



COMMUNITIES TOGETHER FOR CHILDREN

EarlyON Shift Scheduling

2. COVID-19 Shift Scheduling

Date: October 5, 2020

CATEGORY: Health and Safety

REVISED: September 15, 2021

Purpose

This policy is intended to meet the requirement in the Ministry of Education *Operational Guidance During COVID-19 Outbreak: EarlyON Re-Opening*.

Policy

Consideration will be given to minimizing potential points of interpersonal contact for Communities Together for Children's EarlyON staff.

Procedure

- Staff will complete a health assessment prior to offering an EarlyON program.(Please refer to Policy **3. Health Assessment and Sign In.**)
- To the extent that it is operationally possible, staff will be assigned to a consistent program location and team;
- A record will be maintained of which staff are present in each EarlyON program session. Staff will detail the location on their timesheet.
- Staff work schedules will be based on the needs of the program as well as funding.
- Staff who are symptomatic/have a suspected case of COVID-19 and staff who are presenting with new or worsening symptoms will be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19 as appropriate, or as advised by their medical provider.
- Staff will be compensated their regular wages when they are off waiting for Covid testing/results. All staff who are in good health and able to work, including those required by a public health official or medical practitioner to quarantine (self-isolate) or isolate, should continue to work remotely, wherever and whenever possible.
- Staff who test positive for COVID-19 may not return to the EarlyON setting until they are cleared by the local public health unit. Note, that individuals do not need to provide a medical note or proof of negative result to return to the program.
- Workers who have received a COVID-19 vaccine in the past 48 hours and are experiencing symptoms, and/or also have a known exposure to someone with confirmed

COVID-19 in the last 14 days should not attend work in-person and should self-isolate and be tested for COVID-19.

- Workers who are advised to self-isolate due to an exposure to a COVID-19 case or for any other reason, should also be excluded from in-person work.
- During active screening, workers should indicate whether they have any symptoms which would exclude them from the workplace. This should be documented and reported to their manager and/or Occupational Health department prior to coming to or entering the workplace. If the individual is unsure, based on their symptoms, whether they should come to work, they should consult their healthcare professional or call Telehealth Ontario (1-866-797-0000)
- Workers who experience side effects from the COVID-19 vaccine are entitled to an infectious disease emergency leave (IDEL) under the Employment Standards Act (ESA).
- Workers are also entitled to IDEL if they are under a direction given by their employer to stay away from work because of the employer's concern that the worker may expose others in the workplace to COVID-19, or if they are not performing their duties because of information or directions related to COVID-19 issued by a public health official, Telehealth Ontario, the government of Ontario, a qualified health practitioner, or certain other bodies.
- Employer will ensure adequate staffing in the event that workers may be off due to side effects after they receive their vaccine. Where operationally feasible, workers are asked to schedule their vaccine appointment at a time when there will be at least 48 hours until their next work shift.

Staff who have tested positive for COVID-19 are strongly recommended to apply for the Canada Recovery Sickness Benefit (CRSB):

<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html>

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.
- 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.