

Prématernelle Manon's COVID-19 Protocols for During/After the Pandemic

Adopted: December 1, 2020

[Version française](#)

1. Preamble

To ensure the safety and health of children, families, Prématernelle Manon staff and individuals in our community, we have established procedures that incorporate guidelines from Children's Services and Alberta Health Services (AHS).

2. Objectives

1. Keep Prématernelle Manon open by implementing guidelines that decrease the spread of the virus.
2. Prevent the infection of children and staff to the greatest extent possible by following the protocols put in place by AHS and Children's Services.

3. Description

Since Prématernelle Manon reopened in September 2020, we have been closely following the policies and protocols put in place by Dr. Hinshaw and AHS. When changes to these protocols occur, Prématernelle Manon is notified as soon as possible by the compliance officer of the Fédération des Parents Francophones de l'Alberta (FPFA).

Changes in the program plan have been updated to meet departmental guidelines. These changes include protocols for illness, safe practice, hand washing, cleaning, disinfecting, capacity and attendance in the classroom.

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Current recommendations are to maintain a physical distance of six (6) feet or two (2) meters when possible. While it is understood that caring for children does not allow for a two (2) meter separation, it is recommended that this distance be maintained whenever possible (e.g. staff should try to maintain a two (2) meter space between themselves).

(Référence : [GUIDANCE FOR DAY CARE/OUT OF SCHOOL CARE \(CHILD CARE\)](#))

4. Operations

4.1. General Operations

The maximum capacity per class for Phase 3 has returned to the usual standards; limitations are no longer in place. Prématernelle Manon's capacity is 20 children per day, according to the license with Child Services.

Educators have been trained on measures to prevent the spread of the pandemic.

Bleach cleaning products must have a dilution of 1000 ppm.

Each new employee and substitute is given a copy of the protocols and must sign them to attest that they have read and will follow the procedures.

The educators are slightly more numerous at Prématernelle Manon in order to allow the implementation of these greater hygiene measures while taking care of the children. For example, the disinfection of toys, play surfaces and frequently handled surfaces. The educators in ratio must be the same.

If a child must be absent from Prématernelle Manon for any reason, it is mandatory to inform the coordinator of the reason for the absence. All absences must be reported to Child Services each month by the site coordinator.

4.2. Masks

The use of masks and gloves is not required by Alberta Health. However, to prevent the spread of the disease, we require that masks be worn at all times by educators, substitutes and essential visitors.

Parents are required to wear a mask when interacting with educators, such as when a child arrives and leaves, regardless of the length of the interaction.

Children are now required to wear masks when arriving and leaving Prématernelle Manon. This is to comply with school policies that require masks to be worn in shared areas. Children are allowed to remove their masks when they enter the classroom. If parents would like their child to keep their mask on during the day, educators will do their best to support them with this. If you wish to have your child wear a mask during the day, it is highly recommended that you send them with a detachable lanyard ([example](#)), to assist when the child needs to remove the mask.

As soon as a mask is removed, it must be disposed of in a bagged garbage can (disposable masks) or placed in a sealed container for washing (reusable masks) and a new mask will be issued, in accordance with the mask wearing procedures outlined by Alberta Health.

4.3. Illness

In accordance with AHS guidelines, any child or staff member who develops cold symptoms or other symptoms related to COVID-19 will be denied entry until they receive a negative test result and their symptoms have resolved. If a test is not done, the child or staff member with symptoms including fever, cough, shortness of breath or loss of sense of smell or taste will be required to isolate themselves for a minimum of ten (10) days and until there are no more symptoms.

On November 2, 2020, AHS made the announcement that runny nose and sore throat have been removed from the symptoms questionnaire for children requiring self-isolation. This means that any child who has only one of these symptoms will not be required to isolate themselves for a long period of time. However, they will have to stay home for 24 hours to monitor their condition. If the child feels better after 24 hours and a second symptom has not appeared, he/she can return to Prématernelle Manon when he/she feels better. If the child has two symptoms or one symptom that persists or worsens, he/she will need to isolate until the symptoms resolve. In this situation a test is recommended but not mandatory.

This does not apply to adults or employees. If they have a runny nose or sore throat, they still need to isolate themselves for a minimum of ten (10) days and until they are symptom-free, or have a negative test with no symptoms before returning to Prématernelle Manon.

First of all, please be aware that strict measures are in place regarding the presence of employees at work who are not feeling well. **No employee is allowed to report to work if they are not feeling well, no exceptions will be made.**

No sick children or parents will be accepted at Prématernelle Manon.

For a child with allergies or asthma whose symptoms have the effect of a cold, it is recommended that we receive a negative COVID-19 test result before we can accept the child, or a letter from the doctor describing the condition and its symptoms.

- Each parent should check their child's temperature at home before coming to Prématernelle Manon. Out of respect for other families, please keep your children with flu symptoms at home even if the symptoms are mild.
- Educators will need to check the temperature of each child upon arrival.
- Normal temperatures are:
 - Mouth: 35.5-37.5°C ; (95.9-99.5°F)
 - Underarm: 36.5-37.5°C ; (97.7-99.5°F)
 - Forehead: 36.6-38.0°C (97.9-100.4°F)
 - Ear: (non-recommandé pour les bébés) : 35.8-38.0° C ; (96.4-100.4°F)
- If a child begins to have symptoms while in the care of Prématernelle Manon's staff, he/she will be isolated in a separate room and the parent will be notified to pick up the child immediately. If rooms are not available, a minimum distance of two (2) meters must be maintained from other children. If the child is young and requires direct contact and care, the educator shall wear a mask while continuing to care for the child until the parents arrive. The caregiver should wash his/her hands and avoid contact with the child's respiratory secretions.

Steps to follow for wearing a mask when supervising a sick child:

- 1) Put on the mask: Wash your hands before putting on the mask;
 - 2) Removing the mask: Wash hands, remove mask, and wash hands again;
 - 3) Put on a new mask
- Toys, mattresses, and all items used by the child during the isolation period should be disinfected as soon as the child leaves. The caregiver should wash his/her hands before and after disinfection.
 - Materials that cannot be cleaned and disinfected, such as books and cardboard puzzles, must be removed from Prématernelle Manon and quarantined and sealed for 72 hours.

4.4. Positive COVID-19 Case at Prématernelle Manon

If Prématernelle Manon is linked to a confirmed or probable case of COVID-19, it is possible that it will have to close its center for two weeks to allow for follow-up by AHS. Following their visit, Prématernelle Manon will have to act on the recommendations. In the event that two or more children are identified with symptoms of COVID, the program will have to follow the outbreak protocol.

In addition, in the event that a staff member (educator or coordinator) tests positive for COVID-19, he/she will be required to stay home for a period of 10 days and until symptom free. Anyone considered a close contact by Prématernelle Manon or AHS will be required to isolate themselves for 14 days.

Based on recent experiences in managing cases of COVID, Prématernelle Manon has noted that the response time for AHS is too slow. We find that this department is overwhelmed and has difficulty following up in a timely manner. For this reason, Prématernelle Manon may initiate the closure of the center as soon as a case of COVID is reported in the class. In addition, Prématernelle Manon will begin tracing close contacts with the case. PrématernelleManon will immediately contact affected families and ask them to isolate themselves for 14 days.

A close contact is:

Any person who has been in direct contact (touched) or within two (2) meters AND who has been in the presence of the positive case for more than 15 minutes in the two days preceding the announcement of the positive case.

Prématernelle Manon is committed to the following steps when a positive case of COVID is reported in any of its programs:

- 1) Contact the AHS line and compile a list of close contacts of employees and/or children who have tested positive for COVID.
- 2) Contact the Children's Services Intake line and provide the necessary information.
- 3) Contact the Prématernelle Manon families via email or phone.
- 4) Contact the Prématernelle Manon team of educators, visitors/replacement workers and staff.
- 5) Notify the COVID manager of the Conseil scolaire Centre-Nord (CSCN) and the principal of Sainte-Jeanne-d'Arc school.
- 6) Contact the Alberta Licensing Inspector and Health Services Officer for Prématernelle Manon.
- 7) The President of the Prématernelle Manon Board of Directors will be the contact person for the management of the information communicated to parents as well as the follow-up with the employees.
- 8) If a closure is necessary, Prématernelle Manon will be reopened only after the 14 day isolation period.

In the event that a parent tests positive for COVID-19, he/she must inform the Prématernelle Manon immediately. In addition, the parent will be required to stay home for a 14-day isolation period and keep their child with them. No physical contact with Prématernelle Manon will be possible. The child's personal belongings will be sent home by the preschool if necessary.

4.4.1. Close Contacts

Alberta is seeing new strains of COVID-19 spread in the province. These strains are called "variants of concern" because they spread more easily than other strains and can lead to more serious consequences. Although the new variants of COVID-19 spread more easily, they are transmitted in the same way as the original strain.

First, AHS is requesting that household contacts who have been in contact with a positive COVID-19 case be tested once within 48 hours of being confirmed as a household contact, as a measure to reduce the spread of these variants of concern. They will also be required to isolate themselves for a period of 14 days. If symptoms develop, it is recommended that the person be tested. If the results are negative, the individual may return to the center after the initial 14 days and the symptoms have resolved. If the results are positive, the person may return to the center after a minimum of 10 days and all symptoms have resolved.

Anyone who develops symptoms should be tested as soon as possible.

4.5. Travel

Families are encouraged to avoid non-essential travel. If a family decides to travel outside of Canada, they will need to notify the center and isolate for 14 days upon return, unless the entire family is fully vaccinated (see below for exemptions for fully vaccinated travelers who meet specific conditions). If the child develops signs of illness during the quarantine period, he/she will need to provide proof of negative testing for return to the center or isolate for 10 days upon development of symptoms and ensure that he/she is symptom-free before returning to Prématernelle Manon.

(Reference: [COVID-19 vaccinated travellers entering Canada](#))

4.6. Capacity

Programs can operate without capacity limits. However, they are obliged to follow the Licensing rules.

4.7. Arrival at Prématernelle Manon

Educator Responsibilities

- Drop-off will take place at the table at the entrance of Sainte-Jeanne-d'Arc School. An educator will take responsibility for the child to bring them to the classroom and to the exit when they leave.
- The child's temperature will be taken by the educator each morning upon arrival. If the child has a fever, he/she will have to go home.
- The educator will disinfect the lunch box of each child as he/she enters the classroom.

Parent Responsibilities

- Each parent must check their child's temperature at home before coming to the preschool.

- Parents or guardians may drop off their children at the appropriate times according to their program. Children may be dropped off as early as 7:15 a.m. for daycare children and between 8:45 a.m. and 9:00 a.m. for preschool children. Children in the preschool program must be picked up between 11:45 and 11:50 a.m. Children in the daycare program must be picked up by 5:30 p.m.
- Parents or guardians must call or text 780-395-9933 to indicate their arrival at Prématernelle Manon and wait for instructions from an educator before entering the school.
- In order to maintain social distance, only one family can sign-in at a time, with another family waiting in the lobby respecting the two (2) meter distance and with another in the vestibule if necessary. Other families will have to wait outside, respecting a distance of two (2) meters between families and other individuals arriving at the school.
- Parents or guardians **and children** are required to wear masks in the school at all times during arrival and departure and must follow the instructions of the educators. **This is to comply with the school's policy that everyone must wear masks at all times in shared spaces.**
- Parents are asked to complete an Online COVID-19 Screening Questionnaire ([Questionnaire](#)) each morning before arriving at the school. If the electronic questionnaire has not been completed prior to the child's arrival, the parent will be asked to complete the screening questionnaire orally.
- Parents must clean their hands with disinfectant before touching the computer at Prématernelle Manon.
- The parent/guardian will be responsible for entering their code into the EZCare system at the computer.
- The persons listed in the emergency contacts will need to be informed of Prématernelle Manon's current intake protocols.

4.8. Communication and contact

- Communication between a specific educator and parents is not guaranteed, as the educator in charge of arrivals and departures changes depending on the needs of the preschool. If you are looking to communicate with a specific educator, please communicate your request to the center coordinator via email or phone.
- The use of the HiMama program was put in place to help facilitate communication between educators and families.
- In all cases, if there is a concern or problem, parents can email the Coordinator or the President of the Prématernelle Manon Board of Directors.

4.9. Personal Objects

Children will need a pair of indoor shoes that will remain in the center in their bin.

Personal items from home are not allowed in the Prématernelle Manon. Other than a change of clothes that will remain on site, a lunch box, their shoes and water bottle - **nothing else should be brought in**. This means no electronics, toys, books, stuffed animals, etc.

Children **must have** a new or clean (if washable) mask with them every day in case they need it (for example, if they develop symptoms). If a child develops symptoms and does not have a mask, one will be provided.

Necessary medical equipment such as walkers, wheelchairs, etc. must be cleaned and disinfected upon arrival and departure of the child.

Necessary items such as sleeping blankets will remain at the preschool during the week and will be sent home on Fridays to be washed and returned on Monday morning for the next week. Change of clothes will remain at school and will be sent home a few times during the year to be checked for size or as needed.

4.10. Hand Washing Protocols

Washing Children's Hands

Children will be required to wash their hands with soap and water for at least 20 seconds during the following times:

- Upon arrival at the center and before departure;
- After they have gone to the bathroom;
- Before eating;
- When hands are dirty;
- After wiping their nose or handling dirty tissues;
- When they go out and come back from outside.

The use of hand sanitizer is not recommended. Educators will help younger children wash their hands and supervise older children to ensure that washing is done correctly.

4.11. Meals/Snacks : Instructions for Families

- Meals and snacks are provided by the parents only;
- All food brought in must be nut free and conform to the rules as established in the parent handbook;
- Parents must provide utensils and dishes for their child's meals in the lunch box;
- All containers or other items in the lunch box must be properly labeled (containers, etc.);
- If a child is without food for the day, the program will provide the child with dry snacks.

4.12. Rest Time

When resting, mattresses shall respect the distance of 2.5 square feet whenever possible.

4.13. Cleaning/Disinfecting

- The program must perform frequent thorough cleaning daily.
- The program must comply with regulations regarding cleaning, disinfecting frequently touched objects and surfaces in accordance with AHS guidelines.
- All toys put in the mouth shall be removed and disinfected immediately.

4.14. Outside Activities

All outings, excursions and events will be postponed or cancelled.

4.15. Posting of Instructions

As a preventive measure, visual signs shall be visible in the entrance of the Prématernelle Manon. These signs should indicate actions that remind staff and children of the proper methods for hand washing, sneezing and coughing into the elbow.

Whenever possible, social distancing practices should be used. Close proximity greetings that require touching, such as hugs or handshakes, should be avoided and creative greetings such as air high fives should be encouraged.

The daily questionnaire will be posted at the designated entrance.

We encourage a social distance of two (2) meters between people.

4.16. Non-Compliance with the Rules

There will be consequences for parents/guardians and staff members who do not follow the rules.

If parents/guardians fail to comply with the rules twice and receive warnings, the Board of Directors will have to review the problem and decide on sanctions.