



*Elkford Women's Task
Force Society*

**Elkford Early Years – Safe Protocol Baby & Me In-Person Groups
May 22, 2020**

The following considerations and procedures are a plan to guide the in-person Baby & Me Parent Groups of the Elkford Women's Task Force Society as we resume in-person groups amid the COVID-19 pandemic. The Elkford Women's Task Force Society is required to develop a COVID Safety Plan that outlines the policies, guidelines and procedures to reduce the risk of COVID-19 transmission. The risk reduction plan includes the following:

- A. Assessment of Risk at Workplace – Assessment of workplaces to identify places where the risk of transmission is introduced. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face.
- B. Implement Measures to Reduce the Risk – We must select and put in place measures to minimize the risk of transmission.
- C. Develop Policies – Develop policies to manage your workplace, including who can be in the workplace, how to address illness, and how workers are kept safe in adjusting work conditions.
- D. Develop Communication Plans and Training – We must ensure that everyone entering the workplace, including workers and clients, know how to keep themselves safe while accessing program services.
- E. Monitor Workplace and Update Plan as Needed.
- F. Assess and Address Risks in Resuming Operations – If workplace has not been operating, there may be risks arising from restarting that need to be addressed.

The Provincial Health Officer and the BC CDC have issued the following guidance around self-isolation, which must be reflected in policies:

- a) Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- b) Anyone under the direction of the Provincial Health Officer to self-isolate must follow these instructions
- c) Anyone who has arrived from outside of Canada, or who is in contact of a confirmed COVID-19 case, is to self-isolate for 14 days and monitor for symptoms.

The following procedure and policy have been adopted to provide safe in-person service for clients and staff of the Elkford Women's Task Force Society's programs and services:

In cases that it is determined that in-person service is appropriate the following procedures must be agreed to and followed:

1. Informed consent, including acknowledgment of the risks of COVID-19, must be obtained from parents/guardians prior to delivering in-person service.
2. Pre-registration for Baby and Me is **required**. Due to COVID-19 restrictions group size will be limited to five (5) mom & baby families per session. We will offer sessions on Tuesday and Thursday morning in attempt to serve more families.
3. This program is for moms and infants under 24 months only. Due to COVID-19 we **cannot** have older siblings attend.
4. A health screening questionnaire must be completed with parents/guardians prior to each session. The program facilitator will complete a questionnaire with each parent/guardian prior to parents and infants entering the facility. Any affirmative answer to a health screening question will result in access to Baby and Me being denied. Workers will not facilitate Baby and Me if they and/or their family members or any close contact are ill or becomes ill. **This policy will be strictly enforced. If you, your child or a family member is ill stay please stay home.**
5. Due to unpredictable spring weather Teck Hall will be used for Baby & Me in June. This space is large enough to allow physical distancing and it will only be accessed by group attendees and the facilitator while group is running.
6. Two meters (six feet) of distance between facilitator and attendees is **mandatory** and must always be maintained.
7. Hand washing/ hand sanitizer use should be completed at the start of each in-person session and at the completion of each session. Appropriate supplies will be provided by the Elkford Women's Task Force Society.
8. Proper cleaning and sanitization of facilities will occur before and after use.
9. Toys, floor mats and snacks are to be provided by individuals and are for individual use only.
10. Parents attending Baby & Me must ensure their child maintains the required 2

meters (6 feet) of distance from other participants.

11. It is important to avoid face touching while attending groups, even when physical distance is being maintained.
12. The use of non-medical face masks for participants is optional. Facilitators will not be wearing masks as physical distancing is mandatory while participating in Baby and Me.
13. Ensure good respiratory etiquette by covering the mouth and the nose with the crease of the elbow or a disposable tissue when coughing or sneezing. Ensure used tissues are disposed of properly.
14. Proper hand washing following diaper changes is mandatory. Please dispose of soiled diapers in a sealed plastic bag. Parents will be responsible for sanitizing surfaces used to change infant diapers. Sanitizing cleaning supplies will be provided by the Elkford Women's Task Force Society.
15. If you become ill while receiving services, please notify Shawna Bryant or Kim Bauer immediately. **This is extremely important as it potentially impacts the health and safety of program staff and other families.**
16. If you travel out of country, you must self-isolate at home for 14 days following your return. You will not be eligible for in-person group programming during this time.
17. All guidelines issued by the Provincial Health Officer must be adhered to when receiving services.
18. The Elkford Women's Task Force Society will be responsible for providing safe practice updates during COVID-19.
19. If you have questions, please ask.

I understand that by signing this consent I am agreeing to the policy and procedures provided. I understand that the Elkford Women's Task Force Society is following guidelines to reduce health and safety risks relating to receiving in-person Baby & Me programming during the COVID-19 pandemic. I understand that during the COVID-19 pandemic there is some risk with in-person contact, even when physical distancing and cleaning protocols are maintained. I understand that during the COVID-19 pandemic there is some risk to receiving in-person services, even when the policy and procedures provided by the Elkford Women's Task Force Society are followed closely.

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I consent to my child & I _____ (Parent & Child Name)
attending in-person Baby & Me groups provided by the Elkford Women's Task Force Society
during the COVID-19 pandemic and assume fully responsibility in doing so and will not hold the
Elkford Women's Task Force Society liable in any manner.

Program Participant's Name: _____

Parent/Guardian's Name: _____

Signature of Parent/Guardian: _____

Signature of Facilitator: _____

Date: _____