

# *Indoor Participant Guide*

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Centretown Community  
Health Centre  
Centre de santé  
communautaire du Centre-ville



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To our families,

Welcome back!

The government is allowing us to open up our child and family programs. They have guidelines in place to protect children, families, and educators from COVID-19. It is mandatory that you pre-register for any EarlyON program at an EarlyON Child and Family Centre. There are no drop-in programs at this time.

Centretown Community Health Centre has created an Indoor Participant Guide for families. The guide explains in detail what to expect before, during and after an EarlyON program.

We look forward to connecting with you while keeping our participants, staff and centre healthy and safe!

Thank you,

Centretown Community Health Centre  
EarlyON Child and Family Centre staff

## **NOTICE OF RISK**

When children from multiple families attend a program, there is an increased risk of COVID-19 virus to be transmitted.

Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults. This means that children can bring home an infection acquired at the program and put other persons at risk. We have a screening process to help detect infections when there are symptoms present; however, this screening process will not detect infected children or adults who do not have symptoms at the time of the screening.

Thank you,

*Centretown Community Health Centre  
EarlyON Child and Family Centre*

## What to expect before an EarlyON program

### Registration

- You must complete the pre-registration process for all EarlyON programs.
- All participants must register for any indoor program through our registration site or call 613-233-4443 ext. 2201. Registrations will be accepted until an hour before the program begins. Any person not registered will not be able to attend the program.
- **Families can participate in one (1) indoor program per fourteen (14) day period.**
- At the time of registration, we will be asking each participant for contact information (such as first and last name, email and phone number) for contact tracing purposes.

### Screening Tool



#### [Screening Tool for Children](#)



#### [Screening Tool for Adults](#)

- All participants (adult and children) must complete a self-screen at the time of registration and before the arrival to Centretown CHC.
- A staff member will contact you by phone, within two hours before the program begins to confirm that participants are still attending or if any participants have developed symptoms.
- Individual families will be reminded of the screening process and requirements when registering for programs online or by phone, as well as through signage at the entrance of Centretown CHC and the program rooms.

## **What to expect at our EarlyON program**

### When you arrive

- A CCHC staff member will greet you at the main entrance. You will be asked to sanitize your hands and to wear your mask.
- The greeter will tell you to go to the stroller park.

### At the stroller park

- A program staff will do the following:
  - 1) Take your temperature
  - 2) Confirm your contact information
  - 3) Confirm that you have read and understand the Notice of Risk
  - 4) Confirm that the completed self-screen has not changed (since registration or phone call)
- A staff member will remind you that if you or your child(ren) start to feel sick or feel any of the symptoms of COVID-19 during the program, your family will be asked to go home, isolate and contact Ottawa Public Health for further guidance.

### Entering the Program Room

A program staff member will complete the following once you enter the program room:

- Scan your Key Fob for EarlyON Attendance
  - If you have visited any EarlyON site in person please have your key fob ready so we can input everyone into our registration database.
  - If you have registered through our pre-registration site but have not registered with EarlyON (ie. no key fob), you will be asked to complete a registration form with the EarlyON staff to receive a key fob (registration number).

## **Masks**

- Masks are mandatory at all times for adults.
- Masks are mandatory for all children in grade 1 and above and encouraged for younger children age two (2) to Senior Kindergarten, subject to reasonable exceptions.
- Children under two (2) years of age do not have to wear a mask. This is also true for children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their parent or caregiver.

## **Sanitizer/Handwashing**

- Hand sanitizer will be available upon entrance to the program room and will be readily available for families around the room.

- Hand washing with soap and water will also be available for families upon entrance and exit of the program.

### **Physical Distance**

- All indoor programs will incorporate physically distanced areas to maintain a safe 2m (6 ft) distance between all individual families.
- There will be signs reminding you to keep your distance from staff and from other families within all program locations.

### **Limits on the Number of People**

Due to physical distancing requirements, the maximum capacity for participants is:

- Indoor Playgroup 0-6 years
  - 3 families
  - One adult and two children per family
- Indoor Tiny Toes Playgroup 0-12 months
  - 3 families
  - One adult and one infant (or twins) per family

*Please note: The maximum capacity/grouping numbers can change at any time with the City of Ottawa following the COVID-19 Response Framework.*

### **Program Set-up**

- Indoor Playgroup 0-6 years and Indoor Tiny Toes 0-12 months:
  - Upon entrance, your family will be assigned to a designated area that will have activities and resources to enhance and promote early learning.
  - Each designated area will be clearly marked and physically distanced from other areas. Families should remain in their designated area until they are ready to leave.
  - If a parent/child needs to leave their designated area (ie. to use the washroom, hand washing, etc), please follow the stickers on the ground to safely move around the room.

### **Toys and Materials**

- We will provide toys and equipment that will only be made of washable materials so they can be cleaned and disinfected.
- Any single-use items will be disposed or brought home at the end of the program (e.g. craft supplies).
- Staff will clean and disinfect toys after each program.
- Children must not share soothers, bottles, sippy cups etc.

## **Food**

- No snacks will be provided during any indoor EarlyON program.
- Please do not bring any food to the programs. Please feed your child(ren) before or after the program.
- Water bottles and infant bottles are accepted and can be kept at your mat/learning station.

## **Indoor Shoes**

- All adults and children attending an indoor playgroup will be asked to bring a pair of indoor shoes or slippers to wear in the space.

## **Strollers and Belongings**

- Please limit the amount of belongings you bring indoors.
- You will be asked to leave your strollers and all outdoor clothing in the stroller park outside the Children's Room.
- You may bring personal belongings (i.e. phone, purse, diaper bag) into the room.

## **Washroom Facilities**

- You will have access to washroom facilities
- Washrooms will be cleaned and disinfected after each program.

If you have any concerns or questions about your participation in our EarlyON programs; you can contact Jennifer Theriault, Early Years Coordinator, at (613) 233-4443 x 2202.

Please note that this Indoor Participant Guide may change based on recommendations from Ottawa Public Health, Ministry of Education and or the Ontario Ministry of Health Covid-19 Guidance.