

Authentic Montessori Academy

Coronavirus (COVID-19) Policy

January 2021

Safe Work Procedures during COVID-19:

The following safe work procedures will define how AMA will manage the hazards of contacting COVID-19 (Coronavirus).

COVID-19

Coronaviruses are spread mainly through respiratory droplets:

- from person to person through coughing, sneezing, close contact; and
- touching contaminated surfaces.

There is no vaccine available to protect against the novel coronavirus at this point in time.

Symptoms

Symptoms range from mild – like the common cold and other common respiratory infections – to severe, and can include: fever, cough, and difficulty breathing, muscle aches, fatigue, diarrhea, headache, sore throat, runny nose, difficulty swallowing, and new olfactory or taste disorder. Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

Symptoms for children could include;

- Sore throat, hoarse voice
- Fever
- Diarrhea
- A runny nose

Atypical Symptoms/signs 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
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills, Headache
- Croup, Conjunctivitis

Atypical signs can include:

- Unexplained tachycardia, including age specific tachycardia for children
- Decreased in blood pressure

- Unexplained hypoxia (even if mild i.e. O2 sat>90%)
- Lethargy, difficulty feeding in infants (if no other diagnosis)

For more information about COVID-19 visit the Ministry of Health Ontario -

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx or the public health unit at <https://www.phdapps.health.gov.on.ca>

Drop off Procedure: Be mindful of social distancing, keeping 2 metres apart, and wear a mask. Be sure to have completed the on-line screening process before coming to school.

Once at the school entrance:

- All children, essential workers and staff must be screened upon arrival.
- Parents or guardians will not be allowed into the school, unless for extraordinary circumstances.
- As part of our screening efforts, children will be monitored for atypical symptoms and signs of COVID-19.
- A No Touch infrared thermometer will be used to take the child's temperature. The result will be viewed by a staff member and documented. Any child either exhibiting a fever over 37.5C or other symptoms will not be allowed into the school.
- Staff will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened and will be wearing personal protective equipment (PPE) which may include, a mask; gown; gloves; eye protection).
- All students of AMA are capable of walking and will not be carried by a staff member unless the child is in distress (very upset) and requires comforting.
- Please limit your children's belongings to a water bottle, five small blankets (if napping) in a plastic Ziplock bag with his/her name clearly written on the outside of the bag. Child's name must be on all items.

While at school:

If a child develops any symptoms of illness (respiratory or otherwise) while at AMA, the child must be immediately isolated at the school and their parent/guardian called to take the child home as soon as possible. If the child is experiencing respiratory symptoms, staff will ask the child to wear a mask. If the child is unable or unwilling to wear a mask, he/she will not be forced to do so. The child will be isolated, in the school office, accompanied by an AMA staff member.

Regardless of the symptoms, at no time will children be left alone.

- Hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated in will be conducted once the child has been picked up.
- Children or staff with symptoms of Covid-19 may be required to get a Coronavirus (Covid-19) test. If the test is negative the child will be required to stay home for 24 hours after symptoms subside. If a parent/staff member refuses testing, the child/staff member must be excluded from school for 14 days after the onset of symptoms.
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), may be required to get a Coronavirus (Covid-19) test. If the test is negative the child will be required to stay home for 24 hours after symptoms subside. If a parent/staff member refuses testing, the child/staff member must be excluded from school for 14 days after the onset of symptoms.

- Staff caring for a child with respiratory symptoms may wear gloves and/or eye protection in addition to a mask if a risk assessment indicates that staff is unable to avoid coming into contact with contaminated surfaces or respiratory droplets from the child.
- Once a symptomatic individual has left our school, we will ensure that contaminated surfaces and high touch areas are disinfected.

Pick up Procedure: We welcome you to call the school from your car to advise staff of your arrival. Staff will bring your child(ren) to the door for pick up.

If a child/staff is experiencing symptoms the following must be done:

- The ill staff/child must be assessed at either Lakeridge Health (website link below) or a family physician
- https://forms.office.com/Pages/ResponsePage.aspx?id=U_dz6nZpnkGVKtP9eq4LpL7ZTFjtC9RLh1gs7qUPyRxURDZRMFE1Mk5DMUhfMIhTN1NJMEZDSU8xSy4u
- If the person **does NOT need to be tested** for COVID-19, they can return after 24** hours of symptom resolution
- If the person **DOES need to be tested**, they must wait for test results (and if negative, can return 24** hours after symptom resolution)
- After the assessment, if the staff/child is required to be tested, they will need to stay off until the results come back
- If the parent is advised to have the child tested, but refuses – the child must stay away from care for 14 days post-symptom onset
- If the person becomes positive, the case will be handed over to the Community Outbreak Team to manage the outbreak

****48 hour return for facilities IN OUTBREAK****

Siblings

- If the ill child does **not** have a known exposure to a positive covid-19 case (not identified by DRHD as contact of a case), then the well sibling **can** attend child care
- If the ill child **does** have a known exposure to a positive covid-19 case (identified by DRHD as contact of a case), then the well sibling **cannot** attend child care
- If the child care centre does not know whether the ill child has been identified by DRHD as contact of a case, then the ill child and sibling(s) must be excluded until this is verified by the school Principal (through discussion with the parent/guardian)
- This direction can be applied to outbreak and non-outbreak scenarios
- Direction is based on: [Facts About Instructions for Individuals Tested for COVID](#)

Reporting Confirmed or Suspected Cases of Coronavirus (covid-19)

Childcare centers within the meaning of the “Child Care and Early Years Act, 2014” (this includes AMA) have a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act”. Once contacted, they 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 and children.

Group Events/school trips will not take place until further notice.

In person meetings will be limited. We will be happy to arrange phone calls or video meetings first. If that is not sufficient, in person meeting may be arranged and will take place on school property but outside of the school.

Staff

AMA will schedule staff to be in a single cohort. When a staff member takes her lunch break, she will be replaced by an individual who will take extra precautionary measures and wear PPE that includes but is not limited to a face mask. In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while working, the staff member will be immediately excluded from work and sent home. If the staff member is experiencing respiratory symptoms, AMA will ensure the staff member immediately performs hand hygiene, dons a mask (if not already wearing one) and will need to leave the center. The staff member must complete the Ontario COVID-19 Self-Assessment Tool at <https://www.ontario.ca/page/2019-novel-coronavirus> to determine further actions. Staff members are to follow the recommendations of the self-assessment tool. If the Ontario COVID-19 Self-Assessment Tool recommends for the individual to isolate at home until symptom-free, they may return to work 24 hours after symptoms have resolved.

Education

- All AMA staff will be required to receive the following training:
- Training in this policy and procedure;
- Proper use of PPE;

All AMA staff will be required to diligently adhere to the following rules at our workplace:

- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Practice and promote good cough and sneeze etiquette.
- Limit jewelry on the hands and arms to watches and wedding rings only.
- Proper hand washing including the need to wash your hands frequently.
- Disinfect surfaces frequently with a bleach solution.
- Promote individual activities to eliminate sharing of material.
- Remove material and books that are difficult to sanitize.
- Remove work clothes and wash them as soon as you get home.
- Conduct a daily review of the postings related to Covid-19, health and safety, personal hygiene and sanitizing that will be posted through out our school.

Physical Distancing Measures:

The classrooms have been rearranged to promote physical distancing. Teachers will do their best to physical distance from the children however, they will comfort a child in distress by using PPE as necessary. Teachers will always keep six feet from each other. Lunch will be staggered if necessary, as will outdoor play. Cohorts will not share outdoor space at the same time. Play equipment will be disinfected between groups of children using the playground.

Actions to sanitize the centre:

Items will be washed with soapy water, rinsed with clear water, sanitized using a 2000ppm solution of bleach to water (solution to be applied and left on the surface for 60 seconds. A clean disposable towel

will be used for each step. The following items will be considered as items to be frequently cleaned and sanitized:

- Eating areas (Kitchen will be cleaned and sanitized many times throughout the day)
- Play equipment (inside and outside)
- Montessori material
- Office and common areas
- Washrooms
- Doors and doorknobs, light switches, handles, table tops, at least twice a day
- Stairways (handrails)
- Children's work and rest areas
- Children's cots (blankets will be sent home and must be laundered daily)
- Others as identified

In addition to above, the following practices will be reinforced:

- Linens must be laundered daily
- There will be no use of water (other than for drinking)
- As per our normal policy, children must not share sippy cups
- Reinforce "no food sharing" policies
- As per our normal practices, each child has their own individual meal or snack
- As per our normal practices, multi-use utensils must be washed, rinsed and sanitized
- Avoid getting close to the faces of all children, where possible
- Use disposable cleaning cloths and gloves
- No use of cloth material other than blanket during nap
- NOTE: Work mats - each will be used by only one child per day and laundered daily
- In an effort to maintain a physical distance of 2 metres between individuals and limit the spread of pathogens, items will be limited to one child at a time then cleaned and disinfected after each use

Examples of items and activities that will be discontinued include but are not limited to the following:

- Soft toys materials
- Carpets
- Items that require laundering such as dress up clothes
- Paper materials (except single use) that are unable to be cleaned and disinfected such as books, puzzles
- Sensory material including the use of water, sand and dry foods

The use of items such as tablets and books is not recommended; use of these items by staff will be closely monitored to ensure items are maintained in a clean and sanitary condition and are not shared between individuals. Staff will use their personal device to access HiMama for attendance and record keeping. Their devices shall be disinfected upon arrival at the school and regularly during the day.

Every effort will be taken to encourage physical distancing between children by spreading children out into different areas, staggering lunch and snack times and play times outside. Outdoor play in our own play area will be encouraged (weather dependent). When using our own playground, we will disinfect equipment.

When setting cots up for nap time, they will be set up in such a way to keep the children 2m apart or set up so that they are head to toe. Cots will be disinfected after each use.

Staff will be required, as always, to regularly wash their hands for at least 20 seconds with soap and warm water at:

- The start and end of work;
- Before eating or drinking;
- Before and after changing diapers or cleaning a child;
- Before preparing food and after cleaning up meal and snack times;
- After touching shared items after using the washroom;
- Helping others with toileting after handling garbage;
- Before leaving a workspace;
- In addition, staff will have ready access to hand sanitizer throughout the school, and will be required to regularly sanitize their hands during normal activities.

Personal Protective Equipment

- Based on the advice of Ontario Ministry of Health Officials:
- PPE should only be worn by staff when needed and it is our position that PPE is needed at all times when working with young children for the protection of both adult and child.
- Social distancing at 2 metres and proper hand hygiene will be the most important way to protect yourself from the COVID-19 virus.
- Proper hand hygiene must be exercised before donning and after removing PPE including gloves, face, masks and eye protection.
- Staff will be provided with medical grade masks which will be disposed of each evening
- Washable Face Shield

COVID-19 Screening Log Sheet

Every person dropping off a child is required to answer the following questions and sign an attestation regarding the same. Any person answering yes to any of these questions may not be able to drop off that child and further action may be required.

1. Does your child have any of the following symptoms: severe difficulty breathing (e.g., struggling for each breath, speaking in single words), chest pain, confusion, extreme drowsiness or loss of consciousness?
2. Does your child have shortness of breath at rest or difficulty breathing when lying down?
3. Does your child have a new onset of any of the following symptoms: fever, cough, sore throat, shortness of Breath?
4. Does your child have a new onset of 2 or more of any of the following symptoms: runny nose, muscle aches, fatigue, loss of taste or smell, headache, hoarse voice or nausea, vomiting or diarrhea for more than 24 hours?
5. Has your child been in contact in the last 14 days with someone that is confirmed to have COVID-19?
6. Has your child been in a setting in the last 14 days that has been identified as a risk for acquiring COVID-19?
7. Have you traveled outside of Ontario in the past 14 days?