

## COVID 19 Policy #1

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### Arrival and Dismissal Protocol

#### Purpose:

To reduce the risk of transmission of COVID-19 by outlining staggered arrival and dismissal procedures.

#### Application:

This policy applies to all parents, students, participants, teachers, instructional assistants, staff, visitors, volunteers and directors.

#### Definitions:

1. **Sanitizing:** Means to reduce the amount of microorganisms like bacteria, viruses, and fungi on a surface after it has been cleaned. The sanitizer used must reduce the number of bacteria to the level that is deemed safe by public health standards.
2. **Disinfecting:** To disinfect means to kill specific viruses and pathogens on a surface using a disinfectant. These cleaning agents must kill 99.999% of infectious bacteria, viruses, and fungi within a 5-10 minute period. It is recommended to disinfect frequently touched surfaces.
3. **Personal protective equipment:** equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses; i.e. gloves, masks, gowns/coats.
4. **Point of Care Risk Assessment:** A tool developed by Alberta Health Services to assist in determining the appropriate personal protective equipment to be worn given the task, patient, and environmental circumstances.

#### Procedures:

1. **On a daily basis staff members and students will commit to completing the screening protocol as outlined in this policy and approach determined by school.**
2. **Parents must make sure their children do not have:**
  - a. If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared.
  - b. Staff can access a full version of the screening tool at:  
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>
  - c. If any individual test positive they must contact the organization immediately.

- d. If at any point during the assessment, this tool directs individuals to contact 911 or other health providers due to prevailing symptoms, individuals are to remain home, contact the appropriate emergency resources, contact Calgary Quest School and Calgary Quest Resources to inform the administrative staff of their change in status, and quarantine/self-isolate according to Alberta Health Services guidelines.

**3. Entrance and Exit to the school .**

- a. The school will utilize 2 entrances and exits to maintain physical distancing during this process.
- b. The school will remain available to parents and allied professionals by appointment only. Individuals requiring an appointment are requested to contact the main office.

**4. Upon arrival, engage in proper hygiene procedures.**

- a. Everyone must engage in the following hygienic procedures to be permitted entry into the facility:
  - Cleanse hands using an alcohol-based hand sanitizer that contains at least 60% alcohol.

**References: Current as of 06/08/2020 based on the most recent guidance from regulatory authorities.**

Alberta Health Services COVID-19 Self-Assessment <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

**Reviewed: August23 2021**