



COVID-19 POLICIES & PROCEDURES

September 2020

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CLASSROOM MAINTENANCE:

- A thorough cleaning of classroom facility will be completed daily after each class
- CLCP will follow procedures that outline cleaning requirements:
 - High contact surfaces (including classroom door, tables and chairs) will be wiped down between each session
 - Dedicated equipment (small toys, balls, etc.) will be provided for each class.
 - Books will only be used by Staff during reading session for the day.
 - Playdough, Markers, Crayons will be individually ziplocked and named after each child
 - Plastic bins for each session (4 in total - AM/PM) will be placed for each class/individual use of toys/equipment/playdough/crayons etc. Equipment that is shared should be cleaned and disinfected after each use.

High touch surfaces: are the surfaces that are most likely to be contaminated, and should be cleaned and disinfected daily, and when visibly soiled. Give extra attention to these surfaces:

- Tabletops
- Light switches
- Doorknobs
- Sink taps

Procedures:

For high touch surfaces that are not grossly contaminated, you can use a wipe twice procedure to clean and then disinfect. Wipe the surface thoroughly to remove dirt and other contamination, then disinfect by wiping the surface a second time with another clean cloth that has been soaked with disinfectant. If a high touch surface is very dirty, it should be first washed with soap, then the soap rinsed away with a clean cloth, then the surface wiped with another clean cloth that has been soaked with disinfectant.

HYGIENE:

- Students and staff are required to use hand sanitizer when entering and exiting the Lymburn Elementary School as well as before entering the CLCP classroom.
 - Hand sanitizer containing at least 60% alcohol or appropriate alcohol-based hand sanitizer approved by Alberta Health services will be used.
 - Hand sanitizer will be placed at the designated school and class entrances.
- Proper hand hygiene and respiratory etiquette will be promoted (including teaching students to cough into their elbow, tissues tossed into garbage bins).
- Staff and volunteers will follow posted procedures for hand washing and will assist students in following the procedures.
- Children and staff will always be required to wear masks while entering and exiting the building (ie. drop-off and pick-up) and when using the washroom facilities. Wash hands before donning mask and wash hands after removing the mask. Once the classroom door is closed, masks may be removed.
- At this time, no parents can enter Lymburn School per EPSB guidelines. Any parent wishing to meet with the teachers will need to make special arrangements to meet with them outside classroom hours.

DAILY PROCEDURE:

- Parents must drop off their child at the designated CLCP school entrance on the North side of Lymburn School. Entry into the boot room by parents is not permitted. Parents are not permitted to use the main school entrance. Parents and children must be wearing a mask. Teachers and/or Assistant wearing masks, will greet parents at the door and sign the child in. At that time, the parent will be asked if their child passes the Covid Screening Questionnaire. Once all children have checked in, the children will be given hand sanitizer and be led to the playschool classroom where all coats, footwear, backpacks, and masks will be removed.
- If a parent is late, they must phone the playschool cell and notify the teacher when they are at the designated entrance for admittance into the classroom.
- Before leaving home, staff and children (with parental help) will **self** access answering the screening questionnaire for symptoms each day that they enter the school using the COVID-19 Alberta Health Daily Checklist (see attached). Children with any of the symptoms should be kept home.
- A thermometer is available in the classroom. If a child's temperature check is greater than 38°C (100.4°F), then the child will not be allowed to attend class.

RECORD KEEPING:

- CLCP will keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- A record of all sign-in sheets will be kept for 2 weeks. If someone tests positive for COVID-19 then sign-in sheets from the associated 2-week period will be kept for up to 2 years for legal purposes.

POSTERS:

- Additional Alberta Health Services resources such as posters will be posted in and around CLCP Classroom. These posters may be modified to contain the same information. Possible posters include:

- AHS Infections Prevention & Control posters
- Hand Washing Posters (AHS)
 - ♣ Poster 1
 - ♣ Poster 2
- How to Hand Wash (AHS) poster
- How to use alcohol-based hand rub/sanitizer (AHS) poster Screening

ILLNESSES:

- Teachers, Educational assistants and children with any sign of illness are required to stay home.

- If a child develops symptoms while in the facility, he/she will be immediately isolated or distanced at least 2 meters from others and parents will be notified. Teachers and assistants will put aside anything the child has touched for cleaning and disinfection. Items that cannot be cleaned and disinfected will be put in a sealed container for a minimum of 10 days and be removed from the classroom.

- If CLCP staff or a child tests positive for COVID-19, that person is required to follow the latest mandatory isolation requirements for Alberta. If CLCP staff or a child tests positive for COVID-19, **please notify CLCP Administrator or CLCL representative.** *CLCP Administrator, CLCL representative or CLCP committee member will notify other parents in the affected class that there was a positive test result but will not identify the sick person.*

- In the event that a staff member or student becomes ill (COVID or non-COVID related), confidentiality of information must be maintained.

- **CLCP staff and children who may have been exposed to someone who tested positive for COVID-19 should stay home, seek health care advice as appropriate, and follow any guidance from Alberta Health.**

- In the event that a staff member or child tests positive for COVID, parents will be notified that class has been cancelled. A thorough cleaning of the classroom will occur.

COHORTING:

Educational Cohort: A cohort is a group of students and staff who remain together and can interact without staying 2 metres apart. Each CLCP class will be a separate cohort of up to 18 children. Teachers and assistant will not be part of the cohort; teachers and assistant will maintain physical distancing when possible and must always wear masks in the school.

PHYSICAL DISTANCING:

- Physical distancing of two meters at all times is currently not possible at CLCP given the classroom size and age of children.
- Teachers will try to minimize group activities, pulling children individually to the craft table to work on the craft of the day.
- Teachers and assistant will be required to wear a non-medical face mask to protect one another and the children.
- CLCP will not be having any field trips and external activities requiring group transportation until further notice to comply with Government of Alberta and AHS guidance. Guests will not be allowed into the classroom as well.
- CLCP will not have use of the gym facility in Lymburn School at this time but may have access to the CLCL Community Hall to provide extra activities. Access will be dependent on any hall rentals. Gym access may be given at a later date.

PLAY EQUIPMENT:

- All toys and play materials must be durable, easy to clean and safe to use.
- All toys and play materials will be cleaned and disinfected using the schedule between each class sessions.
- Craft materials and supplies to be individually ziplocked and name for each child.
- Water play tables, sand tables and sand boxes will not be used until further notice in compliance with Alberta Health.
- Disinfecting playdough is not recommended therefore throw away the old or contaminated playdough after every two weeks to one month. Individual playdough labelled with the child's name will be available.

CLASSROOM SNACKS:

- No self-serve or family-style meals or snacks will be permitted at this time.
- Families must provide a snack for their child. Snacks should be placed in a lunch bag and placed in the child's knapsack.
- Students are required to fill water bottles (with the child's name) at home rather than in class.
- Children should not share food while eating.
- There should be no common food items (e.g., salt and pepper shakers, ketchup etc.).
- Staff should clean and disinfect after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat).
- Pre-packaged Birthday Celebration snacks are allowed at this time.

CLCP AGREEMENT:

Please note the following:

- These requirements are subject to change as directed by Alberta Health Services or Health Canada, Licensing and the Edmonton Public School Board.
- The Callingwood-Lymburn Community Playschool and Callingwood-Lymburn Community League reserves the right to monitor the daily activities to ensure that all Alberta Health Services requirements for re-entry procedures are followed.
- A copy of the COVID-19 - 2020-2021 policies and procedures will be available online through our website: www.callingwoodlymburnplayschool.com
- A copy of the AHS daily questionnaire - 2020-2021 will be available online through our website.
- Failure to fully comply by parents, guardians and/or children will result in removal from class.

CONTACT EMAILS AND PHONE NUMBERS:

CLCP cell: 780-293-3854 – during class time

CLCP Administrator: clcpadmin@callingwoodlymburn.com

CLCL Office Administrator: 780-484-9399 – please leave message

Teacher Cathey: cathey@callingwoodlymburn.com

Teacher Kelsey: kelsey@callingwoodlymburn.com

AHS DAILY QUESTIONNAIRE:

COVID-19 INFORMATION

Screening Questionnaire

COVID-19 ALBERTA HEALTH DAILY CHECKLIST

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior entering school daily. If an individual answers YES to any of the questions, they must not be allowed to attend school. Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions

1.	Does the attendee have any new onset (or worsening) of any of the following	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

** 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above