

COVID-19 Sudden Closure Policy for Families Template

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Please note that these resources and templates have been developed to align with current public health recommendations. As advice from public health evolves over the course of the pandemic and our 'new normal', it is vitally important to keep up-to-date and change your policies to adapt to new recommendations. The BC Aboriginal Child Care Society (BCACCS) will make every effort to amend these resources and templates to match current recommendations as they get announced. Please take note of

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Dear Families,

This policy is intended to keep children, families and staff safe during this unprecedented time due to COVID-19. Given the ever-changing pandemic conditions, situations may arise that require immediate temporary closure of the program(s).

Before closing the program(s) the manager will communicate with Chief and Council and/or Board of Directors and seek their direction. If a decision to close the program is made the below procedures will be followed.

Policy

In the event of an outbreak or staff shortage our program(s), and if all other options have been considered, will close temporarily to maintain requirements set out by public health agencies and BC Child Care Licensing Regulations.

Procedure

If the program experiences a circumstance that requires them to close, they will do so promptly, take the necessary precautionary steps, and inform families and public health.

Circumstances

The circumstances that require sudden closure include but are not limited to the following:

1. One or more laboratory confirmed COVID-19 case(s) in the program(s)
2. COVID-19 outbreak in the community
3. Staff shortages of more than 2 regular staff [edit number relevant for your program]

COVID-19 Closures

For confirmed COVID-19 cases the program will:

- Contact families by phone to inform them
- Close and post notification on the door
- Follow public health recommendations for closing and re-opening after outbreak
- Keep families informed about remaining closed and/or plans for re-opening



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Staff Shortage Closures

Under current conditions we expect to have increased staff absences. Program managers will consider all other options possible before making the decision to close the program(s) due to staff shortages.

For staff shortages the program will:

- Contact families by phone to inform them
- Close and post notification on the door
- Inform families of plans for re-opening

