

Ready Set Go! Preschool: COVID-19 Directives

Note that directives continue to change and evolve and are always based on guidance from the Government of Alberta and Alberta Health Services. These directives are current as of August 4, 2020.

Cohorts

- All programs must operate with a maximum of 30 people physically present in a cohort at any one time.
- Cohorts:
 - Each person counts – kids, younger siblings, staff, parents, friends, floater staff.
 - Are defined as “a group of children and staff members assigned to them who stay together throughout the day.”

Space

- Currently, there are no offsite field trips or playground visits occurring.
- At a BGCC facility, each cohort will each have a designated, color-coded, and signed area at the site which includes:
 - Indoor space, including washroom and kitchen area
 - Outdoor space/greenspace, at least 10m from any other cohort’s outdoor space
 - Door(s) into and out of the building
 - Physical drop-off/pick-up space
 - A space where a child who develops symptoms while at program can wait with a staff member
- There is no limit to the number of cohorts who are at a single site, if they remain separated follow the space guidelines above.
- Cohorts are not allowed to mix (be within 6 feet of each other, including staff), including during pick-ups and drop-offs, mealtimes, playtime, outdoor activities, staff rooms etc.

Operations

- All other guidelines typically in place for accreditation and licencing remain in place.
- Standard staff-to-child ratios will be followed of 1 staff to 8 children at a minimum
- Everyone involved in programming is encouraged to physical distance, even within the cohort, by:
 - Keeping a physical distance of 6 feet when possible, particularly between staff
 - Avoid hugs and handshakes and encourage air fives etc.
 - Plan for physically distance activities such as shadow tag
 - Avoid activities that require clustering around a specific area or item (including grouping around a computer)
 - Minimizing activities that are challenging to sanitize (i.e. no water in play tables etc.)
 - Practicing physical distancing while eating
- If a cohort is using a space that another cohort may have also used - indoor or outdoor space, play structure, or equipment (balls, loose equipment) -
 - The space/equipment may only be used by one cohort at a time
 - The space/equipment must be cleaned thoroughly before the cohort uses it
 - The space/equipment must be cleaned thoroughly after the cohort uses it

- Any space or structure that cannot be cleaned and disinfected between cohorts may not be used (i.e. upholstered furniture)
- When greenspace is being used, cohorts must remain 10m apart

Hand-washing

- Everyone will use hand sanitizer and/or wash their hands upon arriving to the site, and frequently throughout the day.
- Staff will help young children to ensure they handwash appropriately (i.e. by putting a dot on the back of their hand before handwashing, providing coaching)
- Program schedules will be developed keeping in mind the requirement to hand-wash regularly (i.e. when changing activities, children will need time to go inside and wash their hands)
- Handwashing will occur:
 - At the start of each day
 - After going to the washroom
 - Before preparing food
 - Before eating
 - After getting hands dirty (including things like paint)
 - After wiping nose or handling dirty tissues
 - After blowing nose
 - After cleaning tasks (staff)
 - Before donning gloves for cleaning (staff)
 - After doffing gloves for cleaning (staff)
- Staff and other adults are welcome to also use hand sanitizer. Hand sanitizer is not recommended for routine use with children. (If hand sanitizer is used, it should be dispensed directly to children – avoid consumption.)

Cleaning

- At BGCC locations, frequent, thorough cleaning and disinfecting will occur throughout the facility.
- Cleaning products are clearly labelled and have clear instructions.
- Staff will wear gloves to complete cleaning.
- A cleaning log will be maintained for each space.
- Disinfect high touch surfaces:
 - every 3 hours at minimum
 - using a bleach solution
 - including light switches, doorknobs, table and counter surfaces, washroom surfaces
 - leave the bleach solution on the surface for at least one minute before wiping (spray the surfaces around the room, and then begin wiping where you started spraying)
 - Staff within a cohort will need to work together to ensure surfaces are sanitized (i.e. when one staff takes the kids outside, the other staff stays behind in the space to do a wipe-down)
- A full clean will take place once each day of every cohort's space, including garbage's, fridges and kitchen spaces, floors, etc.
- Each site will have a list of expectations for disinfecting and cleaning, with a checklist.
- Staff will be trained on the specifics of cleaning at their site.

Food

- Food should be provided by parents, for the most part. Food should be individually packaged for one child.
- Food should not be shared between children (even if they are part of the same sibling group), including not sharing water bottles and other personal belongings.
- Food provided by the family should be stored with the child's belongings
- If the program is providing food, it will be only packaged food in single servings. Snacks will be dispensed directly by staff to each child

Personal Protective Equipment

Masking for Staff

We are continuing to monitor masking protocols as per Calgary's masking bylaws. At this time, staff who are working in group programming are required to continuously mask – wearing a mask at anytime they cannot maintain 6 feet of distance from any other person (including children, parents, and other staff)

Other PPE Guidance

- When cleaning, staff should wear gloves. Hand-washing is required before donning and after doffing gloves (doffing procedure should follow the one learned in Universal Precautions).
- When caring for a symptomatic child who is isolated from other children, staff should wear gloves and a mask for the duration of the care for that child, and during the process to disinfect the items the child used.
- Kids and youth may wear masks while they are in program but are not required to at this time. If parents are sending their kids with a mask, then:
 - Parents are required to supply their kid's masks. They are recommended to send more than one, as masks should be changed each time, they are damp.
 - Parents are required to instruct their children on how to wear a mask safely (such as [this video from Dr. Hinshaw](#))
 - Children must be able to manage their masks (put them on, change them and take them off) independently, without staff help.

Daily Attendance and Symptoms Checks

- Any visitor who stays onsite more than 15 minutes is also recorded in the visitor log (paper or SharePoint), including any staff (who are not staffing the program directly), contractors, visiting parents/guardians, or other special guests.
- No non-essential visitors will be permitted. Virtual tours will be available. Parents/guardians are generally not permitted to visit the program, except in case of emergency.
- If anyone – including staff, guardians, parents, or children – have any symptoms at any time, they are required to disclose this to the program and immediately isolate.
- Symptoms include fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, or general feeling of being unwell.
- Symptoms should be checked daily and monitored throughout programming. This means:
 - Before leaving the house, parents/guardians must check their kid's temperatures at home and must review the symptoms with their kids at home. If a child has



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any symptoms or has a temperature of 38.0C or higher, they may not be admitted to program.

- Staff will verbally check symptoms and temperatures when kids arrive at program and document this information and initial that the conversation has happen.
- Staff will monitor children for symptoms throughout the day.
- Staff will self-monitor throughout the day for their own symptoms.

Each day:

- Parents
 - Must check their kid's temperatures at home, before leaving the house for program and must review the symptoms with their kids at home
 - At drop off:
 - a verbal where a staff member will review the Active Symptom Screening with parent/ guardian
 - Staff will complete a temperature check with the child
 - One designated parent/guardian will complete drop-offs/pick-ups where possible
 - Only 1 family will be allowed in the entry area at any one time.
 - Parents must monitor their own symptoms and the symptoms of anyone else they live with or are having close contact with (other siblings, other parents (i.e. split custody), grandparents etc.)
- Kids:
 - Will be asked to put their belongings (including food) away in a way that minimizes contact with other children's belongings
 - Will be asked to wash their hands upon arriving to program (and multiple times thereafter)

When someone is symptomatic...

- The following people are required to monitor their symptoms and follow these reporting guidelines:
 - The child enrolled in the program
 - Everyone in the household, including siblings, parents, and anyone else in the home
 - Everyone else who the child is having close contact with (within 6 feet), including parents with shared custody, etc.
- If a child, parent, or guardian (or someone in your household/have had close contact with) is symptomatic while away from/outside of program...
 - The person who is symptomatic must self-isolate and call 811, following the directives they receive.
 - The person must notify the Program Leader.
 - The person who is symptomatic is not permitted to attend program (or complete drop-offs/pick-ups, in the case of a parent) while symptomatic.
 - They are not permitted to attend program again until they are symptom free, have received a negative test result, or have completed a 10 day isolation.
 - If someone in the household (or who is a close contact) is symptomatic, but child registered for programming is symptom free – then the child is welcome to attend program. (The person who is symptomatic should self-isolate, call 811, follow directives). Monitoring for symptoms in the child should continue.



- In the case of a symptomatic child, all parents/guardians of children in the cohort will receive notification that there is a child who is symptomatic.
- If a child becomes symptomatic while in program/during program hours, then staff will...
 - Designate one staff to care for that child, and that staff should immediately wash their hands and don a mask and gloves
 - Isolate the child away from other children and staff, separating them by at least 6 feet or in a different room
 - Notify parents for pick-up immediately
 - Care for the child until the parent arrives for pick up, keeping their mask on and avoiding any respiratory secretions. (Staff may be within 6 feet of the child if they are wearing a mask).
 - Support the child to leave the building (i.e. collect their belongings etc.) and go home without interacting with any other staff or children
 - Clean and disinfect all items used by the symptomatic child. (Anything that cannot be disinfected (such as a book) must be placed in a Ziploc bag, sealed, and removed from program for a minimum of 10 days. Bag should be marked with the child's name, and the date when the item was bagged.
 - Once finishing disinfecting items, the child has touched, doff their gloves, and wash their hands. Then, doff their mask, dispose of it, and wash their hands.
 - All parents/guardians of children in the cohort will receive notification that there is a child who is symptomatic.
- All parents/guardians of children in the cohort will receive notification that there is a staff member who is symptomatic.
- If staff becomes symptomatic while at program/during work hours, they must:
 - immediately remove themselves from any contact with others (i.e. immediately go to an isolated room or their personal vehicle)
 - notify their supervisor by phone, staying at least 6 feet away from anyone else
 - go home
 - All parents/guardians of children in the cohort will receive notification that there is a staff member who is symptomatic.
- If there is any connection to a probable or confirmed case of COVID-19 the program will immediately close for 72 hours. This allows for contact tracing and support from Alberta Health Services.
 - A connection means that the child enrolled in programming, or any individual that that child has regular close (within 6 feet) contact with (such as a parent, sibling, or other member of the family).
 - A probable case is defined as:
 - Two or more individuals (staff or children) who are linked with each other who exhibit any of the symptoms of COVID-19
 - Individuals who are linked means they have a connection to each other (e.g. share a room, dine at the same table, received care from the same staff member, etc.)
 - A confirmed case is defined as any one individual confirmed to have COVID-19, including any child who is confirmed to have COVID-19 or any staff member who is confirmed to have COVID-19