

Ready Set Go! Preschool and Kinder Care: 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 November 5th, 2020. Changes have been highlighted in yellow.**

Cohorts

- All programs must operate with a maximum of 30 people physically present in a cohort at any one time. In 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.”
 - Cohorts should remain as stable as possible over an extended period.
 - Children may be enrolled in multiple programs and would be a part of more than one cohort – parents should consider limiting the number of cohorts their children are a part of as much as possible (keeping in mind their child may participate in a school cohort, sports cohort, and family/personal cohort, for example).
 - Staff may have “float” staff that work with multiple cohorts, but this should be minimized as much as possible. Float staff may work with no more than 3 cohorts.

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)



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- Minimizing activities that are challenging to sanitize (ie. 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
 - 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
- 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 **if possible, with ratios**)

- 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.
- Cleaning and disinfecting of toys will be done by EITHER:
 - Commercial dishwasher
 - Washing with detergent and water; rinsing with clean, warm water; wiping, spraying or immersing for two minutes in an approved disinfectant; air dry.
- Discontinue shared use of items that cannot be cleaned and disinfected, including area rugs, soft furnishings (large pillows, bean bag chairs)

Food

- 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
- Snacks will be provided by the program and 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 any time 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. Handwashing 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.

Masking for Children and Parents

- Parents and anyone else over 5 years old (siblings etc.) must wear masks while inside Boys and Girls Clubs of Calgary space (ex. drop offs, pick ups) unless they are not medically able to
- Staff will be teaching kids to wear masks as part of our preparation for kindergarten and may slowly build up the amount of time that children wear them, dependent on how children manage. If your child has a medical condition that prevents them from wearing a mask, please let your child's teacher know. We will be providing reusable masks for children to practice with. It is the parents' responsibility to wash these masks and send them back to the program. Parents may also provide masks for their children to wear.

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.



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- 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 can include** fever, cough, shortness of breath, loss of sense of smell, sore throat/painful swallowing, runny nose, nasal congestion, headache, chills, nausea/ vomiting/ diarrhea, unexplained loss of appetite, or general feeling of being unwell/ fatigued.
- **Symptoms should be checked daily and monitored throughout programming.** This means:
 - Before leaving the house, parents/guardians should check their kid's temperatures at home and must review the symptoms with their kids at home. If a child has any symptoms or has a temperature of 38.0C or higher, they may not be admitted to program.
 - Staff check temperatures when kids arrive at program and document this information.
 - Staff will monitor children for symptoms throughout the day.
 - Staff will self-monitor throughout the day for their own symptoms.

Each day:

- Parents
 - Should 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:**
 - **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.

For Children and Youth under the age of 18, please complete the daily assessment below with your child at home.



COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

Overview

This checklist applies for all children, as well as all students who attend kindergarten to Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, child care or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

Screening Questions

1. Has the child:

(Choose any/all possible exposures)

Traveled outside Canada in the last 14 days? When entering or returning to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project	YES	NO
Had close contact with a case of COVID-19 in the last 14 days? Face-to-face contact within 2 metres for 15 minutes or longer, or direct physical contact such as hugging	YES	NO
If the child answered "YES" to any of the above: <ul style="list-style-type: none"> The child is required to quarantine for 14 days from the last day of exposure. <ul style="list-style-type: none"> If the child is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times. If the child develops any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. 		
If the child answered "NO" to both of the above: <ul style="list-style-type: none"> Proceed to question 2. 		

2. Does the child have any new onset (or worsening) of the following core symptoms:

Fever Temperature of 38 degrees Celsius or higher	YES	NO
Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
Shortness of breath Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
If the child answered "YES" to any symptom in question 2: <ul style="list-style-type: none"> The child is to isolate for 10 days from onset of symptoms. Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. 		
If the child answered "NO" to all of the symptoms in question 2: <ul style="list-style-type: none"> Proceed to question 3. 		



3. Does the child have any new onset (or worsening) of the following other symptoms:

Chills Without fever, not related to being outside in cold weather	YES	NO
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
Unexplained loss of appetite Not related to other known causes or conditions, such as anxiety or medication	YES	NO
Muscle/joint aches Not related to other known causes or conditions, such as arthritis or injury	YES	NO
Headache Not related to other known causes or conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)	YES	NO
<p>If the child answered "YES" to ONE symptom in question 3:</p> <ul style="list-style-type: none"> Keep your child home and monitor for 24 hours. If their symptom is improving after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary. If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the AHS Online Assessment Tool or call Health Link 811 to check if testing is recommended. <p>If the child answered "YES" to TWO OR MORE symptoms in question 3:</p> <ul style="list-style-type: none"> Keep your child home. Use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started. <p>If the child answered "NO" to all questions:</p> <ul style="list-style-type: none"> Your child may attend school, child care and/or other activities. 		

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started/until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

- o Please note that if your children are experiencing vomiting nausea or diarrhea, they must be 24 hours symptom free before they return. For conjunctivitis (pink eye), children must be no longer considered contagious to return (if there is still discharge from the eye or after 24 hours on antibiotics)
- o **Parents/ Guardians must notify the program staff if their child has become sick or has been in contact with a person who has tested positive.**
- o If parent or guardian (or someone in your household/have had close contact with) is symptomatic while away from/outside of program...



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- An adult who is symptomatic must self-isolate and call 811, following the directives they receive.
- 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.
- 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.

The full assessment (adults and kids/youth under 18) is available at

<https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/6607784e-b42e-46c2-ba76-031c3b0217c5/download/covid-19-relaunch-daily-checklist.pdf>

- 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, eye protection, and gloves
 - Isolate the child away from other children and staff, separating them by at least 6 feet or in a different room (including program offices)
 - 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.
 - 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 in the 48 hours prior to the onset of their symptoms. (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 72 hours. 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, wash their hands, and don a new clean mask.
- If staff becomes symptomatic while away from/outside the program, they must notify their supervisor, manager and People Services immediately. They must not come to work, and are required to self-isolate, call 811, and follow the directions.
- 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, continue wearing their mask and staying at least 6 feet away from anyone else
 - go home
- In any case where there are two or more children/staff members showing COVID-19 symptoms, program staff must contact the AHS Coordinated COVID-19 Response (1-844-343-0971), for additional guidance and decision-making. A temporary program closure may occur to allow for contact tracing.
- Parents will receive notifications if:



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- the site experiences an under-investigation status (where any two persons involved in programming are symptomatic at the same time, per AHS guidelines); or,
- the site experiences a confirmed outbreak status (where any one person has a confirmed case of COVID-19)
- In both cases the program will follow Government of Alberta directives and MAY immediately close for 72 hours. This allows for contact tracing and support from Alberta Health Services. If this occurs during program hours, parents will be notified immediately and will be asked to pick up their child(ren) immediately. Please note this may occur outside program hours, in which case parents are responsible to arrange alternate childcare.

Payments, Subsidies and Cancellations

The following information applies to paid programming, such as after-school care and preschool.

Subsidies

- BGCC will still offer subsidy opportunities for families, however our process will look different than it has previously.
- Due to increased cost of operation all former subsidy agreements have been closed, and all future subsidy agreements will be subject to Manager approval.

Modified or Cancelled Programs

- BGCC reserves the right to modify and/or cancel program offerings where required due to low registration and/or changes to provincial regulations.
- Cancellation and/or modification decisions made regarding registration will be communicated to families no less than 5 days prior to the start of programming.
- Cancellation and/or modification decisions made in relation to provincial regulations and guidelines will be communicated to families as quickly as possible after BGCC receives notification.

Refunds

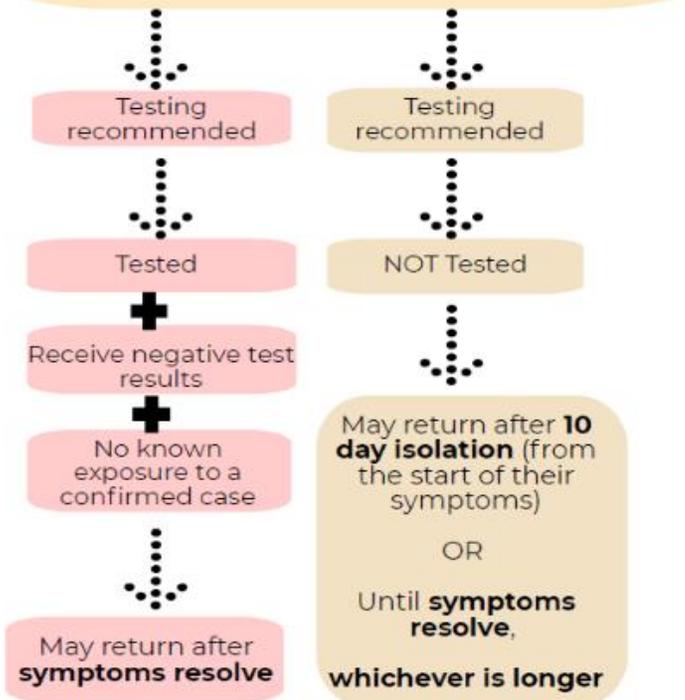
- Due to the fixed nature of cost to BGCC in order to operate, refunds will:
 - Be made available in the case that programming is closed for more than 50% of programming days (50% refund)
 - Not be made available for short-term closures of programming (such as 72-hour closures in case of a single outbreak)
 - available to families when registration is cancelled by the family with at least 2 weeks' notice

A kid/youth (18 and under) has symptoms - do they have to stay home and/or get tested?

If symptoms first occur at home, STAY HOME. If symptoms first occur outside of home, IMMEDIATE isolation (on-site) and pick-up required.

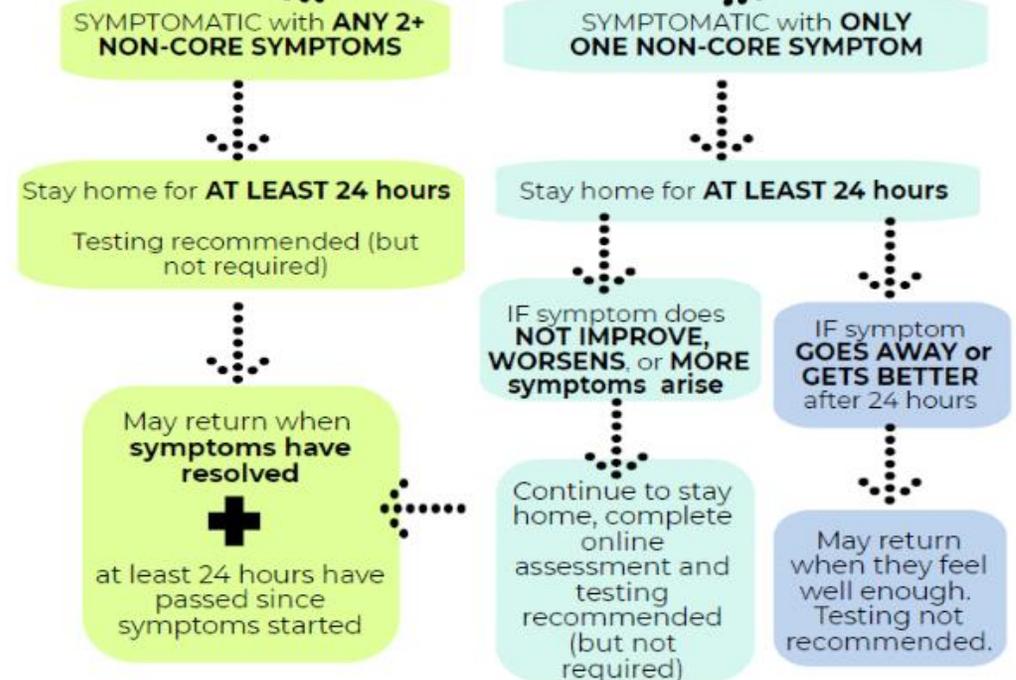
SYMPTOMATIC WITH ANY CORE SYMPTOMS

Cough
Fever
Shortness of breath
Loss of taste or smell



SYMPTOMATIC WITH ONLY NON-CORE SYMPTOMS

Chills
Sore throat or painful swallowing
Runny nose or congestion
Feeling unwell or fatigue
Nausea, vomiting, diarrhea*
Unexplained loss of appetite
Muscle or joint aches
Headache



This chart is intended to be used **only to assess persons under 18 years old**, in Calgary and area. It is directly informed by AHS information (Daily Checklist), and is current as of November 2020.

*A 24-hour period with no nausea, vomiting or diarrhea is required before kids/youth return to school or activities.



STAFF ONLY: Please refer to your program's Directives for additional required steps, such as notification.

