

**SCHOOL POLICIES MANUAL**

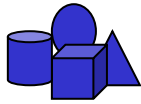
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**SCHOOL OPERATION POLICIES DURING COVID 19**

The following policies and operational practices will be implemented at the Discovery Montessori during the COVID - 19 outbreak period. The School supervisor will ensure that these policies are properly implemented and records will be maintained to ensure adherence to these policies.

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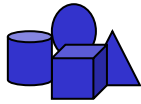
### MAXIMUM COHORT SIZE AND RATIO

The Ministry of Education has made a number of changes to the school's ratio, cohort size and staffing requirements.

- **Cohort:** A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days.
- Maximum cohort size for each room in a childcare centre will be a maximum of 10 individuals including both staff and children
- Cohort size does not affect the maximum capacity requirements as set out by the MOE. Mixed age groupings continue to be permitted as long as the Director's Approval is still in place.
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
- Licensees are required to maintain ratios set out under the CCEYA. Licensee can increase staff to child ratio as long as the cohort does not exceed the maximum of 10 individuals.
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts.

### STAFFING

- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
- Staff member from one cohort must not intermingle with staff members from other cohorts.
- Supply/replacement staff should be assigned to specific cohorts.
- Qualified Staff Each group has the required number of qualified staff as set out in the CCEYA. Licensees may submit requests for staff director approval (DAs) to the ministry.



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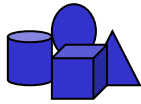
### **HEALTH & SAFETY REQUIREMENTS**

While the Ministry of Education continues to provide general guidelines and guidance about our return to childcare during the Covid-19 Pandemic, The Discovery Montessori School will also continue to obtain, implement and follow the advice of the Peel Public Health officials.

- The Discovery Montessori will ensure that written policies exist (this document) and procedures are clear to ensure the health and safety of all staff, students and administration.
- Staff will sign off on this document, understanding policies relating to:
  - Sanitization of space
  - How to report illness
  - How to encourage physical distancing
  - How shifts will be scheduled
  - Parent drop off and pick up Procedures

### **STAFF TRAINING**

- Staff training will be provided to all child care staff on the health, safety and other operational measures outlined in this document plus any additional local requirements in place prior to re-opening.
- This may include 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.



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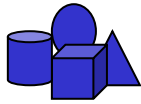
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### DAILY ACTIVE SCREENING PROCEDURES

- All individuals including children, staff, supervisors and visitors must be screened each day for temperature and other COVID 19 related symptoms **PRIOR** to entry to the school. This includes daily temperature check upon arrival.
- A signage will be placed at the front entrance identifying the screening process outside and directly inside school doors
- It also means that the parents/guardians of children in child care must also screen themselves and their family members daily prior to bringing their children to child care.
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff.
- Only the children and staff will have their temperature taken, not parents/guardians.
- As children arrive to school, the screening staff will take appropriate precautions when screening and escorting children to their classroom which includes maintaining a physical distance of 6 feet from those being screened, and wearing a personal protective equipment such as a mask and goggles or face shield
- Staff are not permitted past the health screening line until they have been cleared to enter the school
- Children will be screened at the door, and parents will not be allowed into the school at any time. The screening staff while wearing glove, mask will take the child's temperature.
- Children's temperatures will be recorded, and those children with temperatures over 37.5 C will not be permitted from entering into the school.
- In addition to a temperature check, the screening staff will also take note to ensure that children are not exhibiting any cold like symptoms. Any such symptoms would prevent children from being able to enter into the school.
- All screening stations will be equipped with hand sanitizer. Sanitizing solution dispensers will not be kept in locations that can be accessed by young children.
- Ensure the health screening area is disinfected regularly throughout screening and the day
- A daily records of screening result/records are to be kept on the premises. See these forms:
  - DAILY COVID 19 ACTIVE SCREENING FORM FOR CHILDREN & FAMILIES
  - DAILY COVID 19 ACTIVE SCREENING FORM FOR STAFF MEMBERS
  - DAILY COVID 19 ACTIVE SCREENING FORM FOR VISITORS
- Volunteers, students and non-essential visitors are not permitted to enter the school
- Parents will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.

### ATTENDANCE RECORDS

- A daily record of anyone entering the facility/home and the approximate length of their stay (such as cleaners, people doing maintenance work, , those delivering food) will be maintained at the school. These records will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. The record will include the following information: Name, Contact information, Time of arrival/departure, Screening completion/result ( etc.)



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### HAND WASHING

**Staff** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the school and before they go home
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

**Children** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing into hands

**Staff** should follow and role model the following steps for proper hand washing:

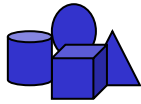
- Wet hands
- Apply soap
- Lather for at least 15 seconds (or as long as the "Happy Birthday" song). Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel

**Staff** should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance for the school and throughout the school.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer (at least 60% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

Hand sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.



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### CLEANING AND SANITIZING THE SCHOOL CLASSROOMS AND OTHER AREAS.

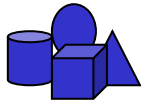
- Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).
- A cleaning log will be filled out after each cleaning session.
- We will continuously check the expiry date of the cleaning and disinfecting products and follow the manufacturer's instructions.
- All products including cleaning agents and disinfectants must be kept in a secured location that is out of reach of children. All cleaning agents and disinfectants must be labelled,

#### CLEANING

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed and let the surface dry
- A sanitizing solution using **1 litre of water (4 cups) to 2 tsp of bleach is an acceptable sanitary solution. You can check the solution strength with test strips.**
- Sanitizing solution should be mixed fresh every day since it loses its strength and effectiveness after 8 hours. Contact time is 10 minutes.
- In an for blood & body fluids, the solution is 1 litre ( 4cups) of water with 125 ml (1/2 cup) of bleach

#### DISINFECTING SURFACES

- For general environmental disinfection of high touch surfaces use the bleach and water mix, in a ready to use spray bottle - the contact time for disinfecting is 10 minutes.
- **HOW TO DISINFECT**
- We suggest rubber gloves, and a mask can be used if the employee has scent sensitivities
- Spray or wipe on the bleach solution and leave on the surface for the appropriate disinfecting contact time (10 minutes). Once the contact time has elapsed, the surface has now been disinfected
- Any surface that food or children may come in contact with requires a final rinse with a single-use paper towel (i.e. counters, trolleys, sinks)
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel
- Until notified otherwise, staff will continue to use bleach and water as their main disinfection product.
- Sanitation is to be completed with paper towels and or Lysol wipes and staff are required to wear gloves during this process.
- All staff members will promote frequent, proper hygiene. Hand-washing with soap and water is always recommended over alcohol based hand rub for children.
- One designated staff member will be assigned to disinfect **all common surfaces in the class** before opening, after lunch and at the end of the day after closing.
- One designated staff member will be assigned to disinfect **all common surfaces in the hallways, mudroom, washroom and kitchen** ,before opening, after lunch and at the end of the day after closing.
- The teacher will disinfect the washroom toilet seat, knob and sink faucets after each use.
- The class room teacher will sanitize all toys and other classroom material at the end of each day and as needed basis.



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## Disinfection Chart for Child Care Centres

Make disinfecting solutions using household bleach (5.25%)

Kitchen		Child Care Surfaces	Blood and Body Fluids
100 PPM*	200 PPM*	500 PPM*	5000 PPM*
Sanitizer used for dishwashing.	Sanitizer used for utensils which are too large to be washed in a sink or dishwasher.	Intermediate level disinfectant used for toys, diapering stations, water play stations, pet cages, and high touch surfaces within the centre.	High level disinfectant used for items and surfaces that become contaminated with blood, body fluids, feces, and vomit foulings.
<b>Mix</b> ½ tsp of bleach with 4 cups of water or 2 ml of bleach with 1 litre of water	<b>Mix</b> 1 tsp of bleach with 4 cups of water or 4 ml of bleach with 1 litre of water	<b>Mix</b> 2 tsp of bleach with 4 cups of water or 10 ml of bleach with 1 litre of water	<b>Mix</b> ½ cup of bleach with 4 cups of water or 125 ml of bleach with 1 litre of water
<b>Contact Time</b> 45 seconds	<b>Contact Time</b> 45 seconds	<b>Contact Time</b> 2 minutes	<b>Contact Time</b> 2 minutes

\* Concentration is approximate due to simplification of mixing recipe.

**Additional Notes:**

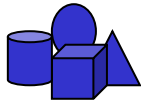
- Clean all surfaces and items with soap and water before disinfecting.
- Make a new bleach solution daily.
- Prepare bleach solution with room temperature water to reduce odour.
- Label all disinfectant and cleaning product bottles.
- Use the stream setting on spray bottles to reduce inhalation hazards.
- Do not mix bleach solutions with any other cleaning products.
- Store all disinfectants and cleaning products in a location inaccessible to children.
- Avoid using disinfectants and cleaning products within close proximity to children.

**PERSONAL PROTECTIVE EQUIPMENT AND MASKS:**

- Masks are **NOT** recommended for children, particularly those under the age of two
- The use of Masks and goggles/Face shield will primarily be used:
  - In the screening area, before children are accepted into the care of staff.
  - When cleaning and disinfecting blood or bodily fluid spills IF there is a risk of splashing.
  - When caring for a sick child or a child showing symptoms of illness.
- When wearing a mask, staff are required to wash their hands prior to donning the mask and before and after wearing the mask.

**EQUIPMENT AND TOY USAGE AND RESTRICTION**

- Toys and equipment should not be shared between different rooms (cohorts).
- When this is not possible, only toys which can be disinfected properly can be used. These toys should be cleaned and disinfected between cohorts to limit the potential spread of virus.



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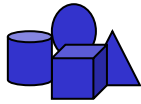
### WHEN CHILDREN OR STAFF DEMONSTRATES SYMPTOMS OF ILLNESS

- Staff and children must not attend the program if they are sick, even if the symptoms seems like a mild cold.
- Symptoms to look for but are not limited to are fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache and general feelings of being unwell are currently grounds for staying home.
- If a child or staff becomes sick while in the program, they will be immediately isolated by moving them to a separate designated room and family members will be contacted for pick up.
- If a separate room is not available, the sick person should be kept at a minimum of 2 meters from each other.
- The sick person should be provided with tissues and reminded of hand washing respiratory etiquette, and proper disposal of tissues
- If a sick person is a child, they should be kept under the supervision of a staff member until their guardian arrives.
- If tolerated and above the age of 2, a mask should be worn and glasses by the child.
- All items of the sick person should be cleaned and disinfected. Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
- Any items that cannot be cleaned (paper, books, puzzles), should be removed and stored in a sealed container for a minimum of 7 days
- Where there is a suspected case of COVID-19, the school will report this to the Ministry of Education as a Serious Occurrence
- The suspected case will also be reported to **Peel Public Health 905 799 7700**
- Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home.
- The Peel public health unit will provide any further direction on testing and isolation of these close contacts.
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### SERIOUS OCCURRENCE REPORTING

- Where a child, parent, staff or home child care provider is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, the school will report this to the Ministry as a serious occurrence.
- The school will also contact their Peell public health unit to report a child/staff or any other person on the premises who is suspected to have COVID-19.
- The Peel public health unit 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.
- The school will post the serious occurrence notification form as required under the CCEYA, unless Peel public health advises otherwise.





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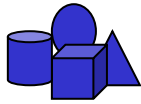
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### DROP OFF AND PICK UP PROCEDURES

- In order to limit any spread of virus, parents and visitors will not be allowed access to the inside of the school.
- Upon Drop off and pick up the social distancing of 6 feet must be maintained by the parents. Please stay back on the concrete path and wait if another parent is seen dropping off/picking up their child at the school door.
  - All parents to maintain a physical distance of 2 meters with other parents all times.
  - At the time of drop off, parents can ring the school doorbell and stand at a 6 feet distance from the front door at the marked spot / or call the school phone and one staff member “the screener” will ask specific questions to the parents daily related to the screening procedures prior to their child’s entry in the school.
  - Children will be screened at the door, and parents will not be allowed into the school at any time.
  - The screening staff while wearing glove, mask will take the child’s temperature.
  - Children’s temperatures will be recorded, and those children with temperatures over 37.5 C will not be permitted from entering into the school.
  - In addition to a temperature check, the screening staff will also take note to ensure that children are not exhibiting any cold like symptoms. Any such symptoms would prevent children from being able to enter into the school.
  - You are good to leave once your child’s screening for fever is completed and you have answered the screening questions.
- Please see the Screening Process above for more information
- All personal belongings should be minimized. Any items brought to school, (backpack, clothing) will stay at school. Plush toys, cuddly toys will no longer be permitted.
- The social distancing requirement will also be maintained at the **pick up time**. The school front door will be opened at 3:30 pm to dismiss the children. Please wait at the marked spot on the walkway for your child. If you wish to pick up your child earlier than 3:30 pm, please call the school ahead of time.

### VISITORS ENTRY PROCEDURE

- There will be no non-essential visitors at the school
- Use of video and telephone interviews will be used to interact with families where possible
- Ministry staff and other public authorities such as the fire marshal and public health are permitted to enter and inspect at any reasonable time
- There will be no volunteers or students as part of the program
- A screening procedure including maintenance of record will be maintained for all visitors.



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### **SPACE SET UP AND PHYSICAL DISTANCING**

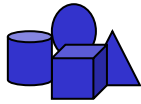
- Although physical distancing between children is difficult in a childcare centre, the Montessori work routine does promote some space between children in program.
- Where possible teachers will limit the number of children at tables and provide for maximum space between the children.
- Children are permitted to work on the floor with floor activities, however the use of mats must be suspended.
- It is the staff's responsibility to ensure more individual activities or activities that encourage more space between children.
- Full class circles will not currently be permitted.
- During outdoor play, children from separate cohorts will take turn on the playground where they do not have their own play space.
- Toys will not be shared between the cohorts. Instead, containers will be provided to each cohort.
- The Ministry of education has suggested that singing activities be avoided indoors.
- Sensory materials such as playdough, sand and water will not be used unless they are for SINGLE TIME use.

### **OUTDOOR PLAY**

- Outdoor play will be scheduled by cohort when separate playground are not available.
- Toys will not be shared between cohorts if they are in separate playgrounds.
- Each cohort will have their own 'bin of outdoor toys' when a single playground must be shared between multiple cohorts
- Children must bring their own sunscreen where possible and it should not be shared. Ideally children should put on their own sunscreen, however if assistance is required than washing hands before each application is required.

### **PROVISIONS FOR FOOD**

- Self service or sharing food is not permitted
- Due to COVID-19, children will no longer have 'family style' meals. Instead, children's meals will be plated and served individually.
- There should be no items shared.
- Food should not be provided from home unless there are dietary concerns that have been discussed and approved with the school.
- Children should neither prepare not provide food that will be shared with others
- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- There should be no sharing of utensils.
- Where possible children should practice physical distancing while eating.



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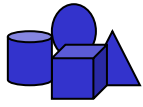
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### **COVID-19 RE-ENTRY SCREENING PROCEDURE FOR PREVIOUSLY ILL INDIVIDUALS**

- Individuals who have tested positive for COVID-19 will require direction from Peel Public Health on when they can return to the school. Call Peel Public Health for directions 905 799 7700
- All individuals who were previously ill, have been symptom free for 24 hours, and have tested NEGATIVE for COVID-19 must provide the school Supervisor with a copy of the test result.
- If testing not completed , individual to be excluded from school for 14 days. If a pre existing medical condition is documented in their file, the individual must obtain a medical note confirming that the individual is free from communicable disease. If a medical note is provided, the individual can return to the school if free of symptoms for 24 hours and passes re entry screening and daily active screening.
- All individuals who were previously ill MUST complete the additional screening form upon return to the school PRIOR to also completing the active screening process.
- The screening process outlined in the Daily Active Screening for COVID-19 of Persons Entering school Policy will be followed by all staff responsible for conducting screening.

### **PEEL PUBLIC HEALTH NO TO CALL IN CASE OF SUSPECTED ILLNESS 905 799 7700**

For details see form enclosed.



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**FORMS**