

ST.ALBERT FAMILY RESOUCCE CENTRE

Covid-19 Procedure Manual



**St. Albert Family
Resource Centre**

GROWING STRONG TOGETHER

Funded by:





#10A-215 Carnegie Drive, St. Albert, AB T8N 5B1

St. Albert Family Resource Centre is committed to serving families in St. Albert and the surrounding communities. We continue to support families, encourage meaningful community connections, and grow stronger together.

St. Albert Family Resource Centre (FRC) has developed the following practices to help ensure the safety for the families we work with and our employees, based on the guidance from the Alberta Government – Workplace Guidance for Businesses and regulations from Alberta Health Services.

St. Albert Family Resource Centre will continue to modify procedures as new information is provided to us.

Rights & Responsibilities for Employees

St. Albert Family Resource Center has taken extensive measures to ensure the health and safety of St. Albert Family Resource Center employee's, children and families.

St. Alberta Family Resource Centre has developed a COVID 19 policy for all employees to help guide them through this time.

ABOUT COVID-19

Coronaviruses are a large family of viruses. Some cause respiratory illness in people, ranging from mild common colds to severe illnesses. Novel coronaviruses, like COVID-19, are new strains of the virus that have not been previously identified in humans. This means people have no immunity against it, and it has no vaccine or proven treatment.

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Spread

COVID-19 is believed to be spread through tiny droplets of liquid produced by people who have the virus.

These droplets spread by:

- coughing, sneezing, talking, laughing, and singing
- Touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth (bath towels, kitchen utensils, door knobs, etc.)

SYMPTOMS

- Fever
- Cough (new cough or worsening chronic cough)
- Shortness of breath or difficulty breathing (new or worsening)
- Runny nose
- Sore throat
- Painful swallowing
- Stuffy nose
- Headache
- Muscle or joint aches
- Feeling unwell, fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste

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- Conjunctivitis, commonly known as pink eye

External Resource and Information

- St. Albert Family Resource Centre encourages staff to remain up to date with developments related to COVID-19 by using the Alberta Health Services website as those are the mandates we are required to follow.

Resource	Purpose/Use	Contact
Alberta Health Service (AHS) 811	COVID-19 and Infection Prevention Control	www.albertahealthservices.ca
Public Health Agency of Canada	COVID-19	www.canada.ca/en/public-health

PREVENTION

St. Albert Family Resource Centre is committed to the health and safety of our employee's and the children and families we serve. We have implemented various procedures to ensure the prevention of COVID-19. The procedures in place are based on the recommendations from Alberta Health Services. St. Albert Family Resource Centre will continue to modify procedures as new information is made available to us.

<https://www.alberta.ca/biz-connect.aspx>

Screening of Employees

All St. Albert Family Resource Centre employees will be required to complete the COVID Questionnaire prior to the start of their daily shift daily.

If the questionnaire is not completed, the employee will not be permitted to begin their shift. If the completed questionnaire indicates that the employee should not be at work due to the employee experiencing any of the symptoms listed, St. Albert Family Resource Centre recommends the employee take a COVID test and that the employee remain off

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shift until the symptoms have cleared or the employee receives a negative COVID test result.

In certain cases, St. Albert Family Resource Centre reserves the right to request that the employee takes a COVID test, and that test must be returned with a negative result, prior to returning to work. If an employee's COVID test results in a positive result, they are not to come to work and they are required to notify their manager.

If an employee becomes ill and symptomatic during their shift, they must immediately advise their manager and follow the protocol as directed.

Screening of Children/Program Attendees

St. Albert Family Resource Centre requests that parents/guardians conduct active screening of their child using the Alberta Health COVID-19 screening questionnaire. St. Albert Family Resource Centre will utilize the REMIND APP which will allow parents to inform staff when they arrive for drop off and pickup. A designated employee will meet each parent at their vehicle to confirm the screening questionnaire is complete and child is clear of symptoms, at which point staff will bring the child into the centre for programming. If a parent answers "yes" to any of the questions, the child/ren is not permitted in the program.

All visitors must report to the reception, sanitize their hands upon arrival and departure and wear a mask. Contact tracing measures are taken and all parties will be notified if someone test positive for COVID 19. To enable quick contact with employees, an up-to-date contact list is maintained.

Access to St. Albert Family Resource Centre

St. Albert Family Resource Centre remains open to the public. Measures are taken to help ease congestion in reception area and masks are mandatory upon entrance for anyone ages 10 and older.

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- Signage is visible at the entrance indicating not to enter when showing any cold like symptoms.
- Signage is visible at the entrance indicating masks are mandatory in centre and to not enter if they are exhibiting any symptoms or ill.
- Signage is place throughout the centre
- Posters are placed throughout the centre reminding staff and guests physical distance measure are in place and frequent hand washing and sanitization is necessary.
- Hand sanitization stations are clearly marked.

Distancing Measures

- Posters are placed throughout the centre reminding staff and guests physical distance measure are in place.
- Signage is placed on the floor throughout the centre to indicate physical distancing measures are kept (2 meters)
- Chairs are spaced 2 meters apart in staff lunchroom and stagger use is requested.
- Chairs in reception area have been replaced with wipe able surface chairs.
- In offices where 2 meters cannot be achieved, sneeze barriers are installed to meet Alberta Health Regulations. Sneeze barriers are in the reception area.

In Programs

- Cohorts will be established.
- Instructors will wear masks and face shields if necessary.
- Programs with youth ages 10 and up have physical distance measures in place.
- Tables and chairs are 2 meters apart.
- Classroom sizes are limited.

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- In preschool rooms, instructors will wear masks, maintain physical distance is when possible, chairs are positioned 2 meters apart and markings have been placed on the carpet 2 meters apart.
- All rooms have access to sanitizers which are clearly marked. Instructors are helping children sanitize and wash their hands when necessary.

Family Support/Home Visitation

- FS/ HV staff, are equipped with masks, hand sanitizer, face shields, gloves.
- Prior to each visit, home visitors will ask the questions on the COVID screening tool.

Cleaning Procedures

St. Albert Family Resource Centre has developed enhanced cleaning and sanitation protocols. Staff has had training consisting of safe usage of PPE (Canadian Red Cross) and how to safely operate sanitizing tools.

Hand Hygiene and Respiratory Etiquette

- The use of posters reminding employees and visitors to practice respiratory etiquette and hand hygiene is strongly encouraged in work areas where they can easily be seen (e.g., entrances, washrooms and staff rooms).
- Hand sanitizers are visibly marked, found at the entrance and throughout the center.
- Disposable disinfecting wipe are available to staff, to disinfect high traffic areas, in offices (Doorknobs, light switches, computers, keyboards and phones).
- Frequent hand washing and sanitizing will be promoted in program and amongst staff.

Cleaning and disinfecting

- Cleaning check list for upstairs and downstairs with times and designated staff to ensure completion.

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- High traffic/touch shared surfaces are noted and cleaned 3x a day with sanitizing wipes.
- Frequently clean and disinfect high-traffic/communal areas such as staffrooms, kitchens and washrooms.
- Staff lunch room is cleaned and wiped down using disinfectant wipes throughout the day.
- Communal water fountains are blocked off.
- Program spaces and toys are sanitized using HP20 Sprayer, using Health Canada approved sanitizers.
- All hand sanitizers are Health Canada approved.

Minimizing the spread of COVID-19 is a top priority for St. Albert Family Resource Centre. Careful planning for to return to work and programming required adopting new health and safety measures to protect employees and families. The St. Albert FRC Executive Director and Operations Manager are working together to ensure measures are followed. The Operations team is maintaining cleaning procedures and protocols. Program and Family Support managers are ensuring that classroom participants and staff are adhering to all procedures. All staff are aware and are working together to ensure we have a safe work environment.

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