

## Coronavirus Update

March 14, 2020

Dear Parents, Caregivers and Staff,

Elves is following the recommendations made by Alberta Health, Ministry of Education, College of Alberta School Superintendents, in response to the Coronavirus (COVID 19) in Alberta and within Canada.

On March 14, 2020, Elves participated in town hall telephone meeting with the Chief Medical Officer and Ministry of Education representatives, who currently are not recommending school closures. It was reinforced that schools and organizations following practices as established by the World Health Organization, to reduce the transmission of COVID-19. The most current message from the Chief Medical Officer, Dr. Deena Hinshaw can be found at:

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Elves is following measures to maintain the health of students, clients and staff. We will notify families, caregivers and staff, in the event of suspected or confirmed exposure to COVID 19, within our facilities.

To prevent the spread within Elves Programs or your family's home the following steps are recommended:

1. Proper hygiene can help reduce the risk of infection or spreading infection to others. Engage in regular hygiene as recommended by the Government of Canada and Alberta Health Services. Details outlined below can be also be found at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>
  - wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
  - use alcohol-based hand sanitizer if soap and water are not available
  - when coughing or sneezing, do the following:
    - cough or sneeze into a tissue or the bend of your arm, not your hand

- dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
  - avoid touching your eyes, nose, or mouth with unwashed hands
  - clean the following high-touch surfaces frequently with regular household cleaners or diluted bleach (1 part bleach to 9 parts water):
    - toys
    - toilets
    - phones
    - electronics
    - door handles
    - bedside tables
    - television remotes
2. At Elves dishes are sanitized or bleached. At home, it's recommended to avoid sharing dishes and utensils with a person who is suspected or confirmed to be ill. Bleach to water ratios for dishwashing are found at: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers.html>
  3. Travel outside of the country is not recommended. Elves is asking that you contact your Program Manager to notify of any travel that has been recently been schedules or is anticipated to take place.
  4. Effective March 12, 2020, individuals who have traveled out of Canada should remain in self-isolation for 14 days. Based on current recommendations, the Government of Alberta is not recommending self-isolation if you have not traveled but know someone who has traveled outside of the country.
  5. It is recommended that individuals who **present with a typical cold/flu or respiratory symptoms (fever, cough, fatigue, and /or muscle aches) or those at higher risk for infection remain at home**. Caregivers are also asked to ensure precautionary measures are taken for their own self-care.
    - For tracking and reporting purposes, Elves Nurses or designates may call your family to determine whether absenteeism is due to a suspected or confirmed illness or whether time away is being taken as a precautionary measures.
  6. Those who are suspected to be ill or are presenting with symptoms are asked to call 811 or complete a self-assessment.

- The COVID-19 Self Assessment Tool can be found at:  
[https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx?utm\\_source=google&utm\\_medium=sem&utm\\_campaign=Covid19&utm\\_term=self-assessment&utm\\_content=GoA-sitelink-v1&gclid=EAiaIQobChMIyKf\\_uJCb6AIVmh-tBh1zuQ-eEAAYASABEgIhMvD\\_BwE](https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx?utm_source=google&utm_medium=sem&utm_campaign=Covid19&utm_term=self-assessment&utm_content=GoA-sitelink-v1&gclid=EAiaIQobChMIyKf_uJCb6AIVmh-tBh1zuQ-eEAAYASABEgIhMvD_BwE)

Other internal prevention and planning measures include:

1. Prior to the COVID-19 outbreak, Elves has an existing Pandemic Policy and Protocol. Elves is following existing hygiene protocols and additional standards outlined by the Government of Alberta <https://www.alberta.ca/assets/documents/covid19-alberta-guidance-for-schools-and-child-care-programs.pdf>
2. Effective March 09, 2020, outings and any non-essential visitors to Elves facilities have been temporarily suspended.
3. Parent/Team Meetings, external on-site specialist clinics or assessment debriefs will be conducted over the phone.
4. Internal group events or enrichment activities will continue to take place, but will be limited to small groups.
5. Families will receive notification of any anticipated program closure via letter and/or phone calls. The decision to close programs may occur in response to an internal factors or Government directives.
6. It is recommended that families/caregivers develop a plan to support your child in the event that there is an internal decision or a Provincial directive to suspend temporarily operations. Extra cleaning measures have been implemented to disinfect rooms in conjunction with the daily janitorial services.

*Elves will provide updates to families, caregivers and staff, on an ongoing basis as circumstances or recommended protocols change. We thank you for your support in keeping our community safe and welcome any further recommendations.*