



COMMUNITIES TOGETHER FOR CHILDREN

Program Pre-registration

1. COVID-19 Program Pre-Registration

Date: October 5, 2020

CATEGORY: Health and Safety

REVIEWED:

Purpose

The Purpose of this policy is to clearly define pre-registration procedures for all EarlyON programs within the District of Thunder Bay.

Policy

In consideration of the increased health risk associated with the spread of COVID-19 and in accordance with the Ministry of Education *Operational Guidance During COVID-19 Outbreak: EarlyON Re-Opening*; as of September 1, 2020, and until further notice pre-registration is required for all outdoor and indoor EarlyON programs. All individuals entering an EarlyON program must have reserved space and/or registered in advance for the program they wish to attend.

Note: Maintenance personnel and other essential visitors who will not be participating in program are not required to pre-register but will need to pass a health screen and sign-in upon arrival. For the health and safety of everyone, families who have not pre-registered to attend an EarlyON program cannot enter an EarlyON Centre or participate in programs on a drop-in basis.

Procedure

- Communities Together for Children EarlyON will provide in person (indoor and outdoor) programming that participants must pre-register for through the KeyON system.
- Programs may be offered through two different models:
 - Pre-registration (Open Model)
 - Pre-Registration (Cohort Model)
- Pre-registration will be accessible to participants with limited internet access (e.g. an available option for phone registration).
- Communities Together for Children EarlyON will provide a “**Consent to Share Information** form” that will be available for all participants to sign upon arrival if they have not pre-registered in KeyON.
- Communities Together for Children EarlyON will ensure that the registration records match the attendance records. We will print the registration records from KeyON and indicate on

the registration if the participants in fact attended or were absent. (absentee attendees should be noted as such).

- Any essential visitors entering the program space (not participating in program) are not required to pre-register but must provide contact information and undergo health screening.
- Communities Together for Children EarlyON will maintain daily records of anyone entering the space and the approximate length of their stay. This includes cleaners, maintenance workers etc.
- Electronic and hard copy records will be securely kept on the premises. Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Policy and Procedure Review

- Communities Together for Children will provide an overview of how the registration process will be carried out to the TBDSSAB.
- Communities Together for Children EarlyON will review this policy monthly and recognize that this policy may be amended as needed in response to continually evolving circumstances during the COVID-19 pandemic.
- Communities Together for Children will confirm with the TBDSSAB that this policy/procedure is being followed by ensuring all staff has reviewed the policy and any amendments and signed an attestation.



**COMMUNITIES
TOGETHER** FOR CHILDREN

Consent to Share Information

I, _____ give my permission to Communities Together for Children EarlyON to share my contact information with the Thunder Bay District Health Unit for the purpose of contract tracing related to COVID-19.

Signature

Date