



COMMUNITIES TOGETHER FOR CHILDREN

Safe Sign In

11. COVID-19 Safe Sign In

Date: November 23, 2020

CATEGORY: Health and Safety

REVISED:

Purpose

EarlyON Centres must develop policies and procedures for safe sign-ins including establishing how physical distancing can be maintained.

Policy

Pre-registering for programs and services ahead of time helps to promote safe and timely sign-ins for children and families.

Procedure

Communities Together for Children EarlyON Child and Family Centre will:

- Display signage at the entrance explaining hand hygiene, physical distancing, symptom screening and usage of masks (as applicable);
- Use signage/markings on the ground to direct families through the entry, where to wait, and how to exit;
- Encourage one-way traffic flow throughout the space;
- Encourage hand hygiene by providing hand sanitizer containing 60%-90% alcohol content at the entrance with signage demonstrating appropriate use;
- Conduct frequent cleaning and disinfection of high-touch surfaces; and
- If storage for personal items is required (e.g., strollers, diaper bags, etc.), we will encourage physical distancing (through signage) when accessing the space as well as regular cleaning.
- Staff will assist families signing in on the KeyON system and disinfect any touched surfaces between users.

Policy and Procedure Review

- 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.