

Presenter Guidelines for COVID-19 Procedures

****All procedures subject to change****

The following procedures are set in place by Teacher's Pet to ensure the health and safety of Presenters, Students, Teachers and Office Staff during the COVID-19 Pandemic. These procedures are subject to change depending upon District and School Protocols and Alberta Health recommendations.

COVID-19 Kit:

All presenters will receive a COVID-19 Kit that they will bring to each presentation. Each kit will contain the following:

Alberta Health Daily Checklist *	1 TPet utility bag to carry supplies
Presenter guidelines for COVID-19 procedures	1 Large bottle of hand sanitizer (presenter use)
1 Box of 50 disposable masks	5 Small bottles of hand sanitizer (station use)
20 Microfiber cloths	2 Large spray bottles for disinfectant spray (presenter use)
4 Large Ziplock bags	5 Small spray bottles for soap solution (station use)
1 Box of disposable gloves	

The following items will be included with the COVID-19 Kit. These items will **not** to be taken to presentations:

- 1.5-litre refill bottle of hand sanitizer
- 1 bottle of liquid soap
- 1 bottle of disinfecting solution concentrate

*Alberta Health Daily Checklist <https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/6607784e-b42e-46c2-ba76-031c3b0217c5/download/covid-19-relaunch-daily-checklist.pdf>

Teacher's Pet will provide 1 box of 50 disposable masks for presenter use. Any additional disposable masks needed must be purchased at the presenters' expense.

We encourage presenters to wear and wash their own reusable cloth masks. Doing so will create less waste and be better for the environment.

Large labelled spray bottles should be filled with disinfectant spray. Use **only** the required amount of concentrate pre-measured on the refill bottle. Add measured amount of concentrate to large spray bottle and fill with water. **Do not add more than the pre-measured portion of disinfecting concentrate to each spray bottle.** When refilling disinfectant spray bottles, ensure that the bottle is empty to avoid skewing the recommended concentrate to water ratio (condense bottles before preparing a new bottle of disinfecting spray).

Small spray bottles will be used to sanitize materials after student use at stations. Measure **only 1 teaspoon** of liquid soap into small spray bottles and fill with water.

Illness and Cancellations:

- Adhere to all Alberta Health Directives for COVID-19.
- If you are sick or have any symptoms of COVID-19 you **must** remain at home.
- Contact the office as soon as possible about your symptoms.
- Follow the Absence Protocols set out in the Online Booking System User Guide to find coverage for your bookings.
- Follow Alberta Health guidelines for isolation <https://www.alberta.ca/isolation.aspx>
- Presenters who have been sick or been in close contact with a confirmed case of COVID-19 **must** submit proof of a negative COVID-19 test prior to returning to scheduled bookings. Bookings will be reassigned to other presenters until the time this proof is submitted.
- At this time, there will be no discounts offered to schools due to presenter illness.
- If a school cancels a presentation at the last-minute Teachers Pet will contact the presenter to notify them of the cancellation. The Teacher's Pet Cancellation Policy is waived at this time.

Procedures for In-School Presentations:

These procedures are subject to change depending upon Alberta Health, District and School Protocols.

- Presenter will bring the COVID-19 kit to every presentation.
- Complete the Alberta Health Daily Checklist prior to entering any school.
- Before every presentation, meet with the teacher to discuss the classroom protocols set in place.
- Students should remain in their seats and face forward towards the presenter or volunteer.
- No gathering in a story corner (Exceptions for lower grades if spaces are already set up and marked with assigned spots for students).
- Students must use their own crayons, markers, pencil crayons, rulers, scissors, glue and erasers if available.
- Students must sanitize hands at the start of each station.

- Presenter or volunteer will bring all materials to the students.
- **All** materials must be cleaned between student use.
- Desks used for each group must be wiped down by presenter or volunteer between each rotation.
- Adjustments must be made to the presentation to ensure safe physical distancing (ex. Desks should be spaced apart at stations with students facing forward towards the presenter/volunteer).
- Where applicable the presenter/volunteer should handle/show materials to students rather than students partnering up or testing materials on their own.
- Any presentation that involves handling of food will be done as a presenter led demonstration only.
- Movement activities must be done in the students' own space. Movement around the classroom or school will not be permitted.
- All materials must be thoroughly cleaned with disinfectant spray by the presenter and placed back in the kit at the end of every presentation.

Supply Pick up at the Edmonton Warehouse:

- Call the office at (780) 434-8224 when you arrive to inform us that you are here to pick up your supplies.
- We will open the large overhead door for you to get your supply order. Please do not enter through the main office door.
- Wear a mask when entering the warehouse.
- Sanitize your hands. There will be a touchless hand sanitizing station located at the warehouse door.
- We will show you where your supply order is located. You will be responsible for loading all supplies into your vehicle.
- The kitchen and bathroom in the TPet office will be for **office staff use only.**

Meetings:

- If you need to meet with any staff in the office you must call in advance to set up an appointment.
- When entering the office, you must be wearing a mask and sanitize your hands.
- Drop-ins will not be permitted.

By following these guidelines, we can ensure a safe and healthy learning environment for everyone!

Thank you!