

Temporary Policy on Transition from a Pandemic – Social Distancing

Over the course of the last few months, we have been closed along with our programs and activities. Reopening our programs and activities poses heightened risk for all participants and the community at large. The decision to reopen has not been made lightly but has been made in consultation with local, Provincial/State and federal consultation, and as a result of many meetings and much prayer.

The following policies and procedures are temporarily put in place:

1. As restrictions are lifted by the government, programs will reopen in stages, based on need, staffing (both paid and volunteers), number of participants, age of participants, and capacity. As NPC is able, we will continue to provide access to services online.
2. We will maintain 6-foot distancing between all persons in the facility to comply with government social distancing laws. As needed, we will develop an attendance cap for group sizes, and may make them more restrictive than the legal limit based on the size of the classroom.
3. NPC Staff/Volunteers will record everyone's attendance. Parents however, required to sign children into the Child Care area with a pen and clipboard. There will be hand sanitizer next to the clipboard and clients are asked to sanitize their hands following handling of the clipboard and pen.
4. Anyone attending will sign a 'Declaration of Compliance'. This document would be signed by any individual who enters the facility and/or who participates in the NPC's programming. Individuals younger than the age of majority would have a parent/guardian sign the document on their behalf. This Declaration does not replace a waiver or assumption of risk form. It is a risk reduction strategy and not a risk transfer strategy.
5. Designated seating will be visible for group participants, and all individuals returning must abide by the guidelines for seating and maintaining social distancing.
6. NPC Staff/Volunteers will be asking clients 'Screening Questions' before each appointment/visit to NPC, these 'Screening Questions' will also be posted on the main door. NPC asks that anyone with a fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, asthma, hay fever, vomiting, diarrhea, inflamed mouth and throat, or any individual(s) with a known communicable disease stay at home. At this time, it is especially high risk for those with compromised immune systems as they are more susceptible to the devastating affects of the disease than a healthy person. The 'Screening Questions' will be as follows:

Screening Questions

Please take the time to read and answer the following questions before entering. If you answer positively to any of these questions please do not enter the building and we recommend that you call the Public Health Unit at 519-426-6170.

- a) *Have you travelled in the past 14 days?*
- b) *Have you been around anyone who has travelled?*
- c) *Have you been around anyone being investigated for Covid-19?*

d) *Do you have a cough, fever, or shortness of breath?*

e) *Do you have any of the following symptoms:*

-chills -muscle aches -fatigue -sore throat -nasal congestion -lost sense of taste or smell

-digestive issues(nausea, vomiting, diarrhea or stomach pain)

For young children and infants: sluggishness or lack of appetite

7. Participants are to refrain from physical touch until such time as restrictions for social distancing has been lifted.

8. Until further notice there will be - no coffee/refreshment times, no literature tables, or snacks distributed.

9. Staff/Volunteers will be working to clean and sanitize high-touch surfaces and washrooms.

10. In preparation of NPC's re-opening, individuals in leadership, all Staff/Volunteers must be emailed this policy as well as the 'Declaration of Compliance and Assumption of Risk Related to Coronavirus/COVID-19' document. This is required reading and we ask that individuals read these documents in advance of their return to NPC. If any questions arise from the reading, please contact NPC's ED for clarification.

11. For continuity, Volunteers are encouraged to serve on a consistent weekly basis. If you are not able to serve on a consistent weekly basis, please notify the ED and/or C&VSD. We have chosen to do this to reduce the risk of transmission of the disease, and ensure consistent rituals are followed.

12. Staff/Volunteers will not hug, kiss or shake hands.

13. NPC Staff/Volunteers will be wiping down frequently touched surfaces. It is recommended that you only use disinfectants with a Drug Identification Number (DIN), or a recommended mix of bleach and water. (ratio of 1 part bleach: 9 part water) Bleach/Water solution has to be in contact with the surface for 1 minute before removing. (Bleach in mixture must be 5% Sodium hypochlorite)

14. NPC Staff/Volunteers will be cleaning and sanitizing all toys after each use. NPC recommends that you avoid any plush toys, puzzles or any toys that are difficult to sanitize completely.

15. Child Care programming will be restructured to incorporate independent activities rather than group activities. Staff/Volunteers will set up different activities at different tables to ensure the children are separated. For any circle time, separate children by placing chairs or tables at different areas of the room with the Staff/Volunteers facilitating the circle time in the middle, or at one end of the circle.

16. Sanitizer will be available in all Care Rooms and entries of the building. Individuals will be encouraged to use sanitizer often when changing rooms or activities. All participants are encouraged to frequently use sanitizers which are available in every Care Room before and during activities. **VERY YOUNG CHILDREN SHOULD NOT USE SANITIZERS BUT WASH THEIR HANDS WITH SOAP AND WATER.** This is based on the alcohol level in the sanitizer and the frequency children put their hands in their mouth.

17. These policies and procedures will be shared publicly and posted on NPC's bullet board and on NPC's website.

18. It is not our desire at NPC to become the self-isolating police. These guidelines will be posted and communicated, the Staff/Volunteers of NPC ask you to respect them. Please don't put us in this position to police this as we love and care for you and want everyone to stay safe.

See also Policies from the Plan to Protect® Manual: Recruitment and Screening, Training, Health and Safety, Registration and Attendance, Documentation and Supervision