca) to request a copy.

### 1. Program Pre-registration

- Following Ministry of Education Guidance, all EarlyON programs have moved to a pre-registered format only.
- Participants can register and sign up for programs by going to [www.keyon.ca](http://www.keyon.ca)

### 2. EarlyON Shift Scheduling

- As much as possible staff will be assigned to consistent locations and groups

### 3. Health Screening and Sign-In

- Everyone entering an EarlyON program must undergo health screening. Sign-in to program will only be permitted once health screening has been passed successfully.
- Anyone who fails health screening will not be permitted to enter and will be directed to contact their family doctor, Telehealth Ontario, or attend the local COVID-19 Assessment Centre.



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### 4. Illness Reporting and Response

- All suspected/confirmed cases of COVID-19 associated with and EarlyON program will be reported to KFL&A Public Health and to City of Kingston, Childcare and Early Years Services.
- If a request is made by the health unit, EarlyON will share your name and phone number with KFL&A Public Health. No identifiable information will be shared with City of Kingston, Childcare and Early Years Services.
- Direction provided by KFL&A Public Health will be followed.

### 5. Toys, Play Materials and Environmental Cleaning and Disinfecting

- All toys and play materials will be cleaned and disinfected after each program.
- All high touch surfaces will be cleaned minimum twice daily, between programs and more often as needed.
- All low touch surfaces will be cleaned minimum once daily and more often as needed.

### 6. Outdoor Programs

- All Health and Safety Procedures are to be carried out in outdoor programs (as applicable).
- Outdoor program set up will be geared toward a group size of 15 children and accompanying parents/caregivers.

### 7. Mobile Programs

- When offering EarlyON programs in mobile locations (e.g. Community Centres, Churches etc.) Service Providers will work with each program location to ensure all site specific requirements are met, and that all cleaning and disinfection requirements will be met.



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### 8. Physical Distancing

- EarlyON participants are expected to maintain physical distancing of at least two metres at all times.
- Indoor EarlyON program spaces will all have maximum occupancy established to support physical distancing.
- Toys and play materials will be set up with physical distancing in mind.
- Parents and caregivers will be supported in sharing physical distancing messages with their children in positive ways.

### 9. Hand Hygiene Best Practices

- Hand sanitizer must be available for use, kept in a location only accessible to adults.
- EarlyON staff are expected to follow best practices by routinely hand washing or hand sanitizing
- All participants are asked to wash or sanitize upon arrival.
- Parents/caregivers may assist their children as needed.

### 10. Use of Personal Protective Equipment and non-medical masks/face coverings

- EarlyON staff are required to wear medical masks and eye protection (face shields or goggles) while inside EarlyON premises. Outdoors EarlyON staff must wear medical masks and eye protection in the event that physical distancing is not possible.
- All adult EarlyON participants are required to wear a mask or cloth face covering at all times while in an indoor EarlyON program, and outdoors in the event that physical distancing is not possible.
- Children are welcome, but not required to wear masks or face coverings. Masks are not recommended for children under the age of two.