

**Massey Centre**

**Early Learning Centre COVID-19 Attendance Reporting Policy and Procedures**

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6. **Introduction**
	1. The Massey Centre’s Early Learning Centre (ELC) is committed to developing an enhanced reporting practice for children, child care staff and essential visitors who enter the Early Learning Centre (ELC) Building.
7. **Policy**
	1. The Centre will maintain attendance records for all persons entering the ELC Building. This list will include but is not limited to maintenance workers, cleaning staff, government agency employees (e.g., public health inspectors, fire inspectors, etc.).
8. **Procedures**
	1. Attendance records, will be maintained by Centre receptionist, that includes the following information:
		1. Name
		2. Company,
		3. Contact Information
		4. Date
		5. Time of arrival/departure
		6. Reason for visit
		7. Rooms/areas visited
		8. Screening and temperature results
	2. Enhanced information will be stored in a locked filing cabinet in the Receptionist’s office
	3. Attendance records must be updated when a child is absent by the ELC child care worker; and by the Supervisor when an ELC child care worker is absent.
	4. The ELC Supervisor will follow-up with all persons to determine the reason for any unplanned absences and determine if the absence is due to illness to note any symptoms (e.g., fever, sore throat, cough, etc.)
	5. Supervisor and other ELC staff will encourage parents/guardians of ill children and ill or unwell child care staff to seek COVID-19 testing at an Assessment Centre, and to call Telehealth or their primary care provider to determine if further care in required.
	6. Non-essential visitors must not be permitted to enter the ELC space.
	7. ELC Supervisor will monitor attendance records for patterns or trends (e.g., children and ELC child care staff in the same group or cohort absent at the same time or over the course of a few days).
	8. Attendance records will be available onsite at all times.
9. **Acknowledgment and Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understand the Attendance Reporting Policy and Procedures of Massey Centre. I agree to adhere to this policy in whole. I understand that if I violate the rules set forth in this policy, I may face disciplinary actions, up to and including termination of employment.

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| **Full Name** *Please Print* |
|  |
|  |
| **Signature** |
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| **Date** *MM/DD/YYYY* |

1. **Appendices**
	1. **Screening Questionnaire**