



**Fort McKay Wellness Center  
After-School Program Relaunch Plan  
August 2020**

**Fort McKay Women's Association  
General Delivery, Fort McKay, Alberta T0P 1C0**

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## RELAUNCH PLAN OBJECTIVES

This document was created by the Fort McKay Women's Association to share our plans for the relaunch of the 2020-2021 Wellness Center Programs including, but not limited to, the After-School Program, the Supper Program, Structured Evening Programs, the Youth Recreation, Leadership and Leisure Program, Spring Break Program, Teacher's Convention Program and Summer Camp Programs.

We are committed to following all guidelines and directives from the Chief Medical Officer of Health, Alberta Health Services, and the Fort McKay First Nation to ensure a safe re-entry to the Fort McKay Wellness Center.

The guidelines are intended to support employees, participants, parents, guardians and community members to:

- Be informed about Public Health Measures and implement these to mitigate risk and ensure that all participants feel safe while attending Fort McKay Wellness Center Programs
- Understand their roles and responsibilities in maintaining and promoting public health and safety
- Maintain positive and safe environment where children and youth feel welcomed, valued, cared for, respected and safe.

## COMMITMENT TO SAFETY

The Fort McKay Women's Association (Fort McKay Wellness Center) takes pride in providing quality programs in a positive and safe environment while promoting inclusiveness and a sense of belonging.

The Board of Directors and all employees of the Fort McKay Women's Association are committed to ensuring the safety and well-being of all participants attending programs.

The Fort McKay Wellness Center will adhere to all policies, procedures and safe work practices, including those related to the COVID-19 pandemic, as recommended by the Chief Medical Officer of Health, Alberta Health Services and the Fort McKay First Nation.

Employee training will be on-going day to day. Policies, procedures and safe work practices MAY change without notice due to new and emerging information that may arise.

The COVID-19 pandemic has created many challenges and we are learning new information every day. We strive to keep current on all updated information and may make changes to our programs, policies and procedures as needed and potentially with short notice. Parents, guardians and community members will be notified of any changes via several methods such as our social media pages (Facebook and Instagram), or notices sent home with children and youth.

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## HOURS OF OPERATION

**\*\*Hours of Operation are subject to change without notice.**

**September to June: 3:00 PM to 8:00 PM**

**No School Days: 9:00 AM to 4:30 PM (Subject to change; a monthly calendar will be provided)**

**Spring Break: 9:00 AM to 4:30 PM**

**Summer Camp  
July & August: To be determined**

**Statutory Holidays: Closed on all Statutory Holidays**

**Be sure to check the Fort McKay Wellness Center Facebook page for up to date information.**

## CONTACT

**Telephone:** (780) 828 – 4312, (780) 828- 4403  
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**E-mail:** [fortmckaywellnesscenter@hotmail.ca](mailto:fortmckaywellnesscenter@hotmail.ca)  
**Facebook page:** Fort McKay Wellness Center  
**Instagram page:** @fortmckaywellnesscenter

### **Employee Cellular Phones:**

<b>Julia Soucie</b>	Director	(780) 838 – 1812
<b>Kory Torraville</b>	Youth Recreation & Leisure Program Coordinator	(780) 788 - 5500
<b>Shenoah Crockett</b>	Youth Recreation & Leisure Programmer	(780) 715 - 4941

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## ROLES AND RESPONSIBILITIES

### **Fort McKay Women's Association- Director (With support from the Board of Directors)**

- Comply with all Employer Responsibilities as outlined by the Occupational Health and Safety Act (OHS Act).
- Ensure resources required to implement these guidelines are available and easily accessible such as training for employees, recent updates as provided by the Chief Medical Officer of Health, Alberta Health Services and the Fort McKay First Nation, Safe Work Procedures and Personal Protective Equipment (PPE).
- Ensure employees use appropriate personal protective equipment (PPE) as required.
- Ensure all employees are informed and fully understand all safety policies.
- Maintain records of all employee training and updates to current policies and procedures.
- Ensure a copy of these guidelines are available for all employees, as well as parents/guardians and community members who have children or youth participating in Wellness Center Programs.
- Conduct periodic reviews of safety policies and programs to ensure all current recommended COVID-19 Safety practices are being implemented.
- Ensure that all employees complete the Screening Form daily/weekly as required and all screening forms are forwarded to the Fort McKay First Nation as per their policies.
- Ensure that employees are not coming to work if they are experiencing symptoms of illness.
  - Any employee showing symptoms of illness MUST complete the COVID-19 assessment tool and follow all recommendations regarding testing and/or self isolation.

### **Youth Recreation and Leisure Program Coordinator (Supervisor):**

- Ensure that all employees under the Youth Recreation and Leisure Program Coordinator's supervision is following all policies and procedures as required by the Occupational Health and Safety Act, the Fort McKay Women's Association and the Fort McKay First Nation.
- Ensure that all employees being supervised are adequately instructed on hazards at the workplace, including controls to minimize the risk of exposure to COVID-19.
- Ensure that all employees are using appropriate personal protective equipment (PPE) as required.
- Direct work in a manner to minimize risk to workers.

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**Youth Recreation and Leisure Programmers:**

- Cooperate with the Director and supervisor to take reasonable care to protect the health and safety of themselves, children and youth, and all participants attending programs at the Fort McKay Wellness Center.
- Will wear appropriate personal protective equipment (PPE) as directed.
- Participate in COVID related training and any additional training as requested by the Fort McKay Women's Association or the Fort McKay First Nation.
- Follow safe work practices and controls to minimize the risk of exposure to COVID-19.
- Report any unsafe conditions or acts immediately to the Director or the Youth Recreation and Leisure Program Coordinator.
- Know when and how to report exposure incidents.

**Housekeeping Support:**

- Cooperate with the Director and supervisor to take reasonable care to protect the health and safety of themselves, children and youth, and all participants attending programs at the Fort McKay Wellness Center.
- Will wear appropriate personal protective equipment (PPE) as directed.
- Ensure all surfaces, especially washrooms and high-touch areas are cleaned and sanitized on a regular basis.
- Will clean and disinfect program supplies at the beginning and end of all programs, as well as in between programs, if applicable.
- Participate in COVID related training and any additional training as requested by the Fort McKay Women's Association or the Fort McKay First Nation.
- Follow safe work practices and controls to minimize the risk of exposure to COVID-19.
- Report any unsafe conditions or acts immediately to the Director or the Youth Recreation and Leisure Program Coordinator.
- Know when and how to report exposure incidents.

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## INFORMATION ON COVID-19

### **From the Government of Canada Website:**

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

COVID-19 is transmitted 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.)

People who have COVID-19 can spread it to others before they start to feel sick.

COVID-19 is not widely spread by being airborne, which means it doesn't stay in the air long and won't go very far. But if you are too close to someone with COVID-19 you can get sick by breathing in air that contains droplets with the virus.

## SIGNS AND SYMPTOMS

### From the Government of Canada Website:

Symptoms of COVID-19 can vary from person to person. Symptoms may also vary in different age groups. Some of the more commonly reported symptoms include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes.

In severe cases, infection can lead to death.

Symptoms may take up to 14 days to appear after exposure to COVID-19.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- have not yet developed symptoms (pre-symptomatic)
- never develop symptoms (asymptomatic)

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

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## ILLNESS POLICY

It is **MANDATORY** for all participants to notify a Wellness Center staff member **immediately** if they feel sick or have any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.

### 1. Assessment:

- a. Participants must complete a self-screening prior to leaving their home for any signs of illness. A verbal screening and temperature check (if required based on policies set forth by the Fort McKay First Nation) will be completed upon arrival at the Fort McKay Wellness Center
- b. Wellness Center employees will visually monitor participants to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the program or activity.
- c. If participants or parents/guardians are unsure please use the self-assessment tool at <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>

### 2. If a participant or employee is feeling sick with COVID-19 symptoms:

- a. They should remain at home and contact Health Link at 8-1-1.
- b. If they feel sick and /or are showing symptoms while at school, work or during Wellness Center programs, they will be sent home immediately and advised to contact 8-1-1 or a doctor for further guidance.
- c. No participant may attend the Wellness Center or its' programs if they are symptomatic.

### 3. If a participant or employee tests positive for COVID-19:

- a. The Participant will not be permitted to return to the Fort McKay Wellness Center or any of its programs until they are free of the COVID-19 virus.
- b. Any employees or participants who work with or have come into contact with the infected participant will also be removed from the Fort McKay Wellness Center and its programs for at least 14 days to ensure the infection does not spread further.
- c. The Fort McKay Wellness Center and its' programs will closed and a full cleaning and disinfecting of the facility and all equipment immediately will take place and any surfaces that could have potentially be infected/touched.
- d. The Fort McKay Wellness Center will inform the Fort McKay Health Center and the Fort McKay First Nation of any confirmed COVID-19 cases, with respect to participant confidentiality.

### 4. If a Participant has been tested and is waiting for the results of a COVID-19 Test:

- a. As with a confirmed case, the participant must be removed from the Fort McKay Wellness Center and its programs until their test results are received and are negative.
- b. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call Health Link at 8-1-1.
- c. Other Participants who may have been exposed will be informed and removed from the Fort McKay Wellness Center and its programs for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- d. The Fort McKay Wellness Center and its programs will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

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**5. If a Participant or employee has come in to contact with someone who is confirmed to have COVID-19:**

- a. Employees must inform Director (or the Youth Recreation and Leisure Program Coordinator in the Director's absence) if they reasonably believe they have been exposed to COVID-19
- b. All participants must inform a Wellness Center staff member if they reasonably believe they have been exposed to COVID-19.
- c. Once the contact is confirmed, the Participant will be removed from the Fort McKay Wellness Center and its programs for at least 14 days or as otherwise directed by Public Health Authorities or the Fort McKay First Nation. Participants who may have come into close contact with the participant will also be removed from the Fort McKay Wellness Center and its programs for at least 14 days.
- c. The Fort McKay Wellness Center and its programs will be closed, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

**6. Quarantine or Self-Isolate if:**

- a. Any employee or participant who has travelled outside of Canada within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
- b. Any employee or participant with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- c. Any employee or participant from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- d. Any employee or participant who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility and must quarantine and self-isolate.

**Should a child or youth develop any symptoms related to COVID-19 while attending Wellness Center Programs, the child will be isolated from all other participants, in the care of a Wellness Center employee, while a parent or guardian is contacted to pick them up immediately.**

- A parent or guardian will be notified that their child is displaying symptoms of illness and will be asked to pick up their child immediately.
- The child will remain in the designated isolation area while they are waiting to be picked up.
- The child will be provided with a disposable, non-medical mask to wear while waiting.
- The employee tending to the child will complete hand hygiene practices and will be required to wear gloves and a non-medical mask.
- Once the child is picked up, the room used for isolation will be thoroughly cleaned and sanitized before use by anyone else.
- The Wellness Center Board of Directors will be notified of the illness. In addition, The Fort McKay First Nation Health Center will be notified to seek further input, with respect to patient confidentiality.

**Thermometer:**

A non-touch thermometer is available to be used by Fort McKay Wellness Center employees to confirm symptoms reported by an employee or participant.

Pre-screening participants upon arrival may take place, depending on policies and procedures set forth by the Fort McKay First Nation or Fort McKay Women's Association. Parents and guardians will be notified in advance if pre-screening will be taking place.

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## SCREENING

All employees must complete a COVID-19 screening form daily/weekly, as required by the Fort McKay First Nation, before attending work. The completed screening form must be sent to the Director, as well as the appropriate individuals designated by the Fort McKay First Nation.

**Employees, children, youth, parents/guardians or community members should NOT enter the Fort McKay Wellness Center if they are showing any symptoms of COVID-19.** Anyone who has symptoms of COVID 19, has travelled outside of Canada in the last 14 days or has been identified as a close contact of someone who has recently tested positive for COVID-19 **MUST** stay home and self-isolate in accordance with guidelines set by Alberta Health Services.

- Parents and guardians **MUST** assess their child each day for symptoms of the common cold, flu, COVID-19 or any infectious disease before sending them to the Fort McKay Wellness Center. (See attached assessment form)
- If their child has any symptoms related to illness, the parent/guardian **MUST** keep them home until they have been assessed by a Health Care Professional to rule out COVID-19 or any infectious disease, and symptoms resolve.

### **Pre-Existing Conditions:**

Parents and guardians will be asked to complete a new registration form prior to their child attending the Fort McKay Wellness Center and its' programs. On the new registration form, parents will be required to list any medical conditions that affect their child, as well as emergency contact information.

If a participant displays symptoms of COVID-19 that may also be related to a pre-existing condition, the participant should be tested for COVID-19 to confirm that it is not the source of the symptoms before returning to the Fort McKay Wellness Center and its' programs.

## PHASED RE-ENTRY PLAN

### Phase 1:

- Wellness Center After- School Program opens and runs from 3:00 PM to 6:00 PM
- Spaces are reserved for children whose parents or guardians are working and do not have alternate care for their children after school
- A maximum of 24 participants
- Children will be assigned a group/cohort which will be their group until Phase 3
- Masks will be mandatory in all indoor areas, and temperature checks will be done upon entry to the facility daily
- Frequent hand hygiene will be required throughout all programs
- Groups will be limited to 4-6 children and 1 staff member

### Phase 2:

- Same policies as Phase 1 for the After- School Program; participant maximum for After-School program remains at 24 (children whose parents are working)
- The introduction of Structured Evening Programs will take place in Phase 2 between the hours of 6-8 PM
  - Structured Evening Programs require registration, but are open to all children and youth in the evening programs
  - Several Structure Evening Programs may be run in the evenings to ensure that each activity is small groups (maximum of 10 per group)

### Phase 3:

- Registration for After-School Program and Structured Evening Programs opens for more participants, based on the maximum allowance for indoor gatherings as specified by the Fort McKay First Nation
- Policies regarding mandatory masks and temperature checks may change depending on community policies

### Phase 4:

- The Fort McKay Wellness Center resumes normal operations with no participant limits
- Policies regarding mandatory masks and temperature checks may change depending on community policies

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## WHAT WILL WELLNESS CENTER PROGRAMS LOOK LIKE?

### GENERAL FACILITY SAFETY MEASURES

As always, the Fort McKay Women's Association is committed to provide a safe space with quality programs for the children and youth in Fort McKay. On top of our regular cleaning and safety policies, we will be adding some additional measures to ensure the Fort McKay Wellness Center remains a safe space for children and youth. These additional measures are as follows:

- a. All soft surfaces and soft items will be removed such as area rugs, furniture or soft toys along with any items that cannot be easily cleaned or disinfected.
- b. A hand sanitizer station will be situated at the front door and all participants will be required to use hand sanitizer upon entering the building. Hand sanitizer stations will be monitored by a Wellness Center staff member.
- c. Hand sanitizer will be available in every room of the Fort McKay Wellness Center.
- d. Participants will be encouraged to wash their hands regularly for a minimum of 30 seconds throughout the course of the program.
- e. Equipment and program supplies will no longer be shared. During an activity, each participant will receive their own supplies to use and all supplies will be disinfected and sanitized in between uses and at the start and end of each program.
- f. Each room will be equipped with sanitizing spray, disinfectant wipes and gloves.
- g. All high touch areas will be sanitized on a regular basis.
- h. Washrooms will be cleaned and sanitized after every use.
- i. The entire facility will be cleaned and sanitized, including all equipment and surfaces on a daily basis.

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**Additional Youth Recreation and Leisure Programmer, Housekeeping Support Staff and Program Supplies through the COVID-19 Emergency Response Support for Nonprofits Grant:**

The Fort McKay Women's Association (Fort McKay Wellness Center) has received a grant from the COVID 19 Emergency Response Support for Nonprofits from the Canadian Red Cross and the Government of Canada to hire **three additional Youth Recreation and Leisure Programmers**, as well as **1 Housekeeping Support Staff** for a term of 3 months- from August to October 2020. This funding will allow us to adapt our After School Program and Summer Camp program in the form of small cohorts to ensure physical distancing while focusing on activities that promote social well-being, positive mental health and inclusion.

A new **Housekeeping Support Staff**, whose primary role will be to constantly clean, sanitize and disinfect all washrooms, high touch areas, equipment and program supplies throughout the day to ensure a safe environment for all participants will be added.

The grant also has enabled us **to purchase additional equipment and program supplies** to ensure that each participant will have access to their own equipment and supplies which will eliminate sharing among participants. During the COVID-19 pandemic, all participants will be supplied with their own equipment and supplies to utilize during programs and activities, which will be cleaned and disinfected before and after each program, as well as in between uses.

The Fort McKay Women's Association would like to acknowledge and thank the Canadian Red Cross and the Government of Canada for their support for our After-School Program and Summer Camp Program.



Canadian  
Red Cross

Canada

## COHORTS

The Government of Canada and the Chief Medical Officer of Alberta has stated that contact tracing is more feasible when small groups (cohorts) are maintained. This reduces the risk of transmission by limiting the exposure. Social/physical distancing also plays a large role in preventing the spread of illness or disease.

A cohort is a small group that consists of participants and a staff member who remain together for the entire day during programs at the Fort McKay Wellness Center, especially when members of the cohort may not always be able to remain 6 feet apart. Each cohort will maintain physical distancing from all other participants at the Fort McKay Wellness Center.

Cohorts in the Fort McKay Wellness Center will be grouped based on the school/bus they are attending.

- a. Fort McKay School students will be grouped together
- b. Elsie Yanik School and Holy Trinity School will be grouped together
- c. Sister Mary Phillips and St. Anne Schools will be grouped together

\*\*Please see each individual program below for cohort information and policies

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## WELLNESS CENTER SITE PROTOCOLS

- 1) Masks will be mandatory during indoor programs and activities at the Fort McKay Wellness Center. This policy is subject to change based on the policies and procedures set forth by the Fort McKay First Nation.
- 2) Every person who enters the facility (including employees, participants and visitors will undergo a temperature check using a contactless thermometer before they are permitted to enter the facility. Anyone with a temperature of 38° Celcius or above will not be permitted to enter the building.
- 3) Non-essential persons will not be allowed to enter the Fort McKay Wellness Center while programs are taking place.
- 4) Parents or guardians who are wishing to discuss their child's progress or any issues, should contact a Fort McKay Wellness Center staff member or the Director to schedule a meeting. If the matter is urgent, a staff member or the Director can meet the parent or guardian outdoors for a discussion.
- 5) All visitors with appointments must complete the sign in sheet and a screening form must be completed and signed by anyone entering the Fort McKay Wellness Center.
- 6) Entering and exiting the building:
  - a. Participants will enter and exit the Fort McKay Wellness Center through the door designated for their school group.
  - b. A Fort McKay Wellness Center staff member will complete a verbal screening with each participant to ensure they are showing no symptoms of COVID-19. A contact-less temperature check may take place based on Fort McKay First Nation policies and procedures.
  - c. Participants will keep all their personal items with them and a space within their individual room will be dedicated for their personal belongings.
  - d. When participants are arriving, they MUST maintain a physical distance of 6 feet from other participants.
- 7) Pick-up by parents and guardians
  - a. When parents are picking up their children, we ask that they remain in their vehicle, and call the Fort McKay Wellness Center at 780-828-4312 or 780-828-4403 when they are on their way or are in the parking lot.
    - i. A Wellness Center employee will instruct the parent whether pickup will be at the front door, back door or side door, based on which room their child is in that day.
    - ii. A Wellness Center employee will watch for the parent or guardian and will send the child out once the parent or guardian has arrived.
    - iii. For parents who are walking or arriving by some other means, we ask that they wait outside the building for their child to come out.

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- iv. **For those parents who will be picking up their child at a consistent, specific time each day, phoning ahead will not be necessary. We will ensure your child is ready at the specified time.**
- 8) Participants should refrain from bringing personal items such as toys to the Fort McKay Wellness Center. However, we do encourage participants to bring their own water bottles, sun screen, bug spray or any other items that might be required to participate in each specific program.
- a. All personal items should be stored in the child's back pack and kept in the designated area of their assigned room.
  - b. The Fort McKay Wellness Center is NOT liable for any lost or stolen personal items, and bringing any personal items to the Fort McKay Wellness Center is solely the risk of the participant and their parent/guardian.
- 9) **PHYSICAL DISTANCING:**
- a. Physical distancing will take place as much as possible during Fort McKay Wellness Center Programs.
  - b. Each room will be re-arranged to allow for physical distancing and will have a maximum number of participants to ensure allowable space.
  - c. Each program and activity will follow social distancing guidelines
    - i. Participants will maintain a 6-foot distance between each other.
    - ii. All participants will have their own equipment and supplies to use. There will be no sharing of equipment
    - iii. When a 6-foot distance is not able to be maintained, masks will be required to be worn by all individuals.
    - iv. All programs, games and activities will be planned with physical distancing in mind.

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## AFTER-SCHOOL PROGRAM

The After-School Program will look a little different as we adapt the program to align with current recommendations from the Chief Medical Officer of Health, Alberta Health Services and the Fort McKay First Nation.

### 1) Participant Limits:

- a. The After-School Program will be subject to a limited number of participants, as allowable by the Fort McKay First Nation based on current policies and procedures. Participant numbers are subject to change, with minimal notice, based on current Health and Safety Guidelines.

### 2) Cohorts:

- a. The After-School Program will consist of several small cohorts (groups) whose participants will be determined based on which school they are attending
  - b. Cohorts will be limited to 6 participants and 1 Fort McKay Wellness Center employee, for a total of 7 individuals
  - c. Each cohort will be assigned their own room for the duration of the program. The available rooms will be as follows:
    - i. Craft Room (4 participants, 1 employee)
    - ii. TV Room (4 participants, 1 employee)
    - iii. Games Room (4 participants, 1 employee)
    - iv. Main Room (6 participants, 1 employee)
    - v. Dining Room (6 participants, 1 employee)
    - vi. Computer Room
    - vii. Potentially a dressing room at the Arena depending on participant numbers**\*\*All rooms will be re-arranged and turned into "Program Rooms"**
- 3) When participants arrive after school, they will be instructed to use hand sanitizer upon entering the building. A verbal screening will also take place to ensure the participant is feeling well and not experiencing any symptoms.
  - 4) Participants will then be assigned their cohort and room for the day
    - a. Participants will bring all their personal belongings with them to their room, including backpacks, shoes and outdoor clothing to be placed in a designated area in their room.
  - 5) Programming will then take place which will include, but is not limited to:
    - a. Outdoor play at the playground or field (Outdoor time will be assigned to each cohort to ensure there is no cross-over between groups). Each group will return to the Wellness Center before another group goes outdoors. Groups will wash their hands or use hand sanitizer before going outdoors and when they return.
    - b. Arts and crafts activities will take place each day. Participants will be provided with their own supplies required to complete the activity.
    - c. Snack time will be provided immediately when the child arrives from school.
    - d. Games and Activities that include physical distancing. These activities will vary per day but will take place in the assigned room, among members of the individual cohort

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- 6) Washroom use: If participants need to use the washroom, they will be required to wear a mask in all hallways and common areas. Once they are finished using the washroom, a Fort McKay Wellness Center staff member or the Housekeeping Support Worker will immediately clean and disinfect the washroom after each use. Employees will ensure that the participant has washed their hands before leaving the washroom.
- 7) **Participants will not be able to use the phone during the After-School Program.** If the participant wishes to contact a parent, a Wellness Center employee will make the phone call for them.
  - a. If a parent wishes to contact their child, they can do so by calling the Fort McKay Wellness Center at 780-828-4312 or 780-828-4403, or by contacting a Fort McKay Wellness Center employee on their cell phone.
    - i. The Fort McKay Wellness Center employee will then relay the message to the child.
    - ii. **If it is essential that the parent or guardian speaks directly with the child, the phone call MUST take place on the landline (780-828-4312, 780-828-4403) and the phone will be cleaned and disinfected after each use.**
    - iii. This new policy will reduce the risk of transmission of illness. The phone is considered high-risk equipment due to its proximity to the participant's face/mouth.

## STRUCTURED EVENING PROGRAMS

Structured Evening Programs begin in Phase 2 and will take place on a daily basis, Monday through Friday, starting at 6:00 PM. The duration of each program will be determined based on the activity, the number of participants, the age of the participants and the space where the activity will take place.

- 1) The majority of activities will take place outdoors to allow for more physical distancing, and potentially more participants where possible.
- 2) Program participants will be grouped based on the school/bus they attend.
- 3) Programs will be planned with physical distancing in mind.
- 4) Each participant will receive their own equipment to utilize during the program. There will be NO shared equipment.
  - a. Participants are welcome to bring their own specific equipment if they wish such as a basketball or baseball glove.
- 5) Programs will be limited to a certain number of participants based on current policies and procedures as outlined by the Fort McKay First Nation
- 6) Participants MUST be registered at the Fort McKay Wellness Center in order to attend Evening Programs. Parents/guardians are required to complete the new registration form before their child participates in any programs.
- 7) A schedule of Structured Evening Programs will be printed in the monthly calendar which will be distributed to participants on the 1<sup>st</sup> of each month. The calendar will also be shared on Fort McKay Wellness Center and Fort McKay First Nation social media pages, as well as in the Community Calendar and Red River Current.

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## **SUPPER PROGRAM/MEALS/SNACKS/BEVERAGES**

The Supper Program runs daily from 5:00 PM to 6:00 PM, unless otherwise noted.

If the Supper Program is approved to run daily, several changes will take place to the program. This policy includes all other meals prepared such as breakfast, lunches of snacks during No School Days or Summer Camps. The new Supper Program will be as follows:

- 1) All meals will be prepared by a designated employee of the Fort McKay Wellness Center
  - a. Meals will be prepared following all current Health and Safety Guidelines as recommended by the Chief Medical Officer of Canada, Alberta Health Services and the Fort McKay First Nation.
  - b. The employee cooking the meals will ensure that gloves and a mask are worn at all times while preparing meals, snacks and beverages.
  - c. The employee cooking the meals will follow strict hand-washing protocols.
  - d. All meals will be individually packaged in disposable containers, along with disposable cutlery and napkins
  - e. Drinks will be provided in the form of water bottles, juice boxes or drinks in disposable cups.
- 2) Participants will eat all meals and snacks in their designated rooms, as part of their cohort.
- 3) All meal containers, leftover food and utensils will be discarded in the garbage can located in their designated room.
  - a. Each garbage can will have a cover
  - b. Each garbage can will be emptied, cleaned and disinfected daily.
- 4) Sharing of Food will not be allowed.
- 5) Participants are welcome to bring their own healthy food if they wish, but it must be stored in their lunch bag/backpack and not be shared with other participants.

## **YOUTH RECREATION LEADERSHIP AND LEISURE PROGRAM**

All Field trips outside of the community will be suspended until further notice.

Special events may take place, but will follow all recommended health and safety guidelines as stated by the Chief Medical Officer of Health, Alberta Health Services, Fort McKay First Nation and the Fort McKay Women's Association with respect to physical distancing, number of attendees and allowable parameters.

Once field trips and special events resume, an update to this policy will be added and distributed to all employees, participants, parents, guardians and community members.

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## NO SCHOOL DAYS

The "No School Day Program" will run very similar to the After-School Program.

**1) Participant Limits:**

- a. The 'No School Day' Program will be subject to a limited number of participants, as allowable by the Fort McKay First Nation based on current policies and procedures. Participant numbers are subject to change, with minimal noticed, based on current Health and Safety Guidelines.

**2) Cohorts:**

- a. The 'No School Day' Program will consist of several small cohorts (groups) whose participants will be determined based on which school they are attending
- b. Cohorts will be limited to 6 participants and 1 Fort McKay Wellness Center employee, for a total of 7 individuals
- c. Each cohort will be assigned their own room for the duration of the program. The available rooms will be as follows:
  - i. Craft Room
  - ii. TV Room
  - iii. Games Room
  - iv. Main Room
  - v. Kitchen
  - vi. Computer Room
  - vii. Potentially a dressing room at the Arena depending on participant numbers

**\*\*All rooms will be re-arranged and turned into "Program Rooms"**

- 3) When participants arrive at the Fort McKay Wellness Center, they will be instructed to use hand sanitizer upon entering the building. A verbal screening will also take place to ensure the participant is feeling well and not experiencing any symptoms.
- 4) Participants will then be assigned their cohort and room for the day
  - a. Participants will bring all their personal belongings with them to their room, including backpacks, shoes and outdoor clothing to be placed in a designated area in their room.

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- 5) Programming will then take place which will include, but is not limited to:
  - a. Outdoor play at the playground or field (Outdoor time will be assigned to each cohort to ensure there is no cross-over between groups). Each group will return to the Wellness Center before another group goes outdoors. Groups will wash their hands or use hand sanitizer before going outdoors and when they return.
  - b. Arts and crafts activities will take place each day. Participants will be provided with their own supplies required to complete the activity.
  - c. Snack time will be provided immediately when the child arrives from school.
  - d. Games and Activities that include physical distancing. These activities will vary per day but will take place in the assigned room, among members of the individual cohort
  - e. Meal Times: During the 'No School Day' Program, meals such as breakfast, lunch and snack may be provided depending on current guidelines, policies and procedures set forth by the Fort McKay First Nation. If meals are provided, they will be distributed to participants in sealed, individual disposable containers, along with disposable cutlery.
    - i. All meals will be consumed by participants in their designated rooms
    - ii. All leftovers, food containers and cutlery will be disposed on in the garbage can provided in their designated room.
    - iii. All garbage cans will be emptied, cleaned and disinfected on a daily basis.
- 6) Washroom use: If participants need to use the washroom, they will be required to wear a mask in all hallways and common areas. Once they are finished using the washroom, a Fort McKay Wellness Center staff member or the Housekeeping Support Worker will immediately clean and disinfect the washroom after each use. Employees will ensure that the participant has washed their hands before leaving the washroom.
- 7) **Participants will not be able to use the phone during the 'No School Day' Program. The phone is considered high-risk equipment due to its proximity to the participant's face/mouth.** If the participant wishes to contact a parent, a Wellness Center employee will make the phone call for them.
  - a. If a parent wishes to contact their child, they can do so by calling the Fort McKay Wellness Center at 780-828-4312 or 780-828-4403, or by contacting a Fort McKay Wellness Center employee on their cell phone.
    - i. The Fort McKay Wellness Center employee will then relay the message to the child.
    - ii. **If it is essential that the parent or guardian speaks directly with the child, the phone call MUST take place on the landline (780-828-4312, 780-828-4403) and the phone will be cleaned and disinfected after each use.**
    - iii. This new policy will reduce the risk of transmission of illness. The phone is considered high-risk equipment due to its proximity to the participant's face/mouth.

## TEACHERS CONVENTION WEEK/SPRING BREAK

**The Teacher's Convention Week/Spring Break Weeks will follow the same guidelines as the 'No School Day' Program.**

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## REGISTRATION INFORMATION

**All participants attending any Fort McKay Wellness Center programs or activities MUST complete a new registration form.** The new registration form will gather information such as, but not limited to:

- 1) Full name of participant
- 2) Participant's address
- 3) Parent/Guardian names
- 4) Parent/Guardian phone numbers
- 5) Emergency Contact information
- 6) Health related information (medical conditions, allergies, etc.)
- 7) Waiver
- 8) Photo release (optional)
- 9) Red Cross photo release form (optional)

Registration will be limited based on current limits for indoor gatherings as specified by the Fort McKay First Nation.

**In order to ensure a safe environment for all participants attending Fort McKay Wellness Center programs and activities, we will only be accepting full-time registration for the After-School Program and Supper Program. This will help us to:**

- 1) **Adhere to limits set for indoor gatherings**
- 2) **Provide consistency in cohorts to minimize risks**
- 3) **Ensure adequate staffing for all cohorts**

Registration for Structured Evening Programs, No School Days, and all other programs and activities may be limited to a certain number of participants and will be completed based on each individual program.

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