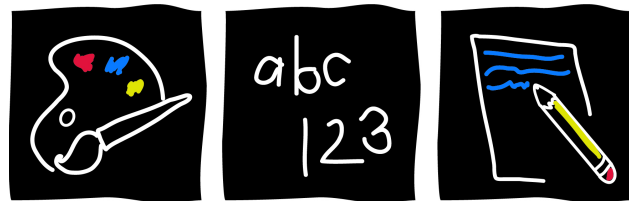


Montessori School of Cambridge

COVID-19

Operational Guidelines

2021-2022



**Montessori**  
SCHOOL OF CAMBRIDGE

January, 2022 Edition

<b>Introduction</b>	<b>2</b>
<b>Cohorting and Staffing</b>	<b>3</b>
<b>Staff Scheduling</b>	<b>3</b>
<b>Visitors, Supply Staff &amp; Students</b>	<b>4</b>
<b>Staff Travel</b>	<b>4</b>
<b>Attendance Records</b>	<b>5</b>
<b>Screening Procedures - ALL individuals MUST be screened upon entry each day.</b>	<b>5</b>
<b>Absence</b>	<b>6</b>
<b>Parent Communication Plan</b>	<b>7</b>
<b>COVID-19 Response Plan/Serious Occurrence Reporting: Symptoms list on Page 6</b>	<b>20</b>
<b>Masks and PPE</b>	<b>21</b>
<b>Disposable Gloves</b>	<b>22</b>
<b>Putting on PPE</b>	<b>22</b>
<b>Taking off PPE</b>	<b>23</b>
<b>Infection Prevention</b>	<b>24</b>
<b>Physical Distancing Measures</b>	<b>25</b>
<b>Hand Hygiene</b>	<b>27</b>
<b>Food Safety</b>	<b>27</b>
<b>Toddler Classroom</b>	<b>28</b>
<b>Drop off and Pick up Procedures</b>	<b>28</b>
<b>Other Program Considerations</b>	<b>29</b>

## 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. No two cohorts will mix at any time in the nap room; each cohort will remain 2 meters apart and will enter and exit the nap room via separate doors.
- 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 license.
- 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.
- If a staff member must cover a room outside of their assigned cohort, 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).
  - Licensees are required to obtain VSCs from staff and other persons who are interacting with children at the premises, including students.
  - If an individual is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, they must ensure the individual has applied for a VSC. In addition, the prospective staff member must show the latest VSC they have and/or sign a Declaration of Offence until the newest version is made available from their local police department.

### **Staff Scheduling**

- Staff schedules have been set up in order to ensure appropriate ratios are kept at all times.
- Staff will follow physical distancing rules at the beginning of the day.
- Supply staff have been hired and will be scheduled as needed.

## Visitors, Supply Staff & Students

- 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.
- Special Needs Resource Staff are permitted to enter the building provided they pass screening.
  - The Principal will determine whether or not an in person visit is essential.
  - Where possible, the SNR will interact with school staff via telephone or video conferencing within classrooms.
  - SNR staff are required to wear appropriate PPE, practice good hand hygiene and maintain as much physical distancing as possible.
  - If SNR staff enter the classroom, staff should document this in their record keeping notes for the day (for contact tracing purposes).
- 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.
- 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.**

- Please complete the Ontario Online Screening Tool **every morning** prior to your arrival to school and follow the screening instructions so you know what steps need to be taken next (<https://covid-19.ontario.ca/school-screening/>).
- 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 wear personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield). 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
- Shortness of breath
- 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).

## **Absence**

- In the case of absence, parents are to notify the school by emailing both the classroom teacher as well as the Principal.

- If your child is being tested for COVID, we ask that you please email the classroom teacher and Principal once you receive the results.
- As our contract states, refunds are not provided in case of absence.
- Please be advised that if your child comes to school with a fever, constant runny nose/congestion or cough, your child will be sent home. **To avoid this: Please use the Ontario Online Screening Tool (<https://covid-19.ontario.ca/school-screening/>) for further direction regarding what to do.**
- If your child is showing symptoms of a cold, you have completed the screening tool and it indicates your child is permitted to attend school, please show a screenshot of the results on your cell phone or bring the form indicating such.
- Lastly, please **use good judgement** when deciding whether or not your child should attend school. If your child has an uncontrollable runny nose, they should not be attending school; even pre COVID, this was our policy.

### **Denial of Entry**

- Entry will be denied to any person including the child of a parent/guardian if they fail the online screening tool (<https://covid-19.ontario.ca/school-screening/>). The parent/guardian must provide daily proof of passing the screening tool either by providing a screenshot of the result on their cell phone or a hard copy of the result to the screener.
- 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.

### **Parent Communication Plan**

- Should there be a positive case of COVID-19 at the school, parents in the affected cohort will be notified via email and instructions will be given as per the Ministry of Health guidelines ([https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact\\_mngmt/management\\_cases\\_contacts\\_omicron.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts_omicron.pdf)).
- Should an outbreak be declared, all members of the school will be notified via email and instructions will be given as per the Ministry of Health guidelines ([https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact\\_mngmt/management\\_cases\\_contacts\\_omicron.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts_omicron.pdf)).

### **Symptomatic Staff Member**

- If experiencing any of the symptoms staff are to use the online screening tool in order to determine the next steps (<https://covid-19.ontario.ca/school-screening/>).
- 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://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact\\_mngmt/management\\_cases\\_contacts\\_omicron.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts_omicron.pdf)
- The Ministry of Health will provide direction for self-monitoring or self-isolation as determined in the above link.
- 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 at lunch.
- Records will be kept on school premises.

**Further clarity regarding a symptomatic child or staff with NO KNOWN exposure to a case of COVID19 can be found in the following Ministry of Health document:**

[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact\\_mngmt/management\\_cases\\_contacts\\_omicron.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts_omicron.pdf)

## **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.
- 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 has 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.

### **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.

### **COVID-19 Response Plan/Serious Occurrence Reporting**

Licensees are no longer required to submit Serious Occurrences for confirmed COVID-19 cases. Moving forward, and as currently required, licensees are to still report closures related to COVID-19 where they result in an "Unplanned Disruption of Service" to the normal operation of a child care centre or home child care agency in the Child Care Licensing System:

- For licensed child care centres, this represents any closure impacting the entire centre.

Please note that a Serious Occurrence is not required when a child care centre closes a program room but not the entire centre.

## **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) are required to wear a medical masks and eye protection (i.e., face shield or goggles) while inside the child care premises, including in hallways, unless eating; in which case, a safe distance must be maintained.
- Masks must also be worn:
  - 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.
  - While in the staff room.
- Should a staff member have a medical reason why they cannot wear a medical mask or shield/goggles, this will be considered if a Doctors note is provided.
- All 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.
- 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.

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**

- If supplies of cleaning products are getting low, staff are to inform the Business Manager to ensure more is ordered.
- All disinfecting products must have a DIN number approved by Health Canada. Although disinfectant products are being used and replenished frequently, bottles should regularly be checked for expiry dates.
- Hard surfaces must be sprayed with disinfectant, left for 1 minute (or as per the timing indicated on the bottle) and wiped with a cloth or paper towel.

## **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.
- When using sensory materials including items such as water & rice/beans/beads, emphasis will be placed on hand hygiene before and after the use of materials.
- 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.
- 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 until the weather is too cold to do so.

### **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 2X per week with hot water.
- Cots must be disinfected 2X per week on the same day as the sheets are laundered.
- 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. No two cohorts will mix at any time in the nap room; each cohort will remain 2 meters apart and will enter and exit the nap room via separate doors.

### **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.
- When two cohorts are in the nap room, they will remain separate at all times by remaining 2 meters apart and by entering and exiting the nap room via separate doors.
- 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.

### **Staff Room/Lunch/Breaks**

- Due to lack of space, it is preferred that staff leave the building for lunch breaks.
- In the case of a staff member not wanting to or is unable to leave the premises for lunch, the Principal and/or Business Manager will help determine the safest place for that staff member to eat/take a break.
- 3 people are permitted in the staff room at a time; each staff member will report their arrival and departure from the staff room by signing into the log book.
- PPE (Mask & Shield) must be worn when 2 or more people are present in the staff room.
- Physical distancing must be kept as much as possible.

## **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 will be individually portioned for each child.
- 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 will 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.

## **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.
  - Show the green pass from the online screening tool.
  - Should you not provide proof of a green pass, the screener will ask the health related questions and go through the screening process with you.
  - 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. The Toddler cohort will be picked up at the side gate by the toddler playground.

## **Other Program Considerations**

- Children should bring their own sunscreen; it should be labeled with the child's name 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 an important part of bridging the gap between home and school!

  - Classroom teachers will be sending pictures and short messages via email.
  - 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)
  - Parent/Teacher meetings will be held via online, parents are not permitted in the building at this time.

## **A Final Note to Parents**

- **If you are unsure whether or not your child should attend school, please use the Online Screening Tool as your guide.**
- **<https://covid-19.ontario.ca/school-screening/context>**
- **If you fill out this form and it says your child may attend school, please provide a print out upon check in OR a screenshot of the result on your cell phone.**
- **ALL of the Pre-COVID health rules continue to apply. If your child is sick, they should not be at school. If they have been home with a cold, their symptoms have improved over a 24hr period, they are able to return to school as long as the symptoms are not severe; such as a constant runny nose or continuous cough.**

# FAQ

## MSC'S EDUCATION FOR TODAY'S WORLD

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

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

MSC has reopened 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 online screening 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 19 children, plus the same teachers every day. Please note that the class size is subject to change.

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

Departure will also be staggered.

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.

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

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 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.

### **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?**

Our teachers will be more than happy to lend a listening ear or answer individual parent questions via phone or email. We are investigating a communications platform that will work well for our school community and hope to use this in the near future.

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.

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

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.

Children will have the option to wear a mask if they choose.

Teachers will wear medical masks and face shields when in the classroom and shared spaces, such as the hallway 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 tables that are as far apart as possible. 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 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 each classroom.

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

Only two students will be allowed in the washroom at a time. 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.

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

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

- As guidelines are rapidly changing, 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!***