

Health and Safety Protocols, Policies and Procedures DURING COVID 19

This *Health and Safety Protocols, Policies and Procedures* is an additional document to our current Policies and Procedures, and goes hand-in-hand, as this document is to be used during the full duration of the COVID-19 pandemic.

All registered families and staff members are required to review and follow all the protocols listed in this document. This Policies and Procedures will be updated to reflect all the changes and protocol when needed. The most updated version of this documents is available at the office and on our website at www.pris-t-gis.com.

Group Size, Setting and Ratio

Teacher/student ratio will be maintained according to the age group as set out under the Child Care and Early Years Act, 2014 (CCEYA):

- Toddler (ages 18 months to 2.5 years) 1:5
- CASA (age 2.5 to 6 years) 1:8

Nap Time – Cots will be labelled with the child's name and will not be shared among the children. When children take their naps in cots, these cots be will placed apart at the maximum possible distance (as the space permits) in a head-facing-toe setting. Cot sheets will be provided by the school and wash weekly. Individual's blanket brought from home will be sent home weekly to be washed and bring back a clean one the next school day.

Lunch and Snacks – Self-serve or sharing of food between children and staff is prohibited at meal time. Utensils must be used to serve all food and all meals will be served in individual portions.

Extra Curricular – All extracurricular activities are planning to resume in October 2022.

COVID-19 Infection Prevention and Control Measures

Staff, children and parents/guardians and visitors **MUST NOT** attend our program or enter the building if they are sick, even if symptoms resemble a mild cold. i.e. fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, nausea, and a general feeling of being unwell.

If symptoms develop at home, staff, parents/guardians, and visitors must report their illness to the office.

All staff, students, parents, guardians and visitors are encouraged to wear face masks or face coverings inside the school building (except during lunch and snack time).

Visitors to the school are permitted where prior arrangements have been made. All visitors must report directly to the office where they will be asked to complete the screening. Their name and contact information will be recorded in our visitors' log.

Parents and guardians are recommended to minimize your child's personal items to be brought to school. All personal items that are brought to school must be labelled clearly and will not be shared with others. The school will provide drinking water and cups for individual use and no water bottles will be permitted.

Screening

1. While completion of the confirmation form is no longer required, all students and staff must continue to do health checks before coming to school and should remain home when symptomatic. Isolation requirements for symptomatic individuals have not changed.
2. Screening for symptoms guidelines:
 - a. Common Symptoms of COVID-19 include:
 - Fever (temperature of 37.8C or greater)
 - New or worsening cough
 - Shortness of breath (dyspnea)
 - b. Other symptoms of COVID-19 can include:
 - Sore throat
 - Difficulty swallowing
 - New olfactory or taste disorder(s)
 - Nausea/vomiting, diarrhea, abdominal pain
 - Runny nose, or nasal congestion – *in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.*

- c. Other signs of COVID-19 can include:
 - Clinical or radiological evidence of pneumonia

- d. Atypical symptoms/clinical pictures of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:
 - Unexplained fatigue/malaise/myalgias
 - Delirium (acutely altered mental status and inattention)
 - Unexplained or increased number of falls
 - Acute functional decline
 - Exacerbation of Chronic conditions
 - Chills
 - Headaches
 - Croup
 - Conjunctivitis
 - Multisystem inflammatory vasculitis in children
 - Presentation may include persistent fever, abdominal pain, conjunctivitis, gastrointestinal symptoms (nausea, vomiting a diarrhea) and rash

- e. Atypical signs can include: -
 - Unexplained tachycardia, including age specific tachycardia for children
 - Decrease of blood pressure
 - Unexplained hypoxia (even if mild i.e., O2 sat90%)

Daily Arrivals and Drop off Time

Parents/Guardians/Children or Visitors

Staff will be waiting at the front foyer during drop off time. The process will be as follows:

- a. Follow the wall and floor signs in front of the main entrance
- b. Follow the one-way direction sign and line up along the ramp
- c. After entering the main foyer, staff/screener will measure the child's body temperatures with a contactless thermometer and to conduct a basic screening procedure
- d. Once screening is completed, children will be escorted to their program room by staff

- e. Parents/Guardians are permitted to enter the building by pre-booked appointment only.
- f. Exit the main foyer following the one way only wall and floor signs to the parking lot

Screening Procedures – Departure and Pick Up Time

Parents/Guardians/Children or essential Visitors

Student without extended care will be ready for pick up at 3:30pm. Parents who come earlier than 3:30pm, please call the school 5 minutes before your arrival so we can get your child ready to avoid long waiting at the door.

Students with extended care, please call the school 5 minutes before arrival and we will get your child ready to avoid long waiting at the door.

- a. Follow the wall and floor signs in front of the main entrance
- b. Follow the one-way direction sign and line up along the ramp
- c. Push the door bell and notify the staff of your child's name you are picking up. Staff will bring your child out to meet you at the front foyer
- d. Exit the main foyer following the one way only wall and floor signs to the parking lot.

*PLEASE NOTE: ONLY **ONE** FAMILY IS PERMITTED TO WAIT AT/IN THE FOYER AT ANY GIVEN TIME. PLEASE WAIT UNTIL THE OTHER FAMILY HAS EXITED THE FOYER COMPLETELY BEFORE ENTERING THE FOYER.*

Protocol for Child or Staff who Demonstrate Symptoms of Illness or who become Sick

Children will be closely monitored for symptoms throughout the day.

Anyone who demonstrates symptoms of illness or becomes sick will be immediately separated from others, even if the symptoms resemble a mild cold (i.e. fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, nausea, and a general feeling of being unwell). Family members will be contacted to pick up your child and staff will be asked to leave work. Symptomatic staff or children will be asked to go home for self-isolation with two (2) rapid tests provided by the school and to be completed within 48 hours. Staff or children may return after 48 hours, with two negative rapid test results and without symptoms.

All items used by the infected or ill person must be cleaned and disinfected.

Children or staff who have been exposed to a confirmed case of COVID-19 will require to self-isolate at home for a minimum of 5 days. The school will provide two (2) rapid tests to be completed 48 hours before returning to work/school.

Staff /Children with symptoms and/or who have been recommended by York Region Health to be tested shall inform the school immediately after test results become available (PCR or RAT Rapid Antigen Test).

With Parents' consent, the Supervisor shall inform all parents and guardians of any PCR Positive test confirmed cases of COVID-19 by email.

Returning after having been Tested Positive

Staff or children who test positive for COVID-19 will not be permitted to work or join the Montessori program. Staff or children who is fully vaccinated or under the age of 12 years old will need to self-isolate at home 5 days after test date. Staff and children 12 years of age or older and not fully vaccinated or immunocompromised will need to self-isolate at home 10 days after test. Staff or children must show no symptoms when returning to work or program.

Hand Hygiene

Proper and meticulous hand hygiene is an important preventative measure to stop the spread of germs and infections.

When do you need to clean your hands?

- Before and after changing diapers;
- Before and after preparing food;
- Before and after eating;
- After using the toilet;
- After disposing of waste or handling dirty laundry;
- After blowing your nose, coughing, or sneezing;
- Before and after administering medications;
- After assisting a child to wash their hands;
- After interacting with others at a distance of less than 2 meters (6 feet);
- Whenever hands look dirty or are visibly soiled;
- Donning and doffing personal protective equipment (PPE).

Proper hand washing procedures:

- Wet your hands;
- Soap your hands;
- Rub your hands thoroughly for 20 seconds;
- Rinse your hands under running water;
- Dry your hand using disposable paper towel;
- Use paper towel to TURN off the tap;
- Dispose the paper towel in the garbage

Notes: Handwashing posters are posted in each of the handwashing areas.

If water and hand soap are not available (i.e. during outdoors), use Alcohol-based Hand Rub (ABHR) and rub your hands thoroughly for 20 seconds.

How to correctly use Hand Sanitizer:

- Apply one full squirt on the hand;
- Rub hands together for a full 20 seconds;
- Rub until dry

Environmental Cleaning and Disinfecting

All staff members should follow the 2-step method to clean and disinfect. Cleaning and disinfecting logs should be recorded.

1. Cleaning – Spray the surface using **one-step, quaternary-based disinfectant cleaner DS1** with a clean cloth. Spray and wipe.
2. Disinfecting - Spray all surfaces using **one-step, quaternary-based disinfectant cleaner DS1**. Allow it to fully air dry for 5 minutes.

NOTE: Cleaning cloths should be single use only and should be sent to be laundered after each single use.

Classrooms

- a. All Montessori materials, toys, tables, chairs and shelves are to be cleaned and sanitized when needed and a least twice a day (between 8:30-8:45am and 1:15-1:30pm).
- b. All cots are to be cleaned and sanitized every day after use
- c. Changing Stations and Toilet Seats are to be cleaned and sanitized after each use
- d. Door handles, light switches, toilet, sink and faucet handles and electronic devices are to be cleaned and disinfected at least twice a day (between 8:30-8:45am and 1:15-1:30pm).
- e. All materials or toys that have been placed in a child's mouth, coughed or sneezed on must be cleaned and disinfected immediately.

Common area

- a. Entrance doors, all door handles, all hand rails, light switches, toilet handles, faucet handles are to be cleaned and disinfected at least 3 times a day (between 9:15-9:30am, 12:30 to 12:45pm and 3:00-3:15pm).

NOTE: Staff should record each cleaning routine (listed above) in a log book after each cleaning and disinfecting procedure is performed.

Laundry

- a. Linens are to be washed weekly
- b. Gloves and gown should be used when doing laundry
- c. Wash with regular laundry detergent and a cup of bleach in hot water cycle (60-90 °C) and dry the laundry in the dryer
- d. Linens and children's clothing soiled with fecal material should be washed separately
- e. Clean and disinfect laundry hamper/container that comes in contact with heavily soiled laundry
- f. All contaminated items including used disposable PPEs should be placed in a closed bag and discarded with other waste.

Food preparation and provision

Preparation

- a. Surfaces of the food warmers should be cleaned and sanitized with **one-step, quaternary-based disinfectant cleaner DS1** as soon as it's delivered and before it is opened. **DO NOT** spray any chemicals on the food or food containers, as these contain food
- b. Staff should wash their hands before and after opening the food warmer.
- c. Staff should wash their hands before and after any contact with food
- d. Staff should wear a face covering and gloves when preparing or serving food.

Provision

- a. Meals will be individually portioned and not to be shared with others.
- b. No self serves or sharing of utensils.
- c. No food/snacks/birthday cakes or cup cakes provided by families is permitted.

Travel Policy

The school will require two rapid antigen negative test results (one tested 48 hours before returning to school and one tested on the day returning to school) or a PCR negative test result taken no more than 72 hours prior to returning to school.

If the test of fully vaccinated travellers is negative, they must continue to:

- Follow local public health measures.
- Wear a well-fitted mask when in public place (including at school) for the first **14** days after your entry.
- Maintain a list of all close contacts and locations you visit for your first 14 days in Canada.
- Monitor yourself for signs and symptoms.
- Keep copies of your proof of vaccination and pre-arrival tests for 14 days
- Children under the age of 12 travelling with fully vaccinated adults will continue to be exempt from quarantine and no longer need to wait 14 days before attending school, camp or daycare.
- Travellers who are not fully vaccinated are still required to quarantine for a minimum of 14 days, even if you have no symptoms and/or have tested negative.

Thank you all for your cooperation during this challenging time.



I, parent/guardian of my child/children name (S) _____
have reviewed all 11 pages and understand all the terms stated on this Health
and Safety Policies and Procedures.

Date: _____

Signature: _____