

All Saints' Montessori School

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

(Guide for Parents and Guardians)



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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 our staff, the families we serve, their children, any contractors (cooks, cleaners etc) or visitors of All Saints' Montessori School as well as the community, in the face of infectious diseases or outbreaks such as COVID-19.

While the health and safety of the children and staff is our top priority, every effort will be made to uphold the welcoming, caring and engaging environment that families and children expect from All Saints' Montessori School.

The information found within this document is based on the recommendations set out by Ministry of Education and is to provide clarification on implementation of the program with enhanced health and safety guidelines and/ or restrictions. This document will be modified and updated as applicable when these restrictions can be lifted and/ or amended to reflect new advice at that time.

The focus of this policy and procedure will be on infection prevention, enhanced health and safety guidelines, 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. Special needs resources services
7. Staffing and training
8. Hand hygiene and respiratory etiquette
9. Use of PPE (Personal Protective Equipment)
10. Enhanced cleaning and disinfection schedule
11. 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 2020 Parents Handbook distributed at the start of your child's enrollment.

In the event of a conflict between this document and the new 2020 Parents Handbook, this document will prevail.

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

ENROLLMENT CONSIDERATIONS

Communication with Families

- Communication with families regarding the enhancement of health and safety measures should be open, transparent and respectful.
- Changes in policies will be shared with families, 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 and from 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 restricted.

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 closure, where possible. School fees are subjected to an annual increase in accordance to annual inflation for each new school year.
- 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 are required to re-register and submit their forms with a post-dated cheque in order to secure a spot for 30 days from date of submission.
- After 30 days from registration, All Saints' Montessori School has the right to charge a fee to hold the space which the child is not in attendance for.
- For new students, once a placement is accepted by the parents, All Saints' Montessori School has the right to charge a fee to use or hold the space as of September 1, 2020, whether the child attends or not.
- However, no families will be charged school fees if they do not have access to a space due to capacity or decide not to accept a space.
- Charging and accepting fees or deposits to add families to a priority list for preferred access to space is prohibited at All Saints' Montessori School.

Access to Spaces and Prioritizing Families

- As of September 1, 2020, All Saints' Montessori School will return to maximum group size (full capacity) as set out under the CCEYA.
- 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 existing families who are on fees assistance.
- All Saints' Montessori School will have to follow the guideline given by York Region Children's Services.
- Families with children who attend a program prior to subsidy approval will be charged full school fees for the days used.

Hours and Service

- In order to allow time for enhanced cleaning and sanitization of the facility, hours of operations may be affected.
- Parents can make special requests on occasional early drop offs (before opening) if necessary.

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 returning 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 had no 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 37.5C or greater | - Nausea/ vomiting, abdominal pain |
| - New or worsening cough/ shortness of breath | - Runny nose, nasal congestion |
| - Sore throat/ Difficulty swallowing | - Muscle aches/ headache |

Atypical symptoms for children may include:

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|---|
| - 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 inform the school if anyone in the household exhibit symptoms at home and must not attend the program. Individuals with symptoms are recommended to seek medical advice from professionals.

Due to health reasons, no medications will be accepted in the school (except epi-pens). Children who are on or require medications are to rest at home until symptoms free.

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.

A physical barrier can include use of Personal Protective Equipment (PPE) ie. medical masks, eye protection, gowns and gloves, if 2 meters distancing is not possible.

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 permitted to attend the program for the day. This does not need to be reported to public health.

If symptoms develop at home, staff, parent and essential visitors must report illness to the school and be 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 is a single individual with one or more symptom of COVID.

York Region Public Health

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

(905) 953-6478 (after hours)

Attendance Record

All Saints' Montessori school is responsible for maintaining daily records of anyone (students, staff, visitors) entering the child care facility and the approximate length of their stay.

The health check questionnaire and the daily screening result will be recorded. Each log will include – time of arrival and departure; name of child, staff, or visitor; screening results; contact information (ie. phone / email).

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

Visitors

Visitors are defined as non-essential workers of the school.

As much as possible, there should be no non-essential visitors inside the school during anytime of the program with the exception of special needs services, students completing post-secondary educational placements, ministry staff and public officials.

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

Use of special needs services will be at the discretion of the school to determine whether the services being provided are essential and necessary for the time being.

Special Needs Resources (SNR) staff do not count toward maximum capacity of the room, as they are not included in staff to child ratios.

- B. Post-secondary students on educational placements will be permitted to enter child care settings and should only attend one child care setting and be assigned to one group of children.

Students are to follow the same health and safety protocols as other staff members such as screening, use of PPE when on premises, and must also review the health and safety protocols.

- C. 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 listed above are required to sign in and out at the screening station. 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) may require disinfection before entering the school.

Use of video (virtual tour) and telephone conversations 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 be limited.

There will be no volunteers at the program.

As much as possible, 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.

Only one person per family should accompany their child into the building. 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 **must** wear a face covering when in the building and should not 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.

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 upon entering the school. Children will change into 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) 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.

Pick-up

Parents can contact or phone the school when they arrive at the school parking lot.

One parent from the family can come into the building at a time and wait by the screening area for the child to be escorted to the parent by a staff.

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

PROGRAM REQUIREMENTS

Maximum Group Size and Ratio

As of September 1, 2020, the school may return to maximum group sizes (full capacity), but must maintain ratios as set out under the CCEYA.

Staff and field placement students are not included in the maximum group size, but should be assigned to a specific group where possible.

Maximum group size rules do not apply to SNR staff on site.

Children are permitted to attend on a part time basis, and as with children attending full time, should be included in one group and should not mix with other groups.

Each group of children should stay together throughout the day and as much as possible and should not mix with other groups; limiting interactions between groups, particularly in shared spaces, and programming to support physical distancing.

Mixed age grouping is permitted.

Reduced ratios (during before and after school and nap time) are permitted as set out under the CCEYA provided that groups are not mixed.

Programming

While the health and safety of the children and staff is our top priority, All Saints' Montessori School will continue to implement our program statement to the best of our ability, minding physical distancing.

Where approaches outlined in our program statement may not be possible due to physical distancing, staff will continue to provide a nurturing and enriching environment for the children under our care.

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

Each group of children will have their own assigned indoor space, separated from all other groups by a physical barrier. This will reduce the spread of respiratory droplets and reinforce physical distancing requirements between groups.

The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. Th must be as wide as the space/ room will allow.

When in the same indoor space, physical distancing of at least 2 metres must be maintained between different groups and should be encouraged between children within the same group.

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

Staff should incorporate more individual activities or plan for activities that encourage more space between children.

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

Shared spaces, structures and equipment that cannot be cleaned and disinfected between groups should not be used.

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

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.

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.

Sleeping equipment, bedding and floor arrangement should be designated, consistent and not shared.

Personal bedding/ linens are labelled with child's name to prevent accidental sharing.

Bedding must be sent home at the end of the week to be laundered or when visibly soiled.

Only one group should access the washroom at a time and the facilities (ie. toilets) will be cleaned in between use by each group.

Children waiting to use the washroom should line up 2 meters apart from each other, outside of the washroom area.

Contaminated items belonging to the child (including soiled clothing) should 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.

Toys and Equipment

Each room or group should have their own designated toys and equipment.

Toys and equipment should be made of materials that can be easily cleaned and disinfected.

Toys and equipment that cannot be cleaned and disinfected between groups should not be used.

Mouthed toys are cleaned and disinfected immediately after.

Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared, including between groups.

Toys and equipment will be cleaned and disinfected regularly (ie. weekly).

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

Play structures can only be used and must be used by one group of children at a time; all touched surfaces must be cleaned and disinfected after use.

Interactions with Toddlers

In addition to programme requirements listed above, staff should be mindful of the following when interacting with toddlers.

Plan for activities that do not involve or minimize sharing of objects or toys.

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

Utilize the space in the classroom and spread out the children during activities, meal, changing, and nap time.

Avoid singing activities indoors.

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

Children must not share food, feeding utensils, soothers, bottles, sippy cups.

Encourage children to be independent during meal time, only providing assistance in feeding when necessary.

Proper diaper change procedure will be followed with proper use of PPE and hand washing procedures.

Play Space

The school will ensure physical distancing of at least 2 meters between cohorts when using the same **indoor space**.

When in shared **outdoor space**, a distance of at least 2 meters will be maintained between groups and social distancing will be encouraged between individuals outside.

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

Community/ public playgrounds will not be used.

Outdoor Play

As much as possible, outdoor play schedule will be staggered by group in order to facilitate physical distancing.

When multiple groups are sharing an outdoor space at the same time, groups will be separated by at least 2 meters.

Play structures can only be used by one group at a time; all touched surfaces must be cleaned and disinfected before and after each use by each group.

Each group should have their own designated toys and equipment (eg. balls and play equipment) and should be cleaned and disinfected before and after each use by each group.

Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.

When there are challenges 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, outdoor play time will take place within a suitable space indoor (ie. gym) following the guideline on the use of shared indoor space.

Children should bring their own sunscreen, labelled with the child's name; and it should not be shared.

Staff may provide assistance to apply sunscreen to any child requiring it; proper hand hygiene must be followed and staff must wash hands before and after application.

Proper hand hygiene will be reinforced after outdoor play.

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 container for fruits and vegetables and 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 are reinforced. No sharing 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.

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

Meals should be served in individual portions to the children using utensils.

There will be no items shared (ie. serving spoon, condiments).

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

No food will be provided by the families or from homes (except formula milk, lactose free milk; special precautions for handling and serving of these will be put in place).

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

Proper hand hygiene and use of PPE are practiced when staff are preparing food and for all children before and after eating.

Children and staff should spread out during meal time and practice physical distancing while eating.

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

Provision of Special Needs Resources (SNR) Services

Children with special needs will continue to receive additional supports and services through York Region.

The provision of in-person special needs services should continue where appropriate.

Where in-person delivery is not possible, the school will explore alternative modes of service delivery in consultation with York Region.

Maximum group size rules do not apply to SNR staff on site.

Where SNR services are provided through external service providers, the school should inform all families of this fact, and record attendance for contact tracing purposes.

All SNR staff must be screened before entering the center, as per the protocol set in place in the screening section above.

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.

All adults are required to wear medical masks and eye protection while inside school premises, including in hallways. Exceptions may apply where a physical distance of at least 2 metres can be maintained between individuals.

Where possible, supply/replacement staff will be assigned to specific groups. Otherwise, additional precautions will be taken which can include 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.

Training is provided on the health, safety and other operational measures in this plan plus any additional local requirements in place prior to working with the children.

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.

Staff will change into indoor shoes at the school entrance.

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

Staff can put on an oversized button-down shirt over street clothes during work hours for hygienic reasons.

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;

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

Staff and adults will practice hand washing in addition to personal hand hygiene when:

Before and after preparing food and 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 may include the use of masks, eye protection, long-sleeved cuffed gown and gloves.

PPE

All adults in the school are required to wear medical masks and eye protection (ie. face shield, goggles) while inside the school premises, including in hallways. Exceptions may apply where a physical distance of at least 2 metres can be maintained between individuals.

The use of masks/ eye protection is not required outdoors for adults if physical distancing of at least 2 metres can be maintained between individuals.

PPE for persons at the screening station may include an overcoat and gloves in addition to masks and eye protection.

When wearing a medical mask, one should wash hands before putting on the mask and before and after removing the mask.

Staff is provided resources and must be trained on how to properly wear and take off masks and eye protection.

Three pieces of PPE or more must 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

All Saints' Montessori School will ensure adequate supply of PPE is available for staff.

Masks are not required for children attending ASMS, particularly those under the age of two.

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

Personal masks for children must be provided by their families.

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

Toys and equipment are cleaned and disinfected regularly.

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.

Washroom facilities will be cleaned after use by each group. Change tables will be cleaned after each use.

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, doorknobs, door handles and push bars, hand rails, light switches, doorbell, toilet and faucet handles.

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

*For summary on cleaning and disinfecting schedule, refer to chart below.

Common Area	Frequency of Cleaning	Classroom Area	Frequency of Cleaning
<ul style="list-style-type: none"> • Door knobs • Handrails • Light switches 	Multiple times during the day	<ul style="list-style-type: none"> • Sink • Door knobs • Tables 	Twice a day
<ul style="list-style-type: none"> • Play Structure & Equipment 	Every time before use	<ul style="list-style-type: none"> • Floor • Shelves • Chairs 	Daily
<ul style="list-style-type: none"> • Washroom facility / Toddler Change Table 	Every time after use	<ul style="list-style-type: none"> • Designate Toys & Materials 	Regularly (Multiple times during the week)

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)

Parent Disclosure

Parents, placement students 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 that they have not been in contact with an individual diagnosed with COVID-19.

This declaration is especially important from families and persons with family members who work as essential workers in the front line.

Testing Requirements

Those with at one symptom or sign of COVID-19 should consider for testing.

If a family (parent, child and other family members) or staff member is in close contact with an individual diagnosed with COVID-19, they should seek out assessment and test for COVID-19 as soon as possible after identification of the case.

- These individuals should notify the school and follow the advice of public health.

No COVID testing is required of families, students or staff who wish to return to or enroll in All Saints' Montessori School at this time unless the individual demonstrates symptoms of illness.

- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/ or clearance has been received from the local public health unit.

Testing of asymptomatic persons should only be performed as per provincial testing guidance.

- Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.

Please refer to the [provincial testing guidance](#) for updated information regarding the requirement for testing. All suspected or confirmed cases of COVID-19 will be reported to public health.

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

Serious Occurrence

Where a child, parent, staff, student or person regularly present on the premise is suspected (ie. has one or more symptoms and has been tested) of having or has a confirmed case of COVID-19, a report must be made to the ministry as a serious occurrence.

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 isolated from the others and is supervised by a staff member in a separate 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.

If a separate room is not available, the person who is symptomatic should be kept a minimum of 2 metres from others.

The symptomatic child will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissue.

Staff supervising the symptomatic child should keep a safe physical distance of 2 meters from the child, wear a surgical mask and eye protection at all times and not interact with another staff or children. Where appropriate, the child should wear a medical mask.

The staff should avoid contact with the child's respiratory secretions.

All items used by or came into contact with the symptomatic child should be cleaned and disinfected after with outbreak-level disinfectant.

All items that cannot be cleaned should be removed and stored in a sealed container for a minimum of 7 days.

All rooms where the symptomatic child was present 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.

Open doors or windows to increase air circulation into the designated room.

Parents of children who were in the same group as the child with symptoms should be informed of the possible exposure, and should monitor their child for symptoms.

Other children, including siblings of the symptomatic child, and child care staff in the program who were present while the child became ill should be identified as a close contact and grouped together. Testing and isolation of these close contacts will be determined by public health.

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)

York Region Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Students who are symptomatic or have been advised to self-isolate by York Region public health, must not attend the program.

This may lead to closing of 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 must 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.

Child who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and/ or clearance has been received from York Region public health.

Child might be required to obtain a note from a physician to declare child is in good health condition (COVID negative) to return to school.

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

Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.

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.

This may include obtaining a note from a physician to declare person is in good health condition (COVID negative) to return to work.

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 children who were in the same group as the staff with symptoms should be identified as close contact and parents of these children will be informed immediately of the possible exposure.

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)

York Region Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Staff and parents of children who were in the same group as the staff with symptoms should monitor for symptoms and follow direction on testing and isolation from public health.

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

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

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

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.

If the staff illness is determined to be work-related in accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four day of being advised that a worker has an occupational illness, including an occupationally-acquired infection to the:

- Ministry of Labour;
- Joint health and safety committee; and
- Trade union, if any.

INFORMATION AND RESOURCES

- **Ministry of Education** – Operational Guidance During COVID-19 Outbreak: Child Care Re-opening
- **Ministry of Health** – Guidance for Emergency Child care Centres
- **Public Health Ontario** – Coronavirus
- **York Region** – York.ca/covid19 ; Mandatory Use of Face Masks and Face Coverings