

Montessori School of Cambridge

COVID-19

Operational Guidelines

2020-2021



**Montessori**  
SCHOOL OF CAMBRIDGE

September 3, 2020 Edition

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## Introduction

The purpose of this document is to outline the Operational Guidelines for COVID-19 as developed by the Ontario Ministry of Education and the Region of Waterloo Health Department. These Guidelines have been adapted to relate to our specific school and will be available to families of the Montessori School of Cambridge (MSC) via our school website. Please note that this is a living document and will be updated as new guidelines are released.

The new guidelines will be reviewed with all staff. Staff will be required to sign off that they have read and agree to the guidelines as set out in this document. In order to have successful implementation of the new guidelines, all current full and part time staff will be receiving infection control and PPE training by a local registered nurse and reviewed with all new employees by the Principal..

While the health and safety of all staff, students and parents at MSC remain our top priority during this global pandemic; our continued passion and goal as educators is to enrich our students and families lives with compassion and withhold the Montessori Method to the very best of our ability.

*It takes a village - the MSC Community - to operate a healthy and joyful school!*

## Cohorting and Staffing

### Cohort Size/Locations/Ratios

- A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days.
- Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).
- Each cohort must stay together throughout the day and are **not permitted to mix** with other cohorts.
- Ratios must be maintained as set out under the Child Care and Early Years Act, 2014 (CCEYA).
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.
- All staff, regardless of position, should limit their movement between rooms, doing so only when absolutely necessary.
- If a staff member must cover a room outside of their assigned cohort, every effort must be made to keep a 6ft distance and PPE (mask/shield) must be worn.
- Certification in Standard First Aid Training, including Infant and Child CPR
  - Staff that are included in ratios and all home child care providers are required to have valid certification in first aid training including infant and child CPR, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB).
  - The WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended until December 31, 2020.
  - Licensees are encouraged to monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff, home child care providers or in-home service providers whose certification would have expired after March 1, 2020.
- Vulnerable Sector Checks (VSCs)
  - Licensees are required to obtain VSCs from staff and other persons who are interacting with children at the premises, including students.
  - A licensee is not required to obtain a new VSC from staff or persons interacting with children where the fifth anniversary of the staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.

### **Attendance at Other Centres**

- Children enrolled at MSC are **not** permitted to attend any other child care centre.
- Child care staff should only work at one location.

## Staff Scheduling

- Staff schedules have been set up in order to ensure appropriate ratios are kept at all times.
- Staff will communicate via telephone to ensure physical distancing can be kept at the end of shifts.
- Staff will follow physical distancing rules at the beginning of the day.
  - Staff must line up at the bottom of the front stairs and will be called in by the screener on duty to gain access without crossing another cohort.
- Supply staff have been hired and will be scheduled to a specific cohort.
- In order to ensure the safety of cohorts, our French program will continue and either be conducted outside where appropriate physical distancing can be kept or via Zoom.

## Visitors, Supply Staff & Students

- Supply / replacement staff must be assigned to specific cohorts and these staff should not mix between cohorts.
- When possible, staff should avoid covering off for colleagues assigned to different cohorts or working in different rooms/areas during lunches or breaks. If a staff member must cover off for a colleague in a different cohort/room (e.g. during breaks) they must do so in a manner that maintains physical distancing as best as possible, and they must wear a medical face mask.
- There will be no non-essential visitors to the program.
- Use of video and telephone interviews must be used to interact with families, unless otherwise approved by the Principal.
- Ministry staff & other public officials are permitted to enter and inspect at any time after full screening and results are documented.
- All visitors must be screened and results documented before being permitted in the building.
- Anyone who must enter the school such as cleaners, people doing maintenance, those delivering food, must pass screening procedures, log their time of entry and exit and provide their phone number for contact tracing purposes.
- Students completing post-secondary educational placements will be permitted to enter child care settings and should only attend one child care setting and be assigned to one group of children.
- Students will also be subject to the same health and safety protocols as other staff members such as screening, and the use of PPE when on the child care premises, and must also review the health and safety protocols.
- No volunteers are permitted at this time.

## Staff Travel

- All staff must inform the school Principal should they or a person residing in the same household travel to the United States or abroad either on a regular basis or for other purposes or for leisure.
- At this time, staff must quarantine for 14 days upon return from international travel until the Government informs us otherwise.
- If a person residing in the same household travels to the United States or abroad for business reasons and are considered an essential worker, quarantine measures may be lifted.
- The Region of Waterloo Public Health Department will be consulted to seek current provincial and regional protocols with regards to quarantine measures for either the staff member or person living in the same residence who may travel for either leisure or business.

## Attendance Records

- Daily attendance records must be kept for all people entering the building and the approximate length of stay. This includes, but is not limited to cleaners, maintenance people and food delivery.
- Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Records must be kept on the premises.

## Screening Procedures - ALL individuals MUST be screened upon entry each day.

- All staff and parents/guardians must not attend the child care program when they are ill, and must report any signs and symptoms of COVID-19 to the Principal if symptoms develop at home.
- Drop-off screening shall take place outside, unless the weather does not permit, in which case, screening will take place in the front door vestibule area.
- One parent and one or two children are permitted to be screened at a time.
- **Both parent/guardian and child/children must** be screened even if the parent/guardian will not be entering the school.
- Signage indicating the screening procedure, list of symptoms and direction to call the school if symptoms develop at home must be posted at the entry door.
- Children must perform proper hand hygiene before entering their classroom.
- Equipment Required in the screening area:
  - Alcohol-based hand rub (60%-90% alcohol)
  - Thermometer
  - Disinfectant Spray or Wipes
  - PPE for staff conducting the screening.
- Screeners & runners must take appropriate precautions when screening and escorting children to their classrooms.
  - Must maintain a distance of at least 2 meters (6 feet) from those being screened **OR**
  - Be separated by a physical barrier (such as a sheet of plexiglass ). **AND**
  - **Must** wear personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield) & protective gloves. Gowns are not required, but will be provided to staff upon request.

## Symptoms and signs to look for include but are not limited to:

- Fever
- Cough
- Difficulty breathing
- Sore throat or difficulty swallowing
- Runny nose or nasal congestion
- Red eyes (conjunctivitis)
- Nausea/vomiting
- Diarrhea
- Abdominal pain
- New loss of taste or smell
- Headache and a general feeling of being unwell
- Tired or sore muscles, chills
- Headache and lethargy or difficulty feeding in infants (if no other diagnosis).

## **Denial of Entry**

- Entry will be denied to any person including the child of a parent/guardian who has any of the symptoms outlined below (in addition to recording the questions/answers, screening staff must do a visual check for symptoms) - this is in order to promote the overall wellness of the school.
- If a person being screened has any of the listed symptoms this is no longer required to be reported to Region of Waterloo Public Health, however if a child becomes ill while in attendance the Region of Waterloo Public Health must be notified.
- Please see the following page for a chart of guidelines from the Region of Waterloo Health Department.

**Please see details of “Failed Screening” on the following page.**

Details of failed screening <sup>1</sup>	Immediate action recommendations for the individual who fails screening	How long to exclude staff or child from program
Travel Outside of Canada Within Last 14 Days	<ul style="list-style-type: none"> <li>Self-isolate</li> </ul>	The individual may return after 14 days have elapsed since they returned to Canada, provided they do not develop symptoms
Close Contact with Someone with Confirmed COVID-19 in Previous 14 Days	<ul style="list-style-type: none"> <li>Self-isolate</li> <li>They should follow the direction of Region of Waterloo Public Health</li> <li>Anyone who had close contact with this individual should self-monitor</li> </ul>	Region of Waterloo Public Health will provide guidance (generally, 14 days after last exposure to the case, provided they do not develop symptoms)
One or More COVID-19 Symptoms and <b>NONE</b> of the following apply: <ul style="list-style-type: none"> <li>Close contact with a case of COVID-19</li> <li>Travel outside of Canada within 14 days prior to symptom onset</li> <li>Lives or works in a facility known to be experiencing a COVID-19 outbreak</li> </ul>	<ul style="list-style-type: none"> <li>Self-isolate</li> <li>Get tested for COVID-19 as soon as possible</li> <li>Anyone who had close contact or was in the same group with this individual 48 hours before they developed symptoms or up to 14 days afterwards should self-monitor</li> </ul>	<p>If test is <b>negative</b>: The individual may return 24 hours after symptoms resolve.</p> <p>If test is <b>positive</b>: The individual must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit to discontinue isolation. Public Health will provide further guidance.</p> <p>If test is <b>refused</b>: The individual should self-isolate for 14 days following symptom onset. Before returning, they must not have a fever and symptoms must have been improving for at least 72 hours.</p>
One or More COVID-19 Symptoms and <b>ONE OR MORE</b> of the following apply: <ul style="list-style-type: none"> <li>Close contact with a case of COVID-19</li> <li>Travel outside of Canada within 14 days prior to symptom onset</li> </ul>	<ul style="list-style-type: none"> <li>Self-isolate</li> <li>Get tested for COVID-19 as soon as possible</li> <li>Contact public health for guidance regarding management of staff/children in the same group and other close contacts, while awaiting test results of the symptomatic individual</li> </ul>	<p>If test is <b>negative</b>: The individual must continue to self-isolate for 14 days.</p> <p>If test is <b>positive</b>: The individual must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public</p>



<ul style="list-style-type: none"> <li>Lives or works in a facility known to be experiencing a COVID-19 outbreak</li> </ul>		<p>health unit to discontinue isolation. Anyone who had close contact or was in the same group with this individual 48 hours before they developed symptoms and up to 14 days afterwards should self-isolate. Public Health will provide further guidance.</p> <p><b>If test is refused:</b> The individual must self-isolate for at least 14 days following symptom onset. Contact Region of Waterloo Public Health for further guidance.</p>
<p>Individual Attending the Child Care centre has a Household Member with One or More COVID-19 Symptoms and <b>NONE</b> of the following apply to Either the Individual or their Household Member:</p> <ul style="list-style-type: none"> <li>Close contact with a case of COVID-19</li> <li>Travel outside of Canada within 14 days prior to symptom onset</li> <li>Lives or works in a facility known to be experiencing a COVID-19 outbreak</li> </ul>	<ul style="list-style-type: none"> <li>Household member and child care attendee to self-isolate, pending test result of the household member</li> <li>Household member should get tested for COVID-19 as soon as possible No action required for anyone who had close contact or was in the same group with this individual</li> </ul>	<p><b>If test is negative:</b> Individual may return to child care centre and self-monitor</p> <p><b>If test is positive:</b> Region of Waterloo Public Health will provide specific guidance (in general, individual would have to self-isolate for 14 days since initial contact with case).</p> <p><b>If test is refused:</b> The individual must self-isolate for at least 14 days following symptom onset. Contact Region of Waterloo Public Health for further guidance.</p>
<p>Individual Attending the Child Care centre has a Household Member with One or More COVID-19 Symptoms and <b>ONE OR MORE</b> of the following apply to their Household Member:</p> <ul style="list-style-type: none"> <li>Close contact with a case of COVID-19</li> <li>Travel outside of Canada within 14</li> </ul>	<ul style="list-style-type: none"> <li>Household member and child care attendee to self-isolate, pending test result of the household member Recommend that the household member also self-isolate from the child care attendee, if possible, and provide related guidance: <a href="#">Self-Isolation: Guide for Caregivers, Household Members and Close Contacts</a></li> <li>Household member should get tested for COVID-19 as soon as possible</li> </ul>	<p><b>If test is negative:</b> Individual may return to child care centre and self-monitor, reinforce self-isolation of symptomatic household member.</p> <p><b>If test is positive:</b> Region of Waterloo Public Health will provide specific</p>

<p>days prior to symptom onset</p> <ul style="list-style-type: none"> <li>Lives or works in a facility known to be experiencing a COVID-19 outbreak</li> </ul>	<ul style="list-style-type: none"> <li>No action required for anyone who had close contact or was in the same group with this individual</li> </ul>	<p>guidance (in general, individual would have to self-isolate for 14 days).</p> <p>If test is <b>refused</b>: Region of Waterloo Public Health will provide specific guidance</p>
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1 If an individual meets the criteria for more than one of the “Details of Failed Screening” rows, the more restrictive scenario should apply (e.g. if they initially had a household contact with symptoms but were asymptomatic initially and later developed symptoms, they would move to that category and those rules would apply)

### **Symptomatic Staff Member**

- If experiencing any of the symptoms and answer “yes” to any of the questions on the screening questions, staff are expected to stay at home or leave the school as soon as possible and report their absence to the Principal or designate.
- <https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>
- Public health will provide direction for self-monitoring or self-isolation as determined by the exposure and inform any child care facility-wide measures.
- Public Health guidelines must be followed with regards to returning to work.

### **Passing Screening Procedures**

- A dedicated staff member (MUST wear a mask, appropriate glass/shield and must sanitize hands in between escorting children) will receive students at the screening area and escort them to their assigned classrooms.
- The child/children will be asked to complete hand hygiene before going into the program room.
- All students will be directed to wash their hands upon arrival to their assigned classrooms.

\*\* All screening records will be kept on site at Montessori School of Cambridge for 1 year. \*\*

### **Mid Day Screening Procedures**

- Students will be screened for fever as soon as they are finished lunch.
- Records will be kept on school premises.

## Drop off and Pick up Procedures

### Drop-off:

- To avoid cohorts from crossing paths, parents will be given a drop off time slot.
- Drop off and pick up will take place at the main entrance.
- Parents are to wait at the 6ft apart markers until being called in to the screening area.
- If parents are late for their drop off time, parents must wait in the line, 6 ft apart from other waiting families and will be put in the queue for screening.
- Screening will take place outside, weather permitting. If screening must take place inside, it will be done as per procedure above in the vestibule area.
  - Families: Please wait at the marked spot until called to the screening area.
  - The screener will ask health related questions.
  - Temperature will be taken of both parent/guardian, the child/children and documented.
  - Name, Date, and Screening Results as well as Temperatures will be noted.
  - Please see "Denial of Entry" Procedures on the previous pages.

### Pick-up:

- In order to provide no crossing of cohorts within the school, parents will be provided with a predetermined pick up time.
- The 5:15pm pick up is reserved for front line workers only.
- Once parents arrive, we ask that you please stand on the dots and we will ask you to approach the screening area to reunite you with your child/children.

## COVID-19 Response Plan: Symptoms list on Page 6

- A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit.
- Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

## Child COVID Symptomatic

- Symptoms of COVID-19 as previously outlined. Children in particular should be monitored for atypical symptoms and signs of COVID-19.
- The staff member **must** notify the Principal or designate immediately for contact to be made to the parent/caregiver.
- Any child who develops symptoms of ill health including symptoms of ill health related to COVID-19 must leave the child care program and must be immediately isolated and until family members are contacted for pick-up.
- The child will be escorted by a classroom staff member to the "isolation room" at 7 Roseview and supervised until a parent/guardian is able to pick them up.
- If the parent cannot be reached, the emergency contact person will be contacted to pick up the child.
- If over the age of 2, willing, and able to tolerate it, the child may don a mask.

- Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home.
- Where possible, anyone who is providing care to the child should maintain a distance of at least 2 metres while following provincial guidelines. The child care staff member should also wear gloves in addition to their mask and eye protection while supervising a symptomatic child. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. Staff may choose to don a gown for further protection; disposable gowns will be provided by MSC.
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Contaminated articles belonging to the symptomatic child (including soiled clothing) are sent home immediately for cleaning. Do not rinse or launder at the centre, roll and place items separately in a sealed plastic bag (take care not to contaminate the surrounding environment).
- Items from school should be cleaned and disinfected. Items that cannot be easily cleaned, such as books or paper should be stored in a sealed container for a minimum of 7 days.

Once the child and siblings have been picked up, the childcare teacher will remove and dispose of PPE, according to the procedures contained in this document

- Reusable PPE such as blanket, cloth should be laundered immediately or discarded if disposable.
- The Supervisor will contact Region of Waterloo Public Health through the Region of Waterloo Reporting Form for Symptomatic Staff / Children to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the child care centre. The supervisor will follow all directions provided by Public Health. The following information will be shared with Public Health:
  - Child care centre name, address, contact person, phone number and e-mail
  - Child's name, date of birth, and name of parent/guardian
  - Child and parent/guardian's contact information

### **Cleaning post-symptomatic child**

- A sign will be posted on the door of the isolation room indicating that the room is closed until a thorough cleaning can be done.
- Cleaning will include disinfection of all toys and surfaces including tabletops, chairs, washrooms, cots, and equipment.
- All linens and bedding touched/used by the symptomatic child at the centre must be laundered immediately.
- Staff must use appropriate PPE when handling dirty laundry (e.g. gloves, eye protection apron etc.).
- Items unable to be disinfected will either be disposed of or quarantined in a storage area for a minimum of 7 days.

**\*\* The Principal will monitor record keeping of daily recording of illness (respiratory & enteric) \*\***

## Summary of Protocols when a symptomatic staff member or child is at school

### *Symptomatic Child/Staff*

Case Details	Isolation/monitoring recommendation	How long to exclude from program
<p>Symptomatic child/staff undergoing testing <b>with NO KNOWN exposure:</b></p> <ul style="list-style-type: none"> <li>• Close contact with a case of COVID-19</li> <li>• Travel outside of Canada within 14 days prior to symptom onset</li> <li>• Lives or works in a facility known to be experiencing a COVID-19 outbreak</li> </ul>	<ul style="list-style-type: none"> <li>• Child or staff member self-isolates and gets tested</li> <li>• Anyone who was in close contact should self-monitor</li> </ul>	<ul style="list-style-type: none"> <li>• If test is negative for COVID-19 the child or staff member must be excluded from the program until 24 hours after symptom resolution</li> <li>• If test is positive for COVID-19 the child or staff member must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit</li> </ul>
<p>Symptomatic child/staff undergoing testing <b>with KNOWN exposure:</b></p> <ul style="list-style-type: none"> <li>• Close contact with a case of COVID-19</li> <li>• Travel outside of Canada within 14 days prior to symptom onset</li> <li>• Lives or works in a facility known to be experiencing a COVID-19 outbreak</li> </ul>	<ul style="list-style-type: none"> <li>• Child or staff will self-isolate and get tested</li> <li>• Contact public health for guidance regarding management of staff/children in the same group and other close contacts, while awaiting test results of the symptomatic individual</li> </ul>	<ul style="list-style-type: none"> <li>• In a situation where a child or staff member had known exposure to a confirmed COVID-19 case, public health will provide direct guidance</li> </ul>

### Confirmed Case

Case Details	Isolation/monitoring recommendation	How long to exclude from program
Confirmed COVID-19 case in a child or staff person	<ul style="list-style-type: none"><li>• All close contacts (children, parents, staff) need to self-isolate</li><li>• If cohorting was appropriately practiced, the child care centre may remain open for those who were not exposed</li><li>• If there was no cohorting, the child care centre must be closed</li></ul>	<ul style="list-style-type: none"><li>• The provider or child must be excluded from the program for 14 days after the onset of symptoms (or from positive test date if consistently asymptomatic) and/or clearance has been received from the local public health unit to discontinue isolation</li></ul>

### **Serious Occurrence Reporting**

- Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The licensee should contact their local public health unit to report a child suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Where a child, parent, staff or home child care provider is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

## **Masks and PPE**

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. Wash your hands before putting on a mask and after removing a mask using soap and water or an alcohol based hand sanitizer.

- All adults in a child care setting (i.e., child care staff, home child care providers, home child care visitors, and students) should wear medical masks and eye protection (i.e., face shield) while inside the child care premises, including in hallways.
- All school-aged children are encouraged but not required to wear a mask while inside in the child care premises, including in hallways. Masks are not recommended for children under the age of two.
- Licensees should document their requirements and exceptions related to masks.
- The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.
- In the screening area and when accompanying children into the program from the screening area. See the screening section of this guidance document for more information.
- When cleaning and disinfecting blood or body fluid spills if there is a risk of splashing.
- When caring for a sick child or a child showing symptoms of illness.

How to wear your mask:

1. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer before putting on your mask.
2. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
3. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
4. Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

How to throw away your mask:

1. Do not touch the front of your mask to remove it.
2. Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
3. Hold only the loops or strings and place the mask in a garbage bin with a lid.
4. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you have discarded your mask.

## **Disposable Gloves**

Gloves are used alone or in combination with other PPE to prevent exposure. Gloves should be put on just prior to the interaction with the child and removed immediately and disposed of in the appropriate receptacle when the interaction has ended.

How to put on gloves:

1. Perform hand hygiene
2. Put on gloves, taking care not to tear or puncture glove

How to remove gloves:

1. Remove gloves using a glove-to-glove/skin-to-skin technique
2. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
3. Reach under the second glove and peel away
4. Discard immediately into waste receptacle
5. Perform hand hygiene

## **Putting on PPE**

1. Perform Hand Hygiene - Wash hands with soap and water or alcohol based sanitizer if a sink is not available
2. Put on Gown - Tie neck and waist ties securely - Perform Hand Hygiene
3. Put on Mask/N95 Respirator
  - a. Place mask over nose and under chin
  - b. Secure ties, loops or straps
  - c. Mould Metal piece to your nose bridge - Perform Hand Hygiene
4. Put on Protective Eyewear
  - a. Put on eye protection and adjust to fit
  - b. Face shield should fit over brow - Perform Hand Hygiene
5. Put on Gloves
  - a. Put on gloves, taking care not to tear or puncture glove
  - b. If a gown is worn, the glove fits over the gown's cuff.



## **Taking off PPE**

1. Remove Gloves
  - a. Remove gloves using a glove-to-glove/skin-to-skin technique
  - b. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
  - c. Reach under the second glove and peel away
  - d. Discard immediately into waste receptacle
2. Remove Gown
  - a. Remove gown in a manner that prevents contamination of clothing or skin
  - b. Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contamination outside of the gown is to the inside. Roll off the arms into a bundle, then discard immediately in a manner that minimizes air disturbance.
3. Perform Hand Hygiene
4. Remove Eye Protection
  - a. Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
  - b. The front of goggles/face shield is considered to be contaminated
  - c. Remove eye protection by handling ear loops, sides or back only
  - d. Discard into waste receptacle or into appropriate container to be sent for reprocessing
  - e. Personally-owned eyewear may be cleaned by the individual after each use - Perform Hand Hygiene
5. Remove Mask/ N95 Respirator
  - a. Ties/ear loops/straps are considered 'clean' and may be touched with hands
  - b. The front of the mask/ respirator is considered to be contaminated
  - c. Untie bottom tie then top tie, or grasp straps or ear loops
  - d. Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
  - e. Discard immediately into waste receptacle
6. Perform Hand Hygiene

## **Infection Prevention**

### **Environmental cleaning - Shared Spaces**

- Frequently touched surfaces must be disinfected at least three times per day (more often if visibly soiled). Examples include: doorknobs, light switches, toilet handles, counters, handrails, touch screen surfaces and keypads.
- Cleaner to be used for these surfaces will be an approved disinfectant cleaner.
- Playground structures will be disinfected between cohorts using an approved disinfectant cleaner.
- Shared spaces and structures, including lunch tables, microwave, taps, etc. must be disinfected between users.
- Cleaners must have a DIN Number and be checked regularly for expiration dates.
- The entire facility will be cleaned by professional cleaners 2X per week.
- A log for such cleaning will be maintained by staff.

### **Environmental Cleaning - Individual Classrooms**

- Each classroom shall assign cleaning duties to a particular staff member.
- Tables shall be disinfected using an approved disinfectant cleaner.
  - 2X in the morning
  - Before and after lunch
  - 2X in the afternoon - & at the end of the day.
  - Any other time it is deemed necessary.
- Sensory materials including items such as water & rice/beans/beads, should be for single use only.
- Used dishes and trays must be placed in a bin and sprayed with an approved disinfectant and left to dry before being cycled back to the classroom shelves.
- Dishes and trays that are dishwasher safe must be sanitized in the dishwasher at the end of the day.
- Any classroom items that have been mouthed, must be either set aside in a dirty bin to clean and sanitize later or immediately cleaned and sanitized.
- Each student will be provided with a personal storage device to house pencils, erasers, crayons etc., etc.. These items will be disinfected with an approved disinfectant once per week.
- For the safety of all staff gloves **must** be worn during sanitizing procedures and proper hand hygiene must be performed.
- Plush toys should be avoided.
- Individual students may be assigned books for a 1 week period, after 1 week, the books will be put aside for 7 days before redistribution.
- Full PPE must be worn when cleaning and disinfecting blood or body fluid spills if there is a risk of splashing.
- All Cleaning must be documented using the "Classroom Cleaning" track sheet.

### **Environmental Cleaning - Student & Staff Washrooms**

#### **Student Washrooms**

- Each classroom shall assign washroom cleaning duties to a particular staff member.
- Only one student is allowed in the washroom at a time.
- Staff **must** wear a mask and gloves when disinfecting the washroom.
- Student washrooms must be disinfected with an approved disinfectant cleaner a minimum of 2X per day, once before or after lunch and a second time in the afternoon. (toilet seats, handles and sink) and any additional time it is deemed necessary by classroom staff.
- A record of cleaning must be kept in a convenient location near the washroom.

## **Staff Washrooms**

- When possible, it is encouraged that staff use the washroom in the basement so as to avoid entering another classroom cohort.
- If staff must enter another classroom, a mask must be worn and a distance of at least 6 ft must be kept from people in that cohort.
- Since staff washrooms are shared, they must be disinfected with an approved disinfectant cleaner after each use. All handles, door knobs, lock, soap dispenser and light switches should be disinfected after use.

## **Environmental Cleaning - Playground**

- Playground toys, such as balls, chalk, buckets and shovels shall be placed in bins, labelled and assigned to each class/cohort.
- Classrooms are not to share these items at any time.
- Playground equipment such as the climber and riding toys must be disinfected after each classroom/cohort has used it. Equipment will be cleaned with an approved disinfectant between cohorts.

## **Environmental Cleaning - Nap Room**

- Plush toys may be brought for nap time and must be kept in a bag in the students assigned cubby.
- Cots must be disinfected with an approved disinfectant cleaner spray every Tuesday, Wednesday and Friday.
- Sheets must be laundered every Tuesday, Wednesday and Friday with HOT water.
- Full PPE must be worn during the cleaning of linens.
- Cots may stay in their assigned positions in the multi purpose room as no one else will be allowed to use this room.
- Records for disinfecting of cots must be kept in the nap room.
- Records for cleaning of sheets must be kept in the laundry room.

## **Physical Distancing Measures**

### **Within Individual Classrooms**

- Classrooms must be set up in order to encourage and assist in physical distancing as much as possible. Rooms have been decluttered and all extra shelving and unnecessary tables have been removed in order to allow for natural physical distancing in the classrooms.
- In Primary, each student should have their own table and chair and be as far apart from each other as possible.
- In Toddler, large tables should be used in order to promote as much physical distancing as possible and every student must have their own assigned spot and chair.
- Staff members are expected to wear a medical mask and face shield at all times while in the building and classroom.
- Staff should add visual cues to help students self manage physical distancing where possible.
- Group activities must be done in keeping with the 6ft distance requirements as much as possible.
- As such, any sort of group activity may be done with each student keeping near their own table or have a visual cue to indicate keeping a distance (such as a mat or markings placed on the floor).
- Students should be spread out as much as possible while getting ready to go outside.
- A daily staff close contact log will be used to keep track of staff who may have come into close contact with other staff or children (less than 2 metres), at what time this happened, and whether or not any PPE was being used during this close contact. Recording this information can help Public Health in the event of a positive COVID-19 case to support contact tracing.

## **During Nap**

- Napping children should be placed at a minimum 6ft apart. If this is not possible, a head to toe set up is acceptable.

## **Within Entire Facility**

- Classrooms will be scheduled for activities outside of their rooms at different times in order to ensure there is no mixing of cohorts inside or outside the school building.
- Markers will be placed outside to indicate where families should stand in line for screening and picking up.
- Cohorts have been scheduled to drop-off and pick-up at the same time in order to further reduce mixing of cohorts.

## **Outside/Playground**

- Classroom cohorts must be outside one at a time OR one cohort in the main playground and one in the Toddler playground.
- In the case above, a distance of 6ft between cohorts **must be kept at all times**.
- Cohorts shall not cross paths in the school hallway, as it does not allow for physical distancing.
- Plan as much time outside as possible.
- Singing is best kept for outdoors.

## **Hand Hygiene**

Hand hygiene is a key practice for staff and children to prevent transmission and spread of COVID-19. Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children. Sufficient hand washing supplies must be available in every classroom. If supplies are getting low, please notify the office.

Staff must wash their hands with soap and warm water in the following situations:

- Before and after using gloves
- Immediately following the disposal or laundering of any contaminated PPE
- Before and after touching theirs or someone else's face
- Before entering and leaving a classroom
- After touching contaminated articles such toys that have been mouthed or personal care items.
- If staff cannot access soap and water, alcohol based hand sanitizer containing a minimum of 60% alcohol can be used, only if the hands are not visibly soiled.
- The removal of all hand jewellery and nail polish is recommended to ensure thorough hand sanitizing and hand hygiene.

Children should wash their hands with warm soapy water and be monitored by staff to ensure efficiency:

- Before handling food
- Before and after eating
- Before and after toileting, including after a diaper change
- After putting their hands in their mouths

## Food Safety

- **One** staff member at a time is permitted in the kitchen.
- Food handlers must be in good health and practice hand hygiene and respiratory etiquette.
- Food handlers must be the designated staff for kitchen duties.
- There is to be **no self-serve or sharing of food and utensils** (e.g., serving spoons, water jugs) at meal times.
- Meals **must** be individually portioned for each child (i.e., no family style service)
- No food provided by the family, outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- Children should not prepare food or provide food that could be shared with others.
- Proper hand hygiene is practiced during food preparation and before and after eating
- Children and staff **must** practice physical distancing while eating.
- All other food handling and safety measures previously put in place must be followed.

## Toddler Classroom

- If blankets or cloths are used, they must be cleaned between each use. Do not reuse disposable gowns if worn.
- Hands **must** be washed for at least 20 seconds immediately after laundering any contaminated coverings.
- Avoid close contact with a child's face as much as possible.
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include:
  - planning activities that do not involve shared objects or toys; and, when possible, move activities outside to allow for more space.
  - Children must **not** share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children. Label these items with the child's name to discourage accidental sharing.

## Other Program Considerations

- Children should bring their own sunscreen where possible and it should not be shared.
- Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application).
- Personal belongings should be minimized and backpacks will be sent home daily, only keeping indoor shoes in individual cubbies at school. This will assist us in keeping the school as clean as possible.
- Please ensure all personal items are clearly labeled.
- Toddler Items: Extra clothes and diapering essentials may be kept on premise and will be placed in a labeled bin.
- All group events and field trips have been cancelled until further notice.
- Birthday Parties:
  - We will continue to celebrate our special Montessori Birthdays! As food from home is not permitted in the building (unless otherwise approved), we will provide store bought food. Consult with your classroom teacher with regards to sending milestone pictures.

- Classroom communication and pictures:

We recognize and celebrate that classroom communications and pictures are such an important part of bridging the gap between home and school!

- Classroom teachers will be sending pictures and short messages via Owlwise.
- If you need to contact your teacher, please do so via email.
  - Please note, if it is a message of longer concern, emails will not be replied to during class time.
  - If it is a short note - such as a different person picking up or you must pick up early unexpectedly, please email your classroom teacher and CC: Stacy VA at [admin@montessoricambridge.com](mailto:admin@montessoricambridge.com)

# FAQ

## MSC'S EDUCATION FOR TODAY'S WORLD

### What every parent wants to know....

#### MY CHILD REALLY WANTS TO GO TO SCHOOL! IS MSC GOING TO REOPEN?

Yes! MCS will reopen for in-school learning for all students on Tuesday, September 8th.

#### ARE YOU GOING TO BE OPEN EVERY DAY, ALL DAY?

Yes! MSC will operate Monday - Friday, 7:30am - 5:30pm.

Note: We will have staggered start and end times, details to follow.

#### I KEEP HEARING ABOUT "HYBRID" SCHOOLS. IS THAT WHAT MSC IS GOING TO DO?

NO! We recognize that children (and parents) want a consistent daily routine. We will be in school every day!

#### I AM CONCERNED ABOUT HEALTH AND SAFETY. WHAT IS MSC GOING TO DO TO ENSURE THAT MY CHILD STAYS HEALTHY?

MSC will reopen following guidelines from public authorities, including the Region of Waterloo Public Health Department and the Ministry of Education.

#### WHAT DOES THAT MEAN??

Every family will be screened each day on arrival, which includes completing a brief questionnaire, temperature taken for each child and parent as well as hand sanitizing.

Parents will say goodbye outdoors at the completion of the screening process and a caring staff member will take your child to their classroom where they will have help to get ready for their day.

Each classroom (called a cohort) will have a maximum number of 15 children, plus the same teachers every day. This is the suggested class size as of July 21, and is subject to change.

Each cohort forms a bubble.

There will be no intermingling between cohorts. Besides remaining bubbled within the classrooms, this also includes shared spaces, such as hallways, washrooms, recess, etc.

Entry into the building will be staggered to allow each cohort to enter separately.

Departure will also be staggered, more information will be provided soon.

Only students and staff will be permitted into the building. Parents will say goodbye outdoors (or at the front entry way in the case of inclement weather) at the completion of the screening process. No visitors will be permitted to enter the school beyond the screening area.

Sadly, MSC must forego our longstanding practice of greeting every child with a handshake. There will no longer be any contact-greetings at the door.

Sadly too, we must also discourage the after-school socializing of parents and children that takes place outside. While we appreciate the camaraderie that occurs, the integrity of the cohorts must be maintained.

### **HOW WILL WE KNOW WHAT OUR CHILD IS DOING WHEN WE ARE UNABLE TO SEE THE TEACHER EVERYDAY? WHAT DO I DO IF MY CHILD IS UPSET AT DROP OFF? WHO WILL HELP THEM GET READY?**

We are pleased to announce that we have set up a new program, called Owlwise which will be accessible online via computer, tablet or mobile phone. This will allow you to stay connected with your child's classroom and keep open communication with your child's teacher.

We know that drop offs can sometimes be an emotional time, particularly for new children. We encourage quick drop offs, as tears are typically short lived. If the upset lasts long, the classroom teacher will be sure to contact you directly. If you are worried, please send your child's teacher a message directly. Our priority is to help children transition in a loving and caring manner!

As a Montessori school committed to the Montessori Method, we want to encourage your child in getting ready to enter their classroom independently. The classroom staff will be there to assist and positively encourage this process.

As always, our teachers will be more than happy to lend a listening ear or answer individual parent questions through Owlwise, phone or email.

### **MY CHILD'S CLASSROOM HAD MORE THAN 15 CHILDREN. WHAT HAPPENS NOW?**

Currently we are lucky enough to have just enough spaces to accommodate all of our registered students. Careful consideration will be given when deciding which children will be assigned to each classroom.

### **WHAT ABOUT SOCIAL DISTANCING? PPE?**

Good question!

Physical distancing and PPE regulations will be implemented following best practices and guidelines.

### **OK, WHAT DOES THAT MEAN?**



Children and staff will be practicing social distancing both indoors and outdoors. This will be implemented by the children in Montessori-inspired and age-appropriate ways, such as markings on the floor, walking on a line, exploring methods of measurement, etc.

Staff and children will have the option to wear a mask if they choose.

Teachers will wear masks when in close proximity to a child, such as when providing personal care, comfort, one-on-one assistance, etc.

Frequent and thorough hand washing will be practiced and closely monitored. As we've always done, the Montessori lesson for Washing Hands will be presented!

Thorough sanitization and cleaning procedures will be strictly followed and documented.

### **WHAT MODIFICATIONS ARE BEING MADE IN THE CLASSROOM?**

Our welcoming and homey Toddler and Casa classrooms continue to be our priority!

Students will be assigned to individual or small group (max 2 students) tables that are at least 6ft apart. Work done on a mat on the floor provides a natural separation from children.

Students will have an individually prepared snack and eat at their own table (hand washing before and after is a must).

Children will receive their own labeled kit with classroom supplies. There will be no sharing of these supplies.

Children will continue receiving individual, small group and whole cohort lessons, as before, while practicing social distancing. Montessori methodology will be maintained.

All materials and surfaces will be disinfected frequently as required.

### **WILL THERE STILL BE A FRENCH PROGRAM?**

Yes! Our excellent French program will continue in a different format.

### **HOW WILL WASHROOM TIME BE HANDLED?**

Only one student will be allowed in the washroom at a time and will be cleaned between each use. Washrooms will be disinfected frequently throughout the day.

### **WILL THE CHILDREN SPEND MORE TIME OUTDOORS?**

Yes! Cohorts will go outside for the regularly scheduled times.

Every effort will be made to have students outside as much as possible, while ensuring cohorts do not cross paths. We also plan to take more nature walks and incorporate this new opportunity to our curriculum!

## WHAT ABOUT EATING AT SCHOOL?

Lunches for every classroom will be catered as usual and delivered to each individual classroom.

There will be no sharing of food or communal platters.

Hand washing procedures will be strictly followed!

## WHAT IF A CHILD GETS SICK WHILE AT SCHOOL?

Should any child exhibit any sign of illness, a staff member, in PPE (mask, gloves, visor) will immediately escort the child out of the classroom. The Regional Public Health Department will be notified and we will take the precautions as directed by them. Parents will be notified and required to take the child and any siblings home. An isolated room has been designated as the waiting room, and a caring staff member will remain with the child/children until picked up.

In order to return to school, the Ministry of Health requires children to be tested for COVID-19 and may return to school 24hrs after symptoms clear and there is a negative test result. If parents choose to not have their child tested for COVID-19, they must stay out of school for 14 days. The school will be working in collaboration with the Regional Health Department in order to guide us through this process.

*Of course, we hope to minimize this possibility with the arrival screening; no child with visible signs of illness will be permitted to attend school.*

## THIS ALL SOUNDS GREAT, BUT WHAT IF YOU HAVE TO CLOSE AGAIN?

Another great question!

In the event that we are mandated to close, we will be ready to provide online instruction as well as at home learning resources.

## I STILL WANT MORE INFORMATION! HOW CAN I LEARN MORE?

We have anticipated this, and we will be providing the following:

- Coming soon - the MSC Guide for Reopening, a detailed and comprehensive guide for reopening.
- Parent orientation sessions for each level by Zoom to familiarize all families with regards to health and safety updates, Montessori at Home, orientation to our new communications program etc., will be scheduled in August.
- The school calendar and scheduling will be released as soon as it is finalized.
- Student orientation will take place the week before school starts. This will be a great opportunity to run through the drop off process!
- Parents will be notified and informed of changes/new developments on an ongoing basis, as necessary.

## WHAT ELSE DO I NEED TO KNOW THAT I HAVEN'T THOUGHT TO ASK?

A few thoughts to keep in mind:

**MSC can only be as healthy as every one of our families.**

Our success will be insured only by the mindful compliance of safe practices by every family.

To put it another way....

***It takes a village - the MSC Community - to operate a healthy and joyful school!***

## **Late August FAQ**

### **When will I know which classroom my child will be in?**

You will be receiving an email from your classroom teacher very soon! This will provide basic but important information regarding orientation and your scheduled pick-up and drop-off times.

### **My child is not in the classroom I requested, now what?**

As with any year, we cannot guarantee that requests can be met. As a school, we made the choice to keep our classroom sizes at 16 in order to allow for more social distancing. For this reason, we had to make some difficult but necessary decisions with regards to classroom placement. Due to the smaller class sizes, we are not able to accommodate moving children to another classroom at this time.

### **We requested the French Immersion class. What if my child is not in this classroom?**

Our full French Immersion class does not start until September 2021! Every Primary classroom will have a period of french taught by a qualified French Teacher 4 days per week. We will also be adding a short amount of French instruction to the Toddler room this year!

### **What if the drop-off and pick-up times don't work for our family?**

This year is unlike any other! The drop-off and pick-up times are scheduled for your class specifically and are in line with the guidelines as set out by the Region of Waterloo Health Department. Requests can be made for alternate pick up or drop off times and we will decide on an individual basis whether we can accommodate or not. Again, the scheduled pick-up and drop-off times are a rule set by the Regional Health Department for the safety of everyone! We ask that you please be here as promptly as possible at your scheduled time.

- Early drop-off (7:30am - 8:00am) is reserved for only those who desperately need it. We ask that you please wait on the marked circles outside and wait to be called up to the screening area. In order to keep everything as consistent and predictable as we can, please let us know if you require this early drop-off time slot.
- Late pick-up (5:15pm is best, 5:30 at the very latest) is reserved for front line workers only. Again, please let us know if you require this time slot.
- Please inform your classroom teacher if you require or qualify for either or both of the above.

### **What happens with drop-off & pick-up if we have one child in Toddler and one in Primary?**

We ask that you drop-off both children at the time slot for your primary aged child. Pick-up time can be either, but we ask that you please pick one and stick with it so that staff can ensure that both children are ready for you.

### **What are the drop-off and pick-up procedures?**

#### Drop-off

- Please only arrive at your designated time.
- If you are late, you must wait in the queue once there is room in line.
- If there isn't a dot available to stand on, you must wait in your car until there is room in the designated line.
- Once you get to the front of the line, you will be asked by the "Screener" to step forward into the screening area.
- You and your child/children will be asked a series of health related questions and temperatures of the child/children and guardian/parent will be taken and recorded. For your reference, please see questions at the end of this document.
- If neither of you have a fever and have answered "no" to all of the questions, a friendly staff member will escort your child to their classrooms.
- Please note that screening will take place outside and adults dropping off are not permitted in the building.

#### Pick-up

- Please arrive promptly at your designated pick-up time.
- Stand in line on the designated waiting spots.
- Once you get to the front of the line, a staff member will dismiss your child.
- If someone other than yourself is picking up your child, advance notice must be given directly to the classroom teachers via email and if this is a first time pick up; ID will be checked as in the past.
- Note: Late arrivals may cause delays in the pick up process.

### **What if we are late for our drop-off or pick-up time?**

We understand that life is busy and being late will happen from time to time. We ask that you please make every effort to arrive at your scheduled times. Our staff are working very hard with strict hours and many many rules in place. Keeping our longer hours as promised, requires dedication from our MSC families to stick to the schedule in order to allow our dedicated staff to do the necessary cleaning and leave on time. The best thing we can all do for them, is allow them to get home to their own families!

If you qualify for the later pick up, please arrive promptly at 5:15pm. After 5:30pm, a late fee of \$10.00 per 15 minutes will be due on pick up.

### **What happens if myself or my child has a fever, sore throat or runny nose?**

If you or your child/children have a fever, your child will not be able to attend school until a COVID test is taken, proven negative and the symptoms subside. Public Health will also be contacted and informed of the illness.

If you or your child/children has done the test and it is positive, they school must be immediately notified. The school will await further instructions from Public Health.

If you do not wish your child to be tested for COVID-19, they must be absent for 14 days and until 24hrs after symptoms subside.

### **“But it’s only a runny nose.”....**

Unfortunately, COVID can present itself as a simple runny nose! This is what makes this whole pandemic so difficult! Perhaps you or a family member only has a runny nose, but it could be COVID and although the symptoms seem minor, if given to someone else, they can be life threatening. Let’s help keep everyone in the MSC community safe!

### **Toddlers get runny noses quite often. What will happen with our older child if their sibling has to be away? Will there be continued at home learning so that they don’t miss out?**

If a toddler must be home due to a runny nose or any other symptom related to COVID, the older sibling must also stay home. Parents may either remove children for 14 days and until 24 hrs after the symptoms are gone or take their child for the COVID test. Once the test comes back negative, they may come back to school 24hrs after their symptoms are gone. The school will notify the Ministry of Health.

Primary teachers are working hard to prepare materials in order to ensure continued learning at home for the sibling of the sick child. Teachers may send home a learning package, provide some online materials and/or invite them to classroom Zoom meetings so that they can still feel a part of their “House” at school.

### **In this case, what happens with fees?**

Unfortunately, we are unable to refund any fees due to absence. We want to ensure there is a school to come back to!

### **What happens if there is another shut down? Will fees be refunded? Will there be distance learning?**

In the case of another shut down, it is likely that the Government will once again mandate that no fees be charged. We were ahead of the curve at the beginning of the pandemic and made the decision not to charge as we did not think this was the right thing to do! Later, the Government mandated it!

If fees are not mandated to be dissolved in the case of a shut down, we are working with our staff to incorporate distance learning.

### **How is lunch going to work?**

Hot lunches will continue to be catered, with the addition of Theresa’s classroom. Food will be served by a food handling certified staff member to individual students with no sharing of utensils or condiments. Children will eat at their assigned table which will be disinfected both before and after eating. Proper handwashing will be practiced by both staff and students.

Lunches from home will be accepted with written permission, but due to public health regulations, this is highly discouraged.

**We are nervous! What if we decide that we don't want our child/children to attend until late fall or even January?**

We completely understand that these are uncertain times and want to support families as best as possible! Due to the significantly decreased class sizes, we are unable to hold spots for families who want to delay start times. If you would like to hold a spot, full payment will be required. If you decide not to have your child attend and are not able to pay to hold the spot, we will place your family on the waitlist and you would of course be at the top of the list for re enrolment.

**Have you added more classrooms in the school by dividing rooms?**

No, absolutely not! We want children to have as much room as possible! There will be 16 students in each Primary classroom and 15 in the Toddler room.

**Will the class sizes stay at 15/16 for the entire year?**

Our hope is to add more students late fall or in January. We will decide this as we keep an eye on the number of cases in the Region. The Toddler class will stay at a size of 15.

**What is the cleaning routine?**

Common Areas: Will be disinfected 3X per day at a minimum and will be recorded.

Classrooms: Materials will be disinfected after each use and either replaced immediately or set aside/covered so that children may not use them until proper disinfection can be achieved.

Washrooms: 2X per day and as needed.

Nap Items: Toddler items will be cleaned & sanitized every day. Primary items will be cleaned & sanitized 2X per week.

Playground: The playground will be disinfected between each cohort.

## Will the Guidelines be provided to parents?

Yes, absolutely! The Guidelines are ever changing! Once we feel it is as up to date as possible, we will post it on our website for everyone to review.

## Screening Questions

Do you have any of the following new or worsening symptoms or signs?

- |   |  |
|---|--|
| Fever (temperature of 37.8°C or greater)                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cough   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Difficulty breathing  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sore throat   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Difficulty swallowing   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| New loss of taste or smell                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nausea/vomiting, diarrhea, or abdominal pain                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Runny nose or nasal congestion                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Red eyes (conjunctivitis)                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Not feeling well, tired or sore muscles                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chills or headache  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lethargy, difficulty feeding in infants (if no other diagnosis) | <input type="checkbox"/> Yes <input type="checkbox"/> No |