



## Willowby Community League PLAYSCHOOL (WCLP)

*COVID-19 POLICIES AND PROCEDURES: 2020-2021*

**These policies and procedures may differ from our parent handbook but during COVID these policies and procedures is what will be followed !**

### **CLASSROOM MAINTENANCE:**

- A general cleaning of classroom will be completed daily after each class
- A disinfecting cleaning of the classroom will be completed between cohorts (Wednesday night)
- WCLP will follow procedures that outline cleaning requirements by Alberta Health
- High contact surfaces (including classroom door, tables and chairs, light switches and sink taps) will be wiped down between each class
- Dedicated equipment (small toys, balls, etc.) will be provided for each cohort
- Separate books are provided for each cohort.
- Playdough, Markers, Crayons will be put into individual containers for each child
- Equipment that is shared will be cleaned and disinfected between cohort

### **Procedures:**

For surfaces, we will 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 or the surface will be sprayed and left to dry with disinfectant.

### **HYGIENE:**

- Students, staff, and parents are required to use hand sanitizer when entering and exiting the WCL hall and classroom .... You will find the dispensers at the entrances of each
- Hand sanitizer containing at least 60% alcohol approved by Alberta Health services will be used in the main hall and a non-alcohol sanitizer will be available in the classroom
- 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
- Parents and staff will be required to wear masks at all times while inside the building (including at drop-off and pick-up). Wash hands before donning mask and wash hands after removing the mask

### **DAILY PROCEDURE:**

- 3 and 4 year old mix cohort class is Thursday and Friday from 9:00 to 11:00
- 4 year old cohort class is Monday, Tuesday and Wednesday from 9:00 to 11:00
- Children will be allowed to start coming into the hall one at a time at 8:50am

- One Parent/Guardian wearing a mask will be allowed to drop off/pick up their child just inside the main hall doors
- Only one family allowed to drop off children at a time
- Parent will have to **pre-fill** in COVID Alberta Health Daily Checklist questionnaire each day before the child come in and then hand the questionnaire to the teacher. If form is forgotten then extra copies will be available.
- Parent helper needs to arrive at 8:45 and will be in the classroom when children arriving
- Before leaving home, staff, children, visitors, and volunteers who will be accessing WCL must self-screen for symptoms each day that they enter the hall/school using the Alberta Health Daily Checklist
- Teacher at entrance door will do a quick temperature check of each child daily. If a child's temperature check is greater than 38°C (100.4°F), then the child will not be allowed to attend class
- Parent Helpers and/or teacher will then lead the child into class
- No backpacks will be allowed into the community hall/class at this time

#### **RECORD KEEPING:**

- WCLP 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

#### **ILLNESSES:**

- Staff, Educational assistants, parent helpers/volunteers 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 parent helpers 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 4 days and be removed from the classroom
- If WCLP staff, a parent volunteer, or a child tests positive for COVID-19, that person is required to follow the latest mandatory isolation requirements for Alberta. If WCLP staff, a parent volunteer, or a child tests positive for COVID-19, please notify WCLP. **WCLP will notify other parents in the affected class that there was a positive test result but will not identify the sick person**
- **WCLP staff, children, and parent volunteers 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**

#### **COHORTING:**

*Educational Cohort:* A cohort is a group of students and staff who remain together and can interact without staying 2 metres apart. Each WCLP class will be a separate cohort of up to 15 children.

Teachers and parent volunteers will not be part of the cohort; teachers and parents will maintain physical distancing when possible and must wear masks at all times in the school.

### **PHYSICAL DISTANCING:**

- Physical distancing of two meters at all times is currently not possible at WCLP 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 parent helpers will be required to wear a non-medical face mask to protect one another and the children
- WCLP parent helper/teacher will pickup/drop off children at their designated entry/exit before and after classes
- WCLP will not be having any field trips and external activities until further notice to comply with Government of Alberta and AHS guidance

### **PLAY EQUIPMENT:**

- All toys and play materials must be durable, easy to clean and safe to use.
- Clean and disinfect all toys and play materials using the schedule between each cohort
- Craft materials and supplies to be put into individual containers with the name of child.
- Water play tables, sand tables, sand boxes will not be used until further notice in compliance with Alberta Health.

### **CLEANING NIGHTS AND SHOW AND TELL**

- WCLP will not be having any parent cleaning nights OR show and tell at this time

### **CLASSROOM SNACKS:**

- Students/Staff/Parent Helper will not be participating in class room snacks at the time
- Please ensure your child eats a proper breakfast before coming to class because no food will be allowed to enter the community hall/class
- Water bottles are acceptable ..... only filled with water and to be filled at home and labelled

### **PARENT HELPER CHECKLIST:**

- Duties will differ than what is in the handbook and duties will be assigned to the parent helper the day of helping from the teacher

### **WCL AGREEMENT:**

#### ***Please note the following:***

- Requirements are subject to change as directed by Alberta Health Services or Health Canada.
- The Willowby Community League Playschool and Willowby 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.willowbycommunityleague.com](http://www.willowbycommunityleague.com)
- A copy of the AHS daily questionnaire 2020-2021 will be available online through website.
- Failure to fully comply by parents, guardians and/or children will result in removal from class.