

**Massey Centre**

**Early Learning Centre COVID-19 Cohorting Staff and Children Policy and Procedures**

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5. **Introduction**
	1. The Massey Centre’s Early Learning Centre (ELC) is committed to developing an enhanced system to assign staff and children into designated cohorts of no more than 10 individuals in each child care centre.
6. **Policy**
	1. The Centre will assign and ensure a maximum of 10 individuals into each designated cohort if available space permits physical distancing. A cohort will be identified as the classroom/group the child has been assigned to.
7. **Procedures**
	1. Children will be assigned to a designated cohort based on age and vacancy.
	2. Cohorts are as such: Infant Room, Toddler Room 1, Toddler Room 2 and Preschool Room. Programming will be planned in a manner that prevents cohorts from mixing throughout the day and over the course of the child care program.
	3. Staffing will be sufficient to have multiple staff assigned to one room consistently over the course of the day and not need to move to other rooms.
	4. ELC staff will avoid covering off for colleagues assigned to different cohorts or working in different rooms/areas during breaks as best as possible. However, if a ELC staff must cover off for a colleague in a different cohort/room (e.g., during breaks) they must do so in a manner that maintains physical distancing as best as possible, and they should use a medical face mask or face covering.
	5. Playground space will be divided and assigned to each cohort exclusively.
	6. Outdoor gross motor space can be used at different times. Each cohort must clean before and after using outdoor program equipment and supplies.
	7. Cohorts will be prevented from crossing or sharing space during transitions.
	8. Classroom or cohort will be at reduced capacity with enhanced ratios to support social distancing.
	9. The ELC staff or agency staff will not work in more than one location.

3.10 Our enhanced ratios will be as follows:

* + - * Infant Room will have 6 children and 4 staff (CCEYA ratio 3:10, enhanced ratio 2:3)
			* Toddler Rooms will have 7 children and 3 staff (CCEYA ratio 1:5, enhanced ratio 3:7)
			* Preschool Room will have 8 children and 2 staff (CCEYA ratio 1:8, enhanced ratio 1:4)
	1. Drop-off and Pick-up times will be staggered and scheduled.
	2. Parents/Guardians will have a 15 min window to complete their screening and drop-off or pick-up their child.
	3. Staggering schedule will allow “Runner staff” to pick-up children from parents/guardians in the main reception area and bring children inside to classroom.
	4. Staggering and scheduling times for parents/guardians will allow for control flow of people coming to the ELC in a managed way to that will allow for safety, social distancing and crowd control.
1. **Acknowledgment and Agreement**

I, , acknowledge that I have read and understand the Cohorting Staff and Children 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* |
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