Appendix D – COVID-19 Teacher/Facilitator Information Sheet

The overall principle guiding CPAWS Southern Alberta’s actions and decisions is to take reasonable steps to protect the safety, health and well-being of our staff and program participants. We will use reasonable efforts to follow the guidelines and orders of the Government of Alberta based on the public advice of the province’s Chief Medical Officer, but we don’t guarantee that orders and recommendations will be followed at all times by CPAWS Southern Alberta or by Activity participants.

Minimum Requirements

The following minimum standards must be observed at all times by staff and program participants:

• Complete daily health screening and do not participate if show COVID-19 like symptoms, have tested positive for COVID-19, or have travelled outside of Canada in the past 14 days
• Wash hands frequently with soap and water or sanitize hands with 60%+ alcohol-based hand sanitizer for at least 20 seconds.
• Avoid close contact with people who have respiratory symptoms (e.g. cough, fever, shortness of breath).
• Wear a face covering without an exhalation valve (medical or non-medical) where required by law or regulation or otherwise as required by CPAWS Southern Alberta in its sole discretion. Face coverings must be worn in such a way that mouth and nose remain covered at all times.
• Adhere to physical distancing requirements.
• Practice respiratory etiquette including coughing and sneezing into bent elbow.
• Do not share food.
• Follow CPAWS Southern Alberta and participating organization’s rapid response plans.

CPAWS Staff Responsibilities

In addition to the Minimum Requirements listed above, CPAWS Southern Alberta is taking the following measures to help keep you and your students/clients safe. CPAWS Southern Alberta staff will...

• Maintain a physical distance of 2 metres from the group as much as possible.
• Wear a non-medical face covering during the program and follow proper use of face coverings.
• Encourage the following for staff and program participants:
  o thorough and frequent hand washing and/or
  o utilization of hand sanitizer with a minimum of 60% alcohol
  o respiratory etiquette
• Utilize physically distant activities during the program as much as possible.
• Eliminate or reduce shared materials as much as possible.
• Clean and disinfect shared materials between programs in accordance with current guidelines.
• Comply with Alberta Health contact tracing recommendations.

Facilitator in Charge Responsibilities

Your role as the Facilitator in Charge (FIC) is very important to help keep everyone safe. FIC are primarily responsible for ensuring that their participants adhere to legal and CPAWS Southern Alberta requirements for limiting transmission of COVID-19. This includes:

• Meet all the Minimum Requirements listed above.
• Truthfully complete the “COVID-19 Organization Checklist”, if applicable.
• Conduct health screening of all participants (including adults) prior to starting the program. Only participants that pass the health screen can attend the program.
Facilitator in Charge Responsibilities Continued

- Adhere to all CPAWS Southern Alberta, governmental and participating organization requirements related to contact tracing, physical distancing, cohort procedures, hand washing/sanitizing and rapid response plans.
- Monitor social distancing compliance by all participants. A cohort may not be social distancing from each other but they must social distance from CPAWS Southern Alberta staff at all times.
- Actively screen all participants for symptoms throughout the day.
- Provide hand sanitizer and liquid soap for your group. Wash hands for 20 seconds with soap and water if visibly dirty (use water bottle and liquid soap).
- Enable and instruct participants to use hand sanitizer often, including at the following time:
  - At the start of the program
  - At the end of the program
  - Before and after touching shared materials
  - After going to the washroom
  - Before eating
  - After getting hands dirty
  - After blowing/wiping nose
- Encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a personal garbage bag in their backpack – or, if possible, a lined garbage bin).
- Take steps to prevent participants from sharing food.
- Be familiar with parent volunteer responsibilities and monitor compliance with those responsibilities. See the “COVID-19 Parent Information Sheet” for details.

Rapid Response Plan

The steps to be taken if someone develops COVID-like symptoms during a program include:
- Isolate the individual from the group in a separate room (indoors) or at least 2m away (outdoors).
- End the program immediately and make arrangements to get participants back safely.
  - If CPAWS Southern Alberta staff develop symptoms, FIC takes control of the group and arranges for the group to get home / back to school as soon as possible.
  - If FIC develops symptoms they remove themselves from the group and follow their school board/organization protocols. The school board/organization must have another staff member take control of the group and arrange for the group to get home / back to school as soon as possible.
- If staff need to be in close contact with or administer first aid to someone, staff will be mindful of handwashing/hand sanitizing, wear gloves and a face covering, and avoid contact with respiratory secretions.
- Staff/FIC isolate and sanitize all items used by the individual as soon as possible.
- Isolate items that cannot be cleaned and disinfected for a period of 24 hours.

Non-compliance

In the event of a participant not complying with our COVID-19 risk mitigation procedures, staff will play a secondary role and let the FIC be the first to respond to a situation within their group.
- FIC decides if the participant will continue on the program or if they will need to leave. In the latter case, FIC will contact parent for immediate pick-up.
- Staff will assist as necessary.
- If participants are in danger and there is a threat to the group (such as increased risk of transmission of COVID-19), staff move the group to a safer location until the situation is resolved.
- CPAWS will reassure the group and provide alternate activities as necessary.
- If the non-compliance behaviour continues, staff will end the program early.