



Attendance Reporting Policy and Procedure- COVID-19

Created: June 23,2020

Revised: July 17, 2020, July 23, 2020, August 28, 2020, October 19, 2020, November 30, 2020, December 18, 2020

Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, December 4, November 23, 2020 October 8, 2020, August 28 2020,

Ministry of Education Operational Guidance, Version 4 November 2020, Version 3, August 2020, Reopening Child Care Risk Assessment

Approved by the Board of Directors: July 22,2020

Policy

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

Purpose

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

To protect the children, families and staff members Orde Day Care Centre daily enhanced attendance reporting practices have been developed. A daily attendance record of all the individuals entering Orde Day Care Centre must be maintained. Children, staff, and visitor attendance records must be updated, available and on site at all times.

Children's Attendance Records

- Children's attendance will be maintained by the staff members in the cohort
- Online screening forms will be kept in a separate binder and on the online platform for a minimum of one month.
- Staff will continue to note when a child is absent and indicate this on the attendance sheet
- When a child is absent or has not completed the online screening and is due in the pm program at the Orde Site location the Runner or Screener or PM staff, will call the family for an update as soon as possible. Encourage parents/guardians of ill children to seek COVID-19 testing, and to call Telehealth 1-866-797-0000 or their primary care provider to determine if further care is required.
- Personal cell phones are allowed to be used for this purpose or the outside phone can be used by only one designated staff in the room
- Staff will inquire if the child is away due to any COVID-19 associated symptoms, fever, sore throat, cough, etc. see Health Screening Policy for full list of symptoms. If the absence is due to illness, the staff member will make a note of all symptoms (e.g. fever, sore throat, cough).



- The Runner/screener will then inform the program supervisor and program room staff the reason for the child's absence.
- If the staff member is unable to speak with the family, the staff will try to leave a message and inform the parent to call the centre upon receipt of the message.
- Staff will communicate to the Supervisor if they were unable to speak with a family of an absent child.
- The supervisor will call or email the parent for an update if the parent does not return the call within one **hour**.
- The supervisor will monitor the absences of the children and staff in the same group or cohort for patterns or trends at the same time or over a course of a few days.
- If a trend develops or more than two individuals (children and or staff) are experiencing the same symptoms, the Supervisor and/or Executive Director will contact Toronto Public Health
- Staff will also note the midday, or after school (for B and A programs) temperature reading on the attendance sheet. If a fever is present, the Isolation/Exclusion for Ill child and Staff Policy and Procedure will be followed.

Children's attendance records must always be maintained and secured by the program staff.

Visitors to the centre will be kept to a minimum, and only those essential to the operations of the childcare/school will be admitted into the daycare. Nonessential visitors must not be permitted to enter the daycare.

This Includes

- Staff members who are not scheduled to work on that day.
- Family members or friends of staff members.
- Previous or past families, children, staff.
- and any other non essential visitor

Tours of Centre

Tours of the centre and facilities will not be allowed during or after hours. Prospective parents will be provided a link to video to view our programs

Volunteers or placement students

Placement students can be supported at both our centres as of September 1, 2020. Orde Daycare is delaying the placement of students at either location until further notice.

Visitor Attendance Records

Visitors to Orde Day Care Centre include the following:

- Maintenance/ repair or construction workers that come in contact with the childcare staff or children
- Food delivery staff
- Government agency staff, such as licensing, fire, and Toronto Public Health Inspector



- Special needs resourcing staff

All Essential Visitors

- Must perform hand hygiene prior to entering the centre.
- Must undergo a screening prior to entry to the childcare premise.
- **Must wear a mask and face shield for the duration of their time at the centre, as per the TDSB policy and procedure**
- Follow the instructions of the Supervisor for appropriate use of PPE

The screening record for each visitor who enters Orde Day Care Centre must be completed by the screening staff. The screening form must be completed in its entirety and includes the following visitor information:

- Name
- Company
- Contact information – ie cell or work phone number
- Date of visit
- Time of arrival
- Time of departure
- Reason for visit
- Rooms/area visited
- Screening and temperature check results

Essential Visitors who Screen Positive are

- Not allowed into the centre
- To notify their immediate manager/supervisor
- Instructed to contact their local health care provider, Telehealth or Toronto Public Health

The Supervisor will maintain an attendance record binder, or online folder organized by date of screening and it will contain the daily screening results of all children/families, staff and essential visitors it will always be available and on site.

Staff Attendance Records

- Supervisor must maintain up to date records of the staff's attendance
- Any absences of staff must be recorded on a daily basis in the Staff attendance book
- The Supervisor must follow up with absent staff to determine the reason for any unplanned absence/s, and determine if the absence/s is due to illness and note any symptoms (fever, sore throat, cough, or any other COVID -19 related symptom)
- Any patterns or trends in staff absences due to COVID -19 related symptoms must be communicated to Toronto Public Health.

Surveillance:



Attendance records will be monitored for patterns or trends (e.g. children and childcare staff in the same group or cohort absent at the same time or over the course of a few days)

Attendance records must be kept for a minimum of 12 months.

Policy and Procedure Review

The Attendance Reporting Policy and Procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care's Attendance Reporting Policy and Procedures. I understand it is my responsibility to read, understand, and comply with the Attendance Reporting Policy and Procedures.

I understand that if I have questions at any time regarding the Attendance Reporting Policy and Procedures, I will consult with my immediate supervisor.

Please read the Attendance Reporting Policy and Procedures carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: