

CIRCULAR

Date: April 15, 2020

CIRCULAR NUMBER: COVID#: 2020-34

To: **Community Care Providers**

Subject: **Information Pertaining to COVID-19**

Program(s): All

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Topic: Group Care Facility Licenses and Variances

Licenses

All licenses current under the *Child Care Facilities (Other than Foster Homes) Licensing Regulation* with an expiry date (March 1 – July 30) during the provincial state of emergency will be renewed for a one-year period.

The renewal process will be modified to comply with public health advice such as physical distancing and reducing the need for in-person meetings. It will include the review of existing records and a request for records from the operator and no on-site visit. When necessary, the equivalent of an on-site review may occur through video walk-throughs or other remote options. Any immediate safety issues must continue to be addressed by operators. When needed, conditions may also be placed on licenses that identify actions that must be completed by operators once the pandemic response has ended.

This interim, modified review procedure is consistent with the practice guidelines issued by the CYS division and public health advice during the COVID-19 response. All efforts must be made to ensure that children, caregivers and our staff remain healthy.

Variances to Licenses

Variance requests to the assigned licensing specialist can be made via phone or email instead of the usual form, in an effort to reduce administrative burdens while maintaining the integrity of Section 12 of the *Child Care Facilities (Other than Foster Homes) Licensing Regulation*, which states:

Variation of licence

12 The director may vary a licence to

(a) change the designated number, ages or sexes of the children who may be placed in the child care facility; or

(b) alter any other term or condition of the licence;

provided that the director is satisfied that the facility continues to meet the other requirements of this regulation

All variances on an expiring license will be automatically extended for 60 days without requiring a separate request.

For up-to-date information on COVID-19, please visit: www.manitoba.ca/covid19 regularly.

Sarah Thiele | Assistant Deputy Minister
Child and Youth Services