



COMMUNITIES TOGETHER FOR CHILDREN

EarlyON Shift Scheduling

2. COVID-19 Shift Scheduling

Date: October 5, 2020

CATEGORY: Health and Safety

REVIEWED:

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 follow the 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.

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.