



## YMCA of Northern BC

PO Box 1808 • 2020 Massey Dr  
Prince George BC V2L 4V7  
250 562 9341

[nbc.ymca.ca](http://nbc.ymca.ca)

January 19, 2022

Dear YMCA Child Care Families,

As Omicron is having an impact in our communities, we want to share with you the following **Functional Closure Policy** that is effective immediately. This policy is intended to keep children, families and staff safe during this unprecedented time living with COVID-19 in our communities. Given the rapid transmission and high number of infections, situations may arise that require the immediate temporary closure of the program. Please prepare a back up plan accordingly.

### **Staffing Shortages Policy**

YMCA Operations Managers will make every effort to keep programs open. If a child care program(s) has staff shortages due to illness, we may need to reduce the number of children attending or the number of hours we offer service. If this happens, we will contact parents directly. We will be using the Essential Services list to determine which children will be given priority. Please be aware that this situation could happen with very little or no notice at all.

If a decision to close the program is made the below procedures will be followed.

### **Closure Policy**

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

### **Procedure**

If the program experiences a circumstance that requires us to close, we 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. Disease outbreak, this is defined as higher-than-expected levels of transmission in a program. Given the contagiousness of COVID-19 case(s) in the program and current knowledge this number has been set at 35 percent of the total enrollment for Covid-19.
2. COVID-19 outbreak in the community that affects the Child Care staff, children attending or the facility within which the Centre resides.

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3. Staff shortages that make us unable to meet the requirements of the BC Childcare Licensing Regulations

### **COVID-19 Closure Notification**

YMCA staff will:

- Contact families by phone to inform them and request pick-up if during operating hours
- 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 through email and on our social media sites

### **Staff Shortage Closure Notification**

Under current conditions we expect to have increased staff absences. Operations 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 and request pick up if during operating hours
- Close and post notification on the door
- Inform families of plans for re-opening through email communication and on our social media sites

We know that this is an extremely stressful time for everyone! However, by being prepared and knowing what will happen, we can ensure clear, transparent process and get back to focusing on the important piece of our work, the children.

Thank you for your understanding in this matter,

Lynette Mikalishen,  
Director, Child Care Services

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