



HEALTH & SAFETY PROTOCOLS

We are closely monitoring government policy changes, guidelines, government mandates, and public health advancements and will continue to make changes as necessary or appropriate to our protocols and procedures.



A MESSAGE FROM OUR ADMINISTRATOR

Inspire Academy takes the health and safety of our children and team members very seriously.

As outlined within our Health Protocols which are guided by the Ministry of Health there are a few things you can expect to see:

- Thermal temperature scans at our entrance for both children and the adult dropping off.
- All staff wearing face masks and face shields.
- Disinfecting frequently touched areas throughout the day.
- Hand sanitizer station at the entrance to the facility.
- Physical distancing.

All staff will be thoroughly trained in our health and safety protocols.

The protocols below presents our efforts to keep our children, team members, and those visiting our facility safe.

I look forward to personally welcoming you to Inspire.

Warmest Regards,
Aunty Cassandra



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The following measures based on guidance from the Government and Ministry of Health have been implemented to ensure that health and safety protocols are being maintained at our facility.

We request that only 1 adult, accompanies your child to school to minimise contact. On arrival the adult and child should have their temperatures taken.

Upon entering the facility, the child's hands must be sanitized. Persons picking up and dropping off children must wear face masks. Floor markers will be placed in the reception area for persons picking up and dropping off children.

Attendance will be taken by one of our staff members and a record of each child's temperature entering our facility.

On arrival your child's temperature will be checked using an infrared thermometer. Where your child's temperature is outside the normal parameters, you will need to take your child home. Any person with a temperature over 100.3 degrees F or 38.0 degrees C and above shall not be permitted in the facility.



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Children must be dropped off and collected from the allocated drop off and collection areas.

Please stand at the bottom of the steps on arrival if a parent is at the top of the steps and wait until you are invited to come to the entrance. There must be no gatherings of adults to socialise in the carpark.

On collection wait in line at the at the bottom of the steps on arrival if a parent is at the top of the steps and wait until the parent leaves to come up to the top of the steps.

Children who are sick should remain at home.

Any person experiencing symptoms of COVID-19, such as fever, cough, shortness of breath or loss of the sense of taste or smell, must be excluded from our facility immediately and sanitation operating procedures will be followed strictly.

A staff member or child absent from school due to suspected COVID-19 symptoms shall not return to school unless certified by a registered medical practitioner and must produce a recent medical certificate.



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Our office will be the designated isolation area for any children exhibiting signs of sickness and they must be collected immediately by a parent.

Face Masks and Face Shields will be worn by all team members.

No masks should be worn for more than 4 hours at a time by team members, and should be changed if it becomes damp.

All staff and campers must wash their hands with soap and water, according to the handwashing protocol for 20 seconds after using the toilet and before eating.

Single use sanitary items such as: tissues, face masks, gloves, etc. should be immediately disposed of in a covered garbage receptacle.

All staff are expected to observe respiratory hygiene (cover their cough, sneeze and dispose of any tissue used) at all times and wash hands with soap and water.



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Children once placed within a group, must stay within that group.

Downtime, playtime and mealtime should be conducted in the specified groups.

As much as practical, these groups are not to mix, occupy the playground or any other space at the same time. Therefore we will have scheduled playtimes for each group and the equipment will be sanitised after use by each group.

Cleaning and disinfecting will be carried out after each group is finished in an area.

All bags will be kept in a designated area with their name.

We will teach and model good respiratory hygiene (Cough and sneeze into a tissue or the elbow and avoid touching the face, eyes, mouth, nose).

We will teach and model good hand hygiene (Washing hands frequently, always with soap and water for at least 20 seconds).



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Our facility will be thoroughly cleaned and sanitized daily with a focus on high-contact areas that would be touched by both staff and children.

A hand sanitizing station for staff and children will be placed at the entrance, next to each group and in the washrooms.

All food contact and food preparation surfaces will be thoroughly sanitised before and after use.

Washrooms will be checked regularly, cleaned and sanitized based on frequency of use.

All surfaces will be cleaned and sanitized at the beginning and end of each workday.

Posters displaying handwashing guidelines will be placed in key areas.

Any staff or child experiencing symptoms of COVID-19, such as fever, cough, shortness of breath or loss of the sense of taste or smell, will be removed from our facility and placed in isolation in our office. Areas used by a sick person will be restricted and won't be used until the areas have been thoroughly cleaned and disinfected.