



MONTESSORI SCHOOL IN KLEINBURG- ELEMENTARY PROGRAM Mini-Handbook

COVID -19 Health & Safety Guidelines and MSK LEARN AT HOME & LEARN AT SCHOOL
for Elementary Programs
2020-2021 school year

Release date: July 1, 2020



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Elementary Programming for the 2020-2021 school year

IT IS IMPORTANT TO UNDERSTAND THAT COVID19 RELATED POLICIES ARE EVER-EVOLVING AND FLUID. AS THE GOVERNMENT OF ONTARIO AND THE MINISTRY OF EDUCATION UPDATE THE PROVINCE ON THE STATE OF COVID-19 AND ITS STAGES, MSK WILL REVISE OUR POLICIES ACCORDINGLY AND WILL INFORM FAMILIES OF SUCH UPDATES AND AMENDMENTS. MSK'S POLICIES, PROCEDURES AND PROTOCOLS ARE SUBJECT TO CHANGE AND REVISIONS AS WE CONTINUALLY RECEIVE INFORMATION FROM GOVERNMENT AND REGIONAL AUTHORITIES ON A DAY-TO-DAY BASIS.

The MSK “*Learn at Home*” and “*Learn at School*” programs have been developed as a result of the COVID-19 Pandemic. As a school, we have learned a lot since our mandated closure and we honour to continue to provide health, safety and well-being to all of our staff, students and families above all else. We never imagined being a part of a global pandemic in our lifetime and have learned to act quickly and deliver promptly without warning. We continue to be in unprecedented times. We are committed to continuing to offer education via two streams should there be a need and we are safely prepared for potential scenarios. With this in mind, MSK has created 2 programs: a “*Learn at Home*” whereby distance learning would be available using live, dynamic online instruction (please see our distance learning guidelines) and “*Learn at School*” whereby the return to MSK with health and safety requirements/measures being the focus. We realize and recognize that children have taken extraordinary steps and have shown great flexibility to learn in various ways. The connection between the partnership of teacher to student to parent is more paramount than ever and we appreciate and recognize this at MSK. We are proud that we were steps ahead to offer a well-rounded package including whole class and small group presentations/lessons, as well as one-on-one instruction with our Distance Learning program. The Ministry of Education’s [Learn At Home](#) program offers some of the best resources featuring made-in-Ontario activities and courses to keep the learning going, from home. New resources are added often, and we are working to ensure that there are new and exciting resources available throughout the school year and beyond. This is always accessible to everyone and further information can be found on our website in the Parent Portal section.

We realize that MSK may not look or feel the same at this time. We know that this is the case for all schools whether private or public. As we patiently take guidance from

our government who is in regular contact with Ontario's Chief Medical Officer of Health, Dr. David Williams, the education system remains a top priority for the COVID-19 Command Table; planning and executing the curriculum. We have also learned to listen to the leadership of the Hospital for Sick Children, who have provided important counsel on how to continue to support students' health and safety at school, as well as take into consideration the mental health of all.

Since our closure we have been consistently clear; the health and well-being of our staff and students guides every decision we make. We are MSK and we ARE STRONGER TOGETHER!

With our new "Learn at School" and "Learn at Home" programs we are following the below key principles:

-We want to be flexible and nimble in responding to new information, and we must be willing to refine approaches when specific policies are not working.

-Develop strategies that can be revised and adapted depending on the level of viral transmission in the school and throughout the community; keeping in close communication with our Government and/or local public health authorities.

-Policies should be practical, feasible, and appropriate for a child and adolescent's developmental while supporting the overall development of the student.

-Acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

Please note: MSK feels that it is also critical to maintain a balanced curriculum with continued physical education and other learning experiences rather than an exclusive emphasis on core subject areas.

Google Classroom- Learn from School/Home (See below for more details)

MSK will be using the Google Classroom platform (with any additional required add-ons; KAMI as an example). We realize that you may not feel comfortable returning back to school as a result of the pandemic. This is not a problem. We have helped set

everyone up for success.

Google Classroom is a secure learning network for teachers, students and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information. Google Classroom allows you and your child to have access to course work at any time through the Internet and is accessible online and through any mobile devices with Internet capabilities—including iPhone, iPad and Android devices. The use of Google Classroom helps keep students and parents informed of due dates, assignments and grades.

Some of the features will include:

- *Assignments and content*
- *Grades*
- *Seamless transition from school to home*
- *Quizzes; tests; rubrics; various assessment formats*
- *Easy submission and marking system (add on feature); KAMI and handing in assignments via PDF or KAMI*

This program will allow for flexibility for parents and students as we navigate safely through the 2020-2021 school year. Whether you learn at MSK or Learn from Home this program will help support our rich, diverse education model. MSK will provide the parents and students with a list of instructions for accessing their Google Classroom account. This system is case sensitive and only you and your child can access his/her information.

Natural Re-entry into the classroom

If you choose to have your child re-enter into the classroom environment we recommend you do so during natural periods:

- After winter break
- After Family Day
- After March break
- After Easter
- After May long weekend



FLUENCY BETWEEN FACE-TO-FACE AND ONLINE DELIVERY

Depending on public health circumstances, we may need to remain closed, or may need to plan to open and close during the school year to keep students safe.

We will be expected to move fluidly between in person and online delivery, and the ministry will be communicating further on this throughout the school year. The ministry, parents and students will continue to expect that teachers utilize full-synchronous learning approaches in this learning.

When students return to school, it may not look and feel the same at first. Health advice is evolving but the Ministry of Education will be guided by health expertise, with the foremost commitment to protecting the health, safety and well-being of students. The look of classrooms and the rhythm of the school day may need to be adapted to keep students safe, while maximizing learning opportunities.

Synchronous Interactions



Synchronous (On-Line) Learning at MSK

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The learning platform MSK will be using for the 2020-2021 school year is Google Classroom. Google Classroom is a secure learning network for teachers, students and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information. Google Classroom allows you and your child to have access to course work at any time through the Internet and is accessible online and through any mobile device(s) with Internet capabilities—including iPhone, iPad and Android devices. The use of Google Classroom helps keep students and parents informed of due dates, assignments and grades. Google Classroom is also useful to check on work missed when absent and to ask questions about assignments.



Synchronous learning will coincide with the student's regularly scheduled day with the teacher providing live zoom connections for the curriculum classes: Math, Language/English, Science; Social Studies; History and Geography for Intermediate grades. Specialties such as French, Art, Drama and Gym will also continue. Work assigned that day will be due in accordance with the teacher's assigned due dates.

The day's assignment will be posted on the child's Google Classroom by 8:00am daily in order for them to stay on top of assignments and learning. Google Classroom information will be provided at the beginning of the school year and will be available throughout the year to be prepared in case another outbreak and/or lock-down is mandated by the government.

Should a child be required to stay home due to symptoms and/or exposure to COVID-19, families will be offered a chance to take part in synchronous/on-line learning.

Site Closure – Remote Instruction

It is the school's intention to keep the school open unless excessive absenteeism warrants closure or the Ontario or Federal government authorities once again mandate school closure. Key components of MSK's remote instruction will be based on best practices which include:

- Continuity in learning
- Instruction and support for social and emotional well-being
- Structure
- Combination of online learning and book work
- Student attendance – each day the teachers will confirm attendance by Zoom attendance.



Online Attendance

Students participating in Distance Learning must attend ALL scheduled classes. School begins at 8:30 and ends at 3:30. For the Lower Elementary students specific lessons will be given throughout the day and online students **MUST** attend each session or they will be marked accordingly as a missed class; and will be recorded on the report card. Students will be provided with a schedule and Zoom links to log in at the specific time. If there are any changes to the schedule the classroom teacher will notify Distance Learners immediately.

For the Upper Elementary/Intermediate levels synchronous learning will occur from 8:30-11:30 and again from 1:00-3:00. This will include instructional time and quiet working time. They are to be logged in at all times in case they have questions about their assignments, lessons, tests. Students will be able to get up, stretch, have a break etc. as they require.

If your child will be absent for a Zoom lesson it is the parent's responsibility to send an email to the classroom teacher to notify them of the absence.

All online students must be in MSK uniform during Zoom lessons.



Internet Connection Issues

All online learners must have a working, reliable internet connection/provider. We understand that there may be some instances that are beyond one's control whereby the internet shuts down due to the provider. If internet connection becomes a chronic issue we ask that you contact your provider to rectify the problem immediately. Alternate solutions may have to be explored to ensure the integrity of your child's learning and programming.

BE PREPARED

Online learners must be prepared with all necessary material BEFORE the start of each lesson. Please follow the below guideline:

- Log into Zoom 3-4 minutes prior to the start of your lesson
- Have all necessary textbooks and notebooks ready
- Check Google classroom as the lesson may have already been posted for you
- Ensure you have ample supply of writing materials

An example of how the day may be structured for Lower Elementary students:

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Morning Circle				
9:00-9:30	Grade 1-Math				
9:30-10:00	Grade 2-Math				
10:00-10:15	snack	snack	snack	snack	snack
10:15-10:45	Grade 1 Language Arts				
10:45-11:25	Grade 2 Science	Grade 2- Social Studies	Grade 2 Science	Grade 2- Social Studies	Work period- zoom to ask questions
11:30-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-1:00	recess	recess	recess	recess	recess
1:00-1:30	Grade 1 Science	Grade 1- Social Studies	Grade 1 Science	Grade 1- Social Studies	Work period- zoom to ask questions
1:30-2:00	French	French	Work period- zoom to ask questions	French	Work period- zoom to ask questions
2:00-2:15	snack	snack	snack	snack	snack
2:15-2:45	Grade 2- Language Arts	Art/Drama /Music-one per term			
2:45-3:15	Work period- zoom to ask questions				
3:15-3:30	dismissal	dismissal	dismissal	dismissal	dismissal

Google Classrooms will be created for each class and an account created for each student at the beginning of the year to be activated. These measures are in place should students be either quarantined or social distancing measures/ lock-down be mandated into place. All students will

have to submit work and check their Google Classroom account for assignments, due dates, and messages.

If you are learning from home your child is expected to be available during school hours 8:30 am-3:30 pm for lessons provided by your classroom teacher throughout the day. You will be provided with a schedule, which is subject to change, in accordance with the teacher/classroom needs.

DROP OFF AND PICK UP

DROP OFF-All families to follow the MSK Pick up and Drop off Schedule. Please refer to Documentation.

- Parents drop off children to be screened by a faculty member at the car. Once cleared, they walk to the vestibule to change shoes and go directly into their classroom.
- Parents **MUST SCREEN AT HOME PRIOR TO ARRIVING TO MSK**. Please use the form that will be provided by MSK. Form will then be given to the classroom teacher each day.

PICK UP

- Parents will pick up their child promptly between 3:30-3:45. Weather permitting children will wait for parents outside with teacher supervision. In case of inclement weather children will wait in their respective classrooms until the parent arrives.
- Parents will call the school at 905-893-0560 if they will be late.



ACCESS TO THE BUILDING

- Access to the interior of the school and classrooms will be limited to children and staff. **ABSOLUTELY NO VISITORS PERMITTED.**

- Vendors and service providers will be limited to access at non-operational times.
- Emergency service vendors (i.e. HVAC repair when the unit is not working) will be scheduled at non-operational times if possible.
 - If immediate service is required:
 - Children will be removed from the area accessed by the provider
 - A staff member will accompany the service provider at all times
 - Areas and surfaces will be disinfected after completion service
 - Parents will be notified via email of the emergency service with details of repair required, the name of service provider/company, time of service call (start and end) and areas accessed.



PARENT HEALTH SCREENING BEFORE ARRIVAL

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home. Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 37.8 degrees celsius or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea
- Fatigue
- Nausea or vomiting
- Congestion or runny nose

Note: For the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 24 hours.



HEALTH SCREENING ON ARRIVAL-CHILDREN

Staff members will perform the following screening of all children at arrival:

Visual:

- Flushed cheeks

- Rapid breathing/difficulty breathing
- Fatigue

Verbal:

- Staff will ask the parent (or child directly if older) the following questions:
 - How are you feeling?
 - Has your child been given a fever reducer in the last 24 hours?
 - Are there any family members in your household with symptoms consistent with COVID 19?

Temperature:

- Upon arrival, a staff member will take each child's temperature using a contactless thermometer.
- If the child has a temperature of over 37.8° celsius, the staff member will verify the temperature with a secondary thermometer.
- A child with a double verified temperature of 37.8° celsius or higher will not be admitted.
- Staff will conduct and log the temperature checks of each child and adult in the community three times a day (at arrival, at 11:30 am and at 3:00 pm).
 - Contactless thermometers will be used in all cases if possible.
 - If an in ear/forehead thermometer is used, it will be disinfected with alcohol after each use.

HEALTH SCREENING ON ARRIVAL- STAFF

- Upon arrival, all staff members will take temperature with a contactless thermometer.
- Staff members with a temperature of 37.8° celsius or more will be sent home for the day.
- All staff members will sign a daily self certification.

CHILD ILLNESS POLICY AND PROCEDURES

- Children will be sent home when the following symptoms (but not limited to) are observed:
 - Temperature is 37.8° celsius or higher
 - Temperature will be taken at least two times, five minutes apart with two

separate devices.

- Cough - including a persistent dry cough without the documentation from a physician about an allergic condition
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Note: The school reserves the right to send a child home as sick even in the absence of fever and regardless of a note from a physician.

- If any other of these symptoms are observed, the school will:
 - Provide a face covering if not already on the child
 - Remove the child with all belongings from the classroom to go home
 - Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
 - If the child was in a classroom, we will open windows to increase air circulation, close off classroom areas used by the child to disinfect items of use (table, chair, etc.)
 - When a parent arrives, a staff member will bring the child and belongings to the door
 - A staff member will disinfect the room and open windows to air out the environment.



Returning to School:

- If sent home, the child must be symptom free for 72 hours before returning to school without the use of a fever reducer. The minimum time at home will be three days from temperature. Example: child is sent home on Monday at 10 AM. The earliest return is

Friday morning.

ADMITTANCE POLICY FOR CHILDREN

Children will not be admitted to the school if:

- In the previous 14 days, he/she has had contact with someone with a confirmed diagnosis of COVID-19.
- In the previous 14 days, he/she has traveled to another province or another country. PLEASE NOTE: We will be following all travel guidelines as outlined by the Ontario government
- He/she is under investigation for COVID-19.

ON- SITE EXPOSURE- STAFF AND CHILDREN

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days. Close contact means being closer than 2 meters apart for more than 15 minutes.

Definitions of Quarantine & Isolation

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Positive Case of COVID-19 in the Classroom Community-Children or Staff

If COVID-19 is confirmed in a child or staff member in a classroom community, the

following actions will be taken by the school:

- Notify York Region Public Health Department
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow up actions (quarantine, classroom closure, etc.) will be dictated by York Region Public Health department.

Children or Staff with Positive Case of COVID-19 - Returning to School

Children and staff who have a positive diagnosis and who have stayed home (home isolated) can return to school/work when the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); AND
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
 - At least 10 days have passed since symptoms first appeared, and/or negative results of an COVID-19 test for detection of SARS-CoV-2 from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens)



PHYSICAL DISTANCING MEASURES

MSK has posted several signs as well as documented within policies and procedures and verbally remind everyone to adhere to the 2 meter distance measures put in place.

Physical distancing, also referred to as social distancing, is simply the act of keeping

people separated with the goal of limiting spread of contagion between individuals. It is fundamental to lowering the risk of spread of SARS-CoV-2, as the primary mode of transmission is through respiratory droplets by persons in close proximity. There is a conflict between optimal academic and social/emotional learning in schools and strict adherence to current physical distancing guidelines. For example, the Centers for Disease Control and Prevention (CDC) recommends that schools "space seating/desks at least 2 meters apart when feasible." In many school settings, 2 meters between students is not feasible without limiting the number of students. Evidence suggests that spacing as close as 1.8 meters may approach the benefits of 2 meters of space, particularly if students are wearing face coverings and are asymptomatic. MSK will weigh the benefits of strict adherence of a 2 meter spacing rule between students with the potential downside if remote learning is the only alternative.

Given what is known about transmission dynamics, adults and adult staff within MSK will attempt to maintain a distance of 2 meters from other persons as much as possible, particularly around other adult staff. For all of the below settings, physical distancing by and among adults is strongly recommended, and meetings and curriculum planning will take place virtually if possible. In addition, other strategies to increase adult-adult physical distance in time and space may be implemented, such as staggered drop-offs and pickups, and drop-offs and pickups outside when weather allows. Parents, in general, will be discouraged from entering the school building. Physical barrier, such as plexiglass, has been placed in reception area where the environment does not accommodate physical distancing, and congregating in shared spaces, such as staff lounge areas, is discouraged.

The recommendations in each of the age groups below are not instructional strategies but are strategies to optimize the return of students to schools in the context of physical distancing guidelines and the developmentally appropriate implementation of the strategies:

CLASSROOMS

Higher-priority strategies:

- All children will wear a MASK while in the classroom. Teachers will also wear a mask (and may also wear an additional face shield and smock)

- Desks will be placed 2 meters apart when feasible (if this reduces the amount of time children are present in school, harm may outweigh potential benefits).
- Cohort classes to minimize crossover among children and adults within the school. Utilize outdoor spaces when possible.

Lower-priority strategies:

- The risk reduction of reducing class sizes in elementary school-aged children may be outweighed by the challenge of doing so.
- Similarly, reducing classmate interactions/play in elementary school-aged children may not provide enough COVID-19 risk reduction to justify potential harms.

Special Education

Every child and adolescent with a disability is entitled to an appropriate education and is entitled to special education services based on their individualized academic plan (IAP). Students receiving special education services may be more negatively affected by distance-learning and may be disproportionately impacted by interruptions in regular education. It may not be feasible, depending on the needs of the individual child and adolescent, to adhere both to distancing guidelines and the criteria outlined in a specific IAP. Attempts to meet physical distancing guidelines will meet the needs of the individual child and may require creative solutions, often on a case-by-case basis.

PHYSICAL DISTANCING IN SPECIFIC CLOSED SPACES

Hallways

Physical guides, such as tape, on floors may be placed to create specific routes.

Where feasible, students will be kept in the classroom and rotate teachers instead.

Stagger class periods by cohorts for movement between classrooms if students must move between classrooms to limit the number of students in the hallway when changing classrooms.

MSK will be eliminating locker use for the time being.

Playgrounds

Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis will be placed on cohorting students and limiting the size of groups participating in playground time. Playground will be separated into 3 distinct areas for each elementary classroom. Outdoor transmission of virus is known to be much lower than indoor transmission.

Snacks and Lunch

School meals play an important part in addressing food security for children and adolescents. Cohorted students will continue to eat in their own classroom and wash hands before and after eating.

SOCIAL DISTANCING

- Children

- When feasible, we will:

- Separate the children into multiple rooms to ensure social distancing
- Keep the same adults with the group (excluding floaters and substitutes to ensure the safety and supervision of children)
- Children will be reminded to socially distance with regular positive redirection, conversations and role play about social distancing.
- Whenever possible windows will be open to allow fresh air to circulate.
- Whenever possible, children will spend time outdoors.
- Children will be required to purchase individual supplies (pencils, protractor, etc. for individuals).

- Staff is expected to maintain social distancing with each other while at work

- Stay 2 meters apart
- Refraining from hugging, handshakes, high-fives, etc.
- Staff is encouraged to eat outside/onsite during lunch/breaks rather than going to the store, restaurant etc.

OPERATING HOURS

Operating hours for the 2020-2021 school year will be:

8:30 AM - 3:30 PM for all elementary programs

Updated: February, 2021

- Opening staff will prepare the environment to ensure protocols were met from the previous day and disinfect common surfaces.
- Closing staff will disinfect classroom environments



HEALTHY HAND HYGIENE

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating
- After using the washroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth

Hand Washing Instructions

Staff are expected to follow and instruct children to follow these steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean paper towel



CLEANING AND DISINFECTION

The main mode of COVID-19 spread is from person to person, primarily via droplet transmission. For this reason, strategies for infection prevention will center around this form of spread, including physical distancing, face coverings, and hand hygiene. Given the challenges that may exist in children and adolescents in effectively adhering to recommendations, MSK staff will continue to set a good example for students by modeling behaviors around physical distancing, face coverings and hand hygiene.

Cleaning will be performed per established protocols followed by disinfection when appropriate. Normal cleaning with soap and water decreases the viral load and optimizes the efficacy of disinfectants. When using disinfectants, the manufacturers' instructions will be followed, including duration of dwell time, use of personal protective equipment (PPE), if indicated, and proper ventilation. The use of EPA approved disinfectants against COVID-19 is recommended ([EPA List N](#)). When possible, only products labeled as [safe for humans and the environment](#) (eg, Safer or Designed for the Environment), containing active ingredients such as hydrogen peroxide, ethanol, citric acid, will be selected from this list, because they are less toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic, reproductive, or developmental effects.

When EPA-approved disinfectants are not available, alternative disinfectants such as diluted bleach or 70% alcohol solutions will be used. If disinfection is needed while students are in the classroom, adequate ventilation will be in place and non-irritating products will be used. Disinfectants such as bleach and those containing quaternary ammonium compounds or "Quats" will not be used when children and adolescents are present, because these are known respiratory irritants.

In general, elimination of high-touch surfaces is preferable to frequent cleaning. For

example, classroom doors will be left open rather than having students open the door when entering and leaving the classroom or the door will be closed once all students have entered followed by hand sanitizing.

Surfaces that are used frequently, such as door handles, sinks and faucet handles, etc, will be cleaned and disinfected at least twice daily and as often as possible. Bathrooms, in particular, will receive frequent cleaning and disinfection. Shared equipment will be minimized and disinfected frequently. Hand washing will be expected before and after touching any shared equipment. Computer keyboard covers may be used to facilitate cleaning between users.

Surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes will be cleaned following standard protocol. All carpets/floor rugs will be removed at this time.

Outdoor playgrounds/natural play areas only need routine maintenance, and hand hygiene will be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces, such as railings, handles, etc, will be cleaned and disinfected regularly if used continuously.

- Common areas will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) after drop off time, after lunch and at the end of the day:

- bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
- Staff room
- Keypads
- All door handles (inside and out)
- Computer and monitor
- Phone

- Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, after lunch and at the end of the day:

- Tables and chairs
- Shelves
- Commonly used materials and objects
- Door handles

- Bathroom sink faucets
- Toilet handles
- Paper towel dispensers

Notes:

- Books and other paper materials are not considered a high risk for transmission and do not require disinfection. Children will be assigned their own books for the school year.

COMMUNITY EVENTS AND GATHERINGS

- The following events will be suspended until further notice:
 - All school community events
 - Onsite parent teacher conferences and meetings (will be held remotely)
 - Parent observations of the classroom
 - Field Trips

TRANSPARENCY AND COMMUNICATION

- Log records of daily disinfecting will be available for parents upon request. See Appendix 1

TESTING AND SCREENING

Virologic testing is an important part of the overall public health strategy to limit the spread of COVID- 19. Virologic testing detects the viral RNA from a respiratory (usually nasal) swab specimen. Testing all students for acute SARS-CoV-2 infection prior to the start of school is not feasible in most settings at this time. Even in places where this is possible, it is not clear that such testing would reduce the likelihood of spread within schools. It is important to recognize that virologic testing only shows whether a person is infected at that specific moment in time. It is also possible that the nasal swab virologic test result can be negative during the early incubation period of the infection. So, although a negative virologic test result is reassuring, it does not mean that the student or school staff member is not going to subsequently develop COVID-19. Stated another way, a student who is negative for COVID 19 on the first day of school may not remain negative throughout the school year.

If a student or school staff member has a known exposure to COVID-19 (eg, a household member with laboratory-confirmed SARS-CoV-2 infection or illness consistent with COVID-19) or has COVID-19 symptoms, having a negative virologic test

result, according to [York Region Public Health guidelines](#), may be warranted for local health authorities to make recommendations regarding contact tracing and/ or school exclusion or school closure. MSK will follow Public Health recommendations.

FACE COVERINGS AND PPE

Cloth face coverings protect others if the wearer is infected with SARS CoV-2 and is not aware. Cloth masks may offer some level of protection for the wearer. Evidence continues to mount on the importance of universal face coverings in interrupting the spread of SARS-CoV-2. Although ideal, universal face covering use is not always possible in the school setting for many reasons. Some students, or staff, may be unable to safely wear a cloth face covering because of certain medical conditions (eg, developmental, respiratory, tactile aversion, or other conditions). For individuals who for MEDICAL reasons cannot wear a mask, please provide a letter from your doctor and the alternative face shield will be used.

The use of cloth face coverings by teachers may impede the education process. These include students who are deaf or hard of hearing, students receiving speech/language services, young students in early education programs, and English-language learners. MSK has provided all teachers with a face shield.

Families need to teach their child how to properly wear (cover nose and mouth) a cloth face covering, to maintain hand hygiene when removing for meals and physical activity, and for replacing and maintaining (washing regularly) a cloth face covering.

All staff and students in the elementary program must wear a mask (grades 1-8). If your child cannot wear a mask due to medical reasons a doctor's note must be provided. This is for the health and safety of ALL the MSK community. We thank you for your support and understanding.

IMMUNIZATION

Existing school immunization requirements will be maintained and not deferred because of the current pandemic. In addition, although influenza vaccination is generally not required for school attendance, in the coming academic year, it should be highly encouraged for all students. It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic.

CELEBRATING OUR STUDENTS

Students have worked incredibly hard and we know that the COVID-19 outbreak has forced some schools to cancel or delay important milestones to recognize student achievement, such as prom and graduation ceremonies.

Although we are making great efforts to limit the spread of COVID-19 in Ontario, it may still be some time before schools are able to offer the kinds of ceremonies and traditions in the same way they have in previous years.

We firmly believe Ontario students deserve this positive conclusion to their academic journey, even if ceremonies are delayed.

Despite this uncertainty, MSK will reschedule certain events based on input from local medical officers of health. In some cases, this might mean facilitating graduation ceremonies during the fall when it is safe to do so.

SUPPORTING STUDENTS WELL-BEING

Structured group environments, physical education and connection with peers are a critical aspect of mental health for children. While keeping students and teachers safe, efforts will be made to preserve these critical components of school.

There are many organizations that provide critical support for children who face mental health concerns or distress. A great example is [Kids Help Phone](#), which offers 24/7 counselling and referral services across the province. To use this free resource, children can call [1-800-668-6868](tel:1-800-668-6868), or text CONNECT to 686868.

In addition, [School Mental Health Ontario](#) has a number of great resources for students, parents and families on their website. And child and youth mental health agencies across the province continue to provide services.

In addition, School Mental Health Ontario will provide training to mental health professionals, educators and system leaders to equip them with the information and resources they need to support the mental health of students with the return to school.

Appendix 1



MSK Disinfecting Checklist

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution (or other approved disinfectants). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (AM), when children are outside (MID) and after closure (PM)

Date:

ITEM	AM	MID	PM
Child tables			
Child chairs			
shelves			
Materials used by students			
Materials used by teacher			
sinks			
faucets			
Door handles			
Towel dispenser			
Soap dispenser			
Light switches			

Appendix 2



Parent or Guardian COVID-19 Elementary Mini-Handbook RECEIPT and WAIVER Form

Parent/Guardians,

Please thoroughly read and review the MSK Reopening of the Elementary Program “COVID-19” Edition mini-handbook, which contains added policies and procedures for the Montessori School in Kleinburg while in the process of reopening during this pandemic. After reading the mini handbook, please complete this form and return it to the school via email prior to your child’s return. This form will act as a waiver for the acceptance of the new protocol to keep your child and staff members safe for the 2020-2021 school year. It will be kept in your child’s file for the duration of the school year. Thank you in advance for your cooperation.

Thank you,
Administration and the Elementary Team

I, _____ (print your name), the parent/guardian of
_____ (print child’s name), hereby acknowledge receipt of MSK’s Mini- Handbook COVID-19 Edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook. I acknowledge and understand that the services, sanitary practices, screening processes provided by MSK during the Covid-19 Pandemic are as safe as possible for my child(ren). I waive any liability of Montessori School in Kleinburg as a result of contracting a communicable disease.

Parent/GuardianSignature: _____

Date: _____