



**Clanmore Montessori School**

**COVID - 19 Policies and Procedures**

April 17, 2023

## **Sections**

- 1. Roles and Responsibilities**
- 2. Screening**
- 3. Attendance Reporting**
- 4. Hand Hygiene**
- 5. Respiratory Etiquette**
- 6. Ventilation**
- 7. Food Safety**
- 8. Enhanced Environmental Cleaning and Disinfection**
- 9. Materials and Toys**
- 10. Monitoring for Symptoms**
- 11. Isolation of an Ill Person**
- 12. Exclusion**
- 13. Personal Protective Equipment**
- 14. Management of Cases and Outbreaks**
- 15. Communication**
- 16. Vaccination of Adults**

The following policies and procedures shall remain in place until such time as Clanmore Montessori School, with direction from the Halton Region Health Department and input from other trusted resources, declares them no longer necessary. Where there is disagreement between this document and other policies and procedures, this document shall have primacy.

The policies and procedures outlined in this document serve to inform and clarify the necessary measures to mitigate the risk of the effect of COVID 19 in the Clanmore community. By respecting, following and upholding these measures, you are protecting the health and welfare of the children, families, staff and the community at large as well as the viability of Clanmore as a school.

Any disregard for these or any other policies and procedures will be met with discipline, up to and including dismissal if necessary.

## **1. Roles and Responsibilities**

**Clanmore Montessori School will ensure the provision of:**

- COVID 19 policies and procedures, including ongoing updates to staff and parents
- Training related to COVID 19 policies and procedures
- Personal protective equipment appropriate to specific tasks
- The equipment and means necessary to follow COVID 19 policies and procedures
- Discipline and consequences for any staff member and/or parent in disregard of any COVID 19 policies and procedures
- Communication with staff, parents, government bodies and/or other stakeholders regarding COVID 19 policies and procedures

**Each staff member shall:**

- Be in compliance with all COVID 19 policies and procedures and supports others in doing so
- Remain up to date on changes to policies and procedures
- Make the Supervisor aware of any breaches of COVID 19 policies and procedures
- Make the Supervisor and others around them aware of any issues with negative impact on health and safety in school

## **2. Screening**

Each individual shall be screened daily before entry to the school for COVID 19 symptoms and exposure by way of the Ontario School and Child Care Screening Tool

<https://covid-19.ontario.ca/school-screening/>

### **Procedure for Health Screening Tool:**

Parents/students and staff are expected to conduct screening with the Ontario School and Child Care Screening Tool daily

### **Procedure for Visitors:**

1. A screening notice will be posted at the main entrance
2. Visitor performs hand hygiene, wears a mask (if observing in a classroom), and signs in with name and contact information.
3. Visitor signs out at the end of the visit.

## **3. Attendance Reporting**

All staff and students shall report any absence, for any reason. Staff absences shall be reported following the staff absenteeism procedure found in the staff manual. Student absences shall be reported either by telephone or email to the school as outlined in the Clanmore Parent Calendar / Handbook.

All student attendance will be kept in the classroom attendance binder. By 9:15 AM each day, each class shall submit a yellow attendance form to reception, where it will be reviewed by the Supervisor.

Absences of students and staff in excess of 30% which are not contributed to a reason other than illness will be reported to the Halton Region Health Department.

## **Hand Hygiene**

All persons shall perform hand hygiene upon arrival and throughout the day, including:

- On arrival at school
- Before and after eating snack or lunch
- After using the washroom
- Before and after recess
- Before leaving and upon re-entry to the classroom at any time during the day
- Before departure
- Any time a breach of hygiene occurs, for example, sneezing or coughing on hands
- Before and after donning and / or doffing a mask

Teachers shall observe proper hand hygiene and provide students with age-appropriate lessons and reminders on proper hand hygiene procedures as outlined in the COVID 19 Training Manual.

Teachers shall monitor the children's handwashing for technique and completion.

Teachers shall have hand sanitizer on their person at all times to be used by adults and students when hand washing is not available, for example, when outdoors.

*Children may use hand sanitizer only under the direct supervision of an adult.*

Please refer to hand hygiene procedures for handwashing and using hand sanitizer found here:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en#:~:text=Wet%20hands%20with%20warm%20water.&text=Apply%20soap.&text=Lather%20soap%20and%20rub%20hands%20palm%20to%20palm.&text=Rub%20in%20between%20and%20around%20fingers.>

## **Respiratory Etiquette**

Teachers shall give students age-appropriate lessons and reminders about respiratory etiquette, including:

- Coughing / sneezing into one's arm (antecubital fossa)
- Disposing of tissues in the waste receptacle
- Washing one's hands after using tissues or coughing on hands and/or touching eyes, mouth or nose
- Avoiding touching eyes, nose and mouth with unwashed hands

## **Ventilation**

Clanmore benefits from a modern, regularly maintained ventilation system which is designed to bring in the maximum amount of outdoor fresh air.

All opportunities shall be optimized for maximizing fresh air in the school. This can be done by:

- Opening windows to the extent that weather and safety allows
- Leaving classroom doors open provided doing so does not present a safety hazard for the group
- Keeping thermostat fan settings in the ON position
- Adjusting the HVAC system to bring in the maximum amount of outside air

Classroom doors and windows must be closed at the end of each day for fire safety and security reasons.

Portable bladed fans may not be used in occupied rooms. Ceiling fans must be used on the *low setting only* while the room is occupied. Unoccupied rooms may have ceiling fans on higher settings for cooling purposes.

## **Food Safety Practices**

- All standard food safety practices as approved by the Halton Region Health Department shall be followed
- Children in Toddler and Casa may eat food that they have prepared themselves as part of the curriculum
- Elementary and Middle School students may participate in food preparation under direct adult supervision using all appropriate food handling practices as learned in the Food Handler Certification Course
- Snacks shall be individually portioned so that the children can serve themselves without contaminating the food of others
- There shall be no sharing of food or utensils between persons
- Each student shall bring a labelled water bottle to school daily
- If a water bottle is forgotten, that child may use single-use disposable cups
- Proper hand hygiene shall be followed by those plating and serving food

- Catered lunch shall be plated by adults and may be served by students following proper hand hygiene
- Condiments to be applied to food by the teacher plating the food
- Each person will handle their own dirty dishes and cutlery until they are on the collection tray (Toddler/Casa/Elementary) or in the dishwasher (Middle School)
- Food brought by children (personal lunch / snacks) may not be shared with others
- Food may be brought in for celebrations (Eg. birthdays) provided it has been prepared commercially, the ingredients are provided in writing and the food does not contain peanuts and/or tree nuts
- Staff may use the staff room to prepare and eat their own individual lunches. All dishes and cutlery must be washed in the dishwasher

### **Enhanced Environmental Cleaning and Disinfection**

- Hand hygiene should be the main focus in keeping surfaces and materials clean
- All high-touch surfaces and materials (tables, countertops, door knobs, faucets, toilet handles, etc.) shall be sanitized twice per day, once midday (by teachers) and once in the afternoon or evening
- If particular items in the classroom are being used daily by many children, they should be considered high-touch items / surfaces (use individual judgement)
- All other surfaces shall be cleaned/disinfected as needed, or when the item becomes soiled or otherwise has its hygiene breached (mouthed, cough/sneezed on etc.)
- Classroom surfaces, including the designated washroom, shall be sanitized mid-day and in the afternoon or evening
- Common surfaces in the school shall be sanitized by a rota of auxiliary staff
- Sleeping mats and cots shall be sanitized after each use
- Bedding shall be laundered daily, OR kept in a sealed, labelled bag and laundered weekly, unless soiled and requiring immediate attention
- All routine cleaning and sanitizing for each area shall be documented in a sanitation log

### **Preparation of Disinfectant**

- Bleach and water mixture of 1 part bleach to 100 parts water is to be mixed fresh daily
- Add 5 ml (1 teaspoon) of bleach to 500 ml of water
- Place a piece of masking tape on the bottle and write the date and time it was mixed

## **Cleaning / Sanitizing / Disinfecting Procedure**

1. If item/surface is visibly soiled, begin by using soap and water mixture to remove debris and rinse with water
2. Spray with 1:100 bleach and water solution
3. Allow contact time of several minutes
4. Wipe with cloth
5. Dry with single-use paper towel if needed

## **Laundry Procedure**

Bedding shall be kept in a sealed bag labelled with the child's name when not in use and laundered weekly. Soiled bedding or other items shall be segregated and laundered as soon as possible.

1. Laundry is to be collected in designated laundry baskets only
2. If washer is not available, baskets of dirty laundry are to be lined up opposite the washer/dryer
3. Any laundry that has been in contact with an ill person and / or bodily excretions must be segregated using a clear plastic bag and labelled with a tag as "soiled"
4. Mask, gloves and eye protection must be worn when handling laundry that has been in touch with an ill person or any bodily excretions (soiled)
5. Segregated laundry may be washed with regular laundry, there is no need to do a separate load (unless students are handling the laundry)
6. Avoid "shaking out" soiled laundry
7. Laundry is to be washed and dried on the hottest cycle that the items will tolerate
8. Once basket of dirty laundry is emptied into the washer, sanitize the laundry basket with 1:100 bleach and water solution and place on the left side outside the laundry room door
9. Wash hands thoroughly after handling any laundry

## **Learning Materials and Toys**

Frequent hand washing / sanitizing should be practiced throughout the day to minimize the contamination of materials.



Shared sensorial experiences are permitted (Eg. sandbox) provided hand hygiene is practiced before and after.

## **12. Monitoring for Symptoms**

All staff members shall be familiar with the signs and symptoms for COVID 19 and react appropriately (refer to <https://covid-19.ontario.ca/school-screening/> and *Isolation of an Ill Person*)

## **13. Isolation of an Ill Person**

### **Procedure for a staff member presenting with any symptom(s) of COVID 19:**

1. Properly don a mask and perform hand hygiene (refer to PPE instructions)
2. Segregate any school items recently used in a clear labelled bag to be disinfected (refer to Enhanced Environmental Cleaning and Disinfection)
3. Gather and segregate personal items
4. Direct someone to follow cleaning/ disinfection procedures for surfaces and materials with 2 metres of the person (classroom, office etc.) and any items touched (refer to Enhanced Environmental Cleaning and Disinfection)
5. Inform the supervisor of the situation
6. Leave the school with personal belongings and follow the protocol for *Exclusion of an Ill Person*

### **Procedure for a child presenting with any symptom(s) of COVID 19:**

(refer to Screening section for symptoms)

Note: If two teachers are present in the classroom, one of them shall conduct the isolation procedure. If one teacher is present in the classroom, the teacher shall contact reception to request assistance.

1. Put at least 2 metres of distance between the child and others immediately
2. Properly don eye protection, a mask and gloves on self (refer to PPE instructions)

3. Assist the child to properly don a mask, *if tolerated* (refer to PPE instructions) and perform hand hygiene (refer to Hand Hygiene instructions)
4. Gather child's personal items and place in a labelled, clear bag
5. Direct someone to follow cleaning / disinfection procedures for the immediate area and any items touched by the ill person, including all surfaces and materials within a 2 meter radius of the person when they became ill (refer to Enhanced Environmental Cleaning and Disinfection) Items that cannot be disinfected must be segregated in a sealed plastic bag for seven days.
6. Accompany the child and their belongings to the Isolation Area (upstairs staff washroom)
7. Place the *Isolation Area* sign outside the washroom
8. Offer the child the cot to sit/lie on and any items needed for hygiene (tissues etc)
9. If 2 meters of distance cannot be maintained, properly remove your gloves, perform hand hygiene, don isolation gown, then don fresh gloves (refer to PPE instructions)
10. If not already done, alert someone to call parents for pickup
11. Monitor the child, door may be left open to do this to maintain distance
12. Upon parent arrival, have child perform hand hygiene and walk him/her to the door to greet their parents (please note, the reception person should handle touching the door and any surfaces as you will have not yet doffed your PPE)
13. Return to the isolation area, properly doff gloves and dispose in garbage; doff isolation gown (refer to PPE instructions) and place in clear bag labelled "soiled"
14. Properly don fresh gloves and disinfect the isolation area (see cleaning/sanitizing procedure)
15. Properly doff gloves, eye protection and mask (refer to PPE instructions)
16. Deliver soiled isolation gown in labelled bag to the laundry
17. Inform the supervisor that a symptomatic child has been sent home

#### **14. Exclusion of an Ill Person**

Once a staff member or child has been identified as symptomatic, either via screening or becoming symptomatic at school that person will be subject to the appropriate procedure as per the Ontario School and Child Care Screening Tool.

#### **15. Personal Protective Equipment**

Clanmore Montessori School shall provide each staff member with a Personal Protective Equipment (PPE) pack which must be accessible at all times. Maintaining the contents of the pack is the responsibility of each staff member, and shall be replenished as necessary from the central supply. The pack contains:

- One reusable and one disposable adult mask in a sealed bag
- One disposable pediatric mask in a sealed bag
- One pair of gloves
- Eye protection
- Hand sanitizer
- Tissues

\*please note non-fitted N95 masks are an option for all staff if desired

The isolation area is equipped with the following equipment and PPE:

- Adult masks in sealed bags (including non-fitted N95)
- Pediatric masks in sealed bags
- An isolation gown
- Eye protection
- Hand sanitizer
- Plastic bag to manage any vomiting while en route home
- Clear plastic bags and tags for personal items and / or soiled items

Students who prefer to wear a mask will be supported in wearing their mask.

Clanmore Montessori School respects that members of the staff and student community may wish to wear a face covering outside of the times that it is required. All staff and students must follow the proper procedure for donning and doffing. The procedure for donning and doffing PPE can be found here:

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps>

A fresh mask shall be donned any time one becomes damp, soiled or damaged. Reusable masks shall be laundered by the owner according to manufacturer's instructions. Single-use masks shall be disposed of in the storage (ziploc) bag they are provided in. The following chart outlines the circumstances for wearing specific PPE:

**Mask                      Eye Protection                      Gloves                      Isolation Gown**  
**or non-fitted N95**

Anyone who is in isolation due to symptoms while at school (over age two and if tolerated)	X			
<del>Visitors and those volunteering or observing in classrooms and/or anyone entering a preschool classroom who is not a member of that class</del>	X			
Specialists delivering elements of the curriculum	If preferred			
Anyone who is directed to wear a mask based on their screening status as per the Ontario School and Child Care Screening Tool	X			
Disinfection of contaminated/soiled surfaces/objects	X	Recommended	X	
Soiled Laundry	X	Recommended	X	
Bodily Fluids/Excrement Contact	X	Recommended	X	
Isolation Procedure	X	X	X	X
Disinfection of isolation area	X	X	X	

## **16. Management of Cases and Outbreaks of COVID 19**

Halton Region Health Department is unlikely to dismiss cohorts or conduct contact tracing of positive cases of COVID 19 in the school. The school will inform parents of any reported positive cases within the school.

Clanmore Montessori School shall follow all directives given by the Halton Region Health Department and the Ministry of Health.

## **17. Communication with Parents**

Should a student or staff member report testing positive for COVID 19 all parents in the school will be informed via email that a member of that particular cohort has tested positive, however, the individual will NOT be identified for privacy reasons.

## **19. Vaccination of Adults**

### **COVID 19 Vaccination Policy**

Clanmore Montessori School recognizes the importance of immunization of individuals interacting with and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the School's population including children, staff, volunteers, students on educational placements and any person providing care or other services.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions. The Immunization Disclosure Policy will apply to the following groups of individuals:

- Employees of Clanmore Montessori School
- Persons contracted to provide services to one or more students
- Students on an educational placement
- Any person who provides services to a child on the premises

All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization

OR

2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:

a. that the person cannot be vaccinated against COVID-19;

AND

b. the effective time period for the medical reason (i.e., permanent or time- limited).

### **Confidentiality Statement**

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, and R.S.O. 1990, c. E.2, s. 16 (5) under the Education Act, 1990, Clanmore Montessori School is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.