BIWEEKLY MEETING

**Date**: 27/8/2020

**Time**: 1:00 pm – 1:45 pm

**Facilitator**: Lisa Loblaw

# Attendance

Archie | Kristen | Melissa – D- | Mellissa -O- | Sabeen | Lorraine |   
Jessica | Mohammed -S- | Ericka |

| **Time** | **Item** | **Speaker** |
| --- | --- | --- |
| 1:05 | Welcoming the team and introducing Whitby new director | Lisa |
| 1:15 – 1:25 | September checklist   * Explaining how to use the checklist (one week to fill it, the second week to do the correction, by our next meeting checklist should be submitted to Head office team * Going through the list step by step * A serious occurrence policy will be sent to the team * Make sure that all sites are having hand sanitizer and soap, and if you do not have hand sanitizer floor signs, contact Lisa from Head office | Lisa |
| Time | Pickering team explaining that head office signs did not say stay two meters apart, but they still need more on-site to make sure that the staff and the children will maintain the distance  Lisa from Head office will send an email to Pickering team to organize the drop off for the signs. | Lorraine/Lisa |
| Time | Pickering team explained that the children should sleep head to toe not toe to toe, head office team (Lisa) explained if space is limited it will be toe to toe referring to V3 document. | Lorraine/Lisa |
| Time | Lisa explained the changes on the new document (How does learning happen) mentioning that the team has to train the staff on the changes during staff meetings as well she pointed on the other changes from V3 document | Lisa |
| Time | Ensure that all the team has enough PPE equipment especially masks since it will be mandatory starting September first, Pickering team explained that all the masks should be medical, and the Ministry of education provided them with face masks and face shields.  Guelph and Pickering team got the masks and face shields from the Ministry  Lisa mentioned if anyone has feedback on the checklist to contact head office team | Lisa, Lorraine,  Ericka |
| Time | Questions  Guelph team asked (Do we have to use the checklist daily?)  Shima explained that it is a support tool with updated changes  Guelph team asked (We have one from public health so which one we have to follow?)  Shima explained (We have to follow both to balance, so we do not get any non-compliance and what is in the checklist is covering both education and health Ministries.  Ericka will send the Ministry of health document to ensure which one she should use.  Head office team communicated with Ericka after the meeting via email and advised her that she has to use head office document and send it back to us while the document she has is not updated since July,27,2020.An email was send to Guelph team on 28/8/2020 | Ericka, Shima,  Lisa |
| 1:30 | Motivating staff  How to motivate staff it was an open discussion (Pickering, Brampton East, Guelph, and Aurora gave their feedback to the topic as below   * Pickering: the staff is doing a lot with good programming and we are sharing all their work on social media so the parents can appreciate how the staff is been creative with all the new ideas while they cannot come on-site to share those moments, as well the staff who is doing cleaning and disinfecting we appreciate all their work and always say thank you for all the hard work they do,   Pickering team mentioned that Durham region offers training development vertically and they register the staff to attend the training and they encouraged each region to use this service to train the staff   * Guelph: this is the staff job to do what they have to do just they have to do some adjustments to follow health and safety regulations regards to COVID and create the activities keeping in consideration the new regulations * Brampton East: our staff put a lot of effort on health and safety more than programming at the beginning of the pandemic which was okay but we lost a lot of parents, so a meeting took place to explain how we can plan activities to cover creativity and aligning with health and safety measures, a group chat was created to share more recourses and ideas that the team can use during planning and implementing the program, using the social media to share our programming ideas with the parents and printing the feedback to the staff to motivate them. * Aurora: shared through the chat icon while her mic was not working that her staff is amazing with programing, they do not need any support | Lisa, Lorraine,  Ericka, Kristen, and Jessica |
| 1:45 | Resources will be sent to the team to support staff via email and it was emailed on the same day after the meeting | Lisa |
| 1:45 | Lisa asked the team if they have any questions, and to brainstorm and send the topics for the next meeting | Lisa |

**Meeting minutes documented by**: Shima Hasan