

## COVID-19 Parent Information: Boys and Girls Club of Leduc After-School Program

The Boys and Girls Club of Leduc will be adhering to the recommendations outlined in Government of Alberta public health guidelines during the COVID-19 pandemic. Because there is no specific document that clearly outlines recommendations for the kind of programming we provide (after-school programming, unlicensed) we have chosen to incorporate suggestions adopted for both school and community based settings. The continued health and safety of all is our primary concern throughout this process.

Because of the fluidity and even changing nature of this pandemic, we reserve the right to monitor and making changes to our program, as guided by Alberta Health Services, throughout the year. *Parents will be informed of any changes primarily through email, so it is very important we have a current email address for your household that is monitored daily.*

The following are policies and procedures we have adopted in response to COVID-19:

### 1. Health and Safety During Afterschool Programming:

The Boys and Girls Club of Leduc will:

- respond immediately if a staff, participant, or member of the public develops symptoms of illness while at work, in a program, or in our facilities;
- provide the means and guidelines to maintain a high level of hygiene for all;
- closely monitor the health and well-being of our staff and participants; and
- consider program closure or suspension of specific activities where the risk of transmission of infection to staff and participants cannot be mitigated;
- keep parents of participants informed as needed, in a timely and comprehensive manner

### 2. Daily Health Assessment (mandatory):

#### a. Screening Procedures

- Before leaving home, parents' of children who will access the Boys and Girls Club must screen their children for symptoms each day that they enter the Club using the [Government of Alberta's Screening Questionnaire](#). If an individual answers YES to any of the questions, they must not be allowed to attend the Boys and Girls Club of Leduc.
- Staff will also conduct active symptom screening of each child, every day, and prior to the child being allowed to board the bus or enter the Club. This will include a temperature check using an infrared thermometer (no touch). *The Boys and Girls Club of Leduc reserves the right to refuse entry into our bus or Club should our staff determine that the child may be exhibiting symptoms of illness.* In these cases, if the child is at their school, they will be escorted to the main office by our staff and a parent will be contacted for immediate pick-up. If they arrive at the Club on foot, the Child will be placed into a secure, isolated space and a parent will be contacted for immediate pick-up.
- Children and staff are required to wash/sanitize their hands as soon as they enter the facility.
- Visible signage of all health and safety precautions will be posted throughout the Club.

#### b. Suspected Illness:

- If a participant develops symptoms while at the Club, they will be isolated in a separate room and the parent will be notified to come and pick them up immediately.

- The child will be monitored at all times by staff, through the window, until the parent/guardian arrives.
  - If the child requires attention while in isolation, staff will wash their hands before donning a mask, before and after removing the mask, and before and after touching any items used by the child.
  - Upon arrival, the parent will call the Club to announce their arrival and the child will then be escorted out of the Club (in a socially distanced manner) to the parent/guardian vehicle. At no time will the parent or guardian be allowed access/entry to the Club.
  - All items 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 Club and stored in a sealed container for a minimum of 10 days.
  - The After-School Coordinator will keep records of participant's known pre-existing conditions. If they develop symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), they should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.
- c. Participants Diagnosed with COVID-19:
- If the program is connected to a confirmed or probable case of COVID-19, it will be required to close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health Services (AHS).
  - If 2 or more participants are identified as having symptoms consistent with COVID-19, the program will follow outbreak notification procedures as per routine Alberta Health Services (AHS) zone protocols.
3. Mandatory Masking:
- The Boys and Girls Club of Leduc will institute a mandatory masking policy for everyone. Staff, visitors and participants will wear a mask **at all times** during programming, as well as on our bus.
- We strongly encourage parents and guardians to only purchase masks aligning with the recommendations from the Government of Alberta, which have multiple layers of fabric and are worn with loops behind the ears. <https://www.alberta.ca/masks>. Face covering such as bandanas and those worn looped around the neck will not be acceptable.
  - We are open to making accommodations to our mandatory masking policy on a case by case basis. However, staff, visitors and participants that cannot wear a mask for medical reasons must discuss their unique situation with the Executive Director **prior to program commencement**.
  - All parents will provide a \$25.00 mandatory mask deposit (cheque or direct debit).
  - It is the responsibility of parents to ensure that their child comes to Club everyday wearing their own personal mask(s). If your child does not have their mask, a disposable mask will be provided to them TWICE. If we need to provide your child with a disposable mask on a THIRD Occasion, your mask deposit will be cashed. You will then be required to provide us with another deposit, prior to your child attending Club again, and the process will begin again.

4. Personal Items:

- Please send your child with appropriate clothing and footwear for the weather. **Indoor shoes are required** and must remain at the Club at all times. In accordance with our "hands off" policy and social distancing requirements, your child will be responsible for putting on their own outerwear (under staff supervision).
- All items brought into the Club should be contained in a labelled, zipped back-pack. Once at the Club, children will be discouraged from removing any items from their backpack. Please do not send any additional items unless medically necessary.
- We will provide a daily afternoon snack that is individually sealed and portioned. Please ensure we are informed of any allergies or food sensitives in advance.

5. Social Distancing and Hygiene:

- Whenever possible, we will strive to maintain a 2-meter separation between individuals (e.g. staff, participants, others).
- Staff and participants will be the only ones allowed within the Club setting (unless in cases of emergency). No visitors (including parents) will be allowed on site and our door will remain locked to the general public.
- Hand washing and hygiene will be practiced continuously throughout the day.
- Whenever possible (and safe to do so), we will enforce and encourage a "hands off" policy between members and staff.

6. Activities:

The activities we are able to provide to your children has been significantly limited due to COVID-19. While we have the following activities tentatively schedules, please remember that these activities are weather and pandemic dependent and may be cancelled at any time.

- Greenspace: So long as the weather is remotely tolerable, we will be hosting active play outdoors so please ensure your children are dressed for the weather accordingly.
- Fieldhouse: Once the weather becomes intolerable, we will access the LRC fieldhouses for active play.
- Swimming: We will be taking the children swimming to the indoor pool in small groups providing it is safe to do so.
- Kid Food Nation, Music and Art Instruction: We intend to offer this programming, but are still investigating how this can be done in a manner that is safe to do so. We will inform parents of our plan for these programs once things have been finalized.

7. Busing:

We have adopted policies and procedures around busing similar to those adopted by the school boards.

- Children will not be permitted to board the bus if they have symptoms of COVID-19, as determined by our staff member.
- Our Bus Drivers will be fully encased in protective glass. A staff members will always accompany our bus driver to assist with loading or unloading children from the bus.
- As much as practical, children/students start boarding from the back seats to the front of the bus.
- Children will be assigned seats and will remain in that seat (as much as possible) throughout the year.

- As much as practical, children will start disembarking from the front seats to the back of the bus.
- We will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, and seats at the end run.
- A vehicle cleaning log will be kept.
- All children must perform hand hygiene (hand sanitizer) when entering the bus. Hand sanitizer will be available.
- All riders on the bus (children and staff) will be required to wear a face mask, at all times. When wearing a face mask, care should be taken to ensure the mask is used correctly and safely.
- The bus will have posters promoting hand hygiene and respiratory etiquette

8. Pick-Up:

Parents can pick up their children at any time between 4:00pm and 6:00pm. There will be **no parent access to our building** unless in emergent situations. Pick-up will occur as follows:

- We will have a staff stationed at our main doors to watch for your vehicle.
- We ask that you pull your vehicle so you are directly in front of the door. If there are vehicles in front of you, please just file in the line and once they exit move ahead. *Please remain in your vehicle at all times.*
- A staff will greet you when you arrive and we will then call for your child.
- A staff will then accompany your child out to your vehicle.
- Staff will *not* be available to discuss any issues, questions or concerns you may have during the pick-up process. Please instead direct all inquiries to Brittany Smith (After-School Coordinator) either by phone or email.

**If you need to communicate with your child or staff throughout the day, please call the Club at 780-986-3121. Please DO NOT come to the Club unannounced as the doors will be locked and you will not be allowed entry.**

## 2020 Boys and Girls Club of Leduc

### After School Programming Waiver of Liability and Statements of Understanding

**(Must be signed and returned before the first day of Club)**

I \_\_\_\_\_ of \_\_\_\_\_, Alberta, Parent/Guardian of the child \_\_\_\_\_, hereby acknowledge the following on behalf of myself and the said child participating in the programs of the Boys and Girls Club of Leduc.

The said child and myself hereby agree to hold harmless and indemnify the Boys and Girls Club of Leduc from and against any and all claims, demands, actions and costs which might arise out of the association of the said child with the Boys and Girls Club of Leduc related to Covid-19 including, but not limited to, said child contracting Covid-19 while participating or said child bringing Covid-19 to the Boys and Girls Club of Leduc and all infections that may occur as a result and any and all circumstances related thereto.

\_\_\_\_\_ I understand the health risks of participating in the program in the midst of the Covid-19 global pandemic and fully release, indemnify and forever discharge the Boys and Girls Club of Leduc, its directors, agents, employees and assigns, for and from any and all claims related to Covid-19. I also further acknowledge that rules, policies, and procedures and even the existence of the program for the summer of 2020 may change at any time with little to no notice. The Boys and Girls Club of Leduc will, however, strive to provide as much notice as possible wherever reasonable.

\_\_\_\_\_ I understand that my child must wear an approved mask, at all times, when in the care of Boys and Girls Club of Leduc. Should my child be unable to comply with the mandatory mask policy due to medical reasons, I will contact the Executive Director of the Boys and Girls Club of Leduc to discuss our circumstances PRIOR to program delivery.

\_\_\_\_\_ I understand that myself and my child may not enter the Boys and Girls Club of Leduc building if we are experiencing COVID-19 related symptoms. Symptoms include, but are not limited to, fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

\_\_\_\_\_ I understand a staff member will conduct an active symptom screening on my child every day. Children who have any of the following symptoms (fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell) will NOT be permitted to participate in the program or enter the bus. If my child develops symptoms during the program, I will be contacted to pick up my child immediately.

\_\_\_\_\_ I understand that I will not be permitted to enter the programming space. Communication between programming staff and parents/guardians will be done through telephone.

\_\_\_\_\_ I understand that my child will be assigned their own space to store their personal belongings. My child is NOT permitted to bring toys or games from home. My child MUST bring their own indoor footwear and weather appropriate clothing.

\_\_\_\_\_ I understand that that my registration fee is non-refundable and non-transferable. I will only receive a refund in the event that the program is cancelled by the Boys and Girls Club of Leduc or through a Government of Alberta public health order.

\_\_\_\_\_ I understand that the Boys and Girls Club of Leduc will comply with Government of Alberta public health recommendations and regulations, specific to their industry, which are in affect at the time of programming.

\_\_\_\_\_ I understand that I must pick up my child during the designated periods, and according to the processes determined by the Boys and Girls Club of Leduc. Failure to do so may result in services being withdrawn by the Boys and Girls Club of Leduc.

\_\_\_\_\_ I understand that the Boys and Girls Club of Leduc may need to provide my name and contact information in support of contact tracing, should a COVID 19 potential exposure occur. I give the Boys and Girls Club of Leduc permission to share this information as they deem necessary.

\_\_\_\_\_ I understand that I will follow (and ensure my child(ren) follow) all, rules, regulations, policies and procedures of the Boys and Girls Club of Leduc. Failure on the part of myself or my child(ren) to do so will result on a withdrawal of service by the Boys and Girls Club of Leduc and forfeit on my part of any fees paid.

\_\_\_\_\_ I give permission for my child(ren) to participate in all activities within the Boys and Girls Club of Leduc After-School Program including swimming, water play, indoor play, walking within the community, and attendance at local playgrounds. I understand and accept that there are inherent risks involved in all these activities.

I have read, understand agree with all the above statements.

\_\_\_\_\_  
**Parent Name (Print) and Signature:**

\_\_\_\_\_  
**Date:**

## Permission to Leave the Club Unattended (only complete if needed)

Complete this form, email or hand in to Brittany Garlough. Email: [seniorprogramlead@bgcleduc.ca](mailto:seniorprogramlead@bgcleduc.ca)

Request Date: \_\_\_\_\_

My Child/ren \_\_\_\_\_

(Please print first and last name of your child/ren)

has permission to:

Leave the club to attend an activity at the LRC or go home independently at \_\_\_\_\_ pm,

Every \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(Week Day) (Start Date) (End Date)

If your child/children requires to be ready at a specific time for pick-up please contact Brittany Garlough at [seniorprogramlead@bgcleduc.ca](mailto:seniorprogramlead@bgcleduc.ca) or specify below

\_\_\_\_\_

Any other comments that we may need to know

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The information will be kept in a file at the front desk for ready access by staff members on door. It will only be shared with those who need to know this information.

**Parents, if you are requesting your child be allowed to leave the club to go home or to the LRC to attend a activity or wait in the LRC for you there to pick up after 6:00pm, your child/ children must be of the age of 10 years old or older or must be accompanied by a sibling that is 10 years old or older. This age limit is set to ensure the safety of your child/children.**

\_\_\_\_\_

Parent/ Guardian Signature

\_\_\_\_\_

Afterschool Program Coordinator Signature

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Date Signed



Boys & Girls Club  
of Leduc

## Medication Consent Form (only complete if needed)

Child (full name): \_\_\_\_\_

Medication Prescribed	Dosage	Schedule
1.		
2.		
3.		
4.		

Parent Comments:

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My child is responsible for administering his/her own medication. The Boys and Girls Club of Leduc is in no way responsible in ensuring that my child has received his/her medication as described above.

\_\_\_\_\_  
Parent Name (Print) and Signature

\_\_\_\_\_  
Date