

All Saints' Montessori School  
Health and Safety Policy and Procedure for  
Infectious Disease (COVID-19)  
(Guide for Parents and Guardians)



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# Health and Safety Policy and Procedure for Infectious Disease (COVID-19)

## (Guide for Parents and Caregivers)

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# Health and Safety Policy and Procedure for Infectious Disease (COVID-19)

## Guide for Parents and Guardians

### Purpose

The purpose of this policy and procedure is to establish a plan of action to ensure the health and safety of the families we serve and their children at All Saints' Montessori School as well as the community, in the face of infectious diseases or outbreaks such as COVID-19.

This guideline is based on the direction set out by York Region Public Health for infection control measure and outbreak management.

The focus of this policy and procedure will be on infection prevention and control measures in the following areas:

1. Enrollment considerations
2. Screening of parent and children with visitor restrictions
3. Parent/ guardian drop off and pick up procedures with physical distancing requirement
4. Program and play space restrictions with physical distancing requirement
5. Food preparation
6. Staffing and training
7. Hand hygiene and respiratory etiquette
8. Use of PPE (Personal Protective Equipment)
9. Enhanced cleaning and disinfection schedule
10. Illness management and response plan

All guidelines in this Health and Safety Policy and Procedure will take effect in addition to the policies and procedures in the original 2019 Parent's Handbook distributed at the start of their enrollment.

A copy of this Health and Safety Policy and Procedure must be shared and accessible to all ASMS parents/guardians and emergency contacts.

## ENROLLMENT CONSIDERATIONS

### Communication with Families

- Keeping an open and respectful communication between All Saints' Montessori School and families regarding the enhancement of health and safety measures and policies.
- New policies will be shared with families prior to re-opening, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick.
- Families can access information regarding COVID-19, including how to identify sign and symptoms, preventive measures and recommendations regarding re-opening set out by the ministry at [york.ca/covid19](http://york.ca/covid19) and from [publichealthontario.ca/](http://publichealthontario.ca/).
- Priority/ waitlist policies have not been amended. Priority will be given to families in order of registration submission.
- Where possible, inquiries will be done over emails and in-person communication will be postponed.

### Parent Fees

- In an effort to stabilize parent fees when re-opening, All Saints' Montessori School will set fees at the level they were at prior to closing in March. September fees are subjected to increase with annual inflation.
- All Saints' Montessori School is prohibited from charging or accepting fees or deposits to add families to a priority list for preferred access to spaces;
- No families will be charged school fees if they do not have access to a space or decide not to accept a space;
- All Saints' Montessori School must give parents 30 days to indicate whether they want to keep their space. After the 30 days, payments would be required to secure the space, whether the child attends or not.
- Unless families provide a written notification of a date of return, service agreement with current students of All Saints' Montessori School will terminate on August 28, 2020.
- Families choosing to return in September will be required to re-register and submit their forms with a post-dated cheque in order to secure a spot for September.

### Access to Spaces and Prioritizing Families

Due to limited capacity, priority will be given to families registered prior to closure but will consider the following:

- Families who must return to work or who are currently working;
- Families who work outside of the home;
- Families with special circumstances that would benefit from children returning to care, such as children with special needs; and
- Other local circumstances.

Full time service requests will be prioritized over part-time service requests.

Individual agreements can be made between families and All Saints' Montessori School for part-time services.

### **Fee Subsidy Eligibility and Assessment**

York Region will be providing information regarding fee subsidy assessments and eligibility for current families who are on fees assistance.

All Saints' Montessori School will have to follow the guideline given by York Region Children's Services.

### **Health Declaration**

In addition to allergy, medication and food restriction declaration, parents will need to complete a health declaration form prior to admission.

Parents will need to declare their travel history and health condition upon return to All Saints' Montessori School. This includes their travel history in the past 14 days prior to the first date of return and confirms that they have not been in contact with an individual suspected or diagnosed with COVID-19.

## **SCREENING**

All parents and caregivers dropping off children at All Saints' Montessori School in the mornings will be screened and asked a set of questions related to their health conditions every morning.

### **At Home**

Parents and caregivers are recommended to screen their children for symptoms of COVID-19 before they head off to school every morning. Parents will be provided with this checklist after enrollment.

Parents and caregivers might be asked to do a temperature check at home prior to coming to school.

Typical symptoms for active and passive screening of adults and children include:

- Fever of 37.8C or greater
- New or worsening cough/ shortness of breath
- Sore throat/ Difficulty swallowing
- Nausea/ vomiting, abdominal pain
- Runny nose, nasal congestion
- Muscle aches/ headache

Atypical symptoms for children may include:

- Unexplained fatigue and/or loss of appetite
- Headache or unexplained crying
- Delirium (decrease in attention span and cognition)
- Unexplained or increased number of falls and/ or acute functional decline
- Conjunctivitis (Pink eye)
- Croup (swelling inside the trachea)
- Chills/ Exacerbation of chronic conditions
- Multisystem inflammatory vasculitis in children

Parents must call the school if symptoms develop at home and seek medical advice from professionals.

Parents and caregivers will be provided with resources and information on identifying signs and symptoms of COVID-19.

### **Upon Arrival**

Active (asking questions) and passive (signage) screening will occur at the staircase of All Saints' Montessori School for all parents, children, staff and essential visitors upon arrival, after they have gained access into the building.

Alcohol-based hand sanitizers (ABHR) will be available at the entrance of the building and at the screening station.

A health screening checklist will be visible on the wall for a speedy screening process.

Screening using a health check questionnaire will be conducted. Parents and caregivers are to respond to these items to the best of their knowledge.

Parents and children will stand 2 meters or 6 feet away from the staff conducting the screening; or be separated by a physical barrier.

If 2 meters distancing is not possible, screeners will don appropriate Personal Protective Equipment (PPE) ie. face covering, eye protection, gowns and gloves.

After answering NO to all health check questions, parents and caregivers can proceed and have the children brought to the screening station for a temperature check, prior to entering the school.

Children who are symptomatic or fail the screening will not be allowed into the school.

If symptoms develop at home, staff, parent and essential visitors must report illness to the school and exempted from coming into the facility/ arriving at school.

In addition to initial screening, children will be monitored for symptoms throughout the day.

*\*Refer to section Illness Management for protocols on testing requirements in the event of a suspected case*

Both suspected and confirmed cases will be reported to York Region Public Health. All Saints Montessori School is to report to York Region Public Health when there are two or more symptomatic individuals within 48 hours.

**York Region Public Health**

1(877)464-9674 ext 73588 (7 days a week, 8am to 8pm)

(905) 953-6478 (after hours)

The health check questionnaire and the daily screening result will be recorded in a daily log and maintained. Children and staff will be monitored for symptoms daily. Each log will include:

- name
- time of arrival and departure
- contact information
- screening results

Records will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Posters and signage with information on the signs and symptoms of COVID-19, how to practice social distancing and how to achieve proper hand hygiene, will be visible near the screening station.

Parents and caregivers will be provided with resources and information on identifying signs and symptoms of COVID-19.

**Visitors**

Visitors are defined as non-essential (non-ECE, non-staff) workers of the school.

There will be no non-essential visitors inside the school during anytime of the program with the exception of special needs services, ministry staff and public officials.

Special needs services may continue and these providers will follow all screening procedures and be included on record for contact tracing purposes.

Ministry staff and other public officials (ie. Fire marshal, public health inspectors) are permitted to enter and inspect the school and premises at any reasonable time.

All visitors are highly recommended to use the hand sanitizer available at the school entrance or properly wash their hands with soap and water prior to interacting with children or commencing any inspections.

Surfaces of personal belongings (ie. handbags, sole of shoes) might require disinfection before entering the school.

Use of video (virtual tour) and telephone interviews should be used to interact with families where possible, rather than in person.

Group events and extra curricular activities where it requires a representative from a third party or outside agency will not take place.

There will be no volunteers or students at the program.

Parents will release their children after screening and will not go past the screening station.

## **DROP OFF AND PICK UP**

In support of physical distancing at All Saints' Montessori School, a staggered entrance and departure time will be implemented at drop off and pick up. Families will be assigned a time range between 7:30 am to 9:30am for drop off; and a time between 3:30pm – 5:30pm for pick up.

We ask for consistency, preferably the same person, who does the drop-off and pick-up throughout the week. We also ask that the designated drop-off and pick-up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Every parent is recommended to wear a face covering when in the building.

Parents and caregivers are not to go past the screening station.

### **Drop-off**

Parents are reminded to wait outside of the building or in their cars while another family is being screened inside of the building.

Signage/ markings will be used on the walls or ground to direct families.

Where possible, family completing the health screening should stand 2 meters away from the staff conducting the screening.

A health screening checklist will be visible on the wall for a speedy screening process.

Parents should be truthful about the condition of their child.

Temperature of the child should not exceed 37.5C and the child should not show signs of coughing, runny nose or fatigue.

The staff conducting the screening will determine if the child is fit to enter the school before accepting the child from the parent.

Once the child is accepted, the parent will exit and leave the building, following the signage/ markings.

Surfaces of backpacks and bags will be disinfected before entering the school. Children can switch to indoor shoes then be escorted to the hand washing station before heading into the classrooms.

Families are recommended to minimize personal items. No toys or food should be brought into the school. All personal items (ie. beddings, indoor shoes) must be labelled and will be place in a designated area after entry.

Parents will not be allowed to go past the screening area unless absolutely necessary.

Families using strollers will be directed to a designated spot to park and station the stroller once inside the building.

Families who need to leave a child car seat down until pick up time will be directed to a designated spot to place it.

## **Pick-up**

Parents can contact or phone the school ahead of time or upon arriving at the school parking lot. This will allow time for a staff to prepare your child for departure at the end of the day.

One family can come into the building at a time.

Each parent will wait by the screening area for their child to be escorted out by a staff.

We ask all families to be patient while another family is being helped.

## **PROGRAM AND PLAY SPACE**

To reduce spreading and to facilitate contact tracing, cohorting will be implemented at All Saints' Montessori School.

### **Cohort Size and Ratio**

Cohort is defined as "a group of children and staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days"

Maximum cohort size for each room will be 10 individuals, space permitting; including both staff and children.

Siblings and cousins of the same household who share the same program by age will be placed in the same cohort.

Each cohort must stay together throughout the day and throughout the duration of the program for a minimum of 7 days. There must not be mixing with other cohorts.

Supply/replacement staff should be assigned to specific cohorts and these staff should not mix between cohorts.

Number of children assigned to each program/ cohort must maintain in ratio to staff under CCEYA .

There can be an increase staff to child ratio as long as the cohort does not exceed the maximum of 10 individuals per room. Similarly, reduced ratios (during before and after school and nap time) are permitted provided that cohorts are not mixed with other cohorts.

### **Programming**

All Saints' Montessori School will continue to implement our program statement at our best effort.

Children with disabilities will continue to be included in the full range of activities and services offered, modifications will be made when necessary to meet the child's individual needs.

Physical distancing between children in the school setting is difficult. It is more so when staff are providing a welcoming and caring environment for children. Staff are therefore not required to wear PPE but is a reasonable option if close prolonged contact with children cannot be avoided.

Physical distancing of at least 2 meters must be maintained between cohorts and will be encouraged, where possible, between children within the same cohort:

Children will be encouraged to spread out into different areas of the room, particularly at meal and dressing time.

More individual activities will be incorporated throughout the day to allow more space between children;

Sharing of objects and toys will have to be minimized.

Shared toys are on rotational use and will be properly cleaned and disinfected between use.

Whenever possible, staff will move activities outdoor to support physical distancing during the program.

Singing activities will not be encouraged indoors.

Staff will remind children of proper hand hygiene and respiratory etiquette.

Only one cohort will be in the gym at any one time.

Outdoor play time will be scheduled by cohort to facilitate physical distancing.

Each child should have their own sunscreen, labelled with the child's name.

Staff will assist in proper application of skin products and ensure no sharing of these products.

Sleeping equipment (ie. cots), bedding and arrangement will be designated and not shared.

Personal bedding/ linens must be labelled with the child's name and not shared.

During rest time, distances between cots will be increased and children will be placed head to toe or toe to toe wherever space is permitted.

Bedding/ linens will be sent home at the end of the week or when soiled.

Bedding/ linens must be laundered before use again.

Sleeping equipment (ie. cots) will be cleaned and disinfected after use.

All personal items must be labelled with the child's name to prevent accidental sharing.

Signs and posters will be used to promote proper hand hygiene and physical distancing.

Markings on floors and walls, use of physical barriers can help enforce physical distancing in the classrooms and near washrooms.

Only one child should be in the washroom at any one time. Other children will line up 2 meters apart from each other, outside of the washroom area.

Toilets/ potty chairs and seats will be cleaned and disinfected between uses.

Contaminated items belonging to the child (including soiled clothing) will be placed in a securely tied plastic bag and sent home on the same day for cleaning. Soiled items must not be rinsed and or washed at the school.

## **Interactions with Toddlers**

In addition to programme requirements listed above, the following are additional guidelines for teachers when interacting with toddlers.

When holding toddlers, use blankets or cloths over clothing and change that covering between children.

Staff will refrain from getting close to faces of all children, when possible.

Children will be reminded not to share food, feeding utensils, soothers, bottles, sippy cups.

All mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.

Proper diaper change/ feeding procedures will be followed with proper use of PPE.

## **Toys and Equipment**

Toys and equipment that cannot be easily cleaned and disinfected will be removed.

Toys and equipment are cleaned and disinfected daily if used by the same cohort group.

Each room or cohort will have their own designated toys and equipment.

Mouthed toys will be cleaned and disinfected immediately after.

Sharing of toys will be minimized.

Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared and after use.

Sensory materials (eg. Playdough, sand) will be provided for single use and labelled with child's name, if applicable.

Play structures will only be used by one cohort at a time; all touched surfaces must be cleaned and disinfected after use.

## **Play Space**

The school will ensure physical distancing of at least 2 meters between cohorts when using the same **indoor space**. A floor to ceiling temporary physical barrier will be in place when two cohorts shares an indoor space.

In shared **outdoor space**, cohorts will maintain a distance of at least 2 meters between groups and any other individuals outside of the cohort.

Shared spaces and structures that cannot be cleaned and disinfected between cohorts will not be used.

Play material in the play space will be cleaned and disinfected between use.

Community/ public playgrounds will not be used.

## **Outdoor Play**

Outdoor play schedule will be staggered so only one cohort will be on the outdoor playground at a time whenever possible.

If multiple cohorts are sharing an outdoor space at the same time, physical markers will divide the space to ensure cohorts are 2 meters apart.

Play structures will be used by one cohort at a time; all touched surfaces will be cleaned and disinfected after use.

Where there are challenges to accessing an outdoor space, alternate outdoor activities will take place (ie. community walk). Staff and children will practice physical distancing when possible.

In case of inclement weather (ie. heat warning), outdoor play time will be arranged to a suitable space indoor (ie. gym) following the guideline on the use of indoor play space.

Children should bring their own sunscreen where possible and it should not be shared.

Staff may assist to apply sunscreen to any child requiring it; proper hand hygiene will be followed and staff must clean hands before and after application.

Children must not share sun hats and sunglasses.

All personal items must be labelled.

When water days are scheduled, shared equipment will be limited and children will be reminded to spread out to practice physical distancing as much as possible.

Children should not share towels, water shoes and water tools.

Proper hand hygiene will be reinforced after outdoor play and water play.

Community/ public playgrounds are not used.

## **FOOD PROVISION**

Families will continue to bring in a water bottle, a lunch box with lid, eating utensils (a fork and a spoon), and a cup for milk for their children.

Personal items (ie. lunch boxes, water bottles) must be clearly labelled with each child's name.

“No sharing” policies and procedures will be reinforced. Children must not share food, water bottles or personal items and belongings.

Food are prepared, handled, stored and served in a safety manner as outlined in Food Premises Regulation 493/17.

Meals will be individually portioned for each child in the kitchen / food preparation area before serving in the program area.

Multi-use utensils will be cleaned and sanitized between uses as per requirements outlined in Food Premises Regulation 493/17.

No self-serve, family style service or sharing of food and utensils will be available at meal time.

No food will be provided by the families or from homes (except formula, lactose free milk).

Children should neither prepare nor provide food that will be shared with others.

Proper hand hygiene is practiced before and after eating for staff and children.

Children and staff should spread out during meal time and practice physical distancing by sitting 2 to a table instead of 4, if possible.

Tables and chairs will be cleaned and disinfected after snack and lunch following proper cleaning and disinfection practices.

## STAFFING & TRAINING

### Staffing

Staffing and staff qualification will follow requirement set out under the CCEYA.

Staff must not work at another educational institute during their employment at All Saints' Montessori School.

Staff will be assigned staggered arrival time for their shifts in order to support physical distancing at the school.

Staff will work with the same cohort throughout the duration of the program for a minimum of 7 days.

Where possible, supply/replacement staff should be assigned to specific cohorts and these staff should not mix between cohorts.

\*Where supply/ replacement staff is necessary to be assigned to more than one cohort regularly at different times of the day to relief program staff (ie. lunch, break, nap), PPE should be worn when in the classroom and keeping a distance of 2 meters from the children in the classroom.

All staff is to keep a distance of at least 2 meters or 6 feet from another adult while inside All Saints' Montessori School.

This includes when staff is on break, sharing a kitchen space, on the playground, during a staff meeting, performing administrative work in the photocopy room, walking up and down the hallway in the school.

Training is provided to all child care staff/ providers on the health, safety and other operational measures in this plan plus any additional local requirements in place prior to re-opening.

Staff will be provided with resources and information on how to identify symptoms of illnesses, how to reduce health risks in the workplace and how to support physical distancing.

Staff will be provided with instruction on how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in the case that someone becomes sick.

Signage, posters and/or floor markers will be visible to remind staff and children of physical distancing.

Testing of COVID-19 is not required of staff prior returning to work at this time.

Staff will complete a health declaration form indicating their travel history in the past 14 days and confirming that they have not been in contact with an individual suspected or diagnosed with COVID-19.

If symptoms develop at home, staff must report illness to the school and be exempted from coming into the facility or arriving at school. Staff is recommended to seek medical attention from professionals.

## HAND HYGIENE AND RESPIRATORY ETIQUETTE

### Hand Hygiene

Proper and careful hand hygiene is crucial in preventing the spread of germs and infections including COVID-19.

Hand washing is important in the removal of visible soil and germs from the hands. Hand washing using soap and water is recommended over alcohol-based rub for children.

However, use of an alcohol-based hand rub can be a substitute when soap and water is not available (ie. outdoor).

Staff will perform proper hand hygiene upon arrival on the premise, before entering the classrooms and interacting with children.

Staff will demonstrate and encourage proper hand washing with the children.

Staff will supervise including assist children with hand washing where necessary.

Everyone on the premises will be reminded to wash their hands frequently.

#### **Children will be reminded to wash their hands when:**

Arrive inside the school

Before and after snack/ meal time;

After using the toilet and after play;

After blowing the nose, coughing or sneezing;

After putting hands in their mouth, eyes, nose, pants or touches their friends face

After disposing of waste;

After interacting with another child at a distance of less than 2 meters / 6 feet;

Whenever hands look dirty or are visibly soiled (ie. after play);

#### **Staff and adults will practice hand washing on top of personal hand hygiene when:**

Before and after preparing food;

Before and after meal time;

After disposing of waste or handling dirty laundry;

After being in contact with bodily fluid (ie. diaper change, cleaning a runny nose);

After taking children for a washroom routine;

Donning and doffing personal protective equipment;

After interacting with another child at a distance of less than 2 meters / 6 feet;

All Saints' Montessori School will ensure adequate supplies of liquid soap, paper towels and hand sanitizer are available and easily accessible. The school will place hands-free garbage cans around the school where appropriate.

### **Respiratory Etiquette**

Proper respiratory etiquette is crucial in preventing the spread of germs and infections including COVID-19.

Staff will demonstrate and encourage proper respiratory etiquette with the children.

#### **Proper respiratory etiquette amongst children includes:**

Cough or sneeze into the sleeve.

Cover the mouth and nose with a tissue and throw the tissue out immediately.

Avoid touching the eyes, nose and mouth with unclean hands.

Proper hand washing with soap and water for 20 seconds.

Or clean with alcohol-based hand cleaner.

Hand washing using soap and water is recommended over alcohol-based rub for children.

Staff will supervise washroom routines and assist children with hand washing where necessary.

With use of PPE, staff can help children with a runny nose.

All Saints' Montessori School will ensure adequate supply of tissue paper, hand soap and paper towels for drying hands, and that these supplies are easily accessible.

Signage and posters will be placed in the washroom and near sinks in the classrooms and kitchen to remind all staff and children on the steps to proper hand washing and practice proper respiratory etiquette.

## USE OF PPE

Personal Protective Equipment (PPE) use to protect the staff from infection should include the use of masks, eye protection, long-sleeved cuffed gown and gloves.

### Face Masks

Staff and children are not required to wear a mask inside the classrooms or during hours of operation.

Masks are not recommended for children, particularly those under the age of two.

Use of face masks during times of operation by a student is optional and requires a written consent by a parent.

Personal masks for children must be provided by their families.

### **PPE will be used by a staff when:**

Conducting screening of children during drop off and pick up
Taking care of a symptomatic child at the center prior to pick up
Cleaning and disinfecting area/ room of a suspected or confirmed case of illness
When a staff member becomes sick at work
When coming in contact with bloody or body fluids
During a diaper changing procedure or when supervising washroom routines

Single-use PPE will be discarded after use.

Use of PPE during other times of operation by a staff is optional.

All Saints' Montessori School will ensure adequate supply of PPE (ie. gloves and face masks, face shields) is available for staff where use of PPE is a must.

## ENHANCED CLEANING AND DISINFECTION

Surfaces at All Saints' Montessori School are cleaned regularly with cleaners and disinfectants to maintain a safe and healthy environment.

During an outbreak, enhanced cleaning protocols with increased frequency of cleaning and disinfection using outbreak level concentration, will be in effect.

Tables and chairs will be cleaned and disinfected after snack and lunch following proper cleaning and disinfection practices.

Toys and equipment are cleaned and disinfected daily when used by the same cohort group.

Where toys and equipment are shared, they are cleaned and disinfected prior to being shared and after use.

Mouthed toys are cleaned and disinfected immediately after.

Surfaces on play structures are cleaned and disinfected before use.

Toilets/ potty chairs and seats will be cleaned and disinfected between uses.

In addition to the above cleaning routines, frequently touched surfaces in the classrooms (ie. door knobs, sinks, shelves) are cleaned and disinfected at least **twice** a day during an outbreak and when visibly dirty.

High traffic/ common areas and frequently touched surfaces outside the classrooms that are most likely contaminated in an outbreak will be cleaned and disinfected more frequently (ie. every 3 hours).

Examples of frequently touched surfaces include floors, tabletops, doorknobs, hand rails, light switches, doorbell, toilet and faucet handles and tabletops.

All Saints' Montessori School keeps a cleaning and disinfecting log to track and demonstrate cleaning schedules.

All Saints' Montessori School uses cleaning and disinfectant products that have a Drug Identification Number (DIN). They are checked for expiry dates regularly and used following manufacturer's instructions.

## ILLNESS MANAGEMENT (COVID-19 RESPONSE PLAN)

### Testing Requirements

Parents and staff will need to declare their travel history and health condition upon return to All Saints' Montessori School. This includes their travel history in the past 14 days prior to the first date of return and confirms that they have not been in contact with an individual diagnosed with COVID-19.

This declaration is especially important for families and staff with family members who work in the health care front line.

Otherwise, no COVID testing is required for families and staff who wish to return to or enroll in All Saints' Montessori School at this time.

However, if a family (parent, child and other family members) or staff member is in close contact of an individual diagnosed with COVID-19, they should seek out assessment and tested for COVID-19 as soon as possible after identification of the case. They will only be admitted after a COVID-19 negative result is provided.

Please refer to the [provincial testing guidance](#) for updated information regarding the requirement for routine testing.

Please see the protocols below for when a child or staff becomes sick and for information on testing in the event of a suspected case.

### Symptomatic Child

When a child exhibits signs and symptoms of illness or is suspected to have symptoms of the illness, the symptomatic child is immediately separated from others and is supervised by a staff member in a designated room/ space; parents/guardian is contacted immediately for pick-up. Siblings of the sick child are also to be picked up and excluded from the child care centre.

Parents must arrive promptly upon receiving a phone call from school for a pick up of the child(ren) who shows symptoms of the illness.

Parents are recommended to make alternate arrangement for pick up ahead of time.

Parents must notify the school if the child will be pick up by a person different from the designated caregiver.

Both child and staff should go for COVID-19 testing after and advised to self-isolate until they are known to be COVID-19 negative and 24 hours symptom free. The symptomatic child's siblings, and or cousins in the same household, would also be excluded during this time.

Parents of a child who was in the same cohort as a child with symptoms will be informed of the possible exposure, and should monitor their own child(ren) for symptoms.

Child who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms.

A doctor's note declaring the child is in good health again (COVID-19 negative) might be required before returning to school.

Supervisor will contact **York Region Public Health** for advice:

1(877)464-9674 ext 73588 (7 days a week, 8am to 8pm)

(905) 953-6478 (after hours)

Further direction about isolation and/ or testing of others will be provided by YRPH if the child is COVID-19 positive.

Further risk assessment of close contacts will be followed up by YRPH once a child in the center is known to be COVID positive.

This may include closing the program and notifying all families if necessary after reporting a serious occurrence to the ministry of education.

Where a room, or premise is closed due to COVID-19, the school will report this to the ministry as a serious occurrence.

All Saints' Montessori School will post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

Symptomatic children who test negative for COVID-19 can return to school once they are 24 hours symptom free. Close contacts can also return if they were excluded.

### **Symptomatic staff**

When a staff exhibits signs and symptoms of illness, the symptomatic staff would be required to leave work, go for COVID-19 testing and be advised to remain home until they are known to be COVID-19 negative and 24 hours symptom free.

All items used by the sick person should be cleaned and disinfected with outbreak-level disinfectant.

All high traffic areas such as bathrooms and corridors and frequently touched items/ surfaces should also be cleaned and disinfected immediately.

All rooms where the symptomatic staff was present should be cleaned and disinfected with outbreak-level disinfectant.

Staff and parents of children who were in the same cohort as the staff with symptoms will be informed immediately of the possible exposure, and should monitor for symptoms.

Supervisor will contact **York Region Public Health** for advice:

1(877)464-9674 ext 73588 (7 days a week, 8am to 8pm)

(905) 953-6478 (after hours)

Staff who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms.

This may include closing the program and notifying all families if necessary after reporting a serious occurrence to the ministry of education.

A doctor's note declaring the staff is in good health again (COVID-19 negative) might be required before returning to school.

Further direction about isolation and/ or testing of others in the center will be provided by YRPH if the staff is COVID-19 positive.

Further risk assessment of close contacts will be followed up by YRPH once a person in the center is known to be COVID positive.

Symptomatic staff who test negative for COVID-19 can return to school once they are 24 hours symptom free. Close contacts can also return if they were excluded.

## **Outbreak**

When there are **two** or more symptomatic individuals occur in the center within 48 hours, that constitutes to a suspect status.

When there is **one** confirmed COVID case, that constitutes to a COVID outbreak.

Children or staff who have test positive for COVID-19 must be excluded for 14 days after the onset of symptoms.

Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the school for 14 days. This may include closing of the program.

In the event an outbreak is declared, parents in the community will be informed.

A serious occurrence will be reported to the ministry and a serious occurrence notification form will be posted as required under the CCEYA, unless local public health advises otherwise.

YRPH will provide an outbreak line list template and instructions for daily submission to YRPH. An outbreak number will be assigned to the school/ center. YRPH will provide ongoing support including providing direction on child care operations and outbreak management.

YRPH will provide direction regarding the length/ duration of an outbreak depending on laboratory findings, evidence of continued spread and resolution of illness.

## **Information and Resources**

- **Public Health Ontario** – Coronavirus
- **York Region** – [York.ca/covid19](https://www.york.ca/covid19)
- **Lysol Canada** - <https://www.lysol.ca/en/healthy-schools/>