



Parent Handbook

COVID-19 Edition

2020-2021 Academic Year

'Keeping our Community Safe'



BISHOP HAMILTON MONTESSORI SCHOOL

November 2020

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School Director Message

Dear Parents,

Welcome to this new day in Montessori education, when activated by a world pandemic, we are called to be adaptive. You have often heard me speak about Portrait of a Graduate and how a BHMS education prepares our children for life. This has never been more true as we reimagine the BHMS education for today's and tomorrow's world. Together, with our committed BHMS team, we are able to adapt both creatively and responsibly. At the core of our vision is the well being and development of each and every one of our children.

We know the healthier we keep our community, the more days we will have at school. The measures we are undertaking to keep our community of staff and students safe may feel burdensome, however, they will allow us to return to live in person learning while ensuring everyone's well being.

One of the cohering elements of our plan is a shared vision. Having all members of our community on the same page while students move fluidly between home and school is an essential aspect of our joint success.

There are many considerations for us as we return to the classroom. The purpose of this Parent Handbook is to provide you with the health and safety measures we are undertaking to keep our community safe. Once you have taken the time to review our Handbook, you will come to realize that in essence we are implementing 5 core essential daily practices for our safe return to school:

Screening every day
Together we can do it
Always have a face covering
Necessary hygiene
Distancing

STAND reminds us to Stand Together as we hold these daily practices in mind for everyone in our community to remain healthy and safe.

We are prepared for a successful return to school. The BHMS team and I look forward to welcoming our community of students with joy and "open arms".

Renette Sasouni
School Director

Screening

In this current environment, no one may come to school sick. BHMS is committed to providing a safe and healthy environment for staff and students and will take every reasonable precaution to prevent the risk of communicable diseases within the school.

Students and staff will undergo daily screening in order to be granted entry to the School. BHMS will be using the CrowdBlink Protect Application for daily COVID-19 Self-Assessments. Self-Assessing at home ensures a speedy entry into the school and provides thorough record keeping and tracking as required by the Ministry and Public Health.

Self-Assessments including temperature checks must be done before coming to school each day. A QR code is generated to indicate the self-assessment is complete. Staff and parents / guardians must present their device with the QR code for scanning at the door.

Persons who do not have a suitable mobile device or have forgotten their device, will undergo a full assessment at the door.

Staff and students are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening questions and must report their absence to Administration.

Persons who arrive to school and answer **YES** to **ANY** of the questions on the screening or present with a temperature of 37.8 C or greater will be directed by the Screener not to enter the premises and to return home immediately.

Third party vendors (contractors, maintenance workers), granted entry into the School, must also undergo the active screening process prior to entry.

Screening Questions

1. Are you currently experiencing any of these symptoms? Choose any / all that are new, worsening and not related to other known causes or medical conditions.
 - a) **Fever and / or chills:** Temperature of 37.8 degrees Celsius or higher
 - b) **Cough or barking cough (croup):** Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions such as asthma, post-infectious reactive airways.
 - c) **Shortness of breath:** Out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma.
 - d) **Decrease or loss of smell or taste:** Not related to other known causes or conditions such as: allergies, neurological disorders.

2. Are you currently experiencing any of these symptoms?
 - a) **Sore throat or difficulty swallowing:** Painful swallowing, not related to other known causes or conditions such as seasonal allergies, acid reflux.
 - b) **Runny or stuffy / congested nose:** Not related to other known causes or conditions such as: seasonal allergies, being outside in cold weather.
 - c) **Headache that is unusual or long lasting:** Not related to other known causes or conditions such as tension type headaches, chronic migraines
 - d) **Nausea, vomiting and / or diarrhea:** Not related to other known causes or conditions such as irritable bowel syndrome, anxiety in children, menstrual cramps

- e) **Extreme tiredness that is unusual or muscle aches:** Fatigue, lack of energy, poor feeding in infants, not related to other known causes or conditions such as depression, insomnia, thyroid dysfunction or sudden injury.
- f) Have you travelled outside of Canada in the last 14 days?
- g) In the last 14 days, has a public health unit identified you as a close contact of someone who currently has COVID-19?
- h) Has a doctor, health care provider or public health unit told you that you should currently be isolating (staying home)?
- i) In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

Screening Locations

BHMS Staff: Entrance B (Front Doors)

Infant: Entrance B (Front Doors)

Toddler: Exit D Stairwell (Last Set of Doors at the Rear of Building Closest to Toddler Classrooms)

Casa: Entrance A (Main Entrance Doors Facing Casa Park)

Junior Elementary: Exit C Stairwell (Middle Stairwell Doors at the Rear of the Building)

Senior Elementary: Exit D Stairwell (Last Set of Doors at the Rear of Building Closest to Toddler Classrooms)

Junior High: Exit C Stairwell (Middle Stairwell Doors at the Rear of the Building)

Screening Set-Up

- BHMS staff will be stationed at each screening location.
- Visual guides will be provided to assist with physical distancing such as pylons or floor markings in the event that a line-up forms while parents / guardians and their children are waiting to be screened.
- Signage identifying the screening process outside and directly inside the school doors will be placed at each screening location.
- Hand sanitizer will be available at all screening locations.
- Ottawa Public Health resources will be available for anyone who does not pass the screening.

Important:

- School starts at 8:30, parents must ensure their child's timely arrival to school.
- Screening locations will be closed at 8:30. Students arriving past 8:30 must proceed to the front doors, Entrance B, ring the doorbell and wait for staff to conduct screening.
- During drop-off times, parents / guardians will park close to their assigned location and walk their child to the doors.
- **During pick-up times, parents / guardians will park close to their assigned pick-up location. A member of staff will greet you and call for your child to be brought from their classroom.**

Visitors

Only essential visitors will be permitted access to the premises. Visitors are defined as third party vendors or contractors performing services essential to the operation of the school. Parents / guardians, volunteers or volunteer students will not be permitted into the premises. Parent / guardian inquiries will be conducted by telephone, email, or video conference. Group events including in-person meetings are suspended.

Ministry staff and other public officials are permitted to enter the premises for inspection and will undergo the School's Health Screening process prior to entry.

Illness Policy

BHMS is committed to maintaining a healthy environment for all members of the community by following Ottawa Public Health standards. Students and staff must not attend school if they are sick, even if symptoms resemble a mild cold.

Related School Policy - Refer to Appendix A

- Children Who Display Symptoms of Illness or Become Sick
- Staff Who Display Symptoms of Illness or Become Sick

Management

Together We Can Do It

It takes our community of BHMS families and staff to create our healthy and safe community. We will only be as healthy as each and every family.

BHMS is committed to providing a safe and healthy environment for students and staff and will take every reasonable precaution to prevent the risk of communicable diseases within the school. We require staff and families to follow the directives established by Ottawa Public Health, Children's Services and the Ministry of Education.

Monitoring and Responding to Reports of COVID-19 Symptoms

Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by Ottawa Public Health will not be permitted to attend school and should stay home. If a student or member of staff becomes ill while at school, they must be separated from others and arrangements for them to go home must be made.

- If a child develops symptoms and their self-screening indicates they should stay home but their siblings do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19. However, parents should check with public health to see if siblings without symptoms should go to school.
- Persons who test positive may not return to school until they are cleared by Ottawa Public Health.

Outbreak Management

An outbreak may be declared by Ottawa Public Health when, within a 14-day period, there are **two or more** laboratory-confirmed COVID-19 cases in children or staff with an epidemiological link (e.g., cases in the same classroom or cases that are part of the same before or after school care cohort), where at least one case could have reasonably acquired their infection in the school.

In this instance:

- Ottawa Public Health will work with the School to determine whether epidemiological links exist between cases and whether transmission may have occurred in the School.
- Ottawa Public Health will help determine which groups of children and / or staff need to be sent home or if a partial or full closure of the school is required.
- If Ottawa Public Health determines that partial or full closure of the School is required, BHMS must notify the Ministry by filing a Serious Occurrence report for a confirmed COVID-19 case and include information about the closure.

Surveillance

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

Reporting

BHMS has a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act. The School must report student and staff confirmed cases of COVID-19 to:

1. Ottawa Public Health

- The School Director or designate will contact Ottawa Public Health to report a student or staff confirmed case of COVID-19.
- Ottawa Public Health will provide the School with direction on testing and isolation of close contacts and assume direct communication with parties.
- Ottawa Public Health will work with the School to determine whether epidemiological links exist between cases and whether transmission may have occurred in the School.
- Ottawa Public Health will help determine which groups of children and / or staff need to be sent home or if a partial or full closure of the school is required.
- If Ottawa Public Health determines that partial or full closure of the School is required, BHMS must notify the Ministry and include information about the closure.

2. Ministry of Education

- BHMS must report confirmed cases of COVID-19 to the Ministry as a Serious Occurrence.
- The Serious Occurrence notification form will be posted as required under the CCEYA / Ministry of Education Early Years Division, unless Public Health advises otherwise.

BHMS will respect the confidentiality of any staff or student who experiences COVID-19 symptoms or tests positive for COVID-19.

Returning from Exclusion Due to Illness

Staff or students who are being managed by Ottawa Public Health for: confirmed cases of COVID-19, or household contacts of cases, should follow instructions from Ottawa Public Health to determine when to return to school.

Parents are required to complete the “Attestation for Return to School for Students Following Illness” attesting that their child is no longer ill and able to return to school.

Both returning staff and students must pass active screening criteria.

Hygiene Measures and Procedures

BHMS has developed additional hygiene, infection prevention and control practices.

1. Handwashing

BHMS has a Hand Hygiene Policy and Procedures that applies to all staff, students and visitors. See Appendix A.

2. Sanitizing & Disinfecting

BHMS has a Sanitizing and Disinfecting Policy and Procedures that staff are required to follow. See Appendix A.

3. Masks

Expectations for staff:

- BHMS staff are required to wear masks when indoors, including hallways and staff rooms (unless eating, but time with masks off should be limited and physical distance should be maintained).
- Staff working in the Infant, Toddler and Casa Programs are required to wear medical masks **and** eye protection such as face shields or goggles at all times except when outdoors.

Expectations for students:

- At present, masks are not recommended for children under the age of two. Students enrolled in the Casa program are not required to wear masks.
- While the Ministry does not require the use of masks for children in grades 1 to 3, BHMS requires all Junior Elementary students to wear a face shield or mask when indoors and in the hallways.
- Senior Elementary and Junior High students are required to wear masks at all times when indoors and in the hallways.
- Students and staff are not required to wear masks when outdoors, distancing must be practiced.
- Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.
- All Elementary students must be masked during screening and upon entry to the school.
- Parents / guardians are responsible for providing their children with masks each day and will require a way to store their mask when not in use.
- Masks should be replaced when they become damp or visibly soiled.

The use of masks is not required outdoors for adults or students if physical distancing can be maintained between individuals.

Distancing

Physical distancing will be implemented throughout the school. Staff will conduct age appropriate lessons and activities to ensure that students understand what “2 metres” looks like within the school context. BHMS staff will remain vigilant and offer reminders if needed.

In School Modifications

- Cohorts: Consisting of students in a Montessori Classroom will be together for the entire school day. There is no mixing of cohorts at anytime.
- Cohorts may occupy the same space when outdoors with barriers to ensure that there is no mixing.
- Space: Classrooms will be organized for students to be able to work much as before while maintaining physical distance.
- Outdoor Learning: Learning will take place outdoors as much as possible. Children will need to be appropriately dressed for all kinds of weather.
- Food: Snack will come from home with the necessary utensils. There will be no sharing of food or utensils.
- Lunch & Use of Microwave: Lunch must include ice packs and all required utensils. Use of the microwave is available within the classroom. Students enrolled in the Lunch Program will no longer serve themselves, lunch will be served by staff.
- Students will not be preparing nor providing food that will be shared with others.
- BHMS will not provide shared utensils or items such as spoons or cups.
- Students will be distanced from each other during mealtime, table work, and nap time.
- There will be no large group or school wide activities
- Staggered Lunch and Recess: to limit the flow of traffic and the number of children in common areas such as hallways.
- Washroom Use: Washrooms will be assigned for use by cohorts. Staff will monitor the use of washrooms to ensure cohorts do not mix. Washrooms will be cleaned multiple times throughout the day.
- Cleaning: Thorough cleaning has always been an important element of the Montessori classroom. Continuous cleaning and disinfection of surfaces and shared spaces will take place.
- Classroom materials will be cleaned and sanitized daily.
- Supplies: Students will be provided with their own individual supplies.

Logistics

Routine	Students
Screening	Parents will complete a daily screening questionnaire using the CrowdBlink Protect Application before arriving at school and present screening status at the Screening station. Parents are required to conduct temperature checks at home prior to arrival at school.
Arrival to School	<p>After Screening:</p> <ul style="list-style-type: none"> ➤ Hand Washing &/or Sanitize Hands ➤ Infant, Toddler & Casa students go directly to their classrooms. ➤ Elementary students independently transition to their classroom.
Backpacks	Students should only bring what they need for the day

Inter-Class Transitions	<ul style="list-style-type: none"> • Students will stay in the classroom with their cohort all day. • Casa French and Christian Studies will happen in the Montessori Classroom. Exception: Physical Education for Extended Day Casa which will happen outdoors or in the gym. • Elementary students will remain with their cohort all day. They will go to their Specialty Subject classes. Specialty subjects are held in small groups. To the extent possible, Specialty teachers have been assigned classroom cohorts. • As much as possible, lessons and activities will be conducted outdoors.
Isolation Room: Main Level Atrium	<ul style="list-style-type: none"> • The main level Atrium has been repurposed to serve as an isolation room where the School Nurse will be housed. • The room will be equipped with the necessary PPE and first aid supplies for a sick child while awaiting pick-up by parents.
Office & Main Level Copier/ Printer	<ul style="list-style-type: none"> • Staff & student transitions to the main office will be limited. • Staff & Student access to the main level photocopier and printer will be limited through the purchase of class printers for Junior High & Senior Elementary • Addition of an upstairs printer for use by Junior Elementary teachers & Specialists.
Outdoor Learning	<ul style="list-style-type: none"> • Children will need clothing appropriate for all kinds of weather. This includes a change of clothes. • Details will be provided by Classroom Directors.
Staggered Recess	<ul style="list-style-type: none"> • Two cohorts at a time. There will be physical barriers to ensure that cohorts do not mix or play together.
Recess Inclement Weather	<ul style="list-style-type: none"> • Students will remain in their classrooms and engage in appropriate activities.
Walking in the Hallway	<ul style="list-style-type: none"> • Students will walk in single-file lines in the halls, keeping to the right, always maintaining physical distancing. • Note: Casa students will only have access to the main level.
Lunch	<ul style="list-style-type: none"> • In classrooms
Bathrooms	<ul style="list-style-type: none"> • Main Level bathrooms have been assigned by cohort. • Staff will ensure no more than two students at a time are in the bathroom with no mixing of cohorts.
Snack	Provided by parents
Dismissal	<ul style="list-style-type: none"> • Dismissal will be at 3:30. • Parents to pick up their child at their designated entrance.

Appendix A

Children Who Display Symptoms of Illness or Become Sick Policy and Procedures

Policy Statement

BHMS is committed to providing a safe and healthy environment for students, staff and families. BHMS will take every reasonable precaution to prevent the risk of communicable diseases within the school. Children must not attend the program if they are sick, even if symptoms resemble a mild cold.

Purpose

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

Application

This policy applies to children enrolled in the school.

Procedures

As required by the Child Care and Early Years Act and the Ministry of Education, BHMS must separate children who demonstrate symptoms of illness or become sick and contact parents / guardians to take the child home.

Children who are symptomatic, do not pass screening or have been advised to self-isolate by Ottawa Public Health cannot attend school and must stay home. If a child becomes ill while at school, they will be immediately separated from others and will be moved to a separate room while staff contact the child's parents / guardians.

When to Exclude

BHMS staff must exclude a **child who is presenting with signs and / or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.**

Symptoms to monitor include but are not limited to:

- fever
- cough
- shortness of breath
- sore throat
- nasal congestion
- headache
- muscle aches
- fatigue, general feeling of being unwell

How to Exclude

When children are sick or exhibiting symptoms of a communicable disease BHMS staff will take the following steps:

- Separate and isolate the child from others in a separate room.
- Notify the parent / guardian to arrange for immediate pick-up. If a parent cannot be reached, an emergency contact person will be contacted.
- One member of staff will monitor and supervise the child while awaiting pick up. Staff will ensure that the child is kept comfortable.
- If tolerated, the child should also wear a medical mask.
- The isolation room is equipped with hand sanitizer, gloves and medical masks.
- Staff should perform hand hygiene. Disposable gloves may be used when there is close contact with the child. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Respiratory etiquette should also be practiced while the child is waiting to be picked up.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended through completion of an Illness Form.
- Staff will provide the parent / guardian with the completed Illness Form summarizing symptoms observed. Staff will ask parent / guardian to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing. In addition, the parent will receive an Attestation for Return to School for Students Following Illness form.
- Symptoms of illness will be recorded in the child's daily record / anecdotal log as required by CCEYA in addition to remittance of Illness Form to Administration.
- Once the child has been picked up, staff will ensure that the isolation room and any other surfaces that the child had contact with are thoroughly cleaned and disinfected.
- All items used by the child must be cleaned and disinfected.

Important

If it appears that the child requires immediate medical attention, staff will inform parent / guardian that the child will be taken to the hospital by ambulance for examination by legally qualified medical practitioners.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Staff must monitor for an increase in above normal amount of illnesses among other staff and children by looking at the normal occurrence of illness 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 such as sore throat, stomach ache, headache.
- Record the date and time that the symptoms occur

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and at any time where a change is made.

Required Forms

- Illness Form
- Attestation For Return to School for Students Following Illness

Staff Who Display Symptoms of Illness or Become Sick

Policy Statement

BHMS is committed to providing a safe and healthy environment for staff. BHMS will take every reasonable precaution to prevent the risk of communicable diseases within the school. Staff must not attend school if they are sick, even if symptoms resemble a mild cold

Purpose

To ensure that all BHMS staff are aware of and adhere to the directive established by Ottawa Public Health and the Children's Services regarding the exclusion of staff who display symptoms of illness or become sick in the school.

Application

This policy applies to all staff and any others persons engaged in business with BHMS.

Procedures

As required by the Child Care and Early Years Act and Ministry of Education, BHMS must separate staff who present with symptoms of illness or become sick.

Staff who are symptomatic, do not pass screening, or have been advised to self-isolate by Ottawa Public Health, cannot attend school and must stay home. If a member of staff becomes ill while at school, they must isolate themselves as quickly as possible until they are able to leave the school. Completion and remittance of Illness Form to Administration is required.

Staff must remain off work until symptoms are fully resolved and / or negative laboratory tests have been confirmed.

- **If a staff person tests negative for COVID-19**, and is free of symptoms for 24 hours, s/he must pass re-entry screening to return to work.
- **If staff person tests positive**, Ottawa Public Health will provide direction regarding next steps and when s/he can return to work.

Surveillance

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

Surveillance will include:

- A record of the date and time that the symptoms occurred
- A record of attendances and absences

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and at any time where a change is made.

Required Forms

- Illness Form

Sanitary Precautions and Distancing Measures

Policy

All BHMS staff must maintain routine infection prevention and control practices as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

BHMS is responsible to communicate the requirements under this policy to any third-party vendors contracted for cleaning services at the School.

Procedures

Hand Washing

Staff should wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at school and before they go home
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Children should wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at school and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After sneezing or coughing into hands

Staff should follow and role model the following steps for proper **hand washing**:

- Wet hands
- Apply soap
- Lather for at least 15 seconds or as long as the "Happy Birthday" song. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

Staff should increase monitoring of hand washing supplies such as soap, paper towels and waste receptacles), to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times. Ensure hand sanitizer or alcohol-based hand rub (60% - 90% alcohol based) is available at the designated entrances and exits throughout the School.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer (60% - 90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

Note: Hand sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Cleaning and Disinfecting

Cleaning and disinfecting reduce the spread of germs. Some germs can live for hours, days or weeks on toys, counters, diapering table, doorknobs, computer keyboards and other surfaces.

Cleaning with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning will substantially reduce the number of germs that may be on surfaces.

Disinfecting after cleaning will kill most of the germs that were left behind. Disinfectant products in use by the School are effective against COVID-19.

Cleaning schedules have been developed to ensure all cleaning and disinfecting duties are consistently completed and documented.

Steps for Cleaning and Disinfecting:

1. Clean with soap and water
2. Rinse with clean water
3. Apply the disinfectant according to the manufacturer's instructions on the label
4. Allow the surface or object to soak in the disinfectant for the required contact time. Refer to the **Disinfection Chart for Child Care Centres** for the required contact times when using household bleach and water.
5. Rinse with clean water if required. Rinsing is not required when using household bleach and water.
6. Let air dry

Equipment and Toys

Staff must ensure that all equipment and toys are in good repair, clean and sanitary. Group water/sensory tables must not be used. Individual sensory play is permitted where each child has their own separate bin.

- Equipment and toys must be disinfected daily
- Equipment and toys that cannot be easily cleaned or disinfected must be removed.
- Mouthed equipment or toys must be set aside after being mouthed for cleaning and sanitization.

Cots

- Children will have a cot assigned to them.
- Cots will be placed to support physical distancing practices, ideally 2 meters spatial separation if feasible. If space is tight, place children head-to-toe or toe-to-toe.
- Cots and cribs must be cleaned and disinfected: between each user and before and after each use.
- Cot sheets and blankets must be changed between each user.
- Sheets and blankets if used by same user must be cleaned weekly or more frequently as needed.
- Ensure cot sheets and blankets belonging to different children are labelled with the child's name and stored separately in bags or bins in clean dry areas and kept out of the way of everyday activities.

- Families will be permitted to bring their own blankets or sleeping bags for children. Families must launder all items prior to bringing them to school and store them separately in a clean bag.
- Items must be laundered weekly or more frequently as needed.

Additional Infection Control Practices

Regularly clean and disinfect high-touch surfaces including doorknobs, light switches, faucet handles, handrails, and electronic devices at least two times per day to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.

- High touch electronic devices (i.e. keyboards, tablets) may be disinfected with 70% alcohol wipes while ensuring the dilute solution makes contact with the surface for at least one minute.
- Low-touch surfaces - any surfaces that have minimal contact with hands such as: window ledges, doors or sides of furnishings, must be cleaned and disinfected daily. Carpets are to be vacuumed daily.
- Ensure garbage is kept in waterproof containers lined with plastic garbage bags. Staff must dispose of garbage daily. Any blood-soiled items must be discarded in sealed bags.
- Bottles must be individually labelled and stored separately (not touching each other), they must not be shared among children.
- For creams and lotions during diapering, staff must never put hands directly into lotion or cream bottles. They must use a tissue or single-use gloves.
- Student toiletries such as creams and lotions will be disinfected after each use.
- Reinforce messages with children to not share their food or drinks with others.
- Ensure each child has their own individual meal or snack. Multi-use utensils must be sanitized.

Physical Distancing Measures

Physical Distancing Measures Where Feasible:

- Eliminate large group activities.
- Keep the same cohort of children together throughout the day.
- Make sure that the children are distanced from each other during mealtime, table work, and nap time.
- Avoid activities involving direct contact between the children as much as possible.
- Limit the number of children who are in the communal areas at the same time
- Incorporate outside time in daily activities and open windows, weather permitting. Outdoor play is encouraged and should be offered in staggered shifts if possible OR create a clear barrier with cones or fence to ensure that cohorts do not mix.

Masks

Expectations for staff:

- BHMS staff are required to wear masks when indoors, including hallways and staff rooms (unless eating, but time with masks off should be limited and physical distance should be maintained).
- Staff working in the Infant, Toddler and Casa Programs are required to wear medical masks **and** eye protection such as face shields or goggles at all times except when outdoors.

Expectations for students:

- At present, masks are not recommended for children under the age of two. Students enrolled in the Casa program are not required to wear masks.
- While the Ministry does not require the use of masks for children in grades 1 to 3, BHMS requires all Junior Elementary students to wear a face shield or mask when indoors and in the hallways.
- Senior Elementary and Junior High students are required to wear masks at all times when indoors and in the hallways.
- Students and staff are not required to wear masks when outdoors, distancing must be practiced.

- Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.
- All Elementary students must be masked during screening and upon entry to the school.
- Parents / guardians are responsible for providing their children with masks each day and will require a way to store their mask when not in use.
- Masks should be replaced when they become damp or visibly soiled.

The use of masks is not required outdoors for adults or students if physical distancing can be maintained between individuals.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and at any time where a change is made.

Sanitizing and Disinfecting Policy and Procedures

Policy Statement

Bishop Hamilton Montessori School is committed to providing a safe and healthy environment for students, staff and families. The School will take every reasonable precaution to prevent the risk of communicable diseases within the premises.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Ottawa Public Health, Children's Services, and the Ministry of Education regarding cleaning and disinfecting.

Application

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

Definitions

Cleaning: refers to the physical removal of foreign material such as dust, soil and organic material such as blood, secretions or microorganisms. Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action such as wiping is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Sanitizing: is defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

Disinfecting: describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time - contact time. Contact times are generally prescribed by the product manufacturer.

Note: All products including cleaning agents and disinfectants must be kept in a secured location that is out of reach of children. All cleaning agents and disinfectants must be labelled. Safety data sheets are updated, stored and managed by custodial staff.

Procedures

Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry
- A sanitizing / disinfecting solution will be mixed and delivered to classrooms by custodial staff daily. Contact time for this solution is 10 minutes.
- Cleansing bottles will be refilled by custodial staff and delivered to classrooms daily.

Disinfecting Surfaces

For general environmental disinfection of high touch surfaces use the disinfectant mix. Disinfectant wipes (containing Accelerated Hydrogen Peroxide), may also be used in classrooms for quick disinfecting.

How to Disinfect

- Use of rubber gloves and a mask can be used by staff with scent sensitivities.
- Spray or wipe on the disinfectant solution and leave on the surface for the appropriate disinfecting contact time – 10 minutes. Once the contact time has elapsed, the surface has been disinfected.
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel
- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution, use disinfectant wipes.
- For all other toy cleaning & disinfecting, use bleach solution as prescribed by Ottawa Public Health bleach washing guidelines that are posted in each classroom.

Clean and Disinfect Frequencies

- **Tables and Countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use
- **Spills** must be cleaned and disinfected immediately
- **Handwash Sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary, this also applies to sinks in classrooms.
- **Floors - Infant, Toddler & Casa:** cleaning and disinfecting must be performed as required (ie., when spills occur), and throughout the day when rooms are available during recess. Ideal cleaning times: after lunch and at the end of the day.
- **Classroom Equipment:** cleaning and disinfecting must be performed daily and as required.
- **High Touch Surfaces:** surfaces that have frequent contact with hands should be cleaned at least twice per day and as often as necessary (when visibly dirty or contaminated with body fluids), examples include: light switches, shelving, containers, hand rails, door knobs, sinks and toilets.
- **Floor Mats:** cleaning and disinfecting must be performed daily.
- **Low Touch Surfaces:** Examples include: window ledges, sides of furnishings must be cleaned and disinfected daily.
- **Other Shared Items:** Examples include: computers, chrome books, walkie-talkies, phones, attendance binders, or classroom logs, photocopiers.
- **Blood / Bodily Fluid Spills:** Immediately

Crib and Cot Cleaning and Disinfecting

- Children have assigned cots and cribs.
- Cots and cribs must be cleaned and disinfected before being assigned to a child.
- Crib mattresses must be cleaned and disinfected when soiled or wet.
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.
- Cots must be stored in a manner where there is no contact with the sleeping surface of another cot
- Bedding must be laundered weekly or as needed.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is made.

Hand Hygiene Policy and Procedures

Policy Statement

BHMS is committed to providing a safe and healthy environment for children, families and employees. BHMS will take every reasonable precaution to prevent the risk of communicable diseases within the school.

Purpose

To ensure that all staff are aware of, and adhere to, the directive established by Ottawa Public Health, Children's Services and the Ministry of Education regarding cleaning and hand hygiene at the school.

Application

This policy applies to all staff, students, community members, and any other persons engaged in business with BHMS.

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer, 70-90% alcohol based. Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth, sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Staff and children must practice good hand hygiene when hands are visibly dirty or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled materials or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

Hand Hygiene Monitoring

To ensure that staff are using proper hand hygiene methods, the School Director or designate will review hand hygiene practices on a regular basis and provide feedback to staff as required.

Hand Sanitizing

When hands are not visibly dirty, a 70-90% alcohol-based hand sanitizer can be used. It is important to rub hands together for at least 15 seconds and work the sanitizer between fingers, back of hands, fingertips and under nails.

Hand sanitizers can only be used on children who are over the age of two and must be used under adult supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Parent consent through remittance of a Hand Sanitizer Permission for Students form is required to use hand sanitizer on children. Children under the age of 2 are not permitted to have hand sanitizer applied, instead perform hand washing frequently and gently.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrile gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practiced before applying and after removing gloves. Gloves must be removed and discarded after use.

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Disposable gloves are single use only

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and at any time where a change is made.

Resources

Covid-19 Reference Document for Symptoms

[Covid-19 Reference Document for Symptoms](#)

Ministry of Health/Ministry of Education Covid-19 Screening Tool for Children in School

[Ministry of Health/Ministry of Education Covid-19 Screening Tool for Children in School](#)

Returning to the Montessori Classroom

[Returning to the Montessori Classroom](#)

7 Tips to Help your Child Wear a Face Mask

[7-tips-to-help-your-child-wear-a-face-mask](#)

Masking Your Kids During Covid-19

[Masking your kids during COVID-19](#)

Covid-19 Recommendations for School Re-opening Sick Kids

[COVID-19-Recommendations-for-School-Reopening-SickKids.pdf](#) Updated July 29, 2020

Forms

Daily Screening Attestation Form

DAILY SCREENING ATTESTATION

Please review, sign and return

The health, safety and well-being of students and staff is a top priority as BHMS plans to reopen for the 2020/21 school year.

The School's ability to provide in-school learning is based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19. BHMS appreciates and requires your cooperation in our attempt to keep our community of students and staff safe.

As you are aware, the best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises.

We request that you screen your child **prior to arrival** at the School each day. In addition to daily active screening, please note that all students will be monitored at School for possible signs or symptoms of illness.

As a Parent/Guardian, you must prevent the spread of illness by keeping your child home from School if you or your child experience **any** of the following signs or symptoms:

- Fever (temperature of 37.8°C or greater) and / or chills
- Cough or barking cough
- Shortness of breath
- Decrease or loss of smell or taste
- Sore throat or difficulty swallowing
- Runny or stuffy / congested nose (not related to seasonal allergies or other known causes or conditions)
- Headache that is unusual or long lasting
- Nausea, vomiting and / or diarrhea
- Extreme tiredness that is unusual or muscle aches

If your child experiences any of the symptoms while at the School, staff will contact you or one of your emergency contacts to pick up your child **immediately**. While your child waits for you or your designate to arrive, s/he will be separated from the other children.

As a Parent/Guardian responsible for my child, I agree to the following:

- I have read and understood the above information.
- I understand the risk of illness associated with placing my child in the School.
- Neither my child, nor anyone in my child's household, has traveled to or had a layover in any country outside Canada in the past 14 days. If such return from travel occurs after submitting this form, I will **immediately** exclude all of my children from School, and they will not attend the School until a minimum period of 14 days has passed after the date of return to Canada.
- Neither my child, nor anyone in my child's household has been contacted in the last 14 days by a public health unit advising that we should be isolating.

- Neither my child, nor anyone in my child's household has been asked by a doctor, health care provider or public health unit to isolate.
- In the last 14 days neither my child or members of my child's household have received a COVID Alert exposure notification.
- I agree to the screening requirements and to accurately carry out the daily screening. Misrepresentation regarding the information provided to the School could result in exclusion of the child from the School.
- Upon request by the School, I consent to providing copies of my child's COVID-19 test results to the School.
- This agreement remains in effect for the duration of the 2020/21 school year.

Name of Student (Please Print)

Name of Parent/Guardian (Please Print)

Date of Birth

Date Signature of Parent or Guardian

Attestation for Return to School Following Illness Form

OPH has introduced of the following form: [‘Attestation for Return to School Following Illness’](#).

The purpose of this form is to help parents make decisions about whether their child can return to school and to let BHMS know that you have followed up with your child’s symptoms.

Parents are required to complete and remit this form to BHMS on your child’s return to school following illness.



Attestation for Return to School/Child Care Following Illness

Student’s Name:

My child was sent home from or denied entry to school or child care because of an illness that might be COVID-19 on
(date - dd/mm/yyyy)

I attest that my child may return to school or child care on for the following reason (**check one**):
(date – dd/mm/yyyy)

- My child’s symptoms are not new and have not changed. My child was previously seen by a doctor or nurse practitioner and was diagnosed with a chronic condition, such as allergies or asthma, with the exact same symptoms my child has now.
- We took my child to a doctor or nurse practitioner during the time since my child was sent home or denied entry to school/child care. The doctor or nurse practitioner told us that another diagnosis (medical reason) other than COVID-19 explains my child’s symptoms (why my child was feeling sick).
- My child did NOT have a COVID-19 test but completed 10 days of self-isolation from the date when my child started to feel sick **AND** is feeling better **AND** has not had a fever for at least 24 hours.
- My child had a negative COVID-19 test after starting to feel sick **AND** has NOT felt sick for at least 24 hours* **AND** has NOT been told by Ottawa Public Health or a healthcare provider to continue to self-isolate for a total of 14 days because my child was a close contact of a person with COVID-19.
- My child did NOT have a COVID-19 test, but had only ONE of the following symptoms: sore throat; stuffy nose and/or runny nose; headache; nausea, vomiting, and/or diarrhea; OR general feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants **AND** symptoms improved over 24 hours* of monitoring.

*** Please note: For vomiting and diarrhea, OPH recommends your child does not return to school/child care until 48 hours after symptoms have gone away.**

Mild symptoms like a runny nose do not have to be completely gone when your child returns to school provided the mild symptom is improving and other symptoms have stopped.

Parent/Guardian Name:

Version: Oct 4, 2020



Hand Sanitizer Permission for Students

I give staff my permission to use hand sanitizer on my child. I am aware that staff will promote hand washing as a first option to disinfect hands, but in instances when hand washing is not possible, such as when outdoors, the use of hand sanitizer will be used to disinfect hands. Use of sanitizer is not recommended or permitted for children 2 years and under.

Yes, I authorize the use of hand sanitizer for my child when required.

No, I do not consent staff to use hand sanitizer at any time.

Student Name

Parent / Guardian Signature

Date (dd/mm/yr)