

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



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

Purpose .....	2
<b>HEALTH AND SAFETY REQUIREMENTS</b>	
Cleaning and Disinfection .....	3
Guidance on the Use of Masks and Personal Protective Equipment .....	4
Hand Hygiene .....	5
Respiratory Etiquette .....	6
Screening .....	6 - 7
Attendance Record .....	8
Monitoring and Responding to Reports of COVID-19 Symptoms .....	9
Reporting and Serious Occurrence Reporting .....	10
Outbreak Management .....	11
<b>OPERATIONAL GUIDANCE</b>	
Drop off & Pick up .....	12
Visitors .....	12
Maximum Group Size and Ratio .....	13
Programming .....	14
Equipment and Toy Usage.....	13
Space Set-up and Physical Distancing .....	14
Interactions with Toddlers .....	15
Outdoor Play .....	15
Food Provision .....	16
Special Needs Resources Services .....	17
Staffing & Training .....	18
Information & Resources .....	18

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

## 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 All Saints' Montessori School have known to provide for our families.

The information found within this document is based on the recommendations set out by Ministry of Education and to provide clarification on operation 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.

1. Cleaning and Disinfection
2. Guide on use of Personal Protective Equipment
3. Hand Hygiene and Respiratory Etiquette
4. Screening of staff, parent, children and essential visitors
5. Signs and symptoms of illness
6. Illness management and response plan
7. Parent/ guardian drop off and pick up procedures with physical distancing requirement
8. Program and play space restrictions with physical distancing requirement
9. Food provision
10. Special Needs Requirement services
11. Staffing and training

All Saints' Montessori School, working in partnership with York Region Public Health, will follow and implement the latest advice and guideline provided by the Ministry of Education.

This Health and Safety Policy and Procedure handbook will be updated in a timely manner with each alternation.

New training is not required with each update of this guidance but staff is trained at least once and is informed of any alternation in between each update.

Staff must follow the guidelines contained in the most up-to-date Health and Safety Policy and Procedure.

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

## HEALTH AND SAFETY REQUIREMENTS

All Saints' Montessori School continues to follow the advice of York Region Public Health in establishing this health and safety protocol, including directions on how to implement the procedures outlined in this policy.

### Cleaning and Disinfection

Surfaces at All Saints' Montessori School are cleaned daily or 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.

Frequently touched surfaces in the classrooms (ie. door knobs, sinks, tabletops) are cleaned and disinfected **twice** a day and when visibly dirty.

High traffic/ common areas and frequently touched surfaces outside the classrooms that are most likely contaminated will be cleaned and disinfected at least **twice** a day and when visibly dirty.

Examples of frequently touched surfaces include doorknobs, hand rails, light switches, doorbell, toilets and faucets, tabletops, photocopiers, computers, keyboards and phones.

Shared spaces or equipment (ie. washrooms or indoor space) is cleaned in between each use and only one group at a time should access the shared space equipment.

Designated toys assigned to individual students is cleaned regularly once a week or when visibly dirty.

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"><li>• Handrails</li><li>• Light switches</li><li>• Photocopier</li></ul>	At least twice a day	<ul style="list-style-type: none"><li>• Sink</li><li>• Door knobs</li><li>• Tables</li></ul>	Twice a day
<ul style="list-style-type: none"><li>• Washroom/ Shared Space</li></ul>	Before and after each use	<ul style="list-style-type: none"><li>• Floor</li><li>• Shelves</li></ul>	Once daily

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.

When coming in contact with cleaning solutions, PPE including gloves are strongly recommended and proper procedure for donning on and off of PPE should be followed.

All Saints' Montessori School will ensure adequate supply of cleaning supplies and PPE.

All Saints' will take every reasonable precaution to protect the health and safety of our staff.

Existing practices will be reviewed regularly to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and / or disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning.

## **Guidance on the Use of Masks and Personal Protective Equipment**

Personal Protective Equipment (PPE) protecting the staff from being in direct contact with infections and viruses should include the use of masks, eye protection and gloves.

PPE for persons at the screening station may include an overcoat and gloves.

### **Expectations for staff and placement volunteers:**

All staff and students completing placements in the school are required to wear non-medical masks **and** eye protection (ie. face shield, goggles) while inside the school premises, including in hallways; unless eating.

All staff are required to wear medical masks outdoors when a distance of 2 meters cannot be maintained.

All Saints' Montessori School is considering ways to support nutrition breaks/ mask breaks in a safe manner (ie. a space and time where staff can maintain at least 2 metres to remove masks and rest)

If a staff, visitor or placement student received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time on school premise. Their mask may only be removed to consume food or drink and the individual must remain at least two meters away from others when their mask has been removed.

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 are trained on how to properly wear, take off and dispose of masks and eye protection following proper hand hygiene and health protocols.

Single-use PPE should be discarded after each use.

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

### **Expectations for all other adults:**

All visitors are required to wear a face covering or non-medical mask while inside the school premises.

The school can provide single-use face masks and PPE when needed.

### **Expectations for children:**

Masks or face coverings are encouraged but are not required for students at All Saints' Montessori School, 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 from the parents.

A fresh mask for these children must be provided daily by their families.

Families are required to provide a way to store these masks when not in use.

Masks should be replaced when they become damp or visibly soiled.

Children should wash hands before putting on the mask and before and after removing their masks.

## **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 promote frequent and proper hand hygiene including supervising and assisting children with hand washing where necessary.

Visitors will be directed to the use of hand sanitizer upon entry into the school.

Signs and posters will be visible near handwashing sinks to promote proper hand hygiene and steps to hand washing.

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

Arrived inside the school in the morning and after outdoor play;  
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 interacting with another child at a distance of less than 2 meters / 6 feet;  
Whenever hands look dirty or are visibly soiled (ie. after an activity, after disposing of waste);

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

Before and after preparing food and meal time;  
After disposing of waste or handling dirty laundry;  
After taking children for a washroom routine or being in contact with bodily fluid;  
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.

### **Staff should encourage the practice of proper respiratory etiquette amongst children, this 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.

Staff might need to supervise, including assist children with sneezes and runny nose where necessary.

All Saints' Montessori School will ensure adequate supply of tissue paper, hand soap and paper towels for drying hands, and 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.

## **Screening for Symptoms**

When assessing for symptoms, the focus should be on evaluating if they are new, worsening, or different from an individual's baseline health status (usual state). Symptoms should not be chronic or related to other known causes or conditions.

Children in particular should be monitored for atypical symptoms and signs.

All individuals with any new or worsening symptom of COVID-19, as indicated in the COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:

- They receive a negative COVID-19 test result,
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they no longer show signs of illness.

If an individual received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/ or joint pain that only began after vaccination, and no other symptoms as indicated in the COVID-19 School and Child Care Screening Tool, they may continue to attend the program if they are feeling well enough to do so.

These individuals are to wear a properly fitted mask for their entire time in the school. Their mask may only be removed to consume food or drink and the individual must remain at least two meters away from other when their mask has been removed.

If mild headache, fatigue, muscle aches, and/ or joint pain symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should leave the school immediately to self-isolate and seek COVID-19 testing.

In addition, if any household members are experiencing any new COVID-19 symptoms and/ or are waiting for COVID-19 test results after experiencing symptoms, the child, staff, or placement student must not attend child care. (This excludes those who received a vaccine in the last 48 hours and are experiencing mild symptoms of headache, fatigue, muscle aches, and/ or joint pain that only began after vaccination and no other symptoms.) Individuals with symptoms are recommended to seek medical advice from professionals. All household members must stay home until they meet the criteria for return.

Due to health reasons, **no medications** will be accepted or administered in the school (except Epi-pens and Benadryl's). Children who are on or require medications are to rest at home until symptoms free.

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

### **Screening of Staff, Visitors and Placement Students**

All individuals must self-screen every day before arrival at All Saints' Montessori School using the online COVID-19 School and Child Care Screening Tool.

Individuals are to present proof of completed self-screening upon arrival. On-site confirmation will be conducted at the screening station each day prior to/ upon entry.

Proof of result will be logged daily for the purpose of contact tracing in case of an outbreak.

Individuals who do not present a validated self-screen result or do not pass the screening will not be permitted into the facility and must return home to self-isolate.

All staff or placement students with any new or worsening symptom of COVID, as indicated in the COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:

- They receive a negative COVID-19 test result,
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they no longer show signs of illness.

If any household members are experiencing any new COVID-19 symptoms and/ or are waiting for a test result after experiencing symptoms, the child, staff, or placement student must not attend the program.

### **Screening of Children**

Parents and guardians are to screen their children for symptoms of illness every day before arriving at All Saints' Montessori School.

The Ontario COVID-19 School and Child Care Screening is available to support parents and guardians to meet this requirement. The screening tool is also posted and visible at the entrance for a speedy screening process.

Active (asking questions) and passive (signage) on-site screening criteria is aligned to the provincial tool.



Alternatively, parents can complete the self-screening at <https://covid-19.ontario.ca/school-screening/> prior to arrival and present a validated result on their mobile devices, at the time of drop off, to our screening staff.

Proof of validated self-screening will be logged for the purpose of contact tracing in case of an outbreak.

Temperature will be taken at the screening station before entry.

Only children who answer NO to all health check questions will be permitted to attend the program.

Children with any new or worsening symptoms, as indicated in the COVID-19 School and Child Care Screening Tool, even those with only one symptom, will be asked to return home until:

- They receive a negative COVID-19 test result,
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they no longer show signs of illness.

Parents must inform the school of their absences and seek medical advice from health professionals.

Children of parents who recently received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and / or joint pain that only began after vaccination, and no other symptoms as indicated in the COVID-19 School and Child Care Screening Tool, these children may continue to attend the program.

If any household members are experiencing any new COVID-19 symptoms and/ or are waiting for COVID-19 test results after experiencing symptoms, the child must not attend the program.

### **Guidance around Screening Practice**

Alcohol-based hand rub containing 60% to 90% alcohol is available at the screening station, out of reach to young children.

Person conducting screening will wear PPE and stand 2 meters or 6 feet away from the individual being screened; or be separated by a physical barrier.

Screeners/ runners should take appropriate precautions when escorting children to the program, including maintaining a distance of at least 2 meters.

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

### **Attendance Records**

In addition to attendance records, the school will maintain daily records of anyone entering the school facility.

These records will include all individuals who enter the premises (eg., staff, cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food).

Records will be kept on the premises and along with name and contact information, approximate time of arrival and time of departure for each individual. Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

## **Monitoring and Responding to Reports of COVID-19 Symptoms**

All Saints' Montessori school follows the guidance of York Region Public Health to monitor and respond to reports of COVID-19 symptoms and symptoms of COVID variants.

Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the public health unit must not be permitted to attend the program and should stay at home.

All household contacts for symptomatic individuals are required to quarantine.

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- Receives a negative COVID-19 test result, or
- Receives an alternative diagnosis by a health care professional

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

All persons who test positive for COVID-19 should follow the guidance of York Region Public Health and health care professional regarding direction for isolation and returning to the program.

While an individual does not need to provide a medical note or proof of negative result upon returning to the program, the individual should, at a minimum, confirm clearance by York Region Public Health and/ or complete a health attestation form.

If a household member received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/ or joint pain that only began after vaccination, and no other symptoms are indicated in the [COVID-19 School and Child Care Screening Tool](#), they are not required to self-isolate. If symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should immediately self-isolate and seek COVID-19 testing.

### **If an individual becomes ill during the day on school premises:**

- The individual will be immediately separated from others, in a separate room where possible. Parents/ guardians will be contacted for pick up of symptomatic children.
- Symptomatic children who are separated from others must be supervised.
- Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible (if a child needs comfort or assistance), staff should consider added PPE (ie. gloves, gown).
- The person caring for the individual should wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
- If tolerated, the ill individual should also wear a medical mask.
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up.
- Cleaning and sanitizing of the area the separated individual was in and other areas of the school where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves.

- The ill individual and/ or their parent or guardian will be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19.
- Parents of affected individuals will be communicated, updated and informed of, while maintaining confidentiality of the ill individual, by electronic communication.
- The school will continue unless directed otherwise by the local public health unit.
- An ill individual who has a known alternative diagnosis provided by a health care professional may return if they do not have a fever and their symptoms have been improving for at least 24 hours.
- While a medical note or proof of negative test is not required in order to return to the program, the individual might be required to complete a health attestation form to confirm their condition prior returning to the program.
- The school, together with Ministry of Health and Public Health will work closely to monitor and respond to reports of COVID-19.

If an illness is determined to be work-related in accordance with the Occupational Health and Safety Act and its regulations, the school 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.

### **Reporting and Serious Occurrence Reporting**

All Saints' Montessori School has a duty to report all suspected or confirmed cases of COVID-19 to medical officer of health.

Previously, it was required to report all suspected cases of COVID-19 to the ministry. Currently, only where a child, staff, student who regularly present on premise has a confirmed case of COVID-19, the school must:

- Report a serious occurrence to the ministry.
- Report to York Region Public Health and provide any materials to support case management and contact tracing.

Public health officials will have access to all school records necessary to determine any additional steps required, including but not limited to how to monitor for other possible infected staff / children and the declaration of an outbreak and closure of rooms and/ or entire facility.

- If a closure is ordered by the public health unit where a serious occurrence report for a confirmed case is already submitted, the existing serious occurrence must be updated to reflect the closure.

Should additional individuals on premise develop a confirmed case, the school must either:

- Revise the open serious occurrence report to include the additional case; or
- Submit a new serious occurrence report if the first has been closed already.

While the school is no longer required to report a serious occurrence for suspected cases, if the local public health unit determines that a full or partial closure is required, a serious occurrence report must be submitted under the "Unplanned Disruption of Service" category.

The school will ensure that employees are informed if they may have been exposed in the workplace.

## **Outbreak Management**

An outbreak may be declared when:

- Within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/ after school care cohort) where at least one case could have reasonably acquired their infection in the program.

York Region Public Health will determine whether epidemiological links exist between cases and whether transmission may have occurred in the school.

- If the health unit declares an outbreak, they will determine what happens next. This could include closing a particular program/ room or cohort or an entire facility.
- York Region Public Health will help determine which groups of children and / staff need to be sent home or if a partial or full closure of the school is required.
- If the public health unit determines that partial or full closure of the facility is required, the school must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.
- A serious occurrence notification form will be visible at the school entrance and parents in the community will be informed by email.

### **York Region Public Health**

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

(905) 953-6478 (after hours)

## **PROGRAM REQUIREMENTS**

In support of physical distancing at All Saints' Montessori School, a staggered entrance and departure time will be implemented at our best at drop off and pick up. Parents are recommended to leave extra time due to the new screening procedure.

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. 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).

Physical distancing lines are marked on the concrete outside the front doors of the school to indicate where all persons should stand while waiting their turn to enter the school.

Every parent must be wearing a face covering when in the building and should not go past the screening station.

Parents are asked to follow the signage/ markings on the walls or ground.

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

## **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. Families are asked to be patient, in the interest of everyone's health and safety, as protocols must be carried out properly by staff.

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.

Alcohol-based hand rub with a concentration of 60 – 90% will be available at the entrance.

Children will be supervised when using the hand rub.

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 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 the families to wait patiently while another family is being helped inside the building.

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

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.

- 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 interviews should be used to interact with families where possible, rather than in person.

Group events and extra curricular activities where it requires representatives from a third party or outside agency will be cancelled/ rescheduled until further notice.

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.

### **Maximum Group Size and Ratio**

The school is permitted to operate using maximum group sizes (full capacity), maintaining 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.

## **Equipment and Toy Usage**

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 should be cleaned and disinfected immediately after.

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

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.

## **Space Set-up and Physical Distancing**

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. This 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.

In shared outdoor space, a distance of at least 2 meters must be maintained between groups and any other individuals outside of the group at all times. Shared spaces, structures and equipment that cannot be cleaned and disinfected between groups should not be used.

When moderate to vigorous physical activity takes place outdoors, children and staff should maintain physical distancing. Masks should not be worn for high intensity activity.

When using gymnasiums to provide opportunities for physical activity for children and youth, children and staff should not be engaged in moderate to vigorous physical activity indoors.

Gymnasiums should only be used for moderate activity where physical distancing measures and current masking protocols for children and program staff can be followed.

Efforts should be made to limit the use of shared equipment in the gymnasium. Shared equipment should be disinfected regularly.

Staff will remind children of proper hand hygiene and respiratory etiquette after use of shared space.

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 should be cleaned after each group.

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

### **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.

Staff should 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.



Label all personal items with the child's name to avoid accidental sharing.

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.

### **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.

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 in applying 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**

"No sharing" policies and procedures are reinforced. No sharing food, water bottles or personal items and belongings.

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

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

Maintain physical distance in the kitchen when more than one person is preparing food in the kitchen space.

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).

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 items will be put in place).

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

Proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating. Children and staff should spread out during meal time and practice physical distancing while eating. Tables must 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.

The school will use our discretion to determine whether the services being provided are essential and necessary at this time.

Where in-person delivery is not possible, the school will explore alternative modes of service delivery in consultation with York Region (ie. virtual observation, assessment and consultation).

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, following all health and safety measures that the school has in place; providing information for the record of attendance, practicing proper hand hygiene, wearing a medical mask and eye protection and maintaining physical distancing as much as possible.

## **STAFFING & TRAINING**

### **Staffing**

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

Staff that are included in ratios are required to have a valid certification in first aid training and obtain a valid Vulnerable Sector Check.

The WSIB has indicated that all certification (including first aid training in infant and child CPR) that expire after March 1, 2020 are automatically temporarily extended.

If an individual is unable to obtain a VSC in a reasonable amount of time due to backlogs, the individual must show proof of application status and follow additional measures when working with children.

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

Where possible, staff and placement students should be assigned to a specific licensed age group.

All adults are required to wear medical masks and eye protection (ie. goggles) while inside school premises, including in hallways.

Supervisors and/or designates should limit their movement between rooms as much as possible.

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.

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.

## **Training**

Training is provided to all staff on the health, safety and other operational measures outline in this plan plus any additional local requirements in place for the school year.

Updated training should be offered such that all staff receive training on current health and safety measures in place according to the most current Operational Guidance as well as those put in place by York Region Public Health.

Staff will be provided with resources and information on how to identify symptoms of illnesses; how to properly use PPE; how to properly conduct cleaning and disinfection; how to reduce health risks in the workplace; how to keep daily attendance records; what to do in the case that someone becomes sick; and how to support physical distancing.

Staff will be provided with instruction on cleaning and sanitization, 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.

## **Personal Items**

Staff are asked to minimize personal belongings when coming to work and bring in extra change of clothes.

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 to interact with the children.

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

## **INFORMATION AND RESOURCES**

- **Ministry of Education** – Operational Guidance During COVID-19 Outbreak: Child Care Re-opening V5
- **Ministry of Health** – Guidance for Emergency Child care Centres
- **Public Health Ontario** – Coronavirus
- **York Region** – [York.ca/covid19](https://york.ca/covid19)
- **Ontario COVID Self-Assessment Tool** -- <https://covid-19.ontario.ca/self-assessment/>
- **Ontario COVID cases in Child Care Centres** - <https://www.ontario.ca/page/covid-19-cases-schools-and-child-care-centres>
- **COVID-19 School and Child Care Screening Tool** <https://covid-19.ontario.ca/school-screening/>