



## Attendance and Record Keeping During COVID-19

### **Policy Statement**

Phoenix Child Centre is committed to maintaining accurate attendance records for the children, staff and visitors to our centre. Visitors during COVID will be limited to those agencies of individuals having business with the centre such as, The Ministry of Education and it's representatives, The City of Toronto, Children's Services, Toronto Public Health and personnel providing support for children in the centre.

### **Purpose**

To ensure that all employees are aware of and adhere to directives established by Toronto Public Health, Toronto Children's Services, The Ministry of Education and the centre's Director regarding attendance and record keeping.

### **Scope**

This policy applies to all employees, students, community members and any other persons engaging in business with Phoenix Child Centre.

### **Procedures**

A daily log will be kept of all visitors to the centre. Their name, reason for being at the centre, contact information, date, approximate length of stay, and screening results will be recorded in the daily visitors log. This protocol is designed to facilitate contact tracing should the need arise.

Delivery of food and sundries will not require entrance to the school. Catered food and deliveries will be dropped at exit 4. A staff member will disinfect bins or packages and bring them into the centre.

We will continue to keep accurate children's attendance records, recording the arrival and departure time. Each entry will be initialed by the staff completing the

attendance records. Screening results of every child will be kept on file at the centre.

Date	Revision	Effective
June 18/20	New	July 6/20