



**Hawks Kids Out of School Care Program Plan  
Temporary Amendments during Pandemic COVID-19**



**Heritage Christian Education Society Calgary**

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## Screening, Drop off and Pick up Procedures, and Visitors policy

1. Before every shift with Hawks Kids program, a staff member must assess themselves for symptoms of COVID-19.
2. Parents/guardians and children must not enter the childcare space if they have COVID-19 symptoms. Otherwise, parents or guardians can enter the program only when they have an appointment, or it is absolutely necessary but should minimize the time spent inside and stay two metres away from staff and other children at all times. There will be a limit of one parent/guardian per entry area. (While it is warm, the main entrance will be the music room door; in colder weather, the entrance may be moved to a hallway door in the west wing – this to be re-evaluated).
3. In the reopening phase 2, children will be assigned to a cohort of maximum 28 children, an educator(s) and a room (30 people max per cohort). Parents/guardians are required to use the entrance that directly assigned to your child(ren)'s room when dropping or picking up their child(ren).
4. Parents must check children's temperatures daily **before** coming to the program. Parents are to be reminded of this requirement when children are registered/re-registered with Hawks Kids program, and through visible signage at the entrance to the centre.

For reference, normal temperatures are:

o Mouth: 35.5-37.5°C (95.9-99.5°F)

o Underarm: 36.5-37.5°C (97.7-99.5°)

o Forehead: 36.6-38.0°C (97.9-100.4°F)

o Ear: 35.8-38.0°C (96.4-100.4°F)

5. Parent/guardian conducting drop off must fill out screening tool (Appendix A) for each child every morning, and Hawks Kids staff must review the screening tool to ensure the child is able to enter the centre. Preferably, screening questionnaire should be filled out every morning **at home** to save time and to avoid crowdedness and interaction at the program, but the forms will also be available at the time of drop off. If child(ren) attend(s) after school care only, the parents must drop off the form in the child's backpack or fill out [the questionnaire online](#) as without that form, the child will not be accepted in after school care. The parents/guardians will be called immediately to fill the form or to pick their child(ren) up.
6. The program should 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 the program.
7. When possible, only one parent/guardian should be doing drop off and pick up.
8. Hawks Kids must keep daily records of anyone entering the facility who stays for 15 minutes or longer (e.g. staff, children, contractors). Records must be kept up-to-date and available to facilitate contact tracing in the event of an outbreak.

9. There should be no non-essential visitors and no volunteers at the program.
10. Program attendance will be reported weekly to the Ministry of Children's Services.
11. Program will contact AHS Coordinated COVID-19 Response at 1-844-343-0971 as soon as there are two or more children/staff members showing COVID-19 symptoms for additional guidance and decision making support at a site that does not already have an outbreak of COVID-19.
12. Alcohol-based hand rub (with at least 60% alcohol) must be placed in all entrances to the program area for use by staff, parents doing pickups/drop-offs, and any visitors to the centre. Children will be closely supervised when using sanitizers.
13. In the event when parents/staff needs to discuss certain things, telephone or video conferencing should be used when possible, rather than drop off or pick up time.
14. Any changes/modification to current policy, which are guided by Alberta Health, will be communicated to families in writing.

### **Staff to child ratio and other staff members**

In phase 2 of reopening, Hawks Kids program 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.
- 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, etc.

The following staffing practices will be adopted to ensure that Hawks Kids program maintains licensing requirements for child/staff ratios, allows coverage for staff lunch and breaks, and separation between cohorts:

- Designated room staff are assigned a cohort and must stay with that cohort and not interact with staff or children from any other cohort.
- When extra staff members are required to maintain adequate coverage, each staff person should be assigned to no more than three designated cohorts and should limit physical interactions with children where possible.
- Any person (director, extra 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 sanitizer) when entering or exiting each room.

### **Cleaning/disinfecting and Shared spaces policy and procedures**

- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort. When using the school playground, ensure that children engage in hand hygiene before and after play.
- Only one cohort at a time may use outdoor play space such as the soccer field or courtyard. Follow physical distancing practices when possible.
- Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.
- In order to prevent mingling of cohorts in washrooms, each cohort will be assigned to either boys or girls washroom. Since, however, we will only have one cohort at this stage, we will use boys and girls washrooms respectively. There can be two persons in a washroom with two stalls at one time.
- A cleaning log must be posted and used to track cleaning.
- Hawks Kids will be engaged in frequent, thorough cleaning and disinfecting of frequently touched objects and surfaces each day as per AHS' Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community <https://www.albertahealthservices.ca/assets/info/ppih/if-ppihcovid-19-environmental-cleaning-public-facilities.pdf>.
- Cleaning and disinfecting of toys will be done by:
  - Washing with detergent and water
  - Rinsing with clean warm water
  - Wiping, spraying or immersing for 2 minutes in an approved disinfectant.
  - Air drying
- Discontinue shared use of items that cannot be cleaned and disinfected (natural materials such as acorns, sticks, cardboard etc.)
- Soft toys (plush toys and blankets) or play materials will not be used at this time.
- All shared sensory activities including water, sand, or play dough will not be used at this time.
- Items such as books and puzzles will not be moved between rooms and will stay within each cohort room only, as they cannot be fully cleaned and disinfected between cohort uses.
- Any non-essential items that travel with the child from home to Hawks Kids program on a daily or regular basis is not allowed unless there is a special equipment that is required for child(ren)'s day-to-day use. In that case, it should be cleaned and disinfected at drop off and pick up, and should not be used by anyone other than the child.

### **Sick child/staff policy and procedures during pandemic**

- If a child develops symptoms of COVID-19 while at the Hawks Kids program, including symptoms known by a known pre-existing condition (e.g. allergies), the child will be isolated in a separate room and the parent or guardian will be notified to come and pick up the child immediately. If a separate room will not be available, the child will be kept at least 2 metres away from other children. The child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.
- If the child is young and/or requires close contact and care, staff can continue to care for the child until the parent is able to pick the child. Staff should wear a mask during all interactions with the child and should avoid contact with the child's respiratory secretions.
- Staff should wash their hands before donning a mask and before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child.
- All items, blankets, mats, etc. used by the child while isolated should be cleaned and disinfected as soon as the child has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the program and stored in a sealed container for a minimum of 10 days.
- If two or more children will be identified as having symptoms consistent with COVID-19, the child care program will follow outbreak notification procedures as per routine zone protocols. (Questions on illnesses other than only vomiting and diarrhea such as COVID illnesses, influenza-like illnesses, or rash please contact the Communicable Disease Control Outbreak Response Lead in Calgary Zone at 403-955- 6750; Appendix B).
- 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.

### **Safe practices procedures during COVID-19**

- Activities cannot violate a public health order. To help plan activities, Hawks staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - Can an activity be modified to increase opportunities for physical distancing?
- Where possible, Hawks Kids staff will follow physical distancing practices, for example:
  - Avoid close greetings like hugs or handshakes and encourage physically distant greetings such as "air fives" and waves
  - Plan for physically distant activities such as shadow tag and where possible avoid activities that require clustering around a particular item or part of the room
  - Create ways to set up rooms to avoid clustering or traffic jams

- Consider staggering individual participation in activities or use of equipment to avoid clustering in any specific area.
- Use of masks by program staff is encouraged only in a situation when a child is required assistance and staff member cannot avoid close contact/interaction with the child (e.g. child with special needs requires help with dressing).
- If masks are worn, Alberta Health mask guidance must be followed and can be found here: <https://www.alberta.ca/prevent-thespread.aspx>.
  - Once a 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 are unlikely to be able to wear a mask properly and not touch it, so mask wearing is not recommended.
- Staff and children will be frequently reminded to follow proper hand hygiene and respiratory etiquette (wash hands frequently, sneeze/cough into their elbow, put used tissues in a waste receptacle and wash hands immediately after using tissues) by posting signs with visual cues around the program area.
- Hawks Kids program will continue to adhere to handwashing guidelines outlined in the AHS Health and Safety Child Care Guidelines. However, when soap and water is not readily available, monitored access to hand sanitizer will be available. Children will be closely supervised when using alcohol-based hand sanitizer. Hand sanitizer will be kept away from children's reach when not in use.
- Meals and snacks:
  - Food provided by the family should be stored with the child's belongings in an area designated for the child's cohort and should not be handled by staff when possible.
  - Hawks Kids will cease activities involving child participation in food preparation.
  - Where possible, children should practice physical distancing while eating.
  - Celebrations with food sharing must be postponed or cancelled until further notice is given.
  - Water fountains will not be allowed to use, only water bottles.
- In-house field trips, performances or celebrations will be postponed or cancelled until further notice is given.



**Screening Questionnaire**

**PARENTS AND GUARDIANS MUST FILL OUT THIS QUESTIONNAIRE TO DECIDE IF THE CHILD SHOULD ENTER TODAY**

**Risk Assessment: Initial Screening Questions**

**Screening Questions**

1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
		YES	NO
	• 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.

If you have answered "Yes" to any of the above questions, please **DO NOT** enter at this time.

If you have answered "No" to all the above questions, please sign in and out and practice hand hygiene (wash hands for 30 seconds, and or use hand sanitizer) before and after your visit.

Our goal is to minimize the risk of infection to our staff and children, thank you for your understanding and cooperation.

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Name

Signature

Date



**Appendix B**

## Identifying and Reporting Suspect Outbreaks in Child Care Facilities and Family Day Homes

Child care workers have an important role in helping control the spread of illness in their child care facility or family day home. Carefully watching the children for signs of an illness is called “disease surveillance” and is the first step in illness management.

Symptoms to watch for are:

- Diarrhea
- Vomiting
- Fever
- Cough
- Rash illness
- Other clusters of unusual symptoms

Recording illness on the attached illness log sheet helps identify patterns or clusters of similar symptoms of illness at the Child Care Facility (CCF) or Family Day Home. These occurrences should be reported to Public Health for further assessment and follow-up as appropriate.

### What is an “outbreak” of illness?

An outbreak may be suspected in a child care facility or family day home when there are **two (2) or more children with the same category of symptoms that started within 48 hours of one another.**

If an outbreak is suspected, as defined above, it must be immediately reported to AHS  
Central Zone Public Health

*For gastrointestinal outbreaks such as diarrhea and vomiting please contact the  
Environmental Public Health Inspector (PHI) on call at 1-866-654-7890.*

*For respiratory outbreaks such as fever, cough, and other outbreaks of rash illnesses  
please contact Communicable Disease Control (CDC) at 403-955- 6750.*

When a potential outbreak is identified and reported to public health, AHS Public Health staff:

- Will provide information and recommendations to assist child care staff in preventing further spread of illness in the CCF or Family Day Home.
- May facilitate testing of ill children (as appropriate, or recommended by Zone Medical Officer of Health) to determine the cause of the outbreak. In that event, contact information for parents will be requested.
- May provide information letters to parents (as appropriate) informing them of the outbreak, advising them that children not attend any child care facility or family day home while ill and providing information on how to prevent the spread of the illness in their own home.