



Health and Safety Policy & Procedures

During COVID-19

Additional Parent Handbook

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Introduction

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

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

Our Goal during COVID-19 Pandemic:

We are fully committed to health and safety of our students and their families, out staff and the community. In light of the COVID-19, we are taking extra measures to safeguard the wellbeing of all PLMS members while ensuring that we continue to provide an enriching program. As Pine Lake Montessori School is preparing for the upcoming school year, we will focus of the following goals:

- Provide a safe and healthy environment for children, families, and staff.
- Help with our local community to achieve its goal of preventing the further spread of the Coronavirus
- Stay informed on updated regulations from Toronto Public Health and Ministry of Education and implement changes as necessary.
- Communicate the updated regulations with all PLMS members and strictly enforce the new regulations.
- Continue training the staff about how to implement the regulations as they are updated.
- Continue with open communication of any communicable disease with all PLMS members
- Continue with offering full Montessori education experience for all our students.
- Continue to maintain a warm and welcoming environment for children with least disruption to their academic, social and emotional development while at school.
- Support the emotional wellbeing of our students, staff and families during these challenging times.
- Continue to support the sense of belonging and community throughout the school year by planning virtual meetings and celebrations.

What is COVID-19

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

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

- Fever
- Cough
- Difficulty breathing

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

Coronaviruses are most commonly spread from an infected person through:

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

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

Symptoms of COVID-19

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

Serious Symptoms

- Shortness of breath and difficulty breathing
- Chest pain
- Loss of speech and movement

Most common Symptoms:

- Cough
- Fever (temperature of 37.8 °C or greater)
- Chills
- Difficulty breathing and shortness of breath
- Pneumonia in both lungs
- Extreme and unusual tiredness

Less common symptoms:

- Sore throat, trouble swallowing (not related to seasonal allergies or other known causes or conditions)
- Runny Nose, stuffy or congested nose
- Pink eye (conjunctivitis)
- Muscle aches and headaches that are unusual or long lasting
- Loss of taste or smell
- Extreme fatigue and lack of energy
- Nausea, vomiting, diarrhea

In severe cases, infection can lead to death.

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

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

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

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

Preventative Measures

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

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

Note: The Government of Canada has implemented an Emergency Order under the *Quarantine Act*. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

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

COVID-19 Self-Assessment

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

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

Health and Safety Policy & Procedures During COVID-19

1. PLMS will ensure all current infection prevention and control practices are adhered to. This includes, but is not limited to:
 - PLMS will be using only toys and materials that are made of material that can be cleaned and disinfected (i.e., avoiding plush toys, fabrics);
 - Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces. In each class there will be a designated table for children to return their used toy/educational materials after using for the teacher to sanitize with Bioesque Disinfectant solution with DIN number and air dry.
 - Outdoor play structure will be disinfected with a bleach solution between each cohort.
 - Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day;
 - Checking expiry dates of products used and always following the manufacturer's instructions;
 - Performing proper hand hygiene (including assisting children with hand hygiene); and,
 - Incorporating additional hand hygiene opportunities into the daily schedule such as before and after any meal or snack time, after using a washroom, after outdoor play, after exposure to bodily fluid such as cough or sneeze.
2. Encourage more physical space between children by:

- Children have their own designated table, mat, and some individual materials such as arts supplies, construction toys to play with.
 - Children’s tables are spread out into different areas;
 - Each child has lunch and snack in their own designated table. Tables will be disinfected before and after meals or snacks.
 - Each class has their own designated time to use the outdoor space. The play structure is sanitized in between each cohort.
 - Each cohort have their own outdoor play toys to play while outside.
 - Outdoor play toys are sanitized and cleaned at the end of each play period.
 - All lessons and activities are done individually as usual to encourage more space between children. Group activities should be discouraged.
 - Cots are set within a distance from each other space allowing. Children will be sleeping head to toe or toe to toe to maximize the space in between them.
3. Group water or sensory tables will not be available for children.
 4. Cohorts could go for a community walk but cannot use community playgrounds; however outdoor education within PLMS premises is encouraged in order to encourage physical distancing.
 5. Cots are disinfected after each use.
 6. Beddings are washed after each use.
 7. Children’s blankets and sheets are stored in a plastic bag while stored in between cots.
 8. Linens are laundered between children.
 9. Children are not sharing clothing, water bottles, facecloths, etc. Label these items with the child’s name to discourage accidental sharing.
 10. Continue to reinforce “no food sharing” policy.
 11. Ensure each child has their own individual meal or snack by portioning the meal on the counter and offering the plates for the children.
 12. Outside food that are prepared at home are discouraged, unless for unusual circumstances.
 13. Open snack must not practice.
 14. Multi-use utensils must not practice.
 15. Children cannot serve themselves, food, condiments, fruits or snacks.
 16. No cooking activity is allowed.
 17. Parents are not allowed inside the school. Pick-up and drop-off of children happens outside.
 18. When holding toddlers, blankets or cloths are used. The blankets or cloths are changed between children.
 19. Children are gently reminded of the social distancing while indoors.
 20. Emotional needs, comforting of a child, or safety of the child is not compromised by the teachers because of the social distancing. The teachers are will be in a mask and face shield while offering comfort.

21. Staff must wear medical masks and a face shield while indoors at all times.
22. Staff must wear only mask during outdoor education.
23. Support staff will be wearing medical mask and face shield at all times.
24. The teachers wash or sanitize their hands prior and after presentation.
25. Only contactless thermometers are used to measure children's temperature.
26. Shelves and other high traffic areas in the school are sanitized at least twice per day or as necessary.
27. There are no field trips scheduled for 2020-2021 school year.
28. Ministry of education announced childcares could operate in their full capacity. PLMS has decided to maintain lower number of students for Autumn 2020 in all classrooms. As we move forward in the school year and depending on how the number of COVID-19 cases unfolds in our region, we will revisit the numbers of the students again. All the parents will be informed if there were any changes to the maximum number of the students moving forward. Please see the number of the students below for all the classrooms.
 - Elementary Class - Maximum 8 students. We have installed the polycarbonate barriers on the individual desks to maximize the social distancing in this classroom.
 - Toddler Class - Maximum 15 students.
 - Casa 1 Classroom - Maximum 16 students.
 - Casa 2 Classroom - Maximum 14 students.

Use of Masks and Personal Protective Equipment (PPE)

- All adults at PLMS (i.e., staff, teachers, visitors, and students) must wear medical masks and eye protection (i.e., face shield/goggles) while inside the premises, including in hallways.
- All the parents must wear a non-medical mask on premises (outdoor) during drop off and pick up time.
- Using the face shield is not recommended in the playground but staff must maintain wearing masks when they are outside when minimum 2 meters distance cannot be maintained.
- Support staff must wear both mask and face shield/goggles during outdoor play as well.
- All younger children (SK and below) are encouraged but not required to wear a non-medical mask or face covering while inside PLMS, including in hallways as well as outside on the playground when 2 meters distance cannot be maintained.
- All children in grades 1 and above are required to wear a non-medical mask or face covering indoors at all times.
- All children in grades 1 and above are required to wear a non-medical 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 they are not required to wear non-medical face masks or covering .

- Masks are not recommended for children under the age of two.
- Parents are recommended to pack an extra mask for their child in case they need to change it.
- Children can have a short mask break at snack/lunch times or outdoors provided proper physical distancing measures are undertaken.

Pre-screening

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

- Cough
- Fever of 37.8 degree Celsius
- Difficulty breathing and shortness of breath
- Pneumonia in both lungs
- Chills
- Extreme and unusual tiredness
- Vomiting and diarrhea

Health Screening Procedure

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

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

- Our screening area will be in front of the entrance door of Casa building from the parking lot.
- There is going to be only ONE screening area, to ensure that each person is screened.
- If an individual knocks on the class door and the teachers in class have not informed if the individual screened, the teachers will not open the door for them.
- Person conducting the screening uses personal protective equipment.
- There is a sign posted for the screen area and where the line-up starts for screening and the floor is marked with 2 meter a distance from each other for families to line up.
- Once the child is screened the child will be directed to their classrooms. The parent will ensure that the teacher in the class has received the child safely without entering the class.

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

Screening Procedure

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

Confirmation of screening: Students should complete the Google Form - "Daily Health Screening for Students" to confirm that screening has been completed before starting school each day.

Questions for staff and families:

1. **Are they (Students, staff or any member of their household) currently experiencing any of these symptoms? Choose any that are new, worsening, and not related to other known causes or medical conditions.**
 - **Fever and/or chills** - Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher (on laser thermometers, if you are using a thermometer to measure the temperature from the armpit 37.4 degrees Celsius/99.32 degrees Fahrenheit or higher)
 - **Cough or barking cough (croup)** - Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways)
 - **Shortness of breath** - Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)
 - **Decrease or loss of taste or smell** - Not related to other known causes or conditions (for example, allergies, neurological disorders)
 - **Sore throat or difficulty swallowing** - Painful swallowing, not related to other known causes or conditions (for example, seasonal allergies, acid reflux)
 - **Runny or stuffy/congested nose** - Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)

- **Headache that's unusual or long lasting** - Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)
 - **Nausea, vomiting, and/or diarrhea** - Not related to other known causes or conditions (for example, irritable bowel syndrome, anxiety in children, menstrual cramps)
 - **Extreme tiredness that is unusual or muscle aches, Fatigue, lack of energy, poor feeding in infants** - Not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction, sudden injury)
2. **Has anyone in your household travelled outside of Canada in the past 14 days? Yes/No**
 3. **In the last 14 days, has a public health unit identified your child as a "close contact" of someone who currently has COVID-19? Yes/No**
 4. **Has anyone in your household been notified as a close contact of someone with COVID-19 or been told to stay home and self-isolate?**
 5. **Yes/No**
 6. **In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?**
 7. **Have you taken fever relief medicine in the last 5 hours? Yes/No**

Screening Procedure for Essential Visitors

Essential visitors such as public officials, scheduled repair/maintenance technicians must be screened prior to being admitted into PLMS and the school's main Screening forms on Google forms must be completed. Staff must follow the screening checklist for each person and record the outcome (pass or fail).

Staff member responsible for health screening completes the hand hygiene (hand washing or hand sanitizing), then puts on gloves and a mask or face shield prior to conducting the screening. Staff takes the temperature using the laser thermometer, and then records the temperature.

How to respond:

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

Management of Children with Illness or Suspected to Have COVID-19

Policy Statement

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

Purpose

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

Application

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

Being ill while at home

The illness policy has been developed in order to ensure health and safety of all PLMS members.

- Children who feel ill while at home must not attend school.
- The child must be symptom free for 48 hours (2 full days from the day of onset of symptoms) prior to returning to school.
- Many of COVID-19 symptoms are common with other illnesses such as common cold or flu. If you have one or two symptoms of COVID-19 please seek medical advice from a registered medical practitioner.
- PLMS will require an official clearance of health and wellbeing letter in order for the child to return to school.
- Parents must notify the school of any illnesses or communicable diseases via an email.

Being ill or displaying COVID-19 related symptoms while at school

Procedures

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

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

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

- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).
- If a child is suspected of any reportable communicable disease, local Health Unit (416-392-2489 in Toronto) will be contacted. The information will be shared with all the parents via an email.
- If your child develops a new or worsening symptom of COVID-19, they should be tested as soon as possible and self-isolate at home. Please bring your letter from TPH to the testing site as the letter may include a unique identification number, which will help TPH complete the investigation.

Important note: If a child has a persistent cough, a letter from a physician stating that the cough is not a COVID-19 related symptom is required in order for the child to join the school.

When to exclude

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

Exclusions:

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

How to exclude

- Supervise the child in the office with a hand sanitizer available
- Attending staff must wear proper PPE such as gloves, masks, and face shield
- Notify parents/caregivers of the sick child for pick up
- Only one staff should be attending the child in exclusion and attempt physical distancing.
- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it (Mask should not be used for children younger than 2 years old)
- Increase ventilation in the designated exclusion room if possible (e.g., open windows) ☒
- Clean and disinfect the area immediately after the child has been sent home.

- Children who are being managed by Public Health should follow their instructions to determine when to return to PLMS.
- If we had a confirmed case of COVID-19, we will be following Toronto Public Health guidance to follow up with cleaning and sanitization, closure and reopening date.
- If a child is ill for any other reasons beside COVID-19 we ask the child to rest at home for at least 48 hours after they are symptom free without any medication in order to return to school.
- PLMS will require an official clearance of health and wellbeing letter in order for the child to return to school.

Surveillance throughout the day

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

Ensure surveillance includes the following:

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

Returning from exclusion due to illness

Covid-19 related illnesses

- Staff/children who are being managed by Toronto Public Health (TPH) (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility.
- If not advised by TPH, staff/children will not be permitted back to the facility until full recovery; they must be at least 48 hours symptom free in order to return to school. This policy also applies for children who have a suspected case or a confirmed case in their household.
- PLMS will require an official clearance of health and wellbeing letter in order for the child to return to school.

Other illnesses

- If your child is ill with fever, vomiting, and diarrhea and it is confirmed by officials that symptoms are not COVID-19 related, the child must be symptom free for at least 48 hours (2 full days from the day of onset of symptoms) without any medication.
- PLMS will require an official clearance of health and wellbeing letter in order for the child to return to school.

Please note that we strictly adhere to this policy. We understand that fees are involved in getting notes from doctors or it might be hard to get the note from a doctor within 48 hours. However, we will be unable to admit the child in the classroom without such note from a doctor. This is to ensure the safety of all PLMS members.

Serious Occurrence Reporting for COVID-19

Effective August 13, 2020, regulatory changes were made to Ontario Regulation 137/15 under the CCEYA. These regulatory requirements are aligned with the guidance provided in the “Operational Guidance During COVID-19 Outbreak” document.

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when:

One of the following individuals has a **confirmed** case of COVID-19 **OR** a **suspected** case involving the individual exhibiting **2 or more symptoms AND** the individual has been **tested**, or has indicated that they will be tested for COVID-19:

- a **child who receives child care** at a home child care premises or child care centre,
- a home child care **provider**,
- a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider’s child, the home provider’s spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- a person who is **regularly at a home child care premises** (e.g. the home provider’s friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- a **home child care visitor**,
- a **parent of a child** mentioned in subclause (i), or
- a **staff** member at a child care centre
- a **student** at a home child care premises or child care centre,

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

1. The death of a child who received childcare premises or child care centre, whether it occurs on

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

Ministry of Education and Toronto Public Health will be informed of any Serious Occurrence related to COVID-19 within 24 hours. Parents also will be communicated of such incidents via an email. There will be a note with the details of the incident posted at the playground fence for the parents.

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 cohort) where at least one case could have reasonably acquired their infection in PLMS.
- The local public health unit will work with the PLMS to determine whether epidemiological links exist between cases and whether transmission may have occurred at PLMS.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular classrooms or cohorts or the entire PLMS.
 - 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 PLMS is required.
 - If the public health unit determines that partial or full closure of PLMS is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.
- The outbreak will be announced to the parents/guardians/families via group email announcements as per the usual practice of communicating with the parents/guardians/families.
- A note will also be posted on the playground fence for parents/guardians/families' attention.

Communication with Families

- The enhancement of health and safety measures and health and safety protocols to COVID-19 will be communicated with the current and prospective parents by posting the information in our website. This site will be updated as new information are added or updated. The parent body of the PLMS will also be notified with an email.
- Where possible, the use of in-person communication will be limited. PLMS will communicate with the parents mainly via email, online meetings and telephone conversation.
- PLMS will continue the open and transparent communication with all PLMS members with the policies and procedures regarding health and safety protocols to COVID-19 and any updates to these policies, any communicable diseases or operational changes that might affect the children at PLMS.

Parent Fees

- PLMS continues with the tuition fees that were set prior to the closure.
- Where a child who was receiving care at PLMS immediately prior to the closure will be offered a space for September 1, 2020, or later, parents will have 14 days to accept or decline the placement.
 - If the placement is accepted, PLMS will charge a fee to use or hold the space as of September 1, 2020, whether the child attends or not. Once the spot is accepted by the parent PLMS will follow its cancellation/withdraw policy in case a need arises.
 - If the placement is declined by mid-August 2020, PLMS will refund the paid deposit and will offer the placement to another child.

Access to Child Care Spaces and Prioritizing Families

- Given the strict health and safety measures in place and the advice of local public health units, PLMS will be maintaining a lower number of students for Autumn 2020 in all classrooms. As we move forward in the school year and depending on how the number of COVID-19 cases unfolds in our region, we will revisit the numbers of the students again. All the parents will be informed if there were any changes to the maximum number of the students moving forward. Please see the number of the students below for all the classrooms.
 - Elementary Class - Maximum 8 students. We have installed the polycarbonate barriers on the individual desks to maximize the social distancing in this classroom.
 - Toddler Class - Maximum 15 students.
 - Casa 1 Classroom - Maximum 16 students.
 - Casa 2 Classroom - Maximum 14 students.
- When determining prioritization of limited spaces, PLMS will consider the following:

- Returning children served through emergency child care to their original placement and continuity of service for these families;
- Care for families where parents must return to work, and their work cannot be done remotely;
- Assessing demand for care as the COVID-19 outbreak and health and operational advice changes, is recommended.

Staff Training

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

Drop-Off and Pick-up Procedures

- We will practice scattered pick up and drop off time.
- The drop off time is from 8:00 am to 9:00 am. Pick up time is from 4:00 pm to 5:00 pm.
- In order to practice physical distancing no parents are allowed entering the buildings. Parents arriving to school will line up with their children to go through health screening process.
- After screening period, each child will be directed to their classrooms.
- Parents will be picking up and dropping off their children as following:
 - Casa 1, Door A
 - Casa 2, (in the playground during arrival and the Casa building main door during pick up time)
 - Toddlers, Door C

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

- Please note that we won't be opening the doors through intercom, as there are no visitors allowed in the school. We will come to the door if and when required.
- Parents must follow the markings on the floor to line up to get their children. The

markings on the floors have been set 2 meters apart from each other.

- Parents must not go past the screening area. In case of an emergency if a parent is needed to enter the building, they must wear a mask/face covering and sanitize their hands prior to entering the building. PLMS will determine which situation is considered an emergency case.
- All entrances have a hand sanitizer. The hand sanitizer must be kept away from children's reach.
- Personal belongings (e.g., backpack, clothing, etc.) is discouraged. If brought, belongings will be labeled and kept in the child's cubby/ designated area.
- The strollers must be stored in the Northwest corner of the parking space.
- All the parents are required to have a mask on while at PLMS premises.

Visitors

- There will not be non-essential visitors at PLMS.
- PLMS will ensure that there are no volunteers at the program.
- All essential visitors will go through screening process and must sanitize their hands prior to entering the building.
- Students completing post-secondary educational placements will be permitted to continue their training at PLMS if PLMS is only setting for their practicum. Student teachers will be assigned only to one group of children while at PLMS.
- Student teachers will also be subject to the same health and safety protocols as other staff members such as screening, and the use of PPE when on PLMS premises, and must also review the health and safety protocols.
- The provision of special needs services may continue and PLMS may use their discretion to determine whether the services being provided are essential and necessary at this time.
- Videoconferencing and telephone interviews will be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect PLMS premises at any reasonable time.
- Parents will not be permitted to go past the screening area.

Space Set-Up and Physical Distancing

- Each group of children have their own assigned indoor space, separated from all other groups.
- When setting up the environment, physical distancing is maintained as much as space

allows within members of one group (cohort). Children are encouraged and gently reminded of social distancing when possible.

- Spreading children out into different areas, particularly during work cycle and dressing time;
- Continuing with individual activities or activities that encourage more space between children.
- Using visual cues to promote physical distancing.
- Cots are set with a safe distance apart, if the space does not allow head to toe or toe to toe set up must be practiced.
- Shared spaces and structures that cannot be cleaned and disinfected (such as reading corners) are not used.
- Staff do not plan activities that do not involve shared objects or toys in the classrooms;
- Singing activities are done outdoors and are avoided indoors.
- We have prepared multiples of activities that are in high demand in the classrooms to help with rotation of the materials during sanitization.

Equipment and Toy Usage and Restrictions

- PLMS only uses equipment, which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Outdoor Toys and equipment should be cleaned and disinfected at a minimum between groups.
- Mouthed toys are cleaned and disinfected immediately after the child is finished using it.
- PLMS have designated toys and equipment for each room or group of children. Where toys and equipment are shared, they are cleaned and disinfected prior to being shared, including between groups.
- If sensory materials (e.g., play dough, water, sand, etc.) are offered, they are provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- Are materials such play dough, pencil crayons, markers and etc. are provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- Play structures is only used by one group of children at a time and is sanitized between each group's use.

Program Statement/Activities

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

Outdoor Play

- PLMS schedules outdoor play by groups in order to facilitate physical distancing.
- Play structures in the playground is only used by one group (cohort) at a time and is cleaned and disinfected before and after each use by each group.
- PLMS have designated toys and equipment (e.g., balls, loose equipment) for each group. Where toys and equipment are shared, they are cleaned and disinfected prior to being shared.
- Children should bring their own sunscreen where possible and it is not shared.
- Staff may provide assistance to apply sunscreen to any child requiring it. Proper hand hygiene is exercised when doing so (for example washing hands before and after application or wearing a fresh pair of gloves for each single child).
- Community walks are conducted while practicing social distancing. PLMS will refrain from using public playgrounds during COVID-19 pandemic.

Interactions with Children

- When holding toddlers, blankets or cloths are used over clothing and the blankets or cloths are changed between children.
- Recognizing that physical distancing is difficult with small children and toddlers, PLMS teachers practice follow routine below to support physical distancing:
 - Planning activities that do not involve shared objects or toys; and,
 - When possible, moving activities outside to allow for more space.
- Children do not share food, feeding utensils, bottles, etc.
- Mouthed toys are removed for cleaning and disinfecting and are not shared with other children.
- Children's belongings are labeled with the child's name to discourage accidental sharing.

- Children are encouraged to practice social distancing as much as possible.
- Teachers keep their distance from the children and practice social distancing as much as possible.
- Emotional need of children is very important and is taken seriously in our school. Staff members who are in full PPE such as facemasks and face shield help with comforting children if and when needed.