

Innisfil Montessori Academy Covid-19 Action Plan

Last Revised: August 28th 2021

Policy Statement

Innisfil Montessori Academy is committed to providing a safe and healthy environment for children, families and employees. IMA will take every reasonable precaution to prevent the risk of all communicable diseases, with this document pertaining to COVID-19 as the specific disease referred to at this time.

Purpose

To ensure that all employees and families are aware of, and adhere to, the directive established by IMA regarding management, surveillance and reporting of all communicable diseases.

Application

This policy applies to all employees, students and their families, community members, and any other persons engaged in business with Innisfil Montessori Academy.

Daily Screening:

- All staff, students and essential visitors will complete IMA's daily screening form prior to entering the school. We ask that all forms be completed online prior to arriving at the school. If you forget or do not have access to the internet, IMA staff are able to assist you.
- Staff members have been trained on conducting the screening procedure.
- Pick-up and drop-off of children will happen outside the school unless it is determined there is a need for the parent/guardian to enter.
- IMA will deny entry to any person including the child of a parent/guardian who has any ONE of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' or does not answer "No" to the Covid19 Screening tool for childcare centers. See Screening questions below:
- At least one sign or symptom of respiratory infection including:
 - fever (>37.8C)
 - Cough or barking cough, making a whistling noise when breathing (croup) Continuous, more than normal (not related to asthma or other known conditions)
 - Shortness of breath, Out of breathe, unable to breathe deeply (not related to asthma or other known conditions)
 - Decreased or loss sense of taste or smell (not related to allergies or other known conditions)
 - Nausea, vomiting and/or diarrhea (Not related to IBS, anxiety or other known conditions)
- A doctor, health care provider, or public health unit has told you that you should currently be isolating (staying at home)? Or
- In the last 10 days, has been identified as a "close contact" of someone who currently has COVID-19?

- Anyone who has travelled outside of Canada in the last 14 days and been told to quarantine.
- In the last 10 days, has received a COVID Alert exposure notification on your cell phone.
- No one you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?
- In the last 10 days, have you tested positive on a rapid antigen test or home-based self-testing kit?
- Parents are required to keep any sick children at home. If a child or staff member comes to school with any COVID-like symptoms, including a temperature equal or greater than 37.8 degrees Celsius, or if the child(ren) have any signs or symptoms listed above they **will be** sent home.
- If a staff member is screening a child who has not completed their daily screening form, they will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask)
- Touchless thermometers will be used if a contact thermometer is used, it will be disinfected between uses and a new single use ear covers applied.

Drop off Procedures:

- **Parents are to wear a mask while dropping off and picking up their child.**
- Everyone will be greeted at their classroom door. We request that only ONE parent/guardian drop off student.
- If busy, please enter the front fenced playground through the side gate and line up in front of your child's classroom door
- **Please keep as much distance from staff while dropping off and picking up as possible. Students are encouraged to walk into their classroom independently carrying their belongs.**
- We ask that parents remain a six feet distance from others while waiting, we ask that parents promptly leave the premise after dropping off and pickup to avoid congregation.

If the screening has been completed and the staff/student has successfully passed the screening requirements they may enter the building:

- Immediately upon entry the staff, student or essential visitor must perform hand hygiene with hand sanitizer provided or go directly to the bathroom to wash their hands.

If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building

- “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter IMA. Please review the self-assessment tool on the Ministry of Health website or the Health Unit website to determine if further care is required”. Children or staff who do not pass the screening should be told to return home and self-isolate immediately.
- If anyone fails the screening process, the Supervisor will be notified immediately, and will follow up with that staff/family later in the day.

Documentation of Screening:

Documentation of the information received during active screening must be recorded on IMA’s Active Screen Tracking Checklist sheets for children and staff. The supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

Management

If a child or staff begins to experience symptoms of COVID-19 while at Innisfil Montessori Academy, the following procedures will occur:

- Staff or child presenting any COVID-like symptoms (pre-existing conditions which would previously commonly known, such as a history of migraines, seasonal allergies, stress headaches etc., will be taken into consideration) if symptoms are unexplained staff will be required to go home immediately.
- Symptomatic children will be immediately separated from others in a designated, supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, full PPE would be required (mask, face shield and gloves)
- IMA will contact the Health Unit to notify them of a potential case and seek input regarding the information that should be shared with other staff and parents/guardians of children in the childcare centre.
- Hand hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.
- Environmental cleaning of the space the child was separated from will be conducted once the child has been picked up.
- Other children and staff in the centre who were present while a child or staff member became ill should be identified as a close contact and grouped together. The Health Unit will provide any further direction on testing and isolation of these close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 will be given direction from the SMDHU on next steps, which may include, exclusion from the childcare setting for 14 days or covid19 testing.

Illness Policy

Reference to Innisfil Montessori Academy’s Illness Policy will be made in conjunction with this policy and procedures.

Communication of Confirmed Covid19 cases and/or Outbreak.

- Innisfil Montessori is committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about a Covid19 case and/or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the school, etc.
- Innisfil Montessori will follow all direction from the Simcoe Muskoka Health Unit regarding classrooms closing and/or the center.
- Parents are required to provide current phone numbers to IMA and keep them always updated, as well as all other emergency contact phone numbers necessary. If a parent/guardian cannot be reached, the emergency contacts will be called.

Cancellation of Pre-Planned Group Events

Any cancelled activities or group events will be done by email, our IMA Facebook group and classroom remind apps.

Cancellation of In-Person Meeting

If an in-person meeting needs to be cancelled a phone call will be made, if we are not able to reach parties by phone, we will leave a voice mail if allowable and will follow up with an email.

ADDITIONAL FACTORS TO CONSIDERED

Physical Distancing

- IMA will promote physical distancing between cohorts, to the greatest extent possible, in all school settings. This may include off-setting indoor and outdoor play, small-group interactions etc. Staff are asked to always adhere to physical distancing, to the greatest extent possible, including when taking their breaks/lunches.
- Staff will avoid getting close to faces of children, where possible.

Glove Use

- Innisfil Montessori Academy encourages glove use as an excellent barrier device for reducing the risk of communicable disease transmission. However, gloves are not completely free of leaks, and tears/punctures can occur. Improper glove use, including re-using gloves, can contribute to the transmission of pathogens. Wearing gloves does not substitute proper hand hygiene.
- Gloves must be worn when it is anticipated that hands will be in contact with broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces
- Gloves must be single use only
- Hand hygiene must be practiced before putting on and after taking off gloves
- Gloves must be removed immediately and discarded into a waste receptacle after each use
- Gloves should be appropriate for the type of activity

- To reduce hand irritation, use appropriate gloves when handling chemical agents; wear gloves for as short a time as possible; clean and dry hands before and after wearing gloves; and use gloves that are clean and dry.

Respiratory Etiquette

Respiratory infections are spread easily in settings where people are in close contact. To prevent the spread of microorganisms that cause respiratory infections (e.g., influenza), proper respiratory etiquette will be taught to children and regularly practiced by staff.

Respiratory etiquette includes:

- Staying home when ill with a respiratory infection
- Minimizing airborne droplets when coughing or sneezing, by:
 - Turning your head away from others and sneezing or coughing into your arm (e.g., "sneeze into the sleeve" and "cover your cough").
 - Covering your nose and mouth with a tissue
 - Disposing of used tissues into the garbage immediately after use
 - Practicing proper hand hygiene immediately after coughing or sneezing

Use of Masks

Staff must wear a medical mask and eye protection (face shield or goggles). Staff who have difficulty with the use of masks/face shields and/or goggles must speak to Ms. Barnard to ask for an exception/accommodation.

Masks and eye protection are not required outdoors.

When staff are able to maintain a distance of 6 feet from others they are allowed to take down their masks.(Examples: working alone in the office/staff room, alone in their classrooms while on their breaks or during prep times, or supervising outdoor play)

To maintain proper health and nutrition staff may remove to eat and drink being cautious of the distance they are to others while doing so.

The use of a mask is not mandatory in a childcare center as outlined by the SMDHU.

For young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. If a parent requests that a child wear their mask, staff will encourage and remind the child to do so but staff are not permitted to put on the child's mask unless they are showing signs of COVID19 and have been isolated from their cohort. Parents are responsible for teaching their child proper mask etiquette and provide a labeled sealed bag to store mask when not in use.

Cohorts

A cohort consists of a specific group of children and staff who stay together throughout the duration of the program for a minimum of 7 days and how avoiding mixing with other cohorts whenever possible.

- Staff and students will remain with their own classroom whenever possible.
- Reduced ratios are permitted
- Food handlers will not provide care to children even to cover breaks.
- Staff shifts are staggered to allow for proper coverage through-out the course of the day and to ensure mixing of cohorts is at a minimum.
- Attendance records will be kept on site, which will indicate where each child is cohorted. Supply staff will be logged in each classroom. Every effort will be made for supply staff to be limited to one class per week whenever possible.
- All the above steps will help to ensure accurate contact tracing is available if needed.

Routine Practices

Hand Hygiene

Hand washing with soap and water is still the most effective way to reduce the spread of illness.

- Children will be taught and encouraged to wash their hands correctly
- Staff and children will wash their hands before and after meals and snacks, after using the washroom, before and after single use sensory play, when hands are obviously soiled and after outside play.
- Staff will also wash their hands before and after diapering/toileting.
- Hand sanitizer (minimum 60% alcohol content) will only be used if hand washing is not readily available.

Environmental Cleaning and Disinfection

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help prevent transmission of viruses from contaminated objects and surfaces.

Cleaning and Disinfecting Protocols

- Materials that are not easily cleaned or disinfected have been removed from the classrooms such as: plush toys, dress up clothes, carpets, etc.
- Increased frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.
- High-touched surfaces such as (but not limited to) doorknobs, toilet handles, faucets and tabletops will be disinfected AT LEAST twice a day.
- Only approved disinfectants will be used such as disinfectants that have a Drug Identification Number (DIN) or bleach solution, following proper mixture and wait times for drying between applications.
- Cots will be disinfected after each use.
- Garbage containers will be emptied and disinfected daily.
- Washrooms will be cleaned AT LEAST twice a day.

- A final thorough cleaning and disinfecting of the school will occur after children have left each day.

Personal Belongings

- Children are encouraged to limit the number of personal belongings to only necessary items such as a change of clothes, sun hat, sunscreen, outdoor shoes etc.
- Each child will have their own cubby and hook.

Snacks and Lunches

- IMA will maintain compliance with Ontario Regulation 493/17 Food Premises.
- Food and drinks will not be shared.
- Snacks, drinks and lunches will be served individually.