



# **Early Learning Services Relaunch Strategy**

**August 20, 2020**

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Dear Parents and Caregivers,

Welcome to e4c and the start of the 2020/21 school year!

We are so happy you have invited us into the lives of you and your children.

Over the past months, our team has been working on how to best support the healthy development and early education of pre-school children. Whether that was our quick pivot to virtual learning or the creation of this Relaunch Strategy, our continued goal is to ensure your child and family's health, safety and success.

During the COVID-19 pandemic, e4c is following all Orders directed by the Chief Medical Officer of Health. To date, e4c is successfully operating our essential services in housing, food security and financial literacy.

We have Personal Protective Equipment (PPE) for all of our programs as we work towards reducing the spread of COVID-19 in our congregate living homes, classrooms and offices.

We look forward to the journey we will take together this school year. If you have any questions, please reach out to any of us at e4c Early Learning Services.

Please be safe!

Zoë Beaulieu

Manager, e4c Early Learning Services

## Overview of Returning to School

In July, Alberta Education released their Return to School Plan, which consists of three scenarios for school operations in the 2020/21 school year beginning in September 2020.

This Relaunch Strategy for e4c Early Learning Services is based on the orders, recommendations and advisement provided by Alberta Education, Alberta Health, Alberta Health Services (AHS), and Edmonton Public School Board. e4c Early Learning Services operates three classrooms out of two Edmonton Public locations: Athlone and Princeton Schools.

The three scenarios as outline by Alberta Education include:

**Scenario One** - In-school classes resume (near normal with health measures).

**Scenario Two** - In-school classes as well as virtual classroom delivery with additional health measures to be determined.

**Scenario Three** - At-home virtual learning when in-school classes are suspended/cancelled.

This Relaunch Strategy is based on Alberta Education's direction to resume schools under **Scenario One** for the 2020/21 school year.

During the school year, depending on the status of the COVID-19 pandemic, it is possible that some or all of e4c Early Learning Services classrooms will enter Scenario Two or Scenario Three upon the advisement of the Chief Medical Officer of Health and Alberta Education.

### Communication

We will strive to communicate with you in a timely way on any changes to timeline for reopening, changes to Scenarios and updates regarding your child's educational experience via e-mail and telephone contact.

Please provide us with your email, telephone number and your emergency contact's up to date email and telephone number to ensure you receive information in a timely manner.

We ask you to stay up to date with developments related to COVID-19 at [www.alberta.ca/covid](http://www.alberta.ca/covid).

## Returning to School Safely

As we prepare for the relaunch of e4c Early Learning Services, we have spent many hours discussing and preparing for you and your child's safe return to our programming in person. The health and safety of you, your child, every child in our classroom, every family in our program and our staff is our primary goal.

We know that you are interested in knowing how returning to school will affect your child on a daily basis. This section outlines information relevant to the wellbeing of your child and every child in our classroom.

### Cohorting

We will cohort your child in our program. Cohorting (or the grouping of children and classroom teaching team) occurs when children and the teaching team of a classroom remain together throughout the day with no interaction with children or teaching team from other classrooms.

The size of the cohort depends on the physical space of the classroom or learning setting. In a typical e4c Early Learning Services classroom there will be a maximum of 12 –18 children with a teacher and two educational assistants (the teaching team).

There are many reasons why we are using grouping in our education setting including:

- Decreased risk of transmission of COVID-19 by limiting the number of teaching team and children who interact and have exposure to each other; and

- Allowing for easier tracing of COVID-19 transmission and assisting e4c and Alberta Health Services in containing an outbreak.

## Screening

Each morning before your child leaves home to attend an e4c classroom, you are expected to use the [Daily Self-screening Questionnaire \(PDF\)](#) to decide if your child should attend school. The questionnaire is also available in a number of other languages – see Appendix.

You do NOT have to provide this form to us. It is for your own use only. The screening questionnaire checks for COVID-19 symptoms such as fever, sore throat, cough, runny nose or difficulty breathing, and possible contact with COVID-19.

If you or your child answers “YES” to any items on the questionnaire, **you and your child will need to stay home** and complete [the AHS COVID-19 Online Self-Assessment](#) to determine if you need to be tested.

## Parents at Schools

As a parent, you must make an appointment with us, if you would like to see us in person at e4c. You are expected to use the [Daily Self-screening Questionnaire \(PDF\)](#) to decide if you should see us in person on the day of your appointment. We will also use the screening questionnaire before you enter an e4c program site.

We will maintain a log book of all visitors to allow for contact tracing of COVID-19 transmission in the event of an outbreak.

## Isolation of Symptomatic Persons

Should your child arrive at school with COVID-19 symptoms or develops these symptoms throughout the school day, we will provide an alternate space or at a place in the classroom where your child is able to physically distance at least 2 metres from other children. Your child will be asked to use a mask if they are able to wear it safely and will be monitored

by a teaching team member who will wear a mask, gloves and eye protection.

You will be notified to come and pick up your child immediately. If we are unable to contact you, we will call your emergency contact. You are encouraged to complete [the AHS COVID-19 Online Self-Assessment](#) to determine if your child needs to be tested.

If a teaching team member or other staff become symptomatic during the school day, classroom coverage will be provided to allow them to leave the school immediately and to complete the AHS COVID-19 Self-Assessment.

## Children with Pre-Existing Conditions

In order to support the safety of your child, and every child in our classrooms, we will maintain records of known pre-existing conditions. If your child develops COVID-19 symptoms and those symptoms could be caused by a known pre-existing condition (for example, allergies), we recommend that your child take the COVID-19 test before entering or returning to school.

## Employee / Child Diagnosed with COVID-19

In the event of a child or e4c staff being diagnosed with COVID-19, e4c will follow the directions of Alberta Health Services, which may include isolation of persons or cohorts who were in contact with COVID-19, or the closure of affected classrooms or schools.

You will be notified if a case of COVID-19 is confirmed at e4c and AHS officials will contact those who were in close contact with COVID-19.

We will support the ongoing development and learning of your child from home if they are required to self-isolate.

## Preventative Measures & General Cleaning

We have been working diligently to ensure advanced cleaning protocols are in place to reduce the risk of the spread of COVID-19 and increase the safety of your child and our team members.

Disposable towels and spray cleaners, or disposable wipes, will be readily available to team members to regularly clean commonly used surfaces.

High contact surfaces such as doorknobs, light switches, toilet handles, faucets and taps will be sanitized and cleaned every 2 hours. Cleaning and disinfecting of washrooms, computers, keyboards, and desktops will happen three times daily.

The teaching team will properly clean and sanitize each classroom's shared equipment and toys before morning classes, in between classes and again at the end of the day. We have removed from the classroom all area rugs and soft furnishings that cannot be easily cleaned and disinfected.

## Hand Hygiene

Everyone will be required to perform proper hand hygiene when entering and exiting a school as well as before entering their classroom. Our teaching team will help your child to wash their hands and use hand sanitizers frequently throughout the day.

Hand sanitizers will be placed at all entrances, exits, outside classroom doors and in the hallways.

## Physical Distancing, Masking & Personal Protective Equipment (PPE)

We will guide and remind children to maintain physical distance wherever possible, throughout the day. Signs and markers are placed as reminders and to assist with traffic flow at entrances, hallways, classrooms and other areas.

We have secured vendors to provide sufficient Personal Protective Equipment (PPE) for our team members and your child.

Your child's teaching team will wear masks at all times in the classroom, common areas and hallways.

In situations where it is necessary to remove their masks (for example, to drink or demonstrate speaking or eating), the teaching team will maintain a physical distance of 2 metres.

Other e4c Early Learning staff (including Speech Language Pathologists, Occupational Therapist, Management) and Health Care partners will also be wearing masks in classrooms and common areas.

At this time, **your child is not required to wear a mask** during class or in common areas, however mask wearing will be introduced as part of our curriculum, along with additional health and safety practices such as physical distancing, hand washing, and coughing into elbows.

## School Bus Transportation

To ensure that your child is able to get to school, Stock Transportation will provide daily school bus transportation for your child to attend e4c Early Learning Services.

Stock Transportation has put in place measures to ensure the health and safety of your child and all children being transported. Your school bus driver will undergo a health screening test each day prior to their shift. The driver will also wear a mask and gloves during the transportation of the children to and from school each day. They will thoroughly clean and sanitize the bus before and after the morning and afternoon bus trips.

Your child **may** wear a mask on the bus. At this time, **your child is not required to wear a mask** while traveling on the bus. Your child will have an assigned seat on the bus and they will be seated near other children from their classroom cohort, as much as possible.

When you drop off or pick up your child from the school bus, **we expect you to wear a mask and to board the bus** to buckle/unbuckle your child's seat belt. If you do not wear a mask, your child will not be able to board the bus.

Should your child become unwell and show symptoms of COVID-19 while on the bus, Stock

Transportation will let us know. We will then call you and ask that you meet the bus at the school. If you are unable to get there before the bus arrives, we will help your child put on a mask and faceguard, and we will stay with them in a separate area from other children until you arrive.

### **Summary of Parent Responsibilities**

We recognize the important role that you and other parents/caregivers play in the health, safety and success of children attending our programs. Therefore, we expect you to be a key partner to ensure the health and safety of all children in our classrooms and our staff team by:

- Completing the daily screening questionnaire for you and your child prior leaving home for an e4c classroom,
- Keeping your child home if they are feeling unwell,
- Calling your child's teacher to let them know that your child is staying home,
- If you are using our school bus transportation, wearing a mask to drop off/pick up your child on the school bus,
- Picking up your child if we contact you to do so,
- Maintaining your up to date contact information with us,
- Reading all communication sent to you from us,
- Teaching and demonstrating appropriate behaviours to prevent COVID-19 including hand washing, appropriate physical distancing and mask wearing, and
- Providing us information on your child's pre-existing health conditions or allergies.

## **Your Child's Day at School**

In returning to school this year, it is important for you to have an understanding what your child's day will look like. There are some changes on how we operate day to day to ensure the health and safety of children, parents and families in our programs,

while maintaining a high standard to support early childhood development and learning.

### **Arriving at school**

As your child unloads off the school bus, they will be welcomed by their teaching team and gathered into their cohorts. One cohort at a time will enter the school together through their designated entrance and wash their hands as they enter school.

For those of you who drive or walk your child, you will be asked to wait at the designated entrance no earlier than 5 minutes before the class start time. You are expected to maintain a safe physical distance of 2 metres from other persons near the entrance. You will be met by a teaching team member who will then take your child and gather them with their cohort.

During inclement weather, such as extreme cold or rain, we will have a plan in place so children can enter the school early. If you drive your child to school in inclement weather, you will be asked to stay in your vehicle or outside the school, and to maintain a safe physical distance between yourselves and others until your child enters the school.

### **In the classroom**

We have a variety of signs on the floors and walls to guide and remind your child on the flow of movement and to support your child learning about physical distancing and good hygiene practices. We have removed all high touch shared equipment from the classroom such as water and sand tables, and replaced them with individual sensory kits. We have removed all carpets, soft/cloth toys or dress up items.

When your child enters their classroom, they will put their belongings in their assigned cubby that has been properly spaced apart to support physical distancing. In the classroom, your child will have their own assigned seating for table activities, circle time and snack time.

Teachers will teach your child about healthy hygiene practices such as sneezing into elbows, washing hands frequently and how to wear a mask.

### **Classroom Activities**

In conducting classroom activities, teachers will maintain proper physical distancing and limit shared touch points, as much as possible. When equipment is shared, the items will be cleaned and disinfected after each use. A reduced number of children will be allowed in classroom play centres to promote physical distancing.

To help reduce the need of shared items, we will provide every child with their own pencil case containing all needed school supplies (such as glue sticks, pencils, crayons, paint brushes) that will be theirs to use. They will also be provided with their own designated sensory trays with individual sensory items to allow for the sensory play experience and development.

You and your child will be receiving wrap around support services from our Speech and Language Pathologist, Occupational Therapist and other partners that work with your child such as Alberta Health Services and CASA. Each health professionals will be wearing masks at all times, applying a high standard of professional practice to prevent COVID-19 and when possible, working with only one cohort each day.

Your child will also be placed into a smaller grouping within their classroom cohort. This means that each teaching team member will be assigned a small group of 4-6 children that they will help support when it comes to moving around the classroom, to washrooms and during snack time.

### **Snack Time**

We will offer a healthy snack to your child every day. We will be serving pre-packaged individual snacks. To ensure the safe handling of food, our designated Educational Assistants and Snack Coordinators that serve food are trained and certified for Safe Food Handling by Alberta Health Services.

Teaching team members will practice enhanced hand hygiene when preparing and serving snacks. Snacks will be served to children using tongs and while wearing masks and disposable latex/vinyl gloves. There will not be any shared-use items during snack time (such as condiments, utensils).

### **Washroom and Water Fountain Protocols**

Water fountains will be closed for individual use. They will only be used by the teaching team to fill water bottles. **We ask that you provide your child with their own water bottle.** All water fountains will be cleaned and disinfected every 2 hours throughout the day.

A teaching team member will be responsible to take your child in their assigned small groups to use the washrooms. There will be a maximum number of children in the washroom at one time. This maximum number will depend on each washroom area across our different locations. The teaching team will disinfect the toilet and sinks after use by each child. One final overall cleaning and disinfecting of the washroom will be done in between each assigned small group's washroom visit.

### **Gym and Outdoor Play**

Physical activity is an important part of your child's development, therefore gym and outside time is still included in our daily routines. Classroom cohorts will have scheduled times in the gym and on the playgrounds.

Following hallway and entrance/exit traffic flows, only one cohort at a time will use the gym and playground. Your child and teaching team will wash their hands before entering the gym or playground. While in these areas, we will be promoting physical distancing, limiting shared equipment and reminding all children not to touch their face.

Your child and teaching team will wash their hands after gym or playground time re-entering the classroom/school. All gym equipment and outdoor toys will be cleaned and disinfected after each cohort's use.

## **Class Dismissal**

After class, your child will wash their hands as they exit school one cohort at a time following the hallway movement flow through the designated doors. Teaching teams will settle your child on the school bus in their cohorts.

If you pick up your child from school, you will be asked to wait outside your child's designated pickup door and to maintain proper physical distancing while you wait. A teaching team member will bring your child to you at the end of class time.

## **Between Morning and Afternoon Groups**

The morning and afternoon cohorts will each have their own set of toys, and each cohort's bins will be cleaned, disinfected and switched out after each class to prevent the sharing of toys between morning and afternoon classes. Shared large toys and equipment will be sanitized in-between morning and afternoon classroom sessions and at the end of each day.

Teaching teams will stay within their cohort group at all times throughout their day. Breaks will be taken in their classroom after the children leave or outside. Each classroom will be equipped with a microwave and where possible a fridge in order to reduce shared appliances between other cohorts.

We will ensure there is adequate time to properly clean and disinfect the classrooms between morning and afternoon classes.

## **Support for You and Your Family**

### **Parent Education Programming**

Our Family Support Services provides support, information, advocacy, parent education and community connections for you and your family.

At this time, **all Parent Education programming will only be offered virtually (over the internet)**. We will advise you of any changes as the 2020/21 school year progresses.

### **Home Visits**

We recognize that families have different levels of comfort with the health and safety practices to prevent COVID-19. Therefore, e4c Early Learning Services will offer you and your family the choice of in person home visits, outside visits (weather permitting), visits at community spaces (if available) and virtual visits (over the internet).

Please let your Family Support Worker know your preference. Your Family Support Worker (FSW) will be following safety protocols outlined in our Home Visitation Guidelines, ensuring the safety and wellbeing for everyone, regardless of which type of visitation you choose.

In order to prevent COVID-19, your Family Support Worker will not enter your home if you or any of your family members have symptoms of COVID-19 or have been advised by AHS to self-isolate.

Prior to a home visit or in-person meeting, your Family Support Worker will conduct a COVID-19 screening questionnaire with you by phone, email or in person. They may ask to check your temperature with a no-touch thermometer.

During an in person visit with your Family Support Worker, you will be asked to maintain a physical distance of 2 metres. Your Family Support Worker will be wearing a mask during the visit. You will also be required to wear a mask, which will be provided to you, if you do not have one available.

Your Family Support Worker will apply hand sanitizer before or after every in person visit with you. You and any family members participating in the visit will be required to wash your hands with soap and water, or apply hand sanitizer, before and after the visit.

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## Appendix

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- **Self-screening questionnaire (PDF)**  
[English](#) | [French](#) | [Arabic](#) | [Traditional Chinese](#) | [Simplified Chinese](#) | [Hindi](#) | [Punjabi](#) | [Spanish](#) | [Tagalog](#) | [Urdu](#) | [Vietnamese](#)
- **Parent guide**  
The [2020/21 Parent Guide](#) (available in [7 languages](#)) contains steps parents and students should follow to reduce the risk of COVID-19 in schools.
- **Posters**  
Schools can use the following posters to promote important safety practices.



# Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

## Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• 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 (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days <u>and who is ill**</u> ?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment (PPE).

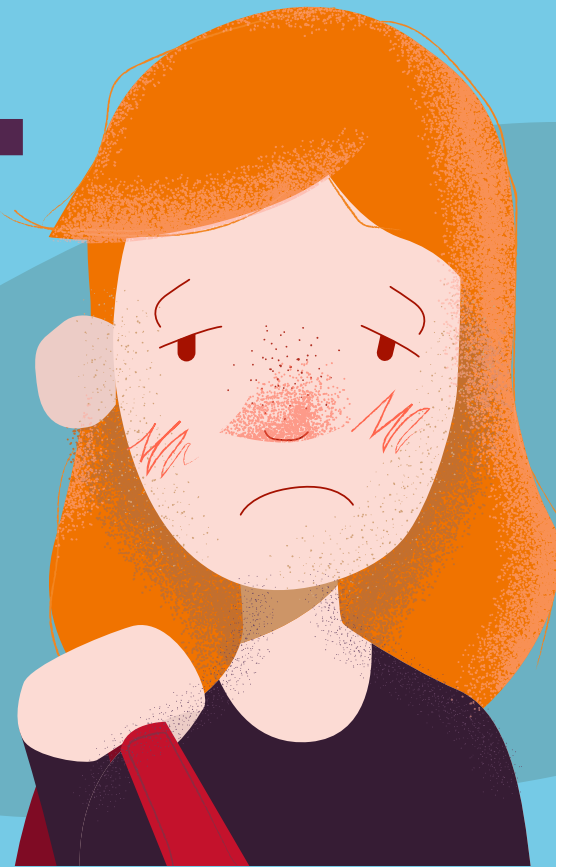
\*\* "ill" means someone with COVID-19 symptoms on the list above

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.

## COVID-19 INFORMATION

# DO NOT ENTER IF SICK



Students and family members should not enter school if they have any of these symptoms:

- Fever
- Feeling unwell/Fatigued
- Cough
- Nausea/vomiting/diarrhea
- Runny nose/nasal congestion
- Unexplained loss of appetite
- Sore throat
- Painful swallowing
- Shortness of breath
- Chills
- Loss of sense of taste or smell
- Muscle/joint aches
- Headache
- Pink eye

Stay home if you had close contact with someone who is ill or suspected of having COVID-19.

[alberta.ca/returntoschool](https://alberta.ca/returntoschool)

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COVID-19 INFORMATION

# KEEP A HEALTHY DISTANCE FROM EACH OTHER



- 
- In hallways
  - In the playground
  - In classrooms
  - In the lunch area

[alberta.ca/returntoschool](https://alberta.ca/returntoschool)

Alberta

COVID-19 INFORMATION

# DO NOT SHARE THINGS

—

Do not share  
personal items,  
including food,  
and store your  
belongings  
separately.



[alberta.ca/returntoschool](https://alberta.ca/returntoschool)

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COVID-19 INFORMATION

# THINGS TO DO TO STAY SAFE

- Wash your hands
- Keep a safe distance from each other
- Cover your cough
- Stay home if sick
- Do not share food or personal items

[alberta.ca/returntoschool](https://alberta.ca/returntoschool)

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COVID-19 INFORMATION

# WASH AND SANITIZE YOUR HANDS



## BEFORE

- entering school
- entering your classroom
- eating
- leaving school

## AFTER

- sneezing or coughing
- using shared equipment
- using the washroom, water fountain, vending machine and microwave

[alberta.ca/returntoschool](https://alberta.ca/returntoschool)

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COVID-19 INFORMATION

# COVER YOUR COUGH

**Cough and sneeze  
into your elbow**

**Wash your  
hands after**



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