

# Montessori School in Kleinburg



## COVID-19 HEALTH AND SAFETY POLICIES AND PROCEDURES 2020

Introduction

To ensure the Montessori School in Kleinburg continues to provide a safe and healthy program, the Ministry of Education has set out enhanced health and safety requirements in regulation and asked licensees to develop COVID-19 specific policies and protocols for their respective centres.

Montessori School in Kleinburg as part of its enhanced health and safety measures for re-opening, promises to implement the following:

- Develop and review with staff and home child care providers' school and division (Toddler, Casa and Elementary) policies and procedures with respect to enhanced health and safety protocols including COVID-19. Share this information via MSK website and display on our parent board and where necessary to help make readily available and accessible to all staff, parents and visitors to MSK
- Submit an attestation form to the Ministry confirming that enhanced health and safety protocols are in place; and
- Provide a minimum of two days' notice of their re-opening.
- Share the COVID-19 protocol with all families.

### **What is COVID-19?**

COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a sick person coughs or sneezes. It may also be possible for a person to get COVID-19 by touching contaminated surfaces and then touching their own mouth, nose, or possibly their eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, or shortness of breath. Children may have milder or asymptomatic infections of COVID-19, and the virus may still be transmitted to other people.

### **Health and Safety**

MSK programs (Toddler, Casa, Elementary) will consist of no more than 10 individuals including both staff and students who stay together throughout the duration of our program for a minimum of 7 days, with the following considerations:

While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices will be encouraged, where possible:

- Face coverings (non-medical masks) will be used when physical distancing of a least 2-meters cannot be maintained between cohorts
  - STAFF:
    - Face shields (or mask and goggles)
    - Lab coats (over clothing)
    - A pair of indoor and outdoor shoes
    - Gloves (disposable to replace as needed)
  - STUDENTS:
    - Indoor and outdoor shoes
    - Parent provided smock to wear over clothing (optional)
    - Personal belongings (see below)
- **Personal belongings** will be minimized (eg. backpack, clothing, water bottles) ALL items will be labeled and kept in designated area for the students' cohort and will not be handled by individuals from other cohorts.
  - Students will have designated personal bins for personal belongings
  - Students water bottles will be placed on higher shelf to avoid accidental sharing
  - Parents to provide own sun and insect protection labeled, will not be shared
- Each cohort will have designated equipment such as balls, loose equipment. Items will be cleaned and disinfected between cohort uses (if applicable)
  - Students will have designated personal indoor and outdoor bins
- Room or space that is shared by cohorts will be cleaned and disinfected before and after using the space. **A cleaning log will be posted in every classroom to keep track of cleaning.**
- Cohorts will not mix with other cohorts or be within the same room/space at the same time, includes:
  - Pick-ups and drop-offs
  - Mealtimes
  - Washrooms

- Playtime
- Outdoor activities
- Program spaces
- Staff areas/rooms
- Where possible, MSK staff to avoid getting close to faces of students
- Where possible, MSK staff to avoid singing activities indoors and will ensure physical distancing for singing activities outdoors
- NO water or sensory tables will be used in or outside MSK facility
- NO planned field trips and activities requiring group transportation
- NO activities with exposure to animals and pets
- NO self-serving of food or beverages
- When meals or snacks are provided by MSK:
  - Staff and students are to perform proper hygiene before and after eating
  - Every student will have their own water bottle, labeled, to be kept on higher shelf to avoid accidental sharing
  - Individual meal or snack for students with no common food items (condiments)
  - Remove self-serving food items and open access dishware
  - Multi-use utensils must and will be cleaned after each use
  - Reinforce “no food sharing” policies
  - Physical distancing will be maintained while eating
- Napping – increase the distance between cots of cohorts to at least 2 meters, if possible. If space is tight, students will be head-to-toe or toe-to-toe and use temporary barriers, where possible.
  - Linens to be laundered daily

## Screening

- ALL individuals, including students, parents/guardians, staff, and visitors must and will be screened including daily temperature checks at home prior to arrival and at the

arrival to MSK prior to entry

- MSK will **deny entry** to any individual who has symptoms outlined on MSK's screening form or who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days.
- On site screening, will be conducted in Main Office;
  - Plexiglass barrier around Administrative desk
  - Maintaining a distance of at least 2 meters (6 feet) from those being screened, being separated by plexiglass, or wearing protective equipment (PPE) – procedure mask and eye protection (face shield)
  - FORM BELOW TO BE COMPLETED DAILY

Welcome back to your safer-than-ever Montessori School in Kleinburg.

We have put in place more stringent safety protocols and sanitation procedures.

We want to ensure that the wellness and safety of all our children, staff and their families is our greatest priority.

We are doing our part and require your absolute cooperation to help too:

#### What we're doing at MSK:



Staff members are monitored to ensure they're healthy to come to work.



We are only allowing staff within the building during our school hours limiting the number of people coming in and out of our school to enable social distancing and less exposure to our children and staff.



Hand sanitizer is provided at the entrance.



All staff will be wearing a shield mask in order to protect our children from added germs.



Staff and children will wash their hands periodically throughout the day.



Equipment and surfaces are disinfected regularly throughout the day using medical-grade disinfecting cleaners and protocols.



Our common areas, including main entrances, classrooms, washrooms and the office, are regularly sanitized.



We are allowing Distance Learning for any student in the Casa and Elementary Program who are unable to attend school due to health reasons.



We require all parents to fill out the Health Disclosure daily prior to bringing their child to school



**Fill in the Health Disclosure Form prior to dropping your child at MSK.**

### MSK Health Disclosure Form

This form must be completed and submitted prior to bringing your child to school, and is only valid for 24-hours. This form will be required before any child is brought to school and will be handed to the staff who will be escorting your child from your vehicle to the school. Please consider the safety of your child and our staff.

**First Name of**  **Child**

**Last Name of**  **Child**

**Date Completed:**  **Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Telephone:** \_\_\_\_\_

#### **Please answer all questions below:**

My child has not experienced a new/worse cough, shortness of breath, difficulty breathing, sore throat, runny nose, headache, fever, loss of taste/ smell, rashes or redness on feet/toes in the past 14 days. \*

• Yes

• No

My child has not come into contact with anyone with any of the previously stated symptoms in the past 14 days. \*

- Yes
- No

My child has not been in contact (or anyone whom they have had contact with) someone who travelled or worked in a hospital known to be experiencing an outbreak of COVID-19 in the last 14 days. \*

- Yes
- No

My child nor anyone in my household has not tested positive or come in contact with someone who has tested positive of COVID-19 in the past 14 days. \*

- Yes
- No

My child has been given fever reducing medication in the last 5 hours. \*

- Yes
- No

**Any child who has not handed in a completed form will not be allowed to attend school.**

**Please Note: Prior to the child's entry into MSK, temperature reading will be taken and recorded on this form by a MSK Staff:**

Office Use Only (Completed by MSK Staff)	
Temperature Reading (Note: Fever is 37.8°C / 100.4°F and above)	Staff Initials

*Children's Services collects personal information on this form under the legal authority of the Emergency Management and Civil Protection Act, RSO 1990, Chapter E.9, s 7.0.2(4)4, Child Care and Early Years Act, 2014, SO 2014, Chapter 11, Schedule 11, s 71(1-5)*

Children or staff who have developed symptoms of COVID-19, have come into direct contact with someone who has COVID-19, or if they have travelled internationally within the past 30 days.

Staff will escort children into the school so as to limit the number of adults coming into the school.

Be punctual in bringing your child to school.

A hand sanitizer is provided when anyone enters the school.

Please wear a facemask and respect the social distance guidelines if required to come into the school.

- Alcohol-based hand sanitizer containing at least 60% alcohol content will be placed at screening location and at all entrances of MSK. Dispensers will not be in areas accessible to young students.
- Under the license, Child Care and Early Years Act, 2014, MSK has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection Act. (see page...)

## **Personal Hygiene**

- Staff and students will regularly wash hands for at least 20 seconds with soap and warm water:
  - At the start of shifts and/or upon entering our facility
  - Before eating or drinking
  - Before preparing food
  - After cleaning up meal and snack times
  - After using the washroom, changing diapers, or helping others with toileting
  - After handling garbage
  - Before leaving workspace
- All staff will be trained on how COVID-19 can spread, the risk of exposure, and proper procedures to follow including hand hygiene and routine practices for

infection control. **Signage posters will be placed at entrances and in classrooms and washrooms for reminders.**

### **Sanitization of space, toys and equipment**

The disinfection of toys is vital to ensuring the health and safety of our students as it reduces and mitigates the potential spread of germs and viruses among students and those who may come into contact with them.

All toys that are plush must and will be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all sensory and water play is suspended, this includes playdough and slime. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

MSK staff will disinfect commonly touched hard-surfaces, shared toys, tables, chairs, plates, cups, door handles, light switches, hand railings, toilet and faucet handles etc.

- MSK will provide approved hard-surface disinfectants that have Drug Identification Number (DIN)
- Refer to Proper Cleaning and Disinfection Practices for bleach to water recipes **(posted in every classroom)**
- Disinfect by either immersing in a mix of bleach and water (see chart for proper mix) OR spray the bleach and water solution on the toy and let sit for 10 minutes, then air dry
- MSK staff to use disposable cloths and gloves
- MSK to develop cleaning schedule and track how often cleaning has taken place, especially for frequently used and touched areas and surfaces

### **Frequencies and Toy Cleaning Schedules**

Toy cleaning schedules will be posted in each classroom and updated daily by designated MSK staff responsible for the area.

- Toys, including large toys, cots, equipment and high touch items will be cleaned and disinfected at least two times per day and as often as necessary i.e. when toys/items are visibly soiled or when toys/items have been contaminated with body fluids.
- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.

### **Handling Used Toys**

- Toys that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately. Toys that cannot be cleaned and disinfected

immediately should be placed in a designated dirty toy bin. The bin should be clearly labeled and inaccessible to children.

### **Physical Distancing**

- Meal and snack times will be staggered
- Pick up and Drop off time will be staggered to reduce contact between parents/caregivers
- Students will be arriving and dismissed from the outdoors
- Non-essential visitors are restricted from entering MSK facility
- Outdoor schedules will be staggered amongst cohorts
- Visual Aids – floor markings and other signage will be visible throughout MSK facility to assist and encourage physical distancing
- Outdoor play structure is CLOSED
- MSK students will spend more time outdoors
- Classrooms will be re-arranged to avoid open concept spaces – shelves will be placed throughout classrooms
- Outdoor circles to be painted on outdoor spaces – students will be encouraged to remain in their painted area

### **Pick up and Drop Off – Kiss and Ride Program**

Parent/Caregiver will drive up to roundabout area – Parent/Caregiver will only come out of their vehicle to unbuckle/buckle student in or out of their car or booster seat. Please see below:

#### Drop-Off Procedure

To ensure health and safety as well as stringent infection prevention and control practices, we will receive your child at your vehicle, in the round about via MSK Kiss and Ride Program. At this time, a designated staff, “runner” will greet you and health screen your child. We will also receive and disinfect belongings at this time. We understand that this may be unsettling; however, this step will ensure that the childcare setting remains free of infection. Our staff will be pleased to answer any questions you may have.

#### Pick-Up Procedure

At this time, Parent/Caregiver will remain in their vehicle. Designated staff, “runner” will bring student to you. Once they have reached your vehicle, parent/caregiver can come out of vehicle to then take student, and safely pick them up to buckle student in car/booster seat.

Please share instructions and/or custody arrangements with administration concerning pick up or access to your child and ensure we are notified of any changes. We will only release MSK students to individuals that you have authorized for pick up. We may confirm identity by

requesting government issued identification. Visitors will have to be screened in screening area, located in the office.

When you (or your designate) arrive at the centre to pick up your child, we will verify your identity and bring MSK student to you at the entrance of the childcare centre. This practice is used to ensure physical distancing protocol, and proper visitor screening.

### **Management of Student/Staff with Suspected COVID-19**

Staff will complete a health check and screening to ensure students are asymptomatic when they arrive. MSK students will also be monitored throughout the day.

If your child is showing ill symptoms at home (e.g. sore throat, stomach ache, headache, cough, lethargy, change in appetite) your child should not attend MSK and should remain home and isolate for 14 days. If symptoms persist on the 14th day, please contact Administration for further direction.

If a student/staff becomes sick at MSK, they will be separated from the other students/staff and supervised by one of our staff members. We will notify parent/caregiver to pick up your child. If it is appropriate and feasible, we will place a mask on your child. If your child requires immediate medical attention, your child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner. The staff will also avoid contact with the child's respiratory secretions.

- If a separate room is not available, the sick individual will be kept at a minimum of 2 meters from others
- Sick student/staff will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues
- All items used by the sick individual should be cleaned and disinfected. All items that cannot be cleaned will be removed.
- Public Health will be notified and their advice will be followed.
- Where a child/staff is suspected of having or has a confirmed case of COVID-19, licensees must and will report this to the ministry as a Serious Occurrence.
- Other students, including siblings of the sick child, and staff who were present when the student or staff became ill, is identified as a close contact and further cohorted until picked up and self-isolating at home. Local Public Health Unit will provide further direction on testing and isolation of these close contacts.

If you or your child are/have been managed by Public Health, (e.g., confirmed cases of COVID-19, household contacts of cases) follow instructions from the health department to determine when to return to our facility.

### Group Events/Meetings

Group events, such as field trips, school assemblies or classroom visits have been halted at this time.

Staff and parent/caregiver meetings have moved online via email or Zoom events.

### Staff Shift Schedules

- 3 staff per classroom (Toddler and Casa)
- At this time, 2 staff with 8 students (10 individuals including staff and students in one cohort)
- 3<sup>rd</sup> staff member is a cleaner until other staff become available to assist. eg. When students are going to gym, 3<sup>rd</sup> staff wipes hand railings after use.

STAFF 1	STAFF 2	STAFF 3
8 AM – 4 PM	8:30 AM – 4:30 PM	9 AM – 5 PM

### Toddler Daily Schedule

TIME	
8:30 am - 9:30 am	Staggered Arrival <ul style="list-style-type: none"> <li>• Work Period - individual bins</li> <li>• Hand Washing</li> <li>• Snack at 9:10</li> </ul>
9:10 am - 9:20 am	<ul style="list-style-type: none"> <li>• Snack</li> <li>• Handwashing</li> </ul>
9:20 am - 9:30 am	Prepare for Outdoor <ul style="list-style-type: none"> <li>• Dressing</li> </ul>
9:30 am - 10:30 am	<ul style="list-style-type: none"> <li>• Outdoor Play - individual bins sitting in designated circles</li> <li>• Handwashing</li> </ul>
10:35 am - 11:15 am	<ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Diapering/Toileting</li> <li>• Free Work Period (individual bins) and Distance Circle</li> </ul>
11:20 am	<ul style="list-style-type: none"> <li>• Handwashing (before going home and before lunch)</li> </ul>

	<ul style="list-style-type: none"> <li>• Half Day Pick-up</li> </ul>
11:15 am - 11:45 am	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Handwashing</li> </ul>
12:00 pm - 2:00 pm	<p>Nap Time</p> <ul style="list-style-type: none"> <li>• Cots 6 ft apart or barrier in between</li> <li>• Children head to toe</li> <li>• Bedding to go home daily for washing and returned</li> </ul>
2:00 pm - 2:15 pm	<ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Snack</li> </ul>
2:15 pm - 3:00 pm	<ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Diapering/Toileting</li> <li>• Free Work Period (individual bins) and Distance Circle</li> </ul>
3:00 pm - 3:15 pm	<ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Prepare for Home</li> </ul>
3:15 pm - 4:00 pm	<ul style="list-style-type: none"> <li>• Outdoor Play - individual bins sitting in designated circles</li> <li>• Pick up from outside</li> </ul>

### Casa Daily Schedule

TIME	
8:30 am - 9:30 am	<p>1 HOUR Staggered Arrival:</p> <ul style="list-style-type: none"> <li>• Handwashing upon arrival</li> <li>• Work Period</li> <li>• Hand Washing</li> <li>• Snack will be offered at 10 a.m. (If you are arriving after this time - your child will not be offered snack- he/she must eat a snack at home)</li> </ul>
9:55 am	<ul style="list-style-type: none"> <li>• Tidy up work</li> <li>• Handwashing</li> </ul>
10:00-10:15 am	Snack - eating at assigned table - water served to drink
10:15 am - 10:30 am	<ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Cleaning up from snack - includes disinfection of tables and sweeping floor</li> <li>• Temperature Check of students</li> </ul>
10:30 am - 11: 00	Morning Group Circle

am	Assigned spots are prepared for lunch Handwashing
11:00 - 11:20	Lunch Eating period for students
11:20 - 11:40 am-	Bathroom Routine & Handwashing and preparing for outdoors (dressing)
11:45 - 12:45p.m.	Outdoor Time - Use of side playground Or other designated play area (As Assigned)
12:45 p.m. - 1:00 p.m.	Return indoors from outside time - handwashing and bathroom routine for all
1:00 - 2:15 p.m.	Nap Time for children who are nappers--- age 3.8 or younger <ul style="list-style-type: none"> <li>● Cots placed 2 ft apart</li> <li>● Children head to toe</li> <li>● Bedding to go home daily for washing and returned</li> </ul>
1:00 -2:45 p.m.	Non-Napping Students <ul style="list-style-type: none"> <li>● Afternoon work period begins</li> </ul>
During work period	<ul style="list-style-type: none"> <li>● Handwashing</li> <li>● Snack is served to non-napping students</li> <li>● Washroom and Hand washing routine</li> </ul>
2:15 pm	<ul style="list-style-type: none"> <li>● As nappers are waking up, washroom routine begins for these students</li> <li>● Staff member removes bedding and disinfects all cots</li> <li>● Handwashing after washroom use</li> <li>● Snack is served to nappers - at their assigned table spot</li> <li>● Hand washing after snack</li> </ul>
2:45 pm	<ul style="list-style-type: none"> <li>● Tidy up work</li> <li>● Handwashing</li> <li>● Physical Distancing Circle Time</li> <li>● Prepare for Home</li> </ul>
3:00 pm - 4:00 pm	<ul style="list-style-type: none"> <li>● If weather permits- outdoor play and dismissal from the playground with physical distancing (rotation schedule between classrooms)</li> <li>● Pick up from outside</li> <li>● If dismissing from indoors, students will sit at designated spots, physically distancing to wait for pick-up from the Casa Blue exit door</li> <li>● Parents must wait in cars- physical &amp; social distancing from others</li> </ul>

4pm to closing time	Staff members to conduct full classroom disinfection
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### **Resources**

- Ministry of Education – Child Care Re-Opening
- Ministry of Health – COVID-19 Guidance
- Canadian Centre for Occupational Health and Safety
- York Region Public Health