

# LaPerle Community Playschool: COVID-19 Procedures

*Please note this is considered a living document, and will be updated throughout the school year as necessary.*

## Adjusted Classroom Protocols:

### **Cohorts:**

- A cohort is defined as a group of children, parent helpers, and staff members. Each cohort will not exceed 30 people, including the teacher, parent helper, and morning/ afternoon students.
- La Perle will have **two cohorts**, the 3yo program (MON/TUES classes) and the 4yo program(WED/THURS/FRI classes).
- As the parent helper is not a consistent member of the cohort, he/she **MUST** wear a mask at all times when in the playschool.
- Should a suspected or confirmed case of COVID-19 occur within a cohort, La Perle Playschool will follow all mandates from Alberta Health Services. Guidelines for preschools are available on Biz Connect.

### **Shared Classroom Equipment:**

- Dedicated equipment (toys, balls, etc.) will be provided for each cohort
- Toys with limited quantities will be used then disinfected before the next cohort has access to them
- Books will be separated into cohorts

### **Individual Child Supplies:**

- Please bring the following in a bag, marked with your child's name and all items will be stored in individual labelled plastic bins supplied by the playschool. These individual bins will be contained within a dedicated class bin:
  - 1 bottle of 237ml or larger of hand sanitizer with an alcohol content of 70% ethanol
  - 2 Large Glue Sticks (40g)
  - 1 Crayola 24 pack of Wax crayons
  - 1 Mr. Sketch Smelly Markers (12 pack)
  - 1 Fiskars Pointed Children's Scissors
  - 1 White Vinyl Eraser
  - 5 Sharpened Pencils
  - **4 year old program only:** one box of kleenex
    - *3 year old program will be asked to bring a box in after Christmas due to a lack of storage at the playschool.*

## ***Class Procedures:***

### **Entering the Class:**

- **Parents and children must not enter the playschool space if they have COVID-19 related symptoms (i.e. fever, cough, runny nose, shortness of breath, etc.)**
- In order to gain entry, each child must have completed the Covid 19 Alberta Health Daily Checklist (Appendix A); signed and dated with that day's date by a parent/guardian (this information will be stored for 2 weeks in compliance with AHS guidelines).
- The parent helper for the day must also fill out the AHS form
  - If the parent helper is sick on his/her assigned day, call other parents to take the shift or utilize the ghost parent option for \$50.00.
- Students and parents must line up 2 metres apart along the path.
- Students will enter via the fire door on the West side of the building. There will be NO access to the playschool via La Perle Elementary School.
- The Teacher/parent helper then will:
  - Collect and review with the parent the signed and dated AHS symptom check.
  - Take the child's temperature with a contactless infrared thermometer (forehead or wrist).
    - if the child **FAILS** the screening, the child MUST go DIRECTLY back to his/her vehicle with his/her parent and go directly home without stopping. A member of the Board of Directors will follow up via phone with directions.
    - If the child **PASSES** the screening, the child will sanitize his/her hands and enter the classroom.

### **Exiting the Class:**

- Parents must line up 2 metres apart along the path.
- Each child will leave class one at a time when called (by order of parent arrival).
- The Parent Helper will give the child hand sanitizer before the child leaves the classroom.
- The Parent Helper/Teacher will assist the child with outdoor wear
- Parents/guardians who must enter the playschool outside of their volunteer duties must wear a mask and minimize time spent within the building. Please utilize the phone and email as much as possible to ask questions.

### **In Class:**

- **Masks:**
  - Parents Helpers MUST wear a mask at all times while in the playschool.
  - Staff may wear a mask in the playschool.
  - Children are unlikely to be able to wear a mask properly and not touch it so mask wearing is not recommended
- **Bathroom trips:**
  - There will **not** be a dedicated bathroom trip in classes. Trips to the bathroom will be as needed **only**, with the Parent Helper escorting the child to/from the bathroom.
- **Snack time procedure:**

- Students will bring a **Peanut, Nut, and allergen Free** snack in a container the child can open independently (ziploc bag), and a water bottle. If your child cannot open their snack container, the teacher will follow proper hand washing procedures and assist them
  - Ensure the snack is “READY TO EAT” and does not require opening or cutting (for example, take a granola bar out of the wrapper and place it into a ziploc for your child).
- Please no milk or juice this year. Only water in the bottles please.
  - Make sure your child can open/close their water bottle independently.
- Any additional allergies within the classroom will be disclosed to that cohort.
- **WE ARE A “NO NUTS” PLAYSCHOOL.**

<b>Snack &amp; Serving Suggestions</b>	
Fruit	Cherries cut in half (5), Apple (1/2), Banana-skin on (1/2), Strawberries cut in half (4), Grapes cut in half (small cluster), peeled orange (1/2)
Vegetables	Carrots, Celery, Cucumber, cut in small sticks
Breads & Cereals	Triscuits, Ritz Bits, Handy Snacks, Cereal Bars, Soda or Fish Crackers, Cheese Buns, Prepackaged: muffins, raisin bread, or banana loaf. <b>NO homemade food items.</b>
Dairy	Cheddar, Mozzarella, or Marble cheese slices, Yogurt

- Singing will be done in a socially distant manner using the full classroom space
- If a child **develops symptoms** while at the facility:
  - The playschool will isolate a student should they become ill while at the school. The child and all their belongings will be taken to the back room. As per Alberta Health regulations, escorting staff member is required to wear full Personal Protective Equipment (PPE) including gown, face mask, gloves and face shield. Once in proper PPE, the parent helper will stay with the child until the parent arrives
  - The student’s parent/guardian will be contacted by the teacher requesting the student be picked up immediately for their comfort and to prevent spread of illness. If a parent/guardian cannot be reached or cannot immediately pick up their student, the student’s emergency contact will be contacted to assist the student. Upon arrival, go to the playschool door, knock, and your child will be brought out to you to avoid any further contact with other students.

## Enhanced Cleaning Protocols:

- The Teacher will disinfect the classroom using an Electrostatic Sprayer once the room is cleaned at the end of each day (all surfaces - tables, chairs, counter tops, play areas; High touched surfaces - light switches, door knobs of classroom door and outside doors, drawer handles; sinks and taps; playhouse (inside and out, including toys/dishes); cubbies (toy cubbies & student cubbies); toy bins; any toys on shelves; plastic sneeze guards; craft shelf; drying rack in the workroom; Boot rack outside the playschool door; rugs & carpets; floors).
- The Playschool has a dedicated washroom in the school and will be disinfected frequently throughout the day by the La Perle School custodian.
- The Parent Helper will be cleaning as directed by the teacher using an approved disinfectant during and after each class. Guidelines are in Appendix B.
- Deep cleaning/sanitization of the toys will be completed four times per month (twice per cohort). This will be completed by parent volunteers. A sign up schedule will be shared with families using [signup.com](https://www.signup.com). Please expect to sign up for 2 or 3 cleaning evenings throughout the school year. If your child attends a MON/TUES class, you will be expected to sign up for cleaning days on a Tuesday between 5pm - 6:45pm. If your child attends a WED/THURS/FRI class, you will be expected to sign up for cleaning days on a Friday between 5pm - 6:45pm. Cleaning guidelines are in Appendix B.
  - If you are unable to make your assigned cleaning day, contact the Cleaning Coordinator ([Karen.khurshed@hotmail.com](mailto:Karen.khurshed@hotmail.com)) as soon as you know. A ghost parent will be contacted and you will pay the \$50 fee for the ghost parent to clean on your behalf.
  - If you or anyone in your family is experiencing Covid-19 related symptoms, immediately contact the Cleaning Coordinator and do **NOT** come to the Playschool.
  - Cleaners **MUST** be from the child's own household to limit individuals outside of the cohort in and out of the Playschool.
  - Cleaners **MUST** wear a face mask in the Playschool at all times, and please bring your own gloves.
  - Any parent entering the playschool to help with toy cleaning must scan the QR code attached to the door of the playschool. Please fill out the Covid-19 questionnaire when entering and exiting the school.
  - After toy cleaning nights, the toy bins for each cohort must be switched.
- Any questions, please contact the Cleaning Coordinator at [Karen.khurshed@hotmail.com](mailto:Karen.khurshed@hotmail.com)

# Appendix A: Covid 19 Alberta Health Daily Checklist

## COVID-19 INFORMATION

# COVID-19 ALBERTA HEALTH DAILY CHECKLIST

### Overview

This tool has been developed to support activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. 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 to participating in the activity or program. If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. 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

		CIRCLE ONE	
1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:		
	• 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 (commonly known as 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.

# Appendix B: Cleaning guidelines for Parent Volunteers

## A. Parent Helper - daily cleaning duties

- Please help to keep the playschool neat and tidy. Sweep up crumbs, wipe paint spills, etc.
- Please use disinfectant spray bottles for tables before and after snack, and high touched surfaces (i.e. chairs, countertops, light switches, door knobs, drawer handles, sinks, taps).

### **AM Helper Duties**

- Please sweep all floor areas
- Wipe up any paint spills/messes
- Wipe up around both sink areas
- Clean paint containers, glue sticks, etc. unless otherwise asked
- Vacuum both rug areas

### **PM Helper Duties**

- Please sweep all floor areas
- Wipe up any paint spills/messes
- Wipe up around both sink areas
- Clean paint containers used that day, and any glue sticks, paint brushes, etc.
- Empty garbages and take to the bins in the teacher's parking lot
- Wash all floor areas with mop & all-purpose cleaner
- Vacuum both rug areas

## B. Directions for toy cleaning nights

- Please DO NOT put any toys in the water that: use batteries, are metal, are wood or have labels
- Fill half the wash tubs up with bleach solution (3 tbsp bleach in 4L water) and use gloves
- Fill the other half of the tubs with plain water to rinse
- Wash all toys on the shelves and counters (except for battery operated/metal/wood toys) and all toys and dishes in the playhouse
- Pour toys in bins, swish around, wipe dirty ones, rinse, and towel dry
- Wipe out the toy bins (use classroom spray bottles)
- Wipe out the toy cubbies (use classroom spray bottles)
- Please leave lids of toy bins open, so that they will dry overnight
- Put your cohort's toys into the back room
- Have one person take home all the towels and rags to launder
- When leaving, please turn off lights and close door