



First Flights Early Learning Centre COVID-19 Policies, Procedures and Contract

The First Flights Early Learning Centre has been approved to open under restrictions from Alberta Health Services as part of the Alberta Relaunch Strategy. To remain operational during such times, strict policies and procedures have been set forth and require all persons involved to adhere to these rules and regulations. These policies and procedures have been modified to adhere to the regulations set forth by the Provincial and Federal Government, Alberta Health, and Alberta Children's Services and that they will remain in place until further notice. The policies and procedures outlined below are subject to change. Up to date information can be found at:

<https://open.alberta.ca/publications/covid-19-information-guidance-for-daycare-out-of-school-care-child-care>

The First Flights Early Learning Centre is approved by the Province of Alberta to operate an Early Learning Centre for children between the ages of 12 months and 5 years, in accordance with Public Health Guidance from Alberta Health and Alberta Health Services (AHS) and in compliance with the Child Care Licensing Act and regulations from Children's Services.

Monthly Fees

In the future, due to the financial burden on operations, the First Flights Early Learning Centre will not provide credits or reimbursements due to health-related closures. In this new reality, parents may be required to remove their child sooner and for longer periods of time to maintain the health of everyone. If this happens no reimbursement will be made to parents. The cost of this temporary program is more than what the current parent fees and Provincial funding provides. The ratio of children to staff is higher than normal, the separation of rooms to reduce contamination and the additional cleaning all cost more for supplies and staffing. This means that we need your cooperation to help us to be as cost effective as possible.

Attendance

Families must notify management in writing of their **exact** drop off and pick up times by completion of the 'Requested Times for Care' form. Failure to arrive by 15 minutes of your requested drop off time could mean care is denied. Families are expected to notify First Flights Early Learning Centre staff if they will be absent or late by sending a message through the HiMama communication app. Children are not to exceed 9 hours in care each day.

Daycare Drop Off

We ask that only **one** dedicated family member living within the household complete drop off and pickups. The dedicated person for drop off and pickups **must** wear a mask at all times while inside the Early Learning Centre; please **do not enter the classrooms**. Parents/guardians must stay two metres away from staff and other children at all times and should minimize their time spent in the building. Before leaving home, the dedicated family member conducting drop off is expected to screen each child using the Alberta Health Daily Checklist. Children's temperatures must be checked daily before coming to the program. First Flights staff will sign your child(ren) in and out each day. **Parents/guardians, children, and staff will be required to wear a mask, and use the provided hand sanitizer at the entrance to the Early Learning Centre.**

Daily Screening

Before leaving home, staff, children, parents/guardians who will enter the Early Learning Centre, must self-screen each day that they enter the Centre using the applicable checklist for their age group (Child Alberta Health Daily Checklist or Adult Alberta Health Daily Checklist). Parents and guardians have been provided with a copy of the Child Alberta Health Daily Checklist with the expectation that it needs to be completed on a daily basis. The Child Alberta Health Daily Checklist is also posted in the Centre.

Anyone that reports symptoms should stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested. Staff, parents and guardians must not enter the First Flights building if they have COVID-19 symptoms.

Temperature Checks

Parents/guardians must **check children's temperatures daily before coming to the program**. Families are reminded of this through signage at the entrance to the Early Learning Centre.

For reference, normal temperatures are:

Mouth: 35.5-37.5°C (95.9-99.5°F)

Underarm: 36.5-37.5°C (97.7-99.5°)

Forehead: 36.6-38.0°C (97.9-100.4°)

Ear (not recommended in infants): 35.8-38.0°C (96.4-100.4°F)

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 at least once for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the Centre. This will be considered the child's baseline health.

A doctor's note listing the pre-existing condition must be provided upon return to childcare, and will be kept on file. Repeat testing is not necessary unless the nature of the symptom changes (e.g., a chronic cough worsens). Proof of a negative COVID-19 test result is not necessary to return to childcare.

Exposure

All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation. Anyone who has traveled outside Canada in the last 14 days or has had close contact with a case of COVID-19 in the last 14 days is required to quarantine for 14 days from the last day of exposure. If the person is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times. If the person develops any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended.

Core Symptoms

Fever - *Temperature of 38 degrees Celsius or higher*

Cough- *Continuous, more than usual, not related to other known causes or conditions such as asthma*

Shortness of breath- *Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma*

Loss of sense of smell or taste- *Not related to other known causes or conditions like allergies or neurological disorders*

If a child has any of these core symptoms above (new onset or worsening), they are legally required to isolate for at least 10 days from the onset of symptoms. Use the AHS Online Assessment Tool or call Health Link 811 to arrange testing and receive additional information on isolation. Proof of a negative COVID-19 test result is not necessary to return to childcare. Symptoms must be resolved before the child can return to care.

Other Symptoms

Chills- *Without fever, not related to being outside in cold weather*

Sore throat/painful swallowing- *Not related to other known causes/conditions, such as seasonal allergies or reflux*

Runny nose/congestion- *Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather*

Feeling unwell/fatigued- *Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury*

Nausea, vomiting and/or diarrhea- *Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome*

Unexplained loss of appetite- *Not related to other known causes or conditions, such as anxiety or medication*

Muscle/joint aches

Headache- *Not related to other known causes or conditions, such as tension-type headaches or chronic migraines*

Conjunctivitis- *commonly known as pink eye*

If a child has any ONE of these other symptoms above (new onset or worsening), you must keep your child home and monitor their symptoms for 24 hours. If their symptom is improving after 24 hours, they can return to the program when they feel well enough to go, testing is not necessary. If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the AHS Online Assessment Tool or call Health Link 811 to check if testing is recommended

If a child has TWO OR MORE of these other symptoms above (new onset or worsening), you must keep your child home. Use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. Your child can return to the program once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

All staff, parents and guardian must follow the Adult Alberta Health Daily Checklist. Staff, parents and guardians must not enter the childcare space if they have COVID-19 symptoms.

If a child has any other symptoms unrelated to COVID-19 such as an unexplained rash, the child must be symptom free for 24 hours before returning to the program or if the parent provides a doctor's note. If a child requires greater attention than can be provided without compromising the care of the other children in the program, the child will be unable to return to the program until the license holder is satisfied that the child does not pose a risk to other children or educators.

Response Plan

If a child shows symptoms of COVID-19 while at the program the family will be called, and the child must be picked up within **one hour**. If the child cannot be picked up within one hour, the family must arrange for an alternate pick up person and notify the program who the person will be. The child will be kept at least two metres away from other children in the program while waiting to be picked up, while being cared for by a First Flights staff member wearing a non-medical mask and eye protection and limiting close contact with the child's respiratory secretions. Staff must wash their hands before donning a non-medical mask and before and after removing the non-medial mask, and before and after touching any items used by the child.

All items, bedding, toys etc. used by the child in the 48 hours prior to the onset of symptoms and while isolated will be cleaned and disinfected as soon as the child has been picked up. Items that cannot be cleaned and disinfected (e.g., paper, books, and cardboard puzzles) will be removed from the Centre and stored in a sealed container for a minimum of 72 hours.

The AHS Coordinated Early Identification and Response (CEIR) team is available to all childcare settings at 1-844-343-0971. A site that does not already have an outbreak of COVID-19 must contact the CEIR team as soon as there are two or more children/staff members showing COVID-19 symptoms for additional guidance and decision.

Programs directly associated with a confirmed or probable case of COVID-19 must adhere to requirements from Alberta Health Services. This may include temporary program closure to allow for contact tracing processes to occur. **If we have multiple staff in isolation and cannot find adequate coverage to follow staff to child ratio in compliance with the Child Care Licensing Act, we may need to limit the number of children we accept into care or close our program until we have adequate staff coverage.**

Cohorts

Childcare programs may operate in cohorts of 30 people. This includes both staff and children. A cohort is defined as a group of children and staff members assigned to them who stay together throughout the day, as well as day-to-day. Cohorts should remain as stable as possible over an extended period. Children may be enrolled in multiple programs and would be considered to be a part of more than one cohort. Parents should consider limiting the number of cohorts their children are a part of as much as possible. Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pickups and drop-offs, mealtimes, playtime, outdoor activities, staff rooms, naptime, etc.

Designated room staff are assigned a cohort and must stay with that cohort and not interact with staff or children from any other cohort. Where possible to do so and maintain ratio requirements, programs should avoid having substitute or “float” staff that work with multiple cohorts. If float staff members are required to maintain adequate coverage, each float staff person should be assigned to no more than three designated cohorts and should limit physical interactions with children where possible (e.g., maintaining two metres of physical distance). If a staff member must work with more than one cohort they are expected to wear a non-medical mask at all times and maintain physical distance as much as possible, this includes Float and Casual Educators. Staff members must wash their hands when entering or exiting each cohort.

The shared outdoor play structure must only be used by one cohort group at a time and is cleaned and disinfected in between uses.

Masks

The family member completing drop off and pickup **must wear a mask at all times** while in the First Flights Early Learning Centre. A face shield should not be used as a substitute for a face mask as there is no current evidence that shows wearing a face shield alone adequately protect others from the wearer’s respiratory droplets.

Any person (director, float staff, etc.) who will enter the space of more than one cohort must wear a mask any time they are in the presence of other staff/children and they must wash their hands (or use alcohol-based hand rub) when entering or exiting each room. If a staff member must work with more than one cohort they are expected to wear a nonmedical mask at all times and maintain physical distance as much as possible. Staff in main areas will wear a mask.

Use of non-medical masks by program staff is only encouraged for prolonged close interactions with children and while serving food, drinks, or filling children's water bottles. A close interaction includes but is not limited to:

- Changing a diaper
- Assisting with feeding
- Applying sunscreen
- Assisting with toileting

Alberta Health mask guidance will be followed when masks are worn. Once a non-medical mask has been removed, it should be thrown in a lined trash bin (disposable masks) or placed in a sealed container to be laundered (reusable masks). Children attending the program are not required to wear a non-medical mask while at childcare. Information on how to use a mask can be found at alberta.ca/masks

Handwashing

Staff will adhere to handwashing guidelines outlined in the AHS Health and Safety Child Care Guidelines. Staff will help children to ensure handwashing is done correctly. Handwashing with soap and water for at least 20 seconds will take place at the following times:

- At the start of the day and before going home.
- After going to the washroom.
- After a diaper change (both children and staff).
- Before handling food.
- Before eating.
- After getting hands dirty.
- After wiping nose or handling dirty tissues.
- After blowing nose.
- After cleaning tasks (staff).

While alcohol-based hand sanitizer is not typically recommended for routine use in child care, it has been proven effective for hand hygiene when soap and water is not readily available. Access to hand sanitizer needs to be monitored in all times and can result in accidental poisoning if ingested. Children must be closely supervised when using alcohol-based hand sanitizer. Alcohol-based hand rub (with at least 60% alcohol) is placed at the entrances to the Centre for use by staff, parents doing pick-ups/drop-offs, and other essential visitors. Manufacturer instructions for each product will be followed.

All persons entering the First Flights Early Learning Centre building must immediately put on a mask and sanitize their hands with provided hand sanitizer.

Cleaning

Staff engage in frequent, thorough cleaning and disinfecting each day by following Enhanced Cleaning Checklists and cleaning as needed. Frequently touched objects and surfaces are cleaned and disinfected as per AHS' COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities.

Staff will ensure that all current infection prevention and control practices are adhered to, this is including but is not limited to:

- Ensuring all toys are cleaned and disinfected prior to entering the room each day
- Increasing the frequency of cleaning and disinfecting objects, toys, and frequently touched surfaces.
- Rotating toys each day so that closing staff are washing toys used that day.
- Following provided cleaning checklists and signing off on them daily.
- Performing proper hand hygiene (including assisting children hand hygiene) and incorporating additional hand hygiene opportunities into the daily schedule.
- Removing plush toys and blankets from the rooms (blankets only used at nap time).
- Closing all shared sensory tables, including water tables, sand tables, and shared playdough. Individual sensory bins or activities that are not shared between children may be used (play dough labelled for individual child use, small individual bowl with sensory activities)
- Items such as books and puzzles will not be moved between cohort rooms.
- Area rugs and soft furnishings (e.g., large pillows or cushions, bean bag chairs) that cannot be easily cleaned and disinfected have been removed from the childcare rooms.
- Mouthed toys are immediately put into a designated bucket to be cleaned and disinfected.

Items will be cleaned following the below steps:

- Cleaned with soap and water mixture, wiped
- Rinsed with water, wiped
- Sanitized and disinfected with a bleach and water solution (1 teaspoon of bleach for every 1 cup water) for 2 minutes, wiped

Food and Eating

Children will be spaced apart while eating. **Staff are held responsible to ensure children are not sharing food during this time.** Safe food handling practices and hand hygiene will be closely followed and monitored. Staff will use utensils to serve food items (not fingers). There will be no shared common items, and family style eating will not take place. Children will not serve their own food. Staff must wear a mask when serving food, drinks, and filling up children's water bottles. **Do not bring any food from home for your child(ren) into any part of the building, unless first discussed with the First Flights Coordinator or First Flights Program Manager.** For children's birthdays, parents/guardians are able to drop off unopened, store bought cupcakes or cake for the child's class.

Physical Distancing

Physical distancing practices should occur at all times. Avoid close greetings like hugs or handshakes. Staff will ensure children are spaced apart while eating, and napping. **Parents/guardians are not to enter the childcare rooms, and must maintain a distance of two metres from children, staff, and other families while in the Centre.**

Washrooms

Washrooms will be labeled with the individual cohort group's name. Staff are responsible for ensuring children only use their labeled cohort washroom, and it is cleaned, rinsed, sanitized and ensuring they are **fully dry** after use by a group of children. There are no public washrooms in the Centre, the public washroom can be found by the MFRCS Assembly Hall open 9:00 a.m. - 3:00 p.m. (5:00 on Wednesday) As strict cleaning procedures are followed, we are asking families to not take their child to the washrooms located in the Centre. If necessary, you can ask a staff member to take your child to the washroom located in the Centre or take your child to the public washroom located by the MFRCS Assembly Hall.

Items from Home

Children attending the program must have a complete change of clothes, clean indoor shoes, diapers and wipes, and appropriate outdoor wear including a sun hat and sunscreen. **Please do send your child with any toys, stuffed animals, or items from home.** Cubbies are assigned to individual children, please do not allow your child to touch other children's cubbies or personal items.

Napping

There will be an increase in the distance between nap cots and cribs. Naps are taken within the cohorts designated room. All cots and cribs are disinfected after each use and bedding is laundered weekly and placed in individual labelled bags. If your child no longer takes naps, they will be given quiet activities to do in the cohorts designated room while the other children nap.

Field Trips and Outings

Field trips that require group transportation, holiday events, performances or celebrations will be postponed or cancelled until further notice, as these events offer fewer possibilities for physical distancing and may lead to the mingling of cohorts or exposure to new people/places that may pose a risk of transmission. There will be no use of community playgrounds or parks. The enclosed outdoor play area, and indoor gym (MFRC Assembly Hall) will still be accessible to cohort groups - any toys taken out and play structures used are cleaned and sanitized immediately after. Neighborhood walks are permitted and will be taken.

Contacting First Flights Early Learning Centre

During this time, there can be no non-essential visitors and no volunteers at the program. Parents or guardians are permitted to enter the Centre when needed, such as during pick-up and drop-off, but should minimize the time spent there (under five minutes), wear a non-medical mask, and stay two metres away from staff and other children at all times.

HiMama is available for daily communication with staff, we encourage you to maintain communication with staff about your child(ren). Telephone conferences, or video calls are available at the request of families to meet with First Flights Management and staff. If an emergency occurs and you need to reach someone at the Centre, please contact the Emergency Daycare phone at 780-545-0420 or 780-594-6006 EXT 233.

Updated April 26, 2021



Requested Times for Care

Child's Name: _____

Child's Name: _____

Please complete requested times and dates below. Families must notify management in writing of their exact drop off and pick up times by completion of this form. Failure to arrive within 15 minutes of your requested drop off time could mean care is denied. The Late Pick up Policy will apply.

Children are not to exceed 9 hours in care each day.

Monday

Drop off _____

Pick up _____

Thursday

Drop off _____

Pick up _____

Tuesday

Drop off _____

Pick up _____

Friday

Drop off _____

Pick up _____

Wednesday

Drop off _____

Pick up _____

Parent/Guardian Contract and Acknowledgement of Understanding

I,

(Parent or Guardian name)

(Parent or Guardian name)

I have read, understood, and will abide by the policies and procedures outlined. I recognize that the First Flights Early Learning Centre will continue to follow all Policies and Procedures not outlined in this document that are in place for regular operation.

If at any time these policies and procedures are violated by any persons involved, First Flights Early Learning Centre will refuse the right to care for a child and care could be terminated.

Signed:

Date:

Signed:

Date:

Overview

This checklist applies for all children, as well as all students who attend Kindergarten to Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

Screening Questions

1. Has the child: (Choose any/all possible exposures)

Traveled outside Canada in the last 14 days? When entering or returning to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project	YES	NO
Had close contact with a case of COVID-19 in the last 14 days? Face-to-face contact within 2 metres for 15 minutes or longer, or direct physical contact such as hugging	YES	NO
<p>If the child answered “YES” to any of the above:</p> <ul style="list-style-type: none"> The child is required to quarantine for 14 days from the last day of exposure. <ul style="list-style-type: none"> If the child is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times. If the child develops any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. <p>If the child answered “NO” to both of the above:</p> <ul style="list-style-type: none"> Proceed to question 2. 		

2. Does the child have any new onset (or worsening) of the following core symptoms:

Fever Temperature of 38 degrees Celsius or higher	YES	NO
Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
Shortness of breath Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
<p>If the child answered “YES” to any symptom in question 2:</p> <ul style="list-style-type: none"> The child is to isolate for 10 days from onset of symptoms. Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. <p>If the child answered “NO” to all of the symptoms in question 2:</p> <ul style="list-style-type: none"> Proceed to question 3. 		

(FOR CHILDREN UNDER 18)

3. Does the child have any new onset (or worsening) of the following other symptoms?

	YES	NO
Chills Without fever, not related to being outside in cold weather		
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux		
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather		
Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury		
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome		
Unexplained loss of appetite Not related to other known causes or conditions, such as anxiety or medication		
Muscle/joint aches Not related to other known causes or conditions, such as arthritis or injury		
Headache Not related to other known causes or conditions, such as tension-type headaches or chronic migraines		
Conjunctivitis (commonly known as pink eye)		
<p>If the child answered “YES” to ONE symptom in question 3:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep your child home and monitor for 24 hours. <input type="checkbox"/> If their symptom is improving after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary. <input type="checkbox"/> If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the AHS Online Assessment Tool or call Health Link 811 to check if testing is recommended. <p>If the child answered “YES” to TWO OR MORE symptoms in question 3:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep your child home. <input type="checkbox"/> Use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. <input type="checkbox"/> Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started. <p>If the child answered “NO” to all questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your child may attend school, child care and/or other activities. 		

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started/until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

Overview

This tool was developed to support schools, activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant 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 complete 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. *Individuals with fever, cough, shortness of breath, runny nose, or sore throat, are required to isolate for 10 days per [CMOH Order 05-2020](#) **OR** receive a negative COVID-19 test and feel better before returning to activities.

Use the [AHS Online Assessment Tool](#) to determine if testing is recommended and follow information on [isolation requirements](#).

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions

1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
		YES	NO
	• <i>Fever*</i>	YES	NO
	• <i>Cough*</i>	YES	NO
	• <i>Shortness of breath / difficulty breathing*</i>	YES	NO
	• <i>Runny nose*</i>	YES	NO
	• <i>Sore throat*</i>	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• 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 Canada in the last 14 days? (Individuals are legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada unless exempted by the Alberta COVID-19 Border Testing Pilot Program.)	YES	NO
3.	Has the attendee had close contact ¹ with a case of COVID-19 in the last 14 days?	YES	NO

¹ Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing recommended personal protective equipment is not considered to be a close contact.