



Clanmore Montessori School

COVID - 19 Policies and Procedures

August 27, 2021

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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 will ensure that:

- He/she complies with all COVID 19 policies and procedures and supports others in doing so
- He/she remains up to date on changes to policies and procedures
- He/she makes the Supervisor aware of any breaches of COVID 19 policies and procedures
- He/She makes 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 either:

A) use of the Health Screening App each day before entering the premises

OR

B) active manual screening conducted by a member of the Clanmore staff (eg- for unexpected essential visitors)

Procedure for Health Screening App:

1. Each person expected in the building on a daily basis shall receive a daily email reminder containing the app with the screening questions.
2. The answers must be submitted separately for each person entering the building.
3. Staff must complete their online screening by 7AM so that it can be verified before the building opens.
4. The app indicates via an immediate message and via email to the individual and the supervisor, if the screening was passed or not.
5. Parents/students must present proof of the student passing the screening to a staff member before exiting their car. Staff shall do this check from a 2 metre distance as the indicator on the app is highly visible from a distance.
6. *Each teaching team is responsible for checking the screening status of children in their own cohort, before allowing entry to the school.* The date, student's name, and screening success (green check mark) must be visually verified for entry.
7. Should a student arrive without the necessary proof of screening, they can either *pull out of the parking lot* and complete the screening from their mobile device, or wait until after 9AM and be screened manually at reception.
8. All electronic screening feeds automatically into the Hubbli system and documentation shall be kept for reference for the duration of the school year

Procedure for Manual Screening:

1. Receptionist greets essential visitors at the door and offers them the screening questions form and a pen to fill out the answers *outside the door.*
2. Receptionist reviews the answers to verify screening is passed and conducts a temperature check (must be 37.8 degrees celsius or below.)

3. Visitor performs hand hygiene, wears a mask, and signs in with name and contact information.
4. Visitor signs out at the end of the visit.
5. All manual screening shall be kept on file at reception for reference for the duration of the school year

Clanmore accepts only scheduled visitors to the school during school hours. Wherever possible, parent and other meetings should take place virtually or over the telephone to avoid unnecessary visits to the school.

Screening Questions:

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 (**adults only**)
- ~~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)
- Identified as a close contact with a confirmed case of COVID 19
- Received a COVID Alert notice on cell phone
- The individual or household member tested positive for COVID 19 on a rapid antigen test or a home-based self-testing kit in the past 10 days?

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

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.

The Supervisor shall follow up on all absences to determine if they require action related to COVID 19.

An attendance record of all visitors to the building shall be kept on site for contact tracing purposes. This record will be kept on the premises for a period of at least one year.

4. Cohorting of Staff and Children

Staff and children shall be cohorted into groups until such time as the Pandemic has stabilized and the administration of Clanmore decides, based on updated information, that cohorts are no longer needed as a mitigation measure.

- A cohort remains together and separate from all other cohorts throughout the day, indoors and outdoors
- Staff are assigned to a specific cohort, with minimal interaction with other cohorts
- Each cohort has dedicated equipment and learning materials which are not shared with other cohorts, including those used outdoors
- Arrival and departure times are designated in an effort to separate cohorts during arrival and departure (see arrival / dismissal schedule)
- During arrival and departure, children are taken to and from their cars by a teacher from their cohort, or where this is not possible (eg- teacher absence, early arrivals) by a staff member taking appropriate hygiene and protective equipment measures
- Teachers lead cohort groups moving through the school in an organized fashion to avoid the mixing of cohorts, for example, for recess departure and return

- Students leave their cohort space unattended to visit the washroom only (Elementary)
- Each cohort has a dedicated washroom with a sign indicating the assigned cohort
- The yard is divided into multiple separate spaces in order to accommodate separate recess schedules
- Should it be necessary to have indoor recess, it will take place in the cohort's designated classroom with one of their assigned cohort teachers
- As specialty teachers have contact with more than one cohort, they are required to wear a mask and eye protection while within any cohort

5. Physical Distancing

Physical distancing shall be encouraged and promoted in an age-appropriate manner at all levels of the school by:

- Using the outdoor learning environment as much as possible
- Arranging furniture in the classrooms so that fewer children are able to sit at a table
- Have consistent assigned seating for lunch
- 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 (refer to arrival / dismissal schedule)
- Teachers leading cohort groups in an organized fashion to avoid the mixing of cohorts while moving throughout the school, for example, for recess
- Cancelling all large gatherings until further notice
- Scheduling in-person meetings as virtual meetings wherever possible

Each teaching team is responsible for designing the layout of their learning environment to maximize potential for physical distancing.

Physical distancing will be promoted in administrative areas by:

- Assigning work areas to individuals which provide for adequate space
- Limiting the capacity of individual rooms and work areas
- Posting signage to indicate capacity limits on spaces

6. 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.>

7. 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

8. 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.

9. Food Safety Practices

- All standard food safety practices as approved by the Halton Region Health Department shall be followed
- Children in Toddler through to Elementary may not participate in food preparation or serving
- 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 and masks are to be worn by those serving food
- Catered lunch shall be served to the children by the teachers, and children may not participate in serving others (Preschool and Elementary only)
- Middle School lunch shall be served exclusively by the persons who prepared lunch on that day, including the application of condiments

- Condiments to be applied to food by the teacher serving the food, *before* it is given to the child
- 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

10. 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, chairs, countertops, door knobs, faucets, toilet handles, etc.) shall be sanitized twice per day, once midday 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.)
- Wherever possible, soft or plush items should be eliminated from the classroom and replaced with items that can be cleaned and sanitized.
- 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 surfaces in the school shall be treated with electrolyzed anolyte solution two times per week by the cleaners contracted by the school
- 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

All laundry from a cohort shall be managed by a teacher of that cohort. 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 baskets must be labelled with the name of the cohort
2. Laundry is to be collected in designated laundry baskets only
3. If washer is not available, baskets of dirty laundry are to be lined up opposite the washer/dryer
4. 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"
5. 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)
6. Segregated laundry may be washed with regular laundry, there is no need to do a separate load
7. Avoid "shaking out" soiled laundry
8. Laundry is to be washed and dried on the hottest cycle that the items will tolerate
9. 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
10. Wash hands thoroughly after handling any laundry

11. Learning Materials and Toys

Wherever possible, soft or plush items should be eliminated from the classroom and replaced with items that can be cleaned and sanitized.

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.

Items are not to be shared between cohorts. If a cohort requires an item from another cohort, that item must be either:

- a) Thoroughly cleaned and sanitized, (refer to enhanced Environmental Cleaning and Disinfection) or if cleaning and sanitation is not possible;
- b) segregated for a period of 72 hours before passing between cohorts

Each cohort is assigned a bag of designated equipment for outdoor play. This equipment shall be sanitized after each use by the person in charge of that group for outdoor time, or segregated immediately then sanitized if mouthed or a breach of hygiene occurs.

12. Monitoring for Symptoms

All staff members shall be familiar with the signs and symptoms for COVID 19 and react appropriately (refer to *Isolation of an Ill Person*)

Signs and 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 (**adults only**)
- ~~Headache that is unusual or long lasting~~

Should a child not present with any of the above signs or symptoms, but a staff member feels that there is cause for concern (child seems “off”) consider conducting a temperature check with a non-contact infrared thermometer.

13. Isolation of an Ill Person

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

(see Screening section for symptoms)

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, he/she must be medically assessed to determine if testing is required

Medical assessment is required if:

- The individual has *one or more* of:
 - Fever
 - Cough
 - Shortness of breath
 - Decrease/loss of taste/smell
 - ~~Sore throat/difficulty swallowing~~
 - ~~Runny nose or nasal congestion not attributed to allergies or another known cause~~
 - Nausea, vomiting and / or diarrhea
 - Extreme tiredness/muscle aches that is unusual (**adults only**)
 - ~~Headache that is unusual or long-lasting~~

- Once medically assessed, the individual 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 improvement (in the absence of a doctor's note, the parent may sign an attestation indicating 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 if electing to not have COVID 19 testing

- In the event of a negative test result, the individual may return to school with written confirmation of the result
- Members of the cohort of the individual may continue to attend school and be monitored for signs and symptoms while the symptomatic individual 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 of that cohort will be excluded from school for a period of 10 days, or any duration as directed by the Health Department. The individual(s) may return with the approval of the Health Department.

15. Personal Protective Equipment

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

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

- Adult masks in sealed bags
- 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

Face coverings and eye protection will be required of all staff in Ministry licensed groups (Toddler and Casa classes) **Those working with students wearing masks (Elementary and Middle School) require eye protection along with their mask while within 2 meters of an unmasked individual.** Year one elementary children and older are required to wear masks indoors and during arrival / departure outdoors. Masks may be removed indoors for eating and drinking, as well as for singing, following the guidance in the “Singing” section of this document.

Casa students who are able to tolerate a mask are encouraged to wear one to school and will be supported in wearing their mask.

Masks may be removed outdoors and every effort should be made to promote distancing between persons.

Reasonable exemptions for medical and other reasons will be respected. Alternatives to masking will be explored to offer the most protection possible.

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
Yr 1 Elem and older students (and Casa students who elect to wear a mask)	X			
All Staff	X			
All staff in licensed areas	X	X		
All staff while within 2 meters of an unmasked person	X	X		
While in Common Areas	X			
Visiting/interacting with a Cohort (not your own)	X	X		
Disinfection of contaminated/soiled surfaces/objects	X	X	X	
Soiled Laundry	X	X	X	
Bodily Fluids/Excrement Contact	X	X	X	

Isolation Procedure	X	X	X	X
Disinfection of isolation area	X	X	X	

16. Management of Cases and Outbreaks of COVID 19

One or more laboratory confirmed cases of COVID 19 and / or any suspected cases (high-risk contacts with symptoms) will be reported by the Supervisor to the Halton Region Health Department. Two or more confirmed cases of COVID 19 with an epidemiological link will be considered an outbreak and treated as such by the Health Department.

Clanmore Montessori School shall follow all directives given by the Halton Region Health Department to manage cases of COVID 19.

A Serious Occurrence Report shall be filed with the Ministry of Education, Early Years and Child Care Division under the following circumstances:

One of the following individuals has a **confirmed** case of COVID-19

- A child in the licensed child care
- A staff member in licensed child care
- A student on practicum in licensed child care

The Ministry of Education will be otherwise informed of any confirmed cases of COVID 19 in the areas of the school that do not fall under the child care license.

17. Communication with Parents

Should a student or staff member meet the criteria for exclusion all parents in the school will be informed as soon as possible via email that a member of that particular cohort has been excluded, however, the individual will NOT be identified for privacy reasons.

Additionally, the entire school community will be notified via email if there is a positive case of COVID 19 in the school community, or any other directives have been given by the Health Department that affect regular operation. As mentioned above, privacy will be respected and anyone testing positive will not have their identity revealed.

18. Changes to Other Practices

Greetings

The practice of shaking hands with students on arrival and at dismissal is suspended for the time being. Teachers may wish to brainstorm an alternative, non-contact greeting to be used by the community.

Evacuation

In the event that the school must be evacuated, all predetermined evacuation procedures continue to apply. Fire drills, however, shall be conducted by each individual cohort in isolation, using a pre-recording of the fire alarm sound to alert the children.

Lockdown Drills

In the event that a Lockdown is announced, all predetermined Lockdown procedures continue to apply. Lockdown drills, however, will be conducted by talking the children through the procedure, rather than creating the crowded conditions involved in simulating a lockdown.

Singing

Singing is permitted outdoors and indoors, with as much distancing as the space will allow. Masking is encouraged but not required while singing.