

PREVENTING COVID – 19 IN THE WORKPLACE: EMPLOYERS, EMPLOYEES AND FAMILIES WORKING TOGETHER



As Alberta phases in a return to work plan for the Province, Childcare has been deemed essential to allowing the economy to reopen. While all employees should continue to practice physical distancing and hygiene in their personal lives, we also need to take additional measures here at Juvenescence to protect our employees, who are providing essential services. Employers and employees will need to work together to protect the health of employees, children, and families and to keep the workplace delivering its essential services. Parents will play an essential role in ensuring the safety of children and staff at Juvenescence by maintaining social distancing while at work and in the community and remaining within your family cohort to limit the spread.

All children and staff exhibiting the following **will be required to follow the [COVID – 19 Alberta Health Daily Checklist](#) and 811.**

- Fever of 38° or higher
- New cough of any kind
- Shortness of breath
- Loss of sense of smell or taste
- Runny nose
- Sore throat
- Chills
- Painful swallowing
- Congestion
- Feeling unwell/fatigued
- Nausea, vomiting and/or diarrhea
- Unexplained loss of appetite
- Muscle/joint aches
- Headache
- Conjunctivitis

It is our policy to always follow mandated sanitization procedures to prevent the spread of communicable disease.

What is COVID – 19?

Novel coronavirus (COVID – 19) is a new virus strain spreading from person – to – person. It is currently in Canada and around the world. Most coronavirus illnesses are mild with fever and cough. The large majority of people with COVID – 19 do not require hospital care. Health experts are concerned because this new virus has the potential to cause severe illness and pneumonia in some people – especially people over age 60, people with underlying health conditions or weakened immune systems, and pregnant people.

Safety is a 3 – Way Street

Juvenescence Employees and Parents have an obligation to follow safety protocols as outlined by AHS to ensure their own safety but also the safety of those they encounter. If everyone does their part in maintaining social/physical distancing, staying home as much as possible, practice increased handwashing, sanitizing and

cough/sneeze etiquette, we can work as a community to keep each other safe. Please refrain from bringing toys or other items from home until restrictions have been lifted.

Juvenescence as a company is committed to implementing practices that support the health and well-being of staff and children on the premises, providing appropriate PPE and supporting a clean and safe environment.

This Handbook is a living document and parents and staff should watch for updates to information that is guided by Alberta Health Services and the Ministry of Children's Services as we move into later Phases.

Let's all do our part to keep ourselves and those around us healthy and cared for.

Hours & Fees

- Hours 7:00am – 6:00pm (6:45 for Chaparral)
- Drop Off until 15 minutes **PRIOR TO BELL**
- Pick Up 30 minutes **AFTER THE BELL** or later

These measures are necessary to allow for proper cleaning and disinfecting of all surface's multiple times a day and to allow staff to safely support the transition to and from school. Staff will be unavailable to parents during this time.

Please Note: Fees will be payable and will not be refunded or prorated for any reason including non – attendance of children due to COVID or AHS short term closure related to contact tracing.

If AHS deems a cohort quarantine due to a positive case of COVID or being a close contact, there will be no discount or refund for fees.

If Juvenescence cannot provide service due to staff shortage for more than 72 hours, the following months fees will be discounted by 50% of the value of the closed period. The discount will be

determined by the monthly fee, divided by the number of program days in the month to determine the per day value. The per day value will be divided by 2 and multiplied by the number of days Juvenescence is required to remain closed. This discount has no cash value, will not be refunded, and is only available to those families returning to care in the month following the closure.

Anytime Juvenescence is required to be closed for reasons relating to COVID, the facility will undergo additional comprehensive cleaning procedures.

Families wishing to withdraw from the program will need to provide a full calendar months' notice and complete the [Child Care Withdrawal Notice](#) (Parent Handbook page 38).

Health Screening at Entry

- Parents will need to take their child's temperature and complete the [COVID – 19 Alberta Health Daily Checklist](#) before leaving home every morning. If your child has a temperature of 38°C or higher, notify the program and keep your child home.
- All staff must complete a Health Assessment before entering the building each day.
- All staff and children are required to have their temperature taken prior to entering the building.
- All parents and staff are required to use the ABtracetgether App for early detection of contact with confirmed cases of COVID – 19.

Social Distancing

Juvenescence will reduce group sizes to no larger than 30 people total, including children and adults. We will keep groups together throughout the day, and will not combine groups (e.g., at opening and closing). To the degree possible, we will maintain

the same groups from day to day. This will help reduce potential exposures and prevent our entire program from shutting down if exposure does occur.

Juvenescence is committed to the following protocol:

- Eliminate large group activities
- Limit the number of children in each program space
- Increase the distance between children during lunch and play.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Minimize time standing in lines.
- Incorporate additional outside time and open windows (where possible) frequently.
- Adjust the HVAC system to allow for more fresh air to enter the program space (where possible).
- Avoid gathering in larger groups for any reason.
- There will be no non-essential visitors or volunteers.

Outside Play

- Outdoor time will be in staggered shifts. If multiple groups are outside at the same time, they will have a minimum of 10 meters of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Park play is not permitted at this time.
- Outdoor toys and equipment will be sanitized before each group plays outside. Staff will sanitize all outdoor toys and surfaces between groups. Handrails, toy bins, and locks must be disinfected after each use. Please check at the beginning of each shift that your First Aid backpack has sanitizer and paper towel for appropriate cleaning.

Meals & Snack Time

- Meals and snacks will be consumed with social distancing in mind, no combining of groups will be allowed.
- Children will bring snacks, water bottle and lunch from home that does not require heating and in containers that children can open/close independently.
- Should a staff need to help children with food, gloved hands will be used and then gloves will be disposed.

Drop – Off & Pick - Up

- We will not combine groups in the morning or afternoon.
- Parents need to call the centre when arriving to stagger parents dropping off/picking up children.
- Staff will confirm parents have conducted the COVID – 19 Alberta Health Daily Checklist before children can be dropped off.
- Parents will not be allowed in the centre.
- Children will wash their hands before joining their playroom for the day.
- Staff will be responsible for child sign in/out to prevent the spread of germs.
- Staff will wipe down all touched surfaces before allowing the next person to enter.
- A daily record will be kept of anyone entering the facility for 15 minutes or longer.
- Sanitizer will be in the entrance for all adults entering the building but will be kept out of reach of children. Children are not recommended to use hand sanitizer and will instead wash hands frequently.

For All Employees

- All employees should ensure they understand and comply with the infection prevention policies and practices in place at Juvenescence.
- Wash your hands often with soap and water for a least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cough or sneeze into the bend of your arm.
- Avoid touching surfaces people touch often.
- Instead of a handshake, give a friendly wave or elbow bump.
- Use any necessary personal protective equipment as provided. Keep your environment clean.
- Use appropriate products to clean and disinfect items within your group space, work surfaces, shelves, toys, chairs and tables, doorknobs, windows more often, especially when visibly dirty.
- Each staff will need indoor shoes that are disinfected at the end of each day.
- Maintain accelerated hygiene practices such as daily showers, changing clothing and shoes when arriving at work and home.
- Keep 2 meters between you and your coworkers and parents.
- Increase distance between you and co-teachers. Consider rearranging the space to create marked areas for social distancing.
- Limit any contact closer than 2 meters to the shortest time possible.
- If you have a symptom of COVID – 19 (see COVID Symptoms) or if you think you have COVID – 19, use the [Alberta Health Daily Assessment](#) or call 811 to find out what to do.
- It is critical that if you have one symptom of COVID – 19, or even mild symptoms, you should stay home to avoid spreading illness to others. Contact your Supervisor immediately to discuss.
- If you develop even mild symptoms while at

work, separate yourself from others and go home, avoid use of public transit if possible.

Children, Staff or Parents who Develop COVID – 19 or Symptoms

- Children or staff who have tested positive for COVID – 19 will be required to isolate for 10 days or until symptoms resolve, whichever is longer.
- Close contacts of a positive case of COVID – 19 will be required to quarantine for 14 days or until return it approved by Alberta Health Services
- If symptoms of COVID – 19 develop while at centre, staff will immediately separate the child from other children until the ill child can be picked up
- All items touched will be immediately sanitized upon departure.
- Parents will be expected to pick up the child immediately, within 45 minutes.
- If symptoms persist or worsen, call 811 for further guidance. Report to the centre Director immediately if your child is diagnosed with COVID – 19.
- Staff should wear appropriate PPE when interacting with a child who is ill. This includes gloves and a mask.
- If a child tests positive for COVID – 19, it is likely that all members of the infected child's cohort would be considered close contacts.
- Notification of a confirmed or probable case of COVID – 19 among our staff, parents or children, we result in consultation with AHS and to ensure safety of all participants which could include, but is not limited to temporary closure or increased cleaning protocols.

If you have symptoms of or have been diagnosed with COVID – 19, use the Alberta Health Daily Checklist and follow instruction from AHS regarding testing.

Travel for Staff & Families

- Non – essential travel should not occur at this time.
- Consider the risks and benefits related to any upcoming travel and evaluate other options, such as postponing, cancelling, or participating virtually.
- Check the latest information on affected areas and travel health notices.
- When you return from any travel outside Canada, you must self – isolate for 14 days before returning to work or childcare.
- Staff who choose to travel outside of Canada can use vacation or personal time during your isolation period; however, this is an unpaid decision to travel.
- When you return from travel monitor yourself for symptoms, such as a cough, fever or difficulty breathing for 14 days. If you develop even mild symptoms, contact AHS and wait on further instructions.
- If during your isolation period you develop symptoms, remain in isolation for an additional 10 days or until symptoms resolve whichever occurs later before returning to work or care.

Centre Signage

Staff will ensure that reminders are posted at the entrance and by sinks with reminders of:

- Checking your temperature each day.
- Practicing hand hygiene, and cough/sneeze etiquette.
- Do not enter if sick.
- Help prevent the spread posters

Cleaning Practices

- Use a cleaning agent to wipe all surfaces and follow up with a disinfectant or approved bleach solution.
- A high touch surface checklist for cleaning and disinfecting must be completed at least 2 times/day.
- All toys played with will go into a receptacle after use and will be disinfected before being used again.
- Items not easily sanitized will be removed from the centre.
- Each child will have a separate bin for art supplies that will not be shared with others.
- Empty garbage and recycle bins frequently to prevent materials with body fluid from remaining in the building.

Symptoms of COVID - 19

All children and staff exhibiting the following **will be required to follow the [COVID – 19 Alberta Health Daily Checklist](#) and 811.**

- Fever of 38° or higher
- New cough of any kind
- Shortness of breath
- Loss of sense of smell or taste
- Runny nose
- Sore throat
- Chills
- Painful swallowing
- Congestion
- Feeling unwell/fatigued
- Nausea, vomiting and/or diarrhea
- Unexplained loss of appetite
- Muscle/joint aches
- Headache
- Conjunctivitis

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DISCLOSURES



COVID-19 PUBLIC HEALTH EMERGENCY
SPECIAL WORK CONDITION ACKNOWLEDGMENT
AND DISCLOSURE

EMPLOYEE VERSION:

Please read and initial each statement below.

1. _____ I understand that to enter upon the facility premises I must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear I must immediately notify a member of the management team.

Symptoms include:

- Fever of 38° Celsius or higher
- Cough
- Shortness of breath
- Runny nose
- Sore throat
- Chills
- Painful swallowing
- Nasal congestion
- Feeling unwell/fatigued
- Nausea/vomiting/diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle/joint aches
- Headache
- Conjunctivitis

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear up to 14 days after being infected so please take them seriously. You will need to be symptom free before returning to the facility.

2. _____ I understand that my temperature will be taken every day before I enter the building.
3. _____ I understand that the facility has adopted enhanced cleaning procedures and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.
4. _____ I will wash my hands using AHS recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
5. _____ I understand that I must bring a pair of shoes to the facility that will ONLY be worn inside this facility and will be left here each evening. I MUST remove the shoes I wear coming to work at the entrance of the facility, change into my work only shoes, place my outside shoes in the designated area and wash my hands immediately.

6. _____ I understand that outside of work, in order to control my exposure in the community, I will comply with any and all Provincial, City or local stay-at-home orders, and will follow any recommendations from AHS that limits my risk for exposure including wearing a mask in all public areas and remaining 2 meters from all other people.
7. _____ I will immediately notify JUVENESCENCE CHILD DEVELOPMENT CENTRE LTD. management if I become aware of any person with whom I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
8. _____ I understand that while working in the facility each day I will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

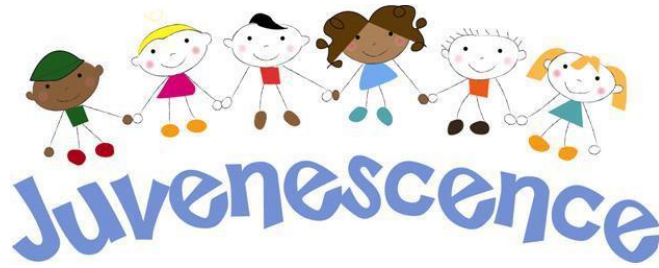
I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by JUVENESCENCE CHILD DEVELOPMENT CENTRE LTD. will result in disciplinary action up to and including termination. I acknowledge that my employment will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Employee Signature

Date

Management Team Witness

Date



COVID-19 PUBLIC HEALTH
EMERGENCY SPECIAL
PROGRAM ATTENDANCE
ACKNOWLEDGMENT AND
DISCLOSURE

FAMILY/CHILD VERSION: This should be initialed and signed by BOTH parents.

Please read and initial each statement below.

1. _____ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering, remove my shoes and wear a mask. While in the facility I must practice social distancing and remain 2 meters from all other people, except for my own child.
3. _____ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the facility within 45 minutes of being notified.

Symptoms include:

- Fever of 38° Celsius or higher
- Cough
- Shortness of breath
- Loss of sense of smell or taste
- Chills
- Sore throat/painful swallowing
- Runny nose/congestion
- Feeling unwell/fatigued
- Nausea/vomiting/diarrhea
- Unexplained loss of appetite
- Muscle/joint aches
- Headache
- Conjunctivitis

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear up to 14 days after being infected so please take them seriously. Your child will need to be symptom free without any medications before returning to the facility.

4. _____ I understand that my child's temperature will be taken every day before entering the facility.
5. _____ I understand that my child will be required to wash their hands using AHS recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
6. _____ I understand that I must bring my child a pair of shoes to the facility that will ONLY be worn inside this facility and will be left here each evening. My child MUST remove their shoes at the entrance of the facility. Staff will have the child put on their "center only shoes" once the child washes their hands and goes into the classroom. At pick up, the child will remove their "center only shoes" and the child will be brought to the entrance where they will put on their outside shoes prior to leaving the facility.
7. _____ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all provincial, city or local stay-at-home orders, and will follow any recommendations from AHS that limits my child's risk for exposure including wearing a mask in all public areas and remaining 2 meters from all other people.
8. _____ I will immediately notify JUVENESCENCE CHILD DEVELOPMENT CENTRE LTD. management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 3 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify JUVENESCENCE CHILD DEVELOPMENT CENTRE LTD. management if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.
9. _____ I understand that while present in the facility each day my child will be in contact with children, and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by JUVENESCENCE CHILD DEVELOPMENT CENTRE LTD. will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name: _____

DOB: _____

Parent's Name: _____

Date: _____

Parent Signature: _____

Staff Witness: _____