



Health and Safety Policy & Procedures

During COVID-19

Additional Parent Handbook

Table of Contents

Introduction	3
What is COVID-19.....	3
Symptoms of COVID-19.....	4
Preventative Measures	4
COVID-19 Self-Assessment.....	5
Health and Safety Policy & Procedures During COVID-19	5
Prescreening.....	9
Health Screening Procedure.....	9
Management of Children with Suspected to have COVID-19.....	11
Serious Occurrence Reporting for COVID-19.....	13
Communication with Families.....	15
Parent Fees.....	15
Staff Training	15
Drop-Off and Pick-up Procedures	15
Visitors.....	16
Space Set-Up and Physical Distancing.....	16
Program Statement/Activities	17
Outdoor Play	17
Interactions with Children.....	18
Equipment and Toy Usage and Restrictions	18

Introduction

Pine Lake Montessori School (PLMS) is committed to promote and support education, health, and economic outcomes for families with young children. PLMS is dedicated to work in partnership with families, communities, and other service sectors to achieve its goals.

Pine Lake Montessori School has developed Infection Prevention And Control (IPAC) practices based on Toronto Public Health and operational policies and procedures based on Ministry of Education regulations to follow during COVID-19 pandemic. These policies and procedures and code of conducts are in addition to the policies and procedures that had been provided to the all the families. Please note some of the procedures set in this handbook might contradict our program statement shared with you previously and some of the procedures such as illness policy and drop off and pick up procedures might be different than what was our usual practices. Please note during COVID-19 pandemic this document takes priority wherever there is a contradiction or difference between the two documents.

What is COVID-19

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

Symptoms of human coronaviruses may be very mild or more serious, such as:

- Fever
- Cough
- Difficulty breathing

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze
- Close personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

Symptoms of COVID-19

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms have included:

- Cough
- Fever
- Difficulty breathing
- Pneumonia in both lungs

In severe cases, infection can lead to death.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- Have not yet developed symptoms (pre-symptomatic)
- Never develop symptoms (asymptomatic)

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

Preventative Measures

The best way to prevent the spread of infections is to:

- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose or mouth, especially with unwashed hands;
- Avoid close contact with people who are sick;
- Cough and sneeze into your sleeve and not your hands;
- Practice Physical distancing;
- Stay home if you are sick to avoid spreading illness to others; and
- Wear a non-medical mask or face covering, made with at least two layers of tightly woven fabric, constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops, to protect the people and surfaces around you.

Note: The Government of Canada has implemented an Emergency Order under the *Quarantine Act*. This order means that everyone who is entering Canada by air, sea or land has to stay home

for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- If you have travelled and have no symptoms, you must quarantine (self-isolate).
- If you have travelled and have symptoms, you must isolate.

COVID-19 Self-Assessment

Staff members are encouraged to take the self-assessment test if they are unsure if they are infected with COVID-19 or not. Please visit the following site for the self-assessment.

<https://covid-19.ontario.ca/self-assessment/severe-symptoms>

Health and Safety Policy & Procedures During COVID-19

1. PLMS will ensure all current infection prevention and control practices are adhered to. This includes, but is not limited to:
 - PLMS will use only toys and materials that are made of material that can be cleaned and disinfected (i.e., avoiding plush toys, fabrics);
 - Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces. In each class there will be a designated table for children to return their used toy/educational materials after using for the teacher to sanitize with Germosolve 5 Disinfectant solution with DIN number and air dry. Germosolve 5 Disinfectant only needs 5 seconds to disinfect. Outdoor play structure will be disinfected with a bleach solution between each cohort.
 - Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day;
 - Checking expiry dates of products used and always following the manufacturer's instructions;

- Performing proper hand hygiene (including assisting children with hand hygiene); and,
 - Incorporating additional hand hygiene opportunities into the daily schedule such as before and after any meal or snack time, after using a washroom, after outdoor play, after exposure to bodily fluid such as cough or sneeze.
2. Encourage more physical space between children by:
- Children will have their own designated table, mat, and some individual materials such as arts supplies, construction toys to play with.
 - Children’s tables will spread out into different areas;
 - Each child will have lunch and snack in their own designated table. Tables will be disinfected before and after meals or snacks.
 - Playground will be divided in sections for children to use in order to keep the different cohorts separate from each other
 - Each cohort will have their own outdoor play toys to play while outside.
 - Cohorts will rotate the different areas of the playground daily.
 - Outdoor play toys will be sanitized and cleaned at the end of each play period.
 - All lessons and activities will be done individually as usual to encourage more space between children. Group activities should be discouraged.
3. Water or sensory tables will not be available for children. The activities in practical life area such as pouring, polishing, spooning, and flower arranging won’t be available for children.
4. Cohorts could go for a community walk but cannot use community playgrounds; however outdoor play within PLMS premises is encouraged in order to encourage physical distancing.
5. Sleeping cots will be within a safe distance apart, if possible. If space is tight, place children head-to-toe or toe-to-toe.
6. Cots should be disinfected after each use.

7. Children's blankets and sheets will be stored in a plastic bag while stored in between cots.
8. Linens must be laundered between children.
9. Children must not share clothing, water bottles, sippy cups, facecloths, etc. Label these items with the child's name to discourage accidental sharing.
10. Continue to reinforcing "no food sharing" policy.
11. Ensure each child has their own individual meal or snack by portioning the meal on the counter and offering the plates for the children.
12. Outside food that are prepared at home are discouraged, unless for unusual circumstances.
13. Open snack must not practice.
14. Multi-use utensils must not practice.
15. Children cannot serve themselves, food, condiments, fruits or snacks.
16. No cooking activity is allowed.
17. Pick-up and drop-off of children should happen outside the childcare setting.
18. When holding toddlers, use blankets or cloths over child care providers clothing and change the blankets or cloths between children.
19. Avoid getting close to faces of all children, where possible.
20. Staff must wear masks while in the classroom.
21. Using a face shield is highly recommended during class time. Face shield must be worn when staff are helping the children with toileting or handling the bodily fluid.
22. During lesson presentation, the teachers must wash and sanitize their hands prior and after presentation and must wear a mask during the one-on-one presentation when social distancing won't be possible.

23. Only forehead thermometers that are contactless must be used to measure children's temperature.
24. Maximum cohort size
25. Shelves in the class must be sanitized at least twice per day or as necessary.
26. Outdoor toys will be disinfected after each use during the day by using the pump-spray.

Prescreening

All staff members, parents and children are encouraged to conduct a prescreening for COVID-19 symptoms prior to their arrival at PLMS. Symptoms of COVID-19 are as following:

- Cough
- Fever of 37.8 degree Celsius
- Difficulty breathing
- Pneumonia in both lungs

Health Screening Procedure

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with Pine Lake Montessori School (PLMS). Everyone must be screened prior to PLMS.

Prior to health screening at your location, set up is required, please complete the following:

- Complete the health screening training
- Our screening area will be in front of the entrance door of Casa building from the parking lot.
- There is going to be only ONE screening area, to ensure that each person is screened.
- If an individual knocks on the class door and the teachers in class have not informed if the individual screened, the teachers will not open the door for them.
- Person conducting the screening must maintain a minimum of 2 metres distance between staff conducting screening and the person being screened or to use personal protective equipment.
- There is sign posted for the screen area and where the line up starts for screening and floor is marked with 2 meter a distance from each other for families to line up.
- Once the child is screened the child will be directed to their class in designated area in the playground. If the group is inside because of the adverse weather condition the child and parent will be sent to the class alternative exit door. The parent will ensure that the teacher in the class has received the child safely without entering the class.
- The class teachers will be informed via a cellphone that the child is screened and will be arriving.

- Hand sanitizer will be placed at the screening table. Staff/essential visitors entering the building are asked to hand sanitize.
- Anyone who does not pass the screening will be referred to Toronto Public Health.
- The health screening area is disinfected regularly throughout screening and the day
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff.
- Parents/guardians are not permitted past the health screening line to ensure physical distancing. Only one parent/guardian is permitted into the screening area
- Staff are not permitted past the health screening line until they have been cleared to enter PLMS
- Only the children and staff will have their temperature taken, not parents/guardians
- Parents/guardians are not permitted into the child care centre

Screening Procedure

Every staff, child and visitor (public officials) must be screened prior to being admitted into the childcare centre. Staff must follow the screening checklist for each person and record the outcome (pass or fail).

Questions for staff and families:

1. Do you/the child, or any member of your household have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing? Yes/No
 2. Have you/the child travelled outside of Canada within the last 14 days: Yes/No
 3. Have you/the child had close contact with a confirmed or probable COVID-19 case? Yes/No
 4. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? Yes/No
 5. Have you/the child been given fever reducing medicine in the last 5 hours? Yes/No
- Staff must complete hand hygiene (hand washing or hand sanitizing), then put on gloves and a mask or face shield prior to conducting the screening.

Staff will take the temperature using the laser thermometer, then record the temperature. Staff will then use the 'pulse-ox' sensor to check for oxygen levels. (If a child is reluctant to put his finger in the pulse-ox sensor, don't force the issue. Try again the next day.) Both the thermometer and pulse-ox sensor will be sanitized before the next child is tested. There's no need to write down the oxygen level, but if it seems low, speak with the parent and go from

there. We may need to watch carefully over the next few hours. If it remains low, we can ask the parents to keep the child home for three or four days, and monitor for any signs of illness.

How to respond:

- If the individual answers NO to all questions, and does not have a fever (37.8 degrees C and above), they have passed the screening and can enter the building:
- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (37.8 degrees Celsius and above), they have failed the screening and cannot enter the building.

Management of Children with Suspected to have COVID-19

Policy Statement

PLMS is committed to providing a safe and healthy environment for children, families and employees. We will take every reasonable precaution to prevent the risk of communicable diseases within Pine Lake Montessori School (PLMS).

Purpose

To ensure that all employees are aware of and adhere to the directive established by Public Health and Children's Services regarding the exclusion of sick children.

Application

This policy applies to all employees, students, community members and any others persons engaged in business with us.

Procedures

As required by the Child Care and Early Years Act, we must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, PLMS employees will ensure the following:

- Ill children will be separated from all other children to the office, and will be supervised and monitored by staff until they are picked up from care by a parent/guardian.
- If excluding in office won't be possible then the child must be provided with their designated cot to rest on and kept at least 2 meters away from other children.
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA

- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease, please report these immediately to the local Health Unit (416-392-2489 in Toronto).

When to exclude

Staff must exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.

Exclusions:

- If the child has one or more of the following symptoms fever, cough, muscle aches and tiredness or shortness of breath.
- Symptoms defined as greater than normal would be if a child has diarrhea consistent with teething, and an additional symptom presents itself, such as lethargy.

How to exclude

- Supervise the child in the office with a hand sanitizer available
- Attending staff must wear proper PPE such as gloves, masks, and face shield
- Notify parents/caregivers of the sick child for pick up
- Only one staff should be attend the child in exclusion and attempt physical distancing.
- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it (Mask should not be used for children younger than 2 years old)
- Increase ventilation in the designated exclusion room if possible (e.g., open windows) ☑ Clean and disinfect the area immediately after the child has been sent home.
- Children who are being managed by Public Health should follow their instructions to determine when to return to PLMS.
- If we had a confirmed case of COVID-19, we will be following Toronto Public Health guidance to follow up with cleaning and sanitization, closure and reopening date.
- If a child is ill for any other reasons beside COVID-19 we ask the child to rest at home for at least 48 hours after they are symptom free without any medication in order to return to school.

- PLMS will require an official clearance health and wellbeing letter in order for the child to return to school.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache etc.)
- Record the date and time that the symptoms occur
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

Returning from exclusion due to illness

Staff/children who are being managed by Toronto Public Health (TPH) (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility.

If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset; they must not have a fever and their symptoms must be improving. Past the 14 days mark they must be 48 hours symptom free at a minimum.

Serious Occurrence Reporting for COVID-19

Effective June 11, 2020, as per the attached memo, regulatory changes were made to Ontario Regulation 137/15 under the CCEYA.

The regulatory amendments are available at: <https://www.ontario.ca/laws/regulation/150137#BK114>

These regulatory requirements are aligned with the guidance provided in the “Operational Guidance During COVID-19 Outbreak” document and include the following:

The definition of serious occurrence has also been updated. See Part 1 of Ontario Regulation 137/15 to include the following category:

- (c.1) a confirmed or suspected case of the coronavirus (COVID-19) in respect of,

- (i) a child who receives child care at a home child care premises or child care centre,
- (ii) a home child care provider,
- (iii) a home child care visitor,
- (iv) a parent of a child mentioned in subclause (i), or
- (v) a staff member at a child care centre,

Licensees are required to report:

- (c.1) a confirmed or suspected case of the coronavirus (COVID-19) in respect of,
 - (i) a child who receives child care at a home child care premises or child care centre,
 - (ii) a home child care provider,
 - (iii) a home child care visitor,
 - (iv) a parent of a child mentioned in subclause (i), or
 - (v) a staff member at a child care centre,

As per the regulatory amendments effective June 11, 2020, the new SO category “Confirmed/Suspected Case of COVID-19” has been added to the Child Care Licensing System.

- PLMS will report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. PLMS will contact the local public health unit to report a child suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Where a child, parent, or staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence through CCLS.
- Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence through CCLS.
- PLMS will post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

These definitions are in addition to previous Serious Occurrence defined as below:

1. The death of a child who received childcare premises or child care centre, whether it occurs on or off the premises,
2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at the child care centre
3. A life-threatening injury to or a life-threatening illness of a child who receiving child care at the child care centre
4. An incident where a child who is receiving child care at the child care centre goes missing or is temporarily unsupervised, or
5. An unplanned disruption of normal operations of the child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre

Communication with Families

- The enhancement of health and safety measures and health and safety protocols to COVID-19 will be communicated with the current and prospective parents by posting the information in our website. This site will be updated as new information are added or updated.
- Where possible, the use of in-person communication will be limited. PLMS will communicate with the parents mainly via email, online meetings and telephone conversation.

Parent Fees

- PLMS continues with the tuition fees that were set prior to the school closure.
- The spaces will be offered to families as first come first serve bases.
- PLMS refunds parents if they do not have access to a space or decide not to accept a space only during the time that COVID-19 pandemic regulations are in place.

Staff Training

- Staff are trained prior to the reopening start date of this document where Health and safety guidelines and operational measures are outlined.
- PLMS meets all requirements under the CCEYA in addition to the enhanced health and safety measures outlined in this document and by local public health.
- Staff are trained on IPAC file sent by TPH.
- Staff are trained on screening process, how to use PPE, exclusion of an ill child or Covid-19 case set by TPH.

Drop-Off and Pick-up Procedures

- We will practice scattered pick up and drop off time.
- The drop off time is from 8:00 am to 9:00 am. Pick up time is from 4:00 pm to 5:00 pm.
- In order to practice physical distancing no parents are allowed entering the buildings. Parents arriving to school will line up with their children to go through health screening process.
- After screening period, each child will join their group outdoors (each group has their own designated space for outdoors time).

- Children also will be outdoors during pick up time.
- If children are inside because of adverse weather conditions, parents will be picking up and dropping off their children as following:
 - Casa 1, Door A
 - Casa 2, Door B
 - Toddlers, Door C

There will be signs and postages to direct the parents to these doors.

- Parents must follow the markings on the floor to line up to get their children. The markings on the floors have been set 2 meters apart from each other.
- Parents must not go past the screening area. In case of an emergency if a parent is needed to enter the building they must wear a mask/face covering and sanitize their hands prior to entering the building. PLMS will determine which situation is considered an emergency case.
- All entrances have a hand sanitizer. The hand sanitizer must be kept away from children's reach.
- Personal belongings (e.g., backpack, clothing, etc.) is discouraged. If brought, belongings should be labeled and kept in the child's cubby/ designated area.
- The strollers must be stored in the southwest corner of the parking space.

Visitors

- There should be no non-essential visitors at the program.
- PLMS will ensure there are no volunteers or student teachers at the program.
- All essential visitors or public health official or program advisor from ministry of education will go through screening process and must sanitize their hands prior to entering the building.

Space Set-Up and Physical Distancing

- When setting up the play space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort:
 - Spreading children out into different areas, particularly at meal and dressing time;
 - Incorporating more individual activities or activities that encourage more space between children; and
 - Using visual cues to promote physical distancing.
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between

groups and any other individuals outside of the cohort.

- Cots will be set with a safe distance apart, if the space does not allow head to toe or toe to toe set up must be practiced.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Staff should plan activities that do not involve shared objects or toys;
- Staff are encouraged to move activities outside to allow for more space when possible
- Singing activities should be done outdoors.

Program Statement/Activities

- Staff will continue to implement PLMS's program statement.
- Where the program statement contradicts the guideline set in this document, the guidelines set in this document take the priority over PLMS's program statement.
- No field trips or educational/entertainment programs will be scheduled during COVID-19 pandemic and all previously scheduled programs have been cancelled.

Outdoor Play

- The outdoor play area is divided the physical space outdoor with temporary fences to ensure cohorts remain separated by at least 2 metres. Cohorts cannot be mixed together while they are outdoors.
- If play structures are to be used by more than one cohort, the structures can only be used by one cohort at a time and should be cleaned and disinfected before and after each use by each cohort.
- PLMS have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- Children should bring their own sunscreen where possible and it should not be shared.
- Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application).

Interactions with Children

- When holding toddlers use blankets or cloths over clothing and change the blankets or cloths between children.
- Recognizing that physical distancing is difficult with small children and toddlers, suggestions to support physical distancing include:
 - Planning activities that do not involve shared objects or toys; and,
 - When possible, moving activities outside to allow for more space.
- Children must not share food, feeding utensils, bottles, sippy cups, etc.
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
- Label children's belongings with the child's name to discourage accidental sharing.
- Children are encouraged to practice social distancing as much as possible.
- Teachers need to keep their distance from the children and practice social distancing as much as possible.
- When social distancing is not possible teachers need to wear mask.

Equipment and Toy Usage and Restrictions

- PLMS uses only toys and equipment, which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Outdoor Toys and equipment should be cleaned and disinfected at a minimum between cohorts.
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
- PLMS has designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- Are materials such a play dough, pencil crayons, markers and etc. are provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- No sensory toys are available during COVID-19 pandemic.
- Play structures can only be used by one cohort at a time and must be disinfected minimum between each cohort.