

City West Childcare & CSS Operational Changes due to COVID-19

Version: June 15, 2020

The following list of operational changes is intended to be a “living document” which will change as we adapt to a new and ever shifting environment. We will post the most recent version of this document on our website www.citywestedmonton.com to ensure you always have access to the latest information. Please read this thoroughly in conjunction with the provincial guidelines, which can be found through the link listed below.

Additionally, we’ve noticed that in some cases there are conflicting requirements between documents released by the different Government of Alberta groups. In these cases, the Alberta Biz Connect Doc is to be followed. There is also now a date stamp on this document, as it changes frequently. Please refer to this document for child care industry wide guidelines.

<https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-daycare-out-of-school-care.pdf>

Safety	<ul style="list-style-type: none">• City West will operate within maximum cohorts of 30 people (Children and Adults) during Phase 2 of Alberta’s relaunch. Both sides of our Purple room are considered to be one room. The 2 new rooms, which will be opening once we are able to receive a license amendment, will each fall within these maximums as well. We expect to be able to operate at full capacity in September.• City West will generally not be allowing visitors into the main program premises (upstairs) during our hours of operation. This includes people from St. Andrews/Little Friends, volunteers, yoga or music program operators, delivery drivers, etc. Essential visitors are permitted to enter if they are well, have completed the health questionnaire and are wearing a mask/maintaining social distancing of 2 meters.• We ask that parents check the temperatures of their children daily before coming to the program. Please indicate temperature on the daily screening questionnaire, which needs to be filled out and provided each day at drop-off. See below for further drop-off and pick-up procedures.• Staff members, parents and children must not attend the program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, nausea, vomiting, diarrhea, conjunctivitis, and a general feeling of being unwell.
Illness	<ul style="list-style-type: none">• Any program connected to a confirmed or probable case of COVID-19 will be required to close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health. Our Licensing Officer has communicated that a “probable” case of COVID-19 is one in which a child has both symptoms of illness and has been exposed to someone with a confirmed/probable case, but has not yet tested positive. Any children who develop symptoms of illness while in care will need to follow the isolation and removal guidelines, but the centre will not close for 72 hours unless there is a confirmed or probable case.• Staff will conduct active symptom screening of each child at drop-off and throughout the day. This will include a minimum of 3 daily temperature checks per child.

	<ul style="list-style-type: none"> • If a child develops symptoms while at City West, they will be isolated away from other children in a separate room and parents will be notified to come and pick up the child immediately. We ask that parents ensure we are provided with the best contact information and are consistently available to be reached throughout the day. • Parents are required to contact Alberta Health Services to discuss the need for testing/contact tracing for any child who develops symptoms of illness prior to them returning to City West. A child who has tested negative for COVID-19 but still has persistent symptoms will need permission from AHS to return to the program. These protocols will be strictly enforced despite our previous level of flexibility at City West with lingering minor cold symptoms.
Physical Distancing/ Use of Shared Spaces	<ul style="list-style-type: none"> • It is unreasonable to ask that young children maintain physical distance from each other while in care. For this reason children will be limited to interactions only within their cohort group. Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pickups and drop-offs, meal times, playtime, outdoor activities, staff rooms, etc. • Parents are asked to schedule a 15 minute time window for pick-ups and drop-offs to ensure we can maintain physical distancing. Please see below for further drop-off and pick-up procedures. • City West staff and children will exclusively use our private washrooms located upstairs, which will only be accessed by our program. We ask that parents also refrain from using the washrooms located in the foyer. • Staff will wear facemasks any time they are together in the staff room, and also do their best to maintain physical distancing while together. • City West is able to use our fenced playground and gymnasium. Because only one cohort is able to access any space at one time, we have added a fence to separate our private playground into 2 spaces. This will allow for 2 cohort groups to have access to our playground to ensure all of our children will be able to have quality outdoor time every day. Playground toys and surfaces will be sanitized prior to use and a cleaning log will be posted to track cleaning.
Drop Off and Pick Up Procedures	<ul style="list-style-type: none"> • Parents should not do pick-ups or drop-offs if they are sick (even if symptoms resemble a mild cold). • Parents are asked to schedule a 15 minute time window for pick-ups and drop-offs to ensure we can maintain physical distancing. Reminder that we have temporarily changed our hours of operation to 7:30am-5:30pm. Please contact us via email to let us know what time you would like to come, and try to come within that same window each day. • For the time being, we encourage parents to call the centre from your vehicle to let us know when you've arrived so that one of the staff can meet you in the foyer for drop-offs/pick-ups. We will allow parents to drop their children off at the entrance to each room (without entering) once Alberta enters Stage 3 of the relaunch. Please do not stop to talk with other parents within the building, as this makes physical distancing more challenging. Feel free to do so safely outside! • We ask that parents check the temperature of their children daily before coming to the program. Please indicate temperature on the daily screening questionnaire, which needs to be filled out and provided each day at drop-off. It will be helpful if the questionnaire is filled out prior to arriving.

	<ul style="list-style-type: none"> • Hand sanitizer is now located at the entrance to the building. Please use this prior to providing staff with your questionnaire. Children will wash their hands upon entering the playrooms, so please avoid using this alcohol-based sanitizer for their little hands- it is not recommended for young children. • Items such as changes of clothes, diapers, and “luvies” for naptime that remain at City West can be brought to the centre, but we cannot accept toys or soothers.
Program Planning	<ul style="list-style-type: none"> • Sand/Water sensory tables will remain closed. Sensory play will not involve any sharing of materials. • Any programming involving outside practitioners is being temporarily cancelled. • Books will be placed in bins at the end of each day and removed from play for a minimum of 72 hours. • Craft/sensory materials that cannot be cleaned will be for individual use only. For example, playdough will be kept in a ziplock labeled for one child only.
Food Service Meals And Snacks	<ul style="list-style-type: none"> • City West will continue to provide all meals and snacks for children, as per amended Alberta Health guidelines. • City West will no longer practice self-serve or family-style meal service. • Food provided by the family will be stored with the child’s belongings or, if refrigeration is required, will be kept in an area designated for the child’s cohort and should not be handled by other cohorts’ staff. • No activities involving child participation in food preparation will take place for the foreseeable future.
Cleaning	<ul style="list-style-type: none"> • Extra staff will be scheduled to assist with all of the extra cleaning and disinfecting procedures that are now required. • Toys that cannot be appropriately sanitized will not be used unless they are thrown out after use or labeled and packaged for a single child. • Toys requiring sanitation will be removed from play and sanitized prior to being used again. • Frequently touched surfaces and equipment will be cleaned and disinfected regularly throughout the day.