

Sunrise Montessori School

COVID-19 Policy & Procedure

Sunrise Montessori School is committed to providing a safe and healthy environment for all children, family and staff. The School has developed and maintain a COVID-19 Policy which provides the framework to ensure the safe re-opening of our School, written policies and procedures outlining the licensee's health and safety protocols. and is prepared to deal with an event if it were to arise.

The COVID-19 Policy will include the following:

1. how cleaning and disinfecting the space, toys and equipment will be conducted;
2. how to report illness;
3. how physical distancing will be encouraged, particularly between groups;
4. requirements on the use of medical masks and eye protection, and personal protective equipment (PPE), including information on exemptions or exceptions;
5. how shifts will be scheduled, where applicable;
6. how attendance records will be organized and maintained in order to facilitate contact tracing;
7. a communication plan in the event of a case/outbreak;
8. rescheduling of group events and/or in-person meetings; and,
9. parent drop off and pick up procedures.

The COVID-19 Policy is made available to

- (a) All employees and students

Sunrise must submit an attestation to the Ministry that confirms new policies and procedures have been developed and reviewed with employees and students. These policies and procedures are consistent with any direction of a medical officer of health and include information on how the child care setting will operate during and throughout the recovery phase following the COVID-19 outbreak including:

Licensees must submit an attestation to the Ministry that confirms new policies and procedures have been developed and reviewed with employees, home child care providers, home child care visitors and students. These policies and procedures must be consistent with any direction of a medical officer of health and include information on how the child care setting will operate during and throughout the recovery phase following the COVID-19 outbreak including:

COVID-19 Procedures;

1. Cleaning Child Care Centres

- Our Child care centre will be cleaned daily. In addition, frequently touched surfaces should be cleaned and disinfected twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.
 - Frequently touched surfaces include but are not limited to washrooms (for example toilet fixtures, faucets), eating areas (for example, tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment,
- Our Child care centre will keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

- Existing practices should be reviewed to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning.
- An inventory list is organized to determine items to be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (for example, porous or soft items such as stuffed toys, area rugs, fabric upholstered seating). All the above mentioned items are stored in our storage room.
- Our Child care centre will follow the Information from Public Health Ontario which provides best practices for cleaning and disinfecting, including:
 - which products to use, including disinfectants with Health Canada Drug Identification Numbers (DINs);
 - how to clean and disinfect different materials, including minimum surface contact time; and,
 - other items to remember, including checking expiry dates of cleaning and disinfectant products and following the manufacturer's instructions.
- All shared spaces or equipment (i.e., washrooms or shared objects), will be cleaned in between each use and only one group at a time should access the shared space/equipment.
- Where an individual is suspected of having COVID-19 in the child care setting:
 - Our Child care centre will establish a protocol to determine contaminated areas and carry out cleaning and disinfection, including timing, when to return to use, methods of cleaning, PPE to be used while cleaning, and waste disposal.
 - Identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through).
 - Use disposable cleaning equipment, such as disposable wipes, where possible.
 - Remove all items that cannot be cleaned (paper, books, etc.) and store them in a sealed container for a minimum of 7 days.

Sanitation of Space

- Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces;
- Disinfecting frequently touched surfaces, which includes door handles, light switches, toilet handles, tables, chairs, phones, tabletops at least twice a day;
- Checking expiry dates of products used and always following the manufacturer's instructions;
- Use disinfectant that have a Drug Identification Number (DIN).
- A cleaning and disinfecting log has been developed to track and demonstrate cleaning schedules.
- A focus on proper hand hygiene before and after using shared play structures is advised.

Sanitation of Toys and Equipment

- Ensuring all Montessori Materials and Toys available are made of material that can be cleaned and disinfected (Avoid Plush Toys and Water/Sensory Tables).
- All Toys and Materials/Equipment are to be cleaned and disinfected at a minimum of twice a day (Refer to the Cleaning Schedule for Frequency) and at a minimum between cohorts.

- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
- Each class will have their own designated toys and equipment (e.g., balls, loose equipment). Any toys and equipment that are shared between classes, will be cleaned and disinfected prior to being shared.
- If play structures are to be used by more than one cohort, the structures can only be used by one cohort at a time
- The children will have scheduled outdoor play in small groups in order to facilitate physical distancing.

The outdoor play area will be divided with physical markers as it is large enough to accommodate multiple groups while remaining separated by at least 2 metres.

The children will also go for nature walks around the school.

Children should bring their own sunscreen and it should not be shared. Staff may provide assistance to apply sunscreen to any child requiring it and will exercise proper hand hygiene when doing so (washing hands before and after application).

Guidance on the Use of Masks, Personal Protective Equipment (PPE) and Hand Hygiene

- Our Child care centre includes information on the use of PPE in our health and safety protocols that is consistent with the information in this section as well as any direction provided by our local public health unit. The appropriate signages are placed around the school and in the washrooms for the information of the teachers/students.

- Expectations for adults in a child care setting:

- All child care staff and students completing post-secondary placements are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained).
- All child care staff are required to wear medical masks outdoors when a distance of 2 metres cannot be maintained.
- All other adults (i.e. parents/guardians, and visitors) are required to wear a face covering or non-medical mask while inside the premises

- Expectations for children:

- Effective immediately, non-medical mask or face covering is mandatory for all children in grades 1 and up while inside a child care setting, including in hallways; all younger children (aged 2 to SK) are encouraged but not required to wear a nonmedical mask or face covering while inside a child care setting, including in hallways.
- All children in grades 1 and above are required to wear a nonmedical mask or face covering outdoors when a distance of 2 metres cannot be maintained. All younger children (aged 2 to SK) are also encouraged to do this, but it is not required
- Masks are not recommended for children under the age of two.

- Parents/guardians are responsible for providing their child(ren) with a nonmedical mask(s) or face covering each day and should be reminded that if children are wearing masks, they 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 children if physical distancing of a least 2 metres can be maintained between individuals.
- Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions, etc.
- During lunch/meal time, we will support nutrition breaks/mask breaks in a safe manner (i.e., a space where staff/providers can maintain at least 2 metres to remove masks and eat).
- The use of medical masks and eye protection is for the safety of child care staff/providers and the children in our care. This is very important when working with young children who may not be wearing face coverings (i.e. under the age of two).
- Our childcare staff/providers will keep in mind that it may be difficult to put on a mask and eye protection properly (i.e. without contamination) after having removed them, given the frequent and spontaneous need for close interactions with young children in a child care setting.
- Our Child care centre have secured and sustained an amount of PPE (including but not limited to face shields, medical masks, gloves, etc.) and cleaning supplies that can support our current and ongoing operations. They are stored in a dedicated storage room.
- To support healthy and safe operation of our school, a supply of medical masks and eye protection (i.e., face shields) is being procured and delivered through the Ministry of Government and Consumer Services to us on a monthly basis.
- We perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub when hands are visibly soiled and for children.

Additionally;

Performing proper hand hygiene (including assisting children with hand hygiene); and,

Incorporating additional hand hygiene opportunities into the daily schedule.

Ensuring that the Health Policies and Procedures and Sanitary Practices are strictly adhered to

Screening for Symptoms

- All individuals must self-screen every day before arrival at the child care setting.
- Individuals who do not pass the screening are not permitted to attend the program and must stay home.
- An ill individual who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours and a letter obtained from the doctor certifying that the person does not have COVID-19.
- The COVID-19 school and child care screening tool is available to support parents/guardians, staff/providers and essential visitors in meeting this requirement.
- Our Child care centre will continue to provide a checklist to parents to perform daily screening of their children before arriving at the child care setting. Our Child care centre will follow the provincial school and child care screening tool. A copy of this screening form is being emailed and uploaded onto our website for easy access to all parents/guardians, staff/providers and visitors.

- Self-assessment tools should be made available to staff to ensure awareness of possible symptoms of COVID-19.

The screening procedure are listed below;

School Staff

- In addition to the requirement for school staff to perform daily self-screening, our school have a process in place to validate the daily self-screening of staff prior to or upon their arrival at the school.
- The principal or our designate are responsible for ensuring all staff have completed and passed their daily COVID-19 self-screen.
- At a minimum, staff are to complete and provide daily confirmation/proof of having self-screened, in a format that is accessible by the school (e.g. proof of completed paper copy of screener, mobile application indicating a pass), prior to/upon entry to school.
- Any staff that does not pass the on-site screening procedures will be asked to return home and self-isolate until they meet the criteria for return.
- At the advice of the local public health unit, we may choose to implement additional on-site screening measures based on local circumstances.

It is the responsibility of the school principal/supervisor and designate to ensure that on-site screening procedures are completed.

Visitors

Any visitors to a school are required to self-screen and to wear a medical mask while on school premises.

In addition to the requirement for visitors to perform daily self-screening, we have a process in place to validate the daily self-screening of all visitors prior to or upon their arrival at school.

- The principal or our designate are responsible for ensuring all essential visitors have completed and passed their daily COVID self-screen.
 - At a minimum, visitors are to complete and provide daily confirmation/proof that they have self-screened, in a form deemed appropriate and accessible by the school (e.g. proof of completed paper copy of screener, mobile application indicating a pass), prior to/upon entry to school. Any visitor that does not pass the on-site screening procedures will be asked to return home and self-isolate until they meet the criteria for return.
 - At the advice of the local public health unit, we may choose to implement additional on-site screening measures based on local circumstances.
- Signs are posted at entrances to the child care setting to remind staff, parents/caregivers, and visitors of screening requirements.
 - In the event that an individual is not screened prior to arriving at the child care setting, active (in-person) screening should be available when necessary.
 - If an individual is screened at the child care setting, screeners should take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres from those being screened.

Screening during Drop-Off and Pick-up

- All individuals, including children, parents/guardians and staff must be screened for symptoms of Covid-19 upon arrival, including daily temperature checks at the entrance. Any person including the child of a parent/guardian who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website or are ill will be denied entry. Children in particular should be monitored for atypical symptoms and signs of COVID-19. Contactless Thermometers will be used.
- Parents and guardians will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- Screeners should 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; gown; gloves; eye protection (goggles or face shield)).
- Our Child care centre operates within the jurisdiction of the Child Care and Early Years Act, 2014, have a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. Our centre will contact our 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.
- We will notify parents/guardians if their child begins to show symptoms of COVID-19 while in child care, including the need for immediate pick up
- Alcohol-based hand sanitizer containing at least 60% alcohol content will be provided at all screening stations and exists. The dispensers will not be in locations that can be accessed by young children.
- Our Child care centre will maintain daily records of screening results which are to be kept on the premises. The records are to be maintained and kept for at least one year after the record is made.
- There are signages to ensure those waiting in line are physically distanced from one another.
- Parents and guardians continue to be responsible for screening their children for symptoms of illness every day.

Attendance Records

- Sunrise Montessori School will maintain daily records of anyone entering the facility and the approximate length of their stay (such as cleaners, people doing maintenance work, all staff and employee, people providing supports for children with special needs, people delivering food and etc.). This does not apply to our student.
- The record will list the following;
 1. The name of each person who enters our child care centre
 2. The person's contact information
 3. The time of the person's arrival and departure
- These records will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- The records are to be maintained and kept for at least one year after the date the record is made at the childcare premise.

- The medical officer of health or his or her designate, upon producing proper identification, is permitted to inspect the records mentioned above while wearing the PPE mentioned in our Policy.
- The copies of those records are provided to him or her upon request.

Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting

- Sunrise Montessori School will work together with Ministry of Health and Public Health to monitor and respond to reports of COVID-19 symptoms.
- Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit must not be permitted to attend the program and should stay at home (this includes children, child care centre staff, students completing post-secondary placements)
- If an individual becomes ill while in the child care setting:
 - The ill individual must be immediately separated from others, in a separate room where possible (i.e., an isolation room). Parents/guardians must be contacted for pick-up of symptomatic children.
 - Symptomatic children who are separated from others must be supervised.
 - Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible (e.g., if a young child needs comfort) staff/providers should consider added PPE (i.e., gloves, gown).
 - The person caring for the individual should wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
 - If tolerated, the ill individual should also wear a medical mask.
 - Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up.
 - Cleaning of the area the separated individual was in and other areas of the child care setting where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves following the sanitation practices mentioned above in the Cleaning section
 - The ill individual and/or their parent or guardian be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19. Note that individuals do not require a medical note or proof of negative test to return back to the program.
 - Communication protocols to update and inform necessary stakeholders within the child care community while maintaining confidentiality of the ill individual should be initiated (e.g., contact the school, home child care agency, service system manager and/or ministry through a Serious Occurrence Report as applicable).
 - Regular child care operation can continue unless directed otherwise by the local public health unit.
- If a child develops symptoms and their self-screening indicates they should stay home they should not attend school until a COVID-19 test is completed with a negative result. All members of the household should stay home (this means not attending any school or child care) and only leave the home for essential reasons
- The family will book an appointment to get the student/child/staff/essential visitor a COVID-19 test:

If the result is negative, the student/child/staff/essential visitor and household members can return to normal activities (including school and child care) as long as they do not have a fever and symptoms are improving for at least 24 hours ☐

If the result is positive, the student/child/staff/essential visitor who is COVID-19 positive must isolate for 10 days after symptoms first started AND household members must self-isolate as directed by Public Health; contact your school/child care provider to let them know about this result

If you do not get tested for COVID-19, the student/child/staff/essential visitor that is symptomatic but not tested should isolate for 10 days after symptoms first started AND household members should isolate for 14 days from their last exposure to the symptomatic household contact

Symptoms to look for include the following;

Common symptoms of COVID-19 include:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)
- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.
- Clinical or radiological evidence of pneumonia

Children in particular should be monitored for atypical symptoms and signs of COVID-19

Atypical symptoms can include:

- Unexplained fatigue/malaise/myalgias
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline Version 5.0 May 25, 2020
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Multisystem inflammatory vasculitis in children o Presentation may include persistent fever, abdominal pain, conjunctivitis, gastrointestinal symptoms (nausea, vomiting and diarrhea) and rash

Reporting and Serious Occurrence Reporting

• Sunrise Montessori School will report suspected or confirmed cases of COVID-19 to the medical officer of health under the Health Protection and Promotion Act.

Sunrise Montessori School will only be required to report a serious occurrence for COVID-19 related matters for:

- a. **Confirmed COVID-19 cases;** or

- b. **Closures ordered by your local Public Health Unit** (i.e., where a closure is ordered for a centre, program room/s due to a **confirmed** or a **suspected** COVID-19 case(s)).

Confirmed COVID-19 cases

For a Confirmed Case of COVID-19 with **no** Related Public Health Ordered Closure

- Submit a serious occurrence in CCLS under “Confirmed COVID-19” category

For a Confirmed Case of COVID-19 **with** a Public Health Ordered Closure

- Submit a serious occurrence in CCLS under ‘Confirmed COVID-19’ category, including information about the closure in the fields provided; or
- Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under “Confirmed COVID-19” category is still open, please revise the existing serious occurrence to include the closure information in the fields provided; or
- Where a closure is ordered by public health **after** the serious occurrence has been closed, submit a **new** serious occurrence for an “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure” (as per information below).

Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, Sunrise Montessori School will revise the existing/open serious occurrence report to add the information related to the new confirmed case.

Closures Ordered by your Local Public Health Unit

- Where public health orders a closure with **no** confirmed COVID-19 case, submit a serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’
- Where there is an existing/open serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’ and an individual develops a confirmed case of COVID-19, submit a new serious occurrence in CCLS under the ‘Confirmed COVID-19’ category

Changes to individuals to be reported for confirmed COVID-19 cases

A serious occurrence is **not** required for a **parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

- i. a **child who receives child care** at a home child care premises or child care centre,
- ii. a **staff** member at a child care centre
- iii. a **student** at a home child care premises or child care centre,

Existing Serious Occurrences for Parents with Confirmed or Suspected Cases of COVID-19:

Where there is an open serious occurrence for a previously reported **confirmed or suspected case of COVID-19 for a parent of a child:**

- If this case did **not** result in a **public health ordered closure**, this serious **will be closed in CCLS by the ministry.**
- If this case resulted in **voluntary closure by the childcare centre**, this serious occurrence **will be closed in CCLS by the ministry.**
- If this case has resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

Outbreak Management

- An outbreak may be declared by the local public health unit when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- The local public health unit will work with the childcare centre to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting.
- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.
- If the public health unit determines that partial or full closure of the child care setting is required, the childcare centre must revise their existing serious occurrence report for a confirm

Testing for COVID-19 Requirements

- All Staff members of Sunrise Montessori School are to visit an assessment center to have themselves examined prior to starting work. All test results are to be provided to the Principal/Supervisor and to be kept in their respective files.
- Symptomatic staff and children should be referred for testing.
- Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management.
- A list of symptoms, including atypical signs and symptoms are listed above and can be also be found in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit.
- The employer should consult with the local public health unit to determine when the staff member can return to work

- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.
- Staff members awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact).
- Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should be excluded from work.
- If the staff member's illness is determined to be work-related, in accordance with the Occupational Health and Safety Act (OHSA) and its regulations, we, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, to the Ministry of Labour, Training and Skills Development; and to the Joint health and safety committee (or health and safety representative)

A description of physical distancing measures that will be implemented.

Physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort.

When setting up play space, we will encourage physical distancing between children by:

- Spreading the children out into different areas during meal and dressing time
- Incorporating a gym/outdoor playground schedule by cohort
- Incorporating more individual activities or activities that encourage more space between children.
- Using visual cues to promote physical distancing
- Cohorts will maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort.
- DO not use water or sensory tables
- We will increase the distance between nap mats and place children head-to-toe or toe-to-toe. The cots and cribs are to be disinfected after each use.
- For toddlers and infants who will experience difficulties in maintaining physical distancing, we will plan activities that do not involved shared objects or toys and avoid singing activities indoors

Information with respect to how staff shifts will be scheduled to minimize the risks with respect to COVID-19.

We will schedule the teachers by two shifts; i.e. Opening and Closing while adhering to the student teacher ratio within the approved group size under the CCEYA.

Designate teachers will be assigned to lunch breaks and will wear a mask and the PPE when performing their duty as they move from one cohort to another.

Supply/replacement staff should be assigned to a specific group so as to limit staff interaction with multiple groups of children.

Due to staff limitation, the designate staffs will be moving within multiple cohorts while wearing mask and PPE.

Information with respect to the rescheduling or cancellation of pre-planned group events and in-person meetings.

- There will be no non-essential visitors at the program except for Special Needs Services, Ministry staff and other public officials (fire marshal, public health inspectors) are permitted to enter and inspect our school at any reasonable time.
- There will be no volunteers permitted during this period.
- Students on field placement should be assigned to a specific licensed age group.
- All group activities and gatherings are suspended.
- Parents will not go past the screening area
- We will use video and telephone to interact with families where possible, rather than in person.

A description of the procedures that will be followed when a child is dropped off at and picked up from the centre.

Drop-Off and Pick-up Procedures

- Sunrise Montessori School will develop procedures that support physical distancing and separate groups as best as possible
- We will have all parents drop off their child/children at the main entrance, while maintaining a distance of 2 meters from one another.
- Visual cues will be provided outside, in the event that there are more than one family arriving at the same time.
- In addition to that, signs will be provided to direct families through this process.
- All entrances/exits will have hand sanitizers
- Staff who is conducting the screening process will use PPE provided (face shield, masks, gloves and a gown). As much as possible, parents should not go past the screening area.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area

Screening during Drop-Off and Pick-up

- All individuals, including children, parents/guardians and staff must be screened for symptoms of Covid-19 upon arrival, including daily temperature checks at the entrance. Any person including the child of a parent/guardian who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website or are ill will be denied entry. Children in particular should be monitored for atypical symptoms and signs of COVID-19. Contactless Thermometers will be used.
- Parents and guardians will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- Screeners should 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; gown; gloves; eye protection (goggles or face shield).
- Our Child care centres operates within the jurisdiction of the Child Care and Early Years Act, 2014, have a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. Our centre should contact our 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.

- We will notify parents/guardians if their child begins to show symptoms of COVID-19 while in child care, including the need for immediate pick up
- Alcohol-based hand sanitizer containing at least 60% alcohol content will be provided at all screening stations. The dispensers will not be in locations that can be accessed by young children.
- Sunrise Montessori School will maintain daily records of screening results which are to be kept on the premises. The records are to be maintained and kept for at least one year after the record is made.

Additional Requirements

Interaction with Infants/Toddlers

- All staff are to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- When holding infants and toddlers use blankets or cloths over clothing and change the blankets or cloths between children.
- All linens must be laundered between children.
- Infants will be placed in every other crib, while marking an "X" on the cribs that are not being used to support physical distancing.
- We recognize that physical distancing is difficult with small children and infants, 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 soothers, bottles, sippy cups, toothbrushes, facecloths, etc. These items will be labeled with the child's name to discourage accidental sharing.
- Avoid getting close to faces of all children; where possible.

Food Provision

- Sunrise Montessori will ensure there is no self-serve or sharing of food at meal times.
- Utensils should be used to serve food.
- Multi-use utensils must be sanitized.
- Meals/Snacks should be served in individual portions to the children.
- There should be no items shared (i.e., serving spoon or salt shaker).
- No outside food will be provided to the children (except where required and special precautions for handling and serving the food must be put in place).
- Children should neither prepare nor provide food that will be shared with others.
- All staff and children will practice proper hand hygiene (while preparing food and for all individuals before and after eating).
- Children will practice physical distancing while eating.

Staffing

- Staff and post secondary students should work at only one location.
- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
 - Interaction with multiple groups should be avoided as much as possible. Supply/replacement staff should be assigned to a specific group so as to limit staff interaction with multiple groups of children.

- Student on field placement should be assigned to a specific licensed age group.

Qualified Staff

- SMS will ensure that each group has the required number of qualified staff as set up in the CCEYA. SMS may submit requests for staff director approval (Das) to the ministry.
- Staff must limit their movement between each child care centre in order to reduce their interaction with multiple groups of children.
- Certification in Standard First Aid Training, including Infant and Child CPR.
 - SMS staff included in ratios are required to have valid certification in first aid training including infant and child CPR unless exempted under the CCEYA or the certification has been extended by the WSIB
- **Vulnerable Sector Checks (VSCs)**
 - SMS are required to obtain VSCs in accordance with the CCEYA from staff and other persons who are interacting with children at the centre, including post secondary students.
 - If an individual is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, SMS must ensure that the individual has applied for VSC and the copy of the receipt is in their file plus follow all other measures as set out in the Criminal reference check policy.

Staff Training

Updated training should be offered such that all child care staff/providers receive training on current health and safety measures in place according to the Operational Guidance as well as those put in place by the local Public Health Unit.

