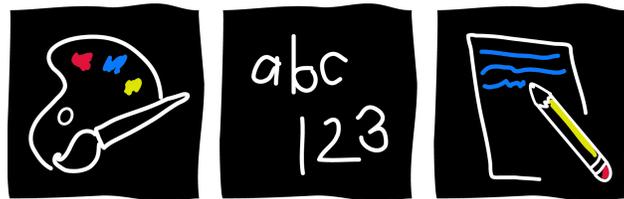


Montessori School of Cambridge

COVID-19

Operational Guidelines

2022-2023



Montessori
SCHOOL OF CAMBRIDGE

September, 2022 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.

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!

Screening Procedures

- 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 should report any signs and symptoms of COVID-19 to the Principal if symptoms develop at home.
- Children must perform proper hand hygiene before entering their classroom.

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.**
- Lastly, please **use good judgment** when deciding whether or not your child should attend school. If your child has an uncontrollable runny nose, they **should not** be attending 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).
- 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).

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
- 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.

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

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.

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 a child or soiled/infected items 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

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.
- 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.

Environmental Cleaning - Individual Classrooms

- Each classroom shall assign cleaning duties to a particular staff member.
- Tables shall be disinfected using an approved disinfectant cleaner.
 - 1X in the morning
 - Before and after lunch
 - 1X 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.
- 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.
- Gloves must be worn when cleaning and disinfecting blood or body fluid spills.

Environmental Cleaning - Student & Staff Washrooms

Student Washrooms

- Each classroom shall assign washroom cleaning duties to a particular staff member.
- Staff **must** wear gloves when disinfecting the washroom.
- Student washrooms must be disinfected with an approved disinfectant cleaner a minimum of 3X per day (toilet seats, handles and sink) and any additional time it is deemed necessary by classroom staff.

Staff Washrooms

- Since staff washrooms are shared, they must be disinfected with an approved disinfectant cleaner. It is encouraged that all handles, door knobs, lock, soap dispenser and light switches are disinfected after use.

Environmental Cleaning - Nap Room

- Plush toys may be brought for nap time and will be kept on the student's assigned cot.
- Cots must be disinfected with an approved disinfectant cleaner spray every Friday.
- Sheets must be laundered 1X per week with hot water.
- Cots must be disinfected 1X per week on the same day as the sheets are laundered.

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 articles/items
- Before and after touching theirs or someone else's face
- 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 jewelry 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

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>**
- **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.**

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.