

## Wildflowers Childcare NEW Guidelines

\*These updated guidelines are specific for care during the COVID-19 pandemic

To remain operational during this pandemic, strict policies and procedures have been set forth and require all educators, families and children involved to adhere to these rules and regulations. These are subject to change at any given time due to the ever changing COVID-19 situation. If at any time this contract is violated by any persons involved, Wildflowers Childcare will refuse care.

Regulations have been set forth by Alberta Health Services as well as Alberta Children's Services to ensure all necessary measures are taken to avoid the spread of this virus.

### General guidelines and procedures

- No more than 30 people per cohort at one given time (staff and children)
- NO VISITORS are allowed on site

### Daily Screening and illness

- Screening will take place each day prior to entering the premises, a temperature check of the child will be done at this time too. Educators/Staff will be performing the check with you. For after school, we will require the parent to email in the health check daily.
- If you, your child, or any family member residing with the child is experiencing symptoms of an illness you and your child are **prohibited** from entering the center. These include but are not limited to:
  - runny nose,
  - nasal congestions,
  - fever,
  - body aches/chills,
  - sore throat,
  - coughing,
  - fatigued,
  - shortness of breath/difficulty breathing,
  - headache,
  - nausea,
  - vomiting,
  - diarrhea,
  - conjunctivitis,
  - a general feeling of being unwell
- If a child or family member who resides with you are displaying symptoms of any illness or has come in close contact with a person displaying symptoms (symptoms listed above), you are required to isolate for 10 days. The last 48 hours of those 10 days **must** be symptom free.
- If you or your child has been exposed to a person who has tested positive to COVID-19 you must inform us immediately so we can follow AHS recommendations.

### Drop off/Pick up

- After school pick up will be done by the OOSC educators and a location with the school will be agreed upon. One educator will be responsible for screening. Parents must complete the health screen prior to 2:00pm each day and email it to the [ooscjasper@gmail.com](mailto:ooscjasper@gmail.com) email.
- Only one (1) parent/guardian can enter the premises at pick up. **No visitors are permitted.**
- Parents will provide exact pick-up times as this will help to schedule educators and allow for less contact with other parents.
- We ask that all persons entering and exiting the premises wash their hands following proper hand washing guidelines with approved soap and water or hand sanitizer. Hand

sanitizer will be provided at the door for adults. Sanitizer is not recommended for use with children.

### **Cleaning and sanitizing**

- Employees will ensure that all current infection prevention and control practices are adhered to, this includes but is not limited to:
  - Ensuring all toys used on the premises are made of material that can be cleaned and disinfected prior to entering the room each day,
  - Increasing the frequency of cleaning and disinfecting objects, toys, and frequently touched surfaces (checklists will be provided),
  - Rotating toys each day so educators are washing toys used from the day before.
  - All mouthed toys or items will be removed from the room and placed in a bin to be washed and sanitized
  - Performing proper hand hygiene (including assisting children with hand hygiene), and
  - Incorporating additional hand hygiene opportunities into the daily schedule.
- Before returning to Wildflowers/OOSC, parents will instruct their children on
  - Physical distancing;
  - Proper handwashing techniques

### **Interactions**

- Educators will avoid getting close to the faces of all children, where possible and wear masks during close encounters such as helping a child get dressed, diapering or feeding.
- Educators will provide reassurance, good listening and maintain routines.
- Educators will limit hugging and close contact with the children, but note it may be used in cases where children need comfort or consoling.
- Discussions with the children related to COVID-19
  - Children hear and take in a lot of the talk that is going on around them, especially as they get older. Educators will limit personal conversations.
  - Educators will reassure children about their personal safety and health. Explaining to them that it is okay to be concerned and there is a lot we can do to stay safe and healthy.
  - Educators will let them know they can ask questions and answer questions honestly but make sure that the information is suitable for their age level.
  - Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in physical distancing strategies into the play and activities.

### **Physical Distancing**

It is important to note that practicing physical distancing is meant for interactions among colleagues, strangers, and adults, etc. and is set at maintaining a distance of 2 meters apart (length of a hockey stick). Children with no symptoms should continue to be treated as you typically would care for a child. We understand that this will be harder for children and educators will do their best to model and set up the room to allow for more space between children. Where possible, educators will arrange spaces to encourage more separation. For example, spacing children to avoid close contact during meal and nap times and assigning a designated chair and table for each child.

## **Wildflowers Childcare Policies and Procedures Updates for Pandemic Operations**

These are unprecedented times and we are committed to ensuring the safety of our employees, children, and families. Thank you for trusting us during these times and we look forward to serving our community as we get through this pandemic. The following are changes to our existing Parent Handbook based on the COVID-19 pandemic.

We are still adhering and abiding by all other policies and procedures that are in place during normal operational hours.

### **Location of Care**

Temporarily OOSC will be operating out of the Jasper Activity Centre- Upper Curling Lounge – 303 Bonhomme St.

At this time, we will be providing the following hours of operation

- After School Monday – Friday – 2:45- 5:45 pm
- Non-Student Days – 8:15- 5:30pm

### **Fees**

Parents/guardians are responsible for paying the fee associated with care. Families will continue to be billed for the full month as per our current fee agreements

### **Subsidy**

Families previously eligible for government subsidy will still qualify. If changes are made from your previous contract you must provide them with an update. Please ensure your subsidy has not expired. If anything has changed with your job in terms of loss of wages we encourage you to apply for subsidy to help during these times. To apply, go to <https://www.alberta.ca/child-care-subsidy.aspx> and follow the prompts. If you would like assistance with this process, contact Community Outreach Services who will make arrangements to go through this process with you. 780-852-2100 or [community@town.jasper.ab.ca](mailto:community@town.jasper.ab.ca).

### **Signage**

There are posted signs throughout the building, please read them carefully. As part of routine measures for the respiratory season, existing signs are highly visible and include visual cues that remind staff and children to perform hand hygiene (e.g., sneezing or coughing into their elbow, putting used tissues in a waste receptacle and washing hands immediately after using tissues). Signs will be reminding persons not to enter if they are sick (even if symptoms resemble a mild cold) should also be posted.

# Health and Safety Policies

## Screening

All individuals, including children, parents/guardians and staff will be screened upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who meets the following criteria

- Signs or symptoms of respiratory infection (such as cough, shortness of breath, sore throat, and/or fever, etc)
- Anyone who has travelled outside of Canada in the last 14 days.
- Temperatures of children will be taken upon arrival at the centre and periodically during the day. Thermometers will not be used between children/staff without single-use protective covers or disinfecting between use.

Upon arrival parents will be asked to use the hand sanitizer station at the entrance, a standard questionnaire will be completed with staff, and the temperature of your child(ren) will be taken. They will then be taken into the room by an educator and wash their hands will families finish in locker area. If at any point on the questionnaire you answer **yes** you will be denied entry.

We ask that all employees, children, and family members:

- check their temperature daily before coming to the childcare setting
- If the temperature is equal or greater than 38 degrees Celsius (100.4 degrees Fahrenheit) or if the child/children/employee has any cold-like symptoms or vomiting and/or diarrhea, they must stay home
- If yourself, your child or anyone residing in the same dwelling is experiencing any symptoms of an illness you **must** isolate for 10 days. The final 48 hours of this 10 day period must be symptom free before your child may return to care.
- Symptoms include but are not limited to the following: runny nose, nasal congestions, fever, body aches/chills, sore throat, coughing, fatigued, shortness of breath/difficulty breathing, headache, nausea, vomiting, diarrhea, conjunctivitis, or feeling unwell.
- If at any time an employee suspects an illness of your child, you are required to pick-up **immediately** and follow AHS's guidelines for isolation.

## Management of children/staff with possible COVID-19

If a child begins to experience symptoms of COVID-19 while attending childcare, it is required that:

- Symptomatic children are immediately separated from others in a supervised area until they can go home. Anyone who is providing care to the child should maintain a distance of 2 metres. Staff will be required to wear a mask at this time.
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated should be conducted once the child has been picked up.
- Contact will be made with our local public health unit to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the child care centre.

- Children with symptoms must be excluded from childcare for a minimum of 10 days the onset of symptoms and the final 48hrs must be symptom free. If a parent obtains a COVID-19 test for their child and test results are negative they can return if symptom free or with a doctors note giving specific details on pre-existing conditions that may be related to their symptoms.
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), will be excluded from the childcare setting for 10 days unless they obtain a COVID-19 test and it is returned negative.

If a staff is to display symptoms of Covid-19 they will be sent home immediately and public health will be notified as they will require testing. Families will be informed immediately if at any time there is a positive case of Covid-19 and recommendations for all families will follow suit given under AHS guidelines.

### **Requirements for health and safety**

Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:

- Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys).
- Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.
- Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day.
- Using disinfectants that have a Drug Identification Number (DIN) or that are approved by Environmental Health. Low-level hospital grade disinfectants may be used.
- Checking expiry dates of products used and always following manufacturer's instructions;
- Performing proper hand hygiene (including assisting children with hand hygiene); and,
- Incorporating additional hand hygiene opportunities into the daily schedule.
- Encourage more physical space between children by
  - Spreading children out into different areas.
  - Staggering, or alternating, lunchtime and outdoor playtime; and,
  - Incorporating more individual activities or activities that encourage more space between children.

### **Use of PPE**

Personal protective equipment, such as gloves and masks, are used in strict guidance with the OH&S act and public health policies.

- Educators will use gloves when changing diapers or assisting children with the bathroom
- Educators who supervise children while waiting for a parent/guardian to pick up in the case of illness will use a mask. The area in which the child was waiting will be cleaned according to outbreak procedures once he or she has left with their parent/guardian.
- Educators who are permitted to move from one room to the next will wear masks to limit cross-contamination.
- All kitchen employees will wear masks while preparing/handling/transporting food.

## **Cleaning and disinfecting**

Our programs will engage in frequent and thorough cleaning every day, using routine practices that follow regulations for cleaning, sanitizing and disinfecting.

Educators are encouraged to review existing activities and practices within their settings to help determine where enhancements or increased cleaning frequencies may be beneficial. Increased monitoring of hand cleaning supplies is recommended to ensure all sinks in washrooms, kitchens and laundry areas are always well-stocked with hand washing supplies (i.e., soap and single-use towels).

**Toys:** As per standard procedures, it is recommended that facilities have toys that are easily cleaned and disinfected. It may be prudent to increase the frequency of the cleaning schedule for these items, especially when illness is circulating in the setting or the local community, or if symptomatic staff and children have been touching the toys. Plush/Soft toys and dress up clothes will be removed from rooms. TOYS from home are not permitted.

\*\*Children's personal items that they require to offer them security and comfort are not to be shared with other children and should be stored in a way that ensures this.

**Sensory play** will be limited during this time and no water or sand tables will be open. Natural items that are difficult to clean and sanitize, such as sticks, pinecones, etc. will be removed from the rooms. Children when handling play dough/ slime can only handle their own amount which will go into a labelled bag specifically for that child. This will be thrown out weekly.

**High-Touch Surfaces:** It is recommended that high-touch objects and surfaces (e.g. light switches, doorknobs, faucet handles, toys, doors) in facilities are cleaned and disinfected regularly and that this process is monitored.

## **Communication**

Parents and educators can communicate through Tadpoles or via phones. If you have any questions or concerns you contact the program directly by email at Daycare - [wildflowerschildcare@town.jasper.ab.ca](mailto:wildflowerschildcare@town.jasper.ab.ca)

OOSC – [ooscjasper@gmail.com](mailto:ooscjasper@gmail.com)

or you can call the office at 780-852-4666 to speak to Julie or Lisa.

Summer Fun/Out of School Care can be contacted at 780-852-8173.

## **Policies and Procedures Acknowledgement**

I understand that the Policies and Procedures outlined above have been modified to adhere to the regulations set forth by the Provincial and Federal Government, Alberta's Chief Medical Officer of Health and Alberta Children's Services and that they will remain in place during the duration of this Pandemic.

I recognize Wildflowers Childcare and Out of School Care will continue to maintain all other original policies not specified below and I agree to adhere to all policies and procedures currently in place.

By signing below, I declare to have read and understand the above updated Policies and Procedures and will abide by such regulations.

I understand that violating these policies may result in termination of care.

\_\_\_\_\_  
Child/ren's name(s)

\_\_\_\_\_  
Parent/guardian printed name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## Release of Liability

As the parent/guardian of: \_\_\_\_\_

I give my full consent and permission for my child(ren) to participate in activities with Wildflowers Childcare programs (Early Learning and OOSC), use their enclosed outdoor learning environment, nearby green spaces, and neighbourhood walks.

I understand that there are certain risks of play that may result in damages and injuries in the participation of my child during these activities and I hereby accept these risks on behalf of my child. I understand that it is my child's responsibility to abide by the rules and regulations imposed on the children by educators at Wildflowers Childcare programs for the safe conduct of activities in the areas indicated.

I hereby, for myself and on behalf of my child, agree to save and hold harmless and fully indemnify employees of the Municipality of Jasper & Wildflowers Childcare, on the account that all normal safety procedures have been taken on behalf of employees, from any and all liability for any personal injury or injury to any third-party child resulting from my child's actions/participation in the above-mentioned activities.

I hereby release the Municipality of Jasper & Wildflowers Childcare and its employees from any and all liability, on the account that all normal safety procedures have been taken on behalf of management and staff, for any injuries that my child may sustain as a result of any activities taken place at the above-mentioned locations during the designated hours of care for the duration of my child's time enrolled in these programs.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date