



Orde Day Care

18 Orde Street Toronto, ON M5T 1N7 416.598.3412 Fax 416.598.3625
132 St. Patrick Street Toronto, ON M5T 1V1 416.591.0040

Managing Staff Absences during a Pandemic Policy and Procedure

Created: January 12, 2022

Reference: Ministry of Education, Updates December 30, 2021

Approved by Board of Directors: January 14, 2022

Purpose:

Orde Day Care is committed to providing a safe and healthy environment for children, families and employees, volunteers, students and others associated with the daycare, Orde Day Care will take every reasonable precaution to prevent the risk of communicable diseases including emergency situations including pandemic within all our locations.

In the event of a pandemic our goal is to remain available as possible until authorities dictate otherwise.

The purpose of this policy is to provide a framework for Orde Day Care Centre to mitigate and prepare for the potential impacts of a pandemic from reduced services to potential closures.

Purpose:

Orde Day Care is required to follow guidelines set out by the Public Health Agency of Canada, Ontario Ministry of Health, and the Regional Public Health/Medical Officer of Health for proper infection prevention. Our responsibility is to ensure infection prevention practices are carried out properly to prevent the spread of illness among employees, placement students, children and volunteers. Policies and procedures are assessed and monitored to ensure our employees, placement students, and volunteers are consistently and carefully carrying them out.

The Ontario government's priority is to keep child care programs open to provide continuity of learning for children and critical child care supports for parents and families. In recognition of anticipated increases in staff absences, child care centres are permitted to assign staff and children to different groups to better accommodate staffing needs and minimize program closures for operational reasons. Licensees must ensure ratios and maximum group size requirements are met at all times and must maintain clear documentation that demonstrates the "groups" or "cohorts" children and staff have been assigned to (e.g., accurate attendance records including the time/days each child spent in each group).

- Combining two groups for a period of time to minimize staffing needs (e.g., children from two toddler groups with low attendance are combined to form a new toddler group that operates out of a single room and allows for more flexible staffing arrangements)
- Re-assigning staff to other groups when attendance permits (e.g., move staff from a room with low attendance to support another group where a staff is absent)



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Orde Day Care will ensure our pandemic plan and service continuity/interruption plans align with the (municipal/regional plans)

Impact Planning with reduction in staffing

Planning considerations

- Maintain minimum qualified staff in each operating program room – 1 qualified staff in each room, 2 qualified staff in a preschool room of 24.
- Combine opening and closing rooms at each site to reduce staffing strain
- Ensure youngest age groups are adequately staffed
- Moving staff from older age groups to younger age groups if we cannot staff younger programs efficiently
- Move all part time staff not already covering full time shift to full time hours
- Reduce hours of operation for the Satellite site to 8:00 a.m.-4:00 p.m./4:30 p.m. from 7:45 a.m.-5:30 p.m.
- Reduce hours of operation for the Orde site to 8:00 a.m.-4:00 p.m./4:30 p.m. from 7:45 a.m.-5:45 p.m.
- Provide families and staff as much notice as possible for the disruption in service
- Do not charge families for closed program rooms due to staffing shortages
- Have supervisors cover program rooms when no other staffing is available

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon introduction of a new policy, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care **Managing Staff Absences during a Pandemic Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Managing Staff Absence during a Pandemic Policy and Procedure** I understand that if I have questions, at any time, regarding the policy and procedure, I will consult with my immediate supervisor.

Please read the **Managing Staff Absences during a Pandemic Policy and Procedure** carefully to ensure that you understand the policy before signing this document.

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