



# COVID-19

## PARENT HANDBOOK

August 27, 2021

**Dear Clanmore Parents,**

**After careful consideration of government mandates and best practices, in this updated handbook you will find the important components of our COVID 19 plan. Although the highlights of changes to this plan are listed below, please be sure to read the Handbook in its entirety so that you and your family are prepared for the upcoming school year. Changes to the handbook will appear in green.**

## **Highlights of Changes**

- **Fewer symptoms for screening**
- Strict cohorts ranging from 15 to 24 students
- Return of the availability of our gym space
- A return to 3 - year age groupings in our Casa and Elementary classrooms
- Clarity on exclusion for fully vaccinated and unvaccinated individuals
- Allowance for the removal of masks while outdoors
- A more streamlined and efficient arrival and dismissal process
- Clarity on food brought into school for celebrations
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## **Roles and Responsibilities**

### **Roles and Responsibilities of the School and Staff Members**

- Provide each student with the nurturing atmosphere for which Clanmore is known
- Evaluate each student as to their learning needs, due to the previous spring absence from school
- Use Clanmore's robust student record-keeping system to guide lessons
- Ensure that each staff member completes the health screening daily, whether attending school or not that day
- Monitor staff and student health closely and respond according to policies and procedures
- Follow all policies and procedures including those specific to the Pandemic such as screening, cohorting, sanitation, isolation and exclusion
- Follow all direction given by the Halton Region Health Department
- Inform parents promptly as to the status of COVID 19 in the school, such as informing of any possible and / or confirmed cases
- Remain patient with the Clanmore community as we all adjust to new routines

### **Roles and Responsibilities of the Parent**

- Monitor your child's health closely for symptoms of illness, and do not send your child to school if unwell
- Become familiar with the Health Screening App and complete the health screening survey *each day for each student, including logging your child's temperature*, whether attending school or not that day
- Understand that any deliberate misrepresentation of information provided about your child's health may result in expulsion from Clanmore
- *Remain up-to-date on communication from the school*
- Support your child with learning new routines and expectations at school, including the use of a face covering if you choose for your child to wear one
- Remain patient with the Clanmore community as we all adjust to our new routines

## **COVID 19 Risk Mitigation Measures**

As mentioned in earlier communications, Clanmore has put several measures in place to manage the risk of COVID 19. These include health screening, strict cohorting, encouraged distancing, hand hygiene, sanitation, disinfection, monitoring of children, isolation and exclusion of symptomatic persons, use of personal protective equipment and follow up with Public Health.

### **Daily Screening**

As directed by the Health Department, each person due to enter the building, including staff, will be screened at home each morning, using the Hubbli health screening app. Each family will answer screening questions on behalf of their children, including logging the child's temperature. The app will inform the parents, and the school immediately as to the child's status. On arrival in the parking lot, a staff member will ask you to confirm your child's screening status by showing the confirmation email to us on your mobile device. Only those who have passed the screening will be permitted to attend school. Should your child not pass the screening on any given day, (s)he will not be able to attend school that day and the school will contact you with further instructions.

The screening questions are below. Please note they may change as we receive further direction from the Health Department. **Although some symptoms have been removed from the list, those symptoms may still indicate some type of illness and require the child to remain at home to recover from the illness causing the symptoms.**

### **Does any of the following apply to your child?**

Does any of the following apply to the Individual?

- A temperature of 37.8 degrees Celsius or above
- Any medication given for the purpose of fever reduction in the 8 hours prior to school arrival time
- Chills
- Cough
- Decrease/loss of taste or smell
- Shortness of breath
- ~~Sore throat/difficulty swallowing~~
- ~~Runny nose or nasal congestion not attributed to allergies~~
- Nausea, vomiting and / or diarrhea
- ~~Extreme tiredness and/or muscle aches that is unusual~~
- ~~Headache that is unusual or long lasting~~
- Anyone in the household experiencing any of the above symptoms and/or awaiting COVID 19 test results
- Had contact in the past ~~14~~ 10 days with anyone experiencing the above symptoms
- Has traveled outside of Canada in past 14 days
- Has been directed by an authority to isolate
- Has a household member directed to isolate (including for travel reasons)
- Identified as a close contact with a confirmed case of COVID 19

- Received a COVID Alert notice on cell phone
- **Tested positive on a rapid antigen test or a home-based self-testing kit**

**If answering YES to any of the above questions, the child must stay home and a representative of the school will contact the parents to determine next steps.**

If your child has one or more of the above symptoms, then he/she must be medically assessed to determine if testing is needed before returning to school, or isolate for ten days from symptom onset.

If any household member has one or more of the above symptoms, then your child may return to school once the household member's situation has resolved following public health guidance.

Unscheduled visits to the school will not be permitted. Any approved visitors (eg - inspections, maintenance) will be screened on arrival, perform hand hygiene and wear a mask for the duration of their visit. Parents will not be able to visit the school or observe in their children's classes until further notice.

Prior to the commencement of school, you will receive information on procedures for late arrivals and the dropping off of essential items to school.

## **Cohorting**

The cohorting of students and staff supports the concept of containing the virus, should it appear in the school, as well as the Health Department's efforts to conduct contact tracing. Your child will be placed in a class (cohort) ranging from 15 - 24 students, depending on his/her age and grade. This cohort remains together and separate from all other cohorts throughout the day, indoors and outdoors. Staff will be assigned to a specific cohort and have minimal interaction with other cohorts. Each cohort will have dedicated equipment and learning materials which are not shared with other cohorts. Arrival and departure times will be designated in an effort to separate cohorts during arrival and departure. Your child's cohort will have its own dedicated space in the school and will not require us to erect barriers inside the classrooms. Each cohort will have a dedicated washroom. Our yard will be divided into multiple separate spaces in order to accommodate separate recess schedules. We also have the use of the natural areas adjacent to the school. Should it be necessary to have indoor recess, it will take place in your child's designated classroom with one of their assigned cohort teachers.

## **Hand Hygiene**

All students and staff will be required to perform hand hygiene:

- On arrival at school
- Before and after eating snack or lunch
- After using the washroom

- On return from 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

Staff members will have hand sanitizer on their person at all times to be used by adults and children when hand washing is not available, for example, when outdoors.

### **Cleaning and Disinfection**

High-touch surfaces, such as doorknobs, faucets, countertops, tables, chairs etc. throughout the school will be sanitized twice daily at a minimum. Any classroom material that has had its cleanliness breached (eg. placed in a child's mouth, sneezed or coughed on) will be segregated and disinfected before further use. Additionally, there will be a twice-weekly fogging of the school with Health Canada approved anolyte disinfectant.

### **Monitoring, Isolation and Exclusion**

Teachers will monitor children for symptoms of illness, including COVID 19, throughout the day. Should a child (or staff member) present with symptoms of COVID 19, as per the Health Department, that person will be segregated in an isolation area outside of the classroom until they are picked up and extra environmental cleaning of that cohort's space will take place as soon as possible.

Please note:

If the illness includes any of the following symptoms of COVID 19, that individual will be referred for medical assessment to determine if a COVID 19 test is required:

**Although some symptoms have been removed from the list, those symptoms may still still indicate some type of illness and require the child to remain at home to recover from the illness causing the symptoms.**

- Chills
- A temperature of 37.8 degrees Celsius or above
- A new or worsening cough
- ~~Sore throat~~
- Shortness of breath
- ~~Difficulty swallowing~~
- Decrease/loss of taste or smell

● ~~Runny nose or nasal congestion not attributed to allergies~~

- Nausea, vomiting and / or diarrhea

● ~~Extreme tiredness and/or muscle aches that is unusual~~

● ~~Headache that is unusual or long-lasting~~

- All parents in the school will be informed via email that a member of that cohort has met the criteria for exclusion, however, the individual will NOT be identified for privacy reasons
- Once medically assessed, the child will either:
  - be determined to not require testing for COVID 19 and return to school with written confirmation from their doctor 24 hours after symptom resolution (If the doctor declines to write a note, the parent may sign an attestation with the school confirming the doctor's instructions.)
  - be referred by their doctor for COVID 19 testing and isolate while awaiting results
  - remain in isolation at home for 10 days from symptom onset if the parent elects to not have the child tested
- In the event of a negative test result, the child may return to school with written confirmation of a negative test result 24 hours after symptoms have improved
- Members of the cohort may continue to attend school and be monitored for signs and symptoms while the excluded person is awaiting test results or completing isolation in the absence of a test
- Should a member of the cohort test positive for COVID 19, **that individual and any unvaccinated individuals** will be excluded from school for a period of 10 days, or any duration as directed by the Health Department. The individual may return with the approval of the Health Department.

A cohort is only excluded if a positive case appears *in that cohort*

The above procedure also applies if a member of a cohort does not pass the daily screening because they meet the symptom or exposure criteria for exclusion.

## **Face Coverings and other Personal Protective Equipment (PPE)**

Face coverings will be worn by:

- All staff while indoors and during arrival / dismissal outdoors
- All students in year one elementary and older while indoors and during arrival / dismissal outdoors
- Casa students who are able to tolerate a mask are encouraged to wear one to school and will be supported in wearing their mask indoors and during arrival / dismissal outdoors
- Symptomatic children/students over the age of two in isolation while awaiting pickup at school, with the exception of those who cannot tolerate a mask
- Any student Casa age or older who has a bona fide reason or a preference for doing so



- Anyone making an unavoidable visit to a cohort that is not their own
- Anyone engaging in prolonged close contact and/or an isolation procedure

Clanmore encourages those in the Casa program to wear a mask if tolerated. Face coverings are not considered safe at the Toddler level. Please note that wearing a face covering as a measure means wearing the face covering at all times, with the exception of eating/drinking. These are times when teachers are able to supervise the proper donning and doffing of the mask. Parents are responsible for:

- providing their child with a face covering that fits properly
- labelling the face covering with the child's name
- providing their Casa child with a waist pack for storage if electing to wear a face covering (teachers will provide sanitizer for hand hygiene)
- training their child on proper donning and doffing procedures for the face covering
- preparing their child for wearing the face covering for 6 or more hours per day
- keeping the face covering clean and laundering it regularly
- replacing the face covering if it becomes lost or damaged

All staff members will be wearing a fanny pack at all times containing hand sanitizer, gloves, eye protection and both adult and pediatric masks. This will allow all staff members to quickly and effectively react to any need for extended close contact, breaches of hygiene and symptomatic individuals.

### **Physical Distancing**

In public settings, it is difficult to create a layered system of risk mitigation for COVID 19. Because Clanmore is *not* a public setting, rather a predictable setting with a consistent community of the same people entering the building daily, we have the ability to have a *layered* system to manage the risk. Because of our ability to manage the layers of consistent screening, handwashing, cohorting, cleaning, disinfecting, isolation and exclusion practices, and due to the children's limited ability to distance, physical distancing becomes a measure that is *encouraged*, rather than forced. This approach is relevant to the guidance from the Ministry of Education, the Hospital for Sick Children and the Halton Region Health Department.

As Montessorians we are fortunate to already have perspective on the concept of the Prepared Environment. We have honed our skills creating learning environments that quietly but effectively allow your children to explore within appropriate limits with only the necessary direct instruction from adults. In this spirit, we will be encouraging physical distancing in the school by:

- Making use of between 30 and 35 square feet per person in strict cohorts
- Using our outdoor learning environment as much as possible

- Arranging furniture in the classrooms so that fewer children are able to sit at a table
- Giving lessons and making presentations at a greater distance whenever possible
- Increasing the number of tables that accommodate only one child at a time
- Putting as much space as possible between tables
- Directing children to leave space between floor mats while working on the floor
- Placing resting mats or cots at greater distance and placing them head-to-toe or toe-to-toe
- Using verbal and visual cues as well as timetabling systems to assist cohorts in maintaining distance from other cohorts when moving through the school (for example, when entering and exiting for recess)
- Creating arrival and departure schedules to support distancing of cohorts from other cohorts
- Cancelling all large gatherings until further notice

All staff are expected to wear a face covering when inside or outside their cohort, for example, staff meetings and other staff-only interactions.

## **Changes to Other Practices**

### **Drop-Off and Pick Up**

**Please note, anyone dropping off or picking up children/students must wear a mask unless they are inside a car.**

Using our "kiss and ride" system, please pull into the parallel parking lane adjacent to the sidewalk, and pull forward as the cars move up through the line. Please ensure that your child remains buckled in until your car has come to a full stop. Then, please unbuckle your child and return to your seat. Please have your phone screen available to show staff to confirm attendance. (green check mark with child's name and date).

At dismissal, it is important that you *stay in your car and your children will be brought to you*. We cannot dismiss children to parents who have left their cars unattended in these spaces to walk up, as this creates traffic flow and safety issues. If you choose to park and walk your child up to the school, please hold his/her hand while walking near motor vehicles. Use the parking spots available along the wooden fence, or park in the Town of Oakville parking lot just north of Clanmore off Armiger Lane. Please wear a mask if dropping your child in person. Please wait for a staff member to greet your child, never leaving him/her unattended. If you arrive late, please enter through the main entrance and a staff member will escort your child directly to his/her classroom. If you are late arriving, you must wait until all other cohorts have arrived. (9am) Late arrival will be at the main entrance. Middle school students may let themselves into the school. Upon arrival, they must report directly to their teacher/s. Ensure that persons picking up your child are authorized by you to do so on the school pick-up consent form on Hubbil or via written note or email. For appointments, please pick up prior to 11:15am or 3:15pm

### **Arrival and Dismissal Schedule:**

Should you have children in two separate programs, please time your arrival closer to the later time slot (for example, if you have one Casa and one Elementary child, arrive at 8:40AM and drop each child off at their respective door.)

For those using the before-school program, please bring your child(ren) to the main door where they will be greeted by a staff member.

For those of you with students/children in more than two programs you will receive a separate notice for your arrival time and door.

With fewer cohorts this year, an abundance of entry doors to the school and robust staffing to encourage distancing, we are able to welcome the child/student cohorts in more convenient and less spread-out time slots.

### **Arrival Schedule**

**8:15AM Middle School - East Door**

**8:30AM Lower Elementary East - Main Doors  
Upper Elementary East - Main Doors**

**Lower Elementary West - West (Bird's Beak) Door  
Upper Elementary West - West (Bird's Beak) Door**

**8:45AM Toddler - East Ramp Door  
Casa North - East Door  
Casa East - Main Door  
Casa West - West (Bird's Beak) Door**

### **Dismissal Schedule**

If you have child(ren) in two programs, please arrive closer to the later time slot (for example, if you have one Casa and one Elementary child, pick up at 3:40PM)

All dismissals will be from the doors assigned to the classrooms above.

**11:30AM Half Day Toddler and Casa Children**

**3:30PM Casa and Toddler School Day Children**

**3:45PM Elementary**

**4:00PM Middle School**

## **Snacks and Meals**

Clanmore will continue to provide a daily snack for the children, and lunch for those who participate in the lunch program. Snacks will be individually portioned so that the children can serve themselves without contaminating the food of others. Catered lunch will be served to the children by the teachers, and children will not participate in serving others.

Our Middle School students will continue to prepare lunch within their cohort, respecting all safe food practices learned in the Food Handler Certification Course under the direct supervision of the teachers.

**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.**

We require that each child bring a water bottle to school daily, *labelled with their name*. This will reduce the possibility of cross-contamination while serving water.

## **Cleaning, Laundry and Dishes**

Students other than Middle School will not participate in disinfection of surfaces or materials. They will also not handle laundry or dirty dishes that are not their own.

## **Specialty Programs**

Students will be able to participate in full music, gym, art and French classes, strictly within their own cohort.

Co Curricular programs will be suspended for the year, due to the difficulty that cohorting would present in order to provide these programs. We look forward to the return of these programs when restrictions are lifted in the future.

## **School Closure**

It is possible that the Pandemic could cause school closure. In the event the Clanmore must close its doors, the following will be in place for the children:

## **Online Learning**

- Online learning will not be offered at the Toddler and Casa levels
- In the event of closure, Elementary and Middle School children will receive learning packages similar to those distributed during our recent closure and return to an online format of lessons and learning with their teachers
- Clanmore will assemble physical learning packages complete with materials with which children will work at home. Work will be posted on designated websites. Year 1 to Year 6 Elementary will meet with teachers daily morning and afternoon promoting independence and supporting freedom of choice. Teachers will give lessons and make presentations daily to individuals and smaller groups to promote development of knowledge and skills. Children will meet regularly one on one with teachers so as to support their distance learning and their own at-home work periods
- Middle School students will work with their teachers and one another using Zoom and/or Google Classroom to access the curriculum, enhance skills development and promote learning

## **Fees**

- Although it was possible in the past, Clanmore will no longer be able to offer refunds for Elementary / Middle School closure due to the Pandemic. Online learning will be provided to all Elementary and Middle School students in the event of school closure.
- In the event of closure, all Toddler and Casa fees related to the closure are protected by regulation and will be returned to families.
- Please note that there will be no refunds or holding of places in Toddler / Casa classes unless closure of these programs is mandated by the government

## **Deferral of Attendance**

Due to demand for placement in the school, we are not able to accommodate requests to defer school attendance. Should you choose to not send your child to school this year, we welcome you to apply for placement again in the future.

We thank you for taking the time to read this handbook and prepare your family for returning to school. We will update our information according to any new information that may come to light as the Pandemic unfolds.

We also thank our families and staff members for their incredible support during this time. We are truly grateful to have such strength and compassion in our community. Working together, we are confident that our home and school partnership will bolster us in providing for your children's needs while keeping their wellbeing at the forefront of everything we do.