



# COVID-19

## PARENT HANDBOOK

November 16, 2022

Dear Clanmore Parents,

After careful consideration of government guidance 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.

The School will monitor the COVID 19 situation closely and adjust measures as needed over the course of the school year.

Recent updates to the handbook will appear in green.

## Highlights of Changes for 2022-23

- Updated requirements for masking
- Updated requirements for children/staff visiting classrooms
- Updated information on PPE requirements
- Removal of masking requirement for visitors (with exceptions)
- Removal of vaccination requirement for visitors
- Removal of cohorting requirements
- Removal of physical distancing requirements
- Updated information on screening requirements
- Updated symptom flow chart

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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
- Use Clanmore's robust student record-keeping system to guide lessons
- Continue to require that each staff member completes the health screening daily
- Monitor staff and student health closely and respond according to policies and procedures
- Follow all policies and procedures including those specific to the Pandemic
- Follow all direction given by the Halton Region Health Department
- Inform parents of reported positive cases of COVID 19 in the school
- 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 Tool and complete the screening each day for each student. Staff will no longer be verifying screening, but the expectation remains that parents will be screening their children daily
- 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*
- Inform the school via email if your child has symptoms of illness and/or tests positive for COVID 19
- Support your child with learning new routines and expectations at school, including the use of a face covering if appropriate
- 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, 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**

Each person due to enter the building, including staff, is expected to conduct a screening at home each morning, using the Ontario School and Child Care Health Screening Tool.

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

Each family will answer screening questions on behalf of their children. The tool will inform the parents as to the child's status and eligibility to attend school.

Only those who have passed the screening should attend school. Should your child not pass the screening on any given day, (s)he will not be able to attend school and is subject to the exclusion requirements as set out in the screening tool (parents should also consult the symptom flow chart at the end of this document).

Visitors are expected to abide by the passive screening signage at the entrance of the school and perform hand hygiene on arrival.

### **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 hand 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, 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.

## **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 is 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

## **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:

*Although some individual symptoms may not qualify for COVID exclusion, 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.*

- All parents in the school will be informed via email if a student or staff member has reported testing positive for COVID 19, however, the individual will NOT be identified for privacy reasons.

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

Face coverings will be worn by:

- Symptomatic children/students in isolation while awaiting pickup at school, with the exception of those who cannot tolerate a mask (Casa age and older)
- Any student Casa age or older who has a preference for doing so
- Anyone required to do so as per their screening result (Casa age and older)
- Anyone engaging in an isolation procedure or related sanitation procedure
- Anyone observing in a classroom
- **Any adult entering a preschool (Toddler/Casa) classroom who is not a member of that classroom**

Clanmore will support children who continue to wear a mask while at school. Face coverings are not considered safe at the Toddler level. Parents of children who are masking are responsible for:

- providing their child with a face covering that fits properly
- labeling the face covering with the child's name
- providing their 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 have access to 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.

## **Other Practices**

### **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 plated by the teachers and may be served by children following proper hand hygiene.

At the preschool level, students may eat food prepared as part of the curriculum provided they limit themselves to the portion that they have prepared.

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. Laundry and dishes may be handled with strict adherence to hand hygiene protocols.

### **Specialty Programs**

Students will be able to participate in full music, gym, art and French classes

Cocurricular programming will return in the late fall (after Thanksgiving)

### **Visiting of Classrooms**

**For the time being, visits by older children to the Preschool (Toddler/Casa) classrooms are suspended. Any adult entering a preschool classroom that is not their own is to perform hand hygiene and wear a mask during their visit.**

### **School Closure**

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

### **Online / Distance Learning**

- Online learning will not be offered at the Toddler and year one Casa levels

- Online learning will be offered, but not mandatory, at the year two and three Casa levels at the discretion of the Preschool Program Coordinator. Fees after refund will apply
- 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
- Please note that online / distance learning is not available to students who are unable to attend school due to elective absence (ie - vacation plans) or isolation requirements, as teachers are already occupied teaching on site in person

## **Fees**

- Clanmore does not 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.

Conduct daily screening at <https://covid-19.ontario.ca/school-screening/>  
**If Experiencing Symptoms of Illness:**

Updated September 1, 2022

