

Outbreaks

Section	Health and Safety
Date Effective	24 July 2020
Policy & Version Number	F-9.01-1 COVID

POLICY

It is the policy of the **Montessori School of Sudbury** is to ensure that outbreaks are identified and contained early on to reduce risk of spreading to other children and staff.

This policy applies to all employees, volunteers and visitors.

TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD

Many infectious diseases and illnesses can be prevented through appropriate hygiene, sanitation, and infection prevention/control practices, which help protect the health, safety and well-being of staff, children, and families. The **School** will ensure, to the best of their ability, that children/families and staff/volunteers are maintaining appropriate physical distancing of at least 2 metres/6 feet.

DETAILS & PROCEDURE

TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD

Children, parents/guardians, staff/volunteers who exhibit any COVID-19 symptoms are to remain at home. If, upon arrival, the child, parent/guardian or staff/volunteer fails the daily screening, the Administrator or her Designate will refuse entry to the **School** until the person can submit a negative result of a COVID-19 test to the **School**, AND symptoms have resolved for at least 24 hours. If the person chooses NOT to undergo a COVID-19 test, that person cannot return to the **School** for 14 days (or other self-isolation period as recommended by the Public Health Sudbury and District), AND that person must be symptom-free for at least 24 hours before returning to the **School**.

COVID-19 OUTBREAKS

- A single, symptomatic, laboratory confirmed case of COVID-19 must be considered a confirmed outbreak.
 - When a confirmed case of COVID-19, the **School** will report this to the Ministry of Education as a serious occurrence and follow the procedures and the direction of Public Health Sudbury and District (PHSD).

- Those who are symptomatic or have been advised to self-isolate by Public Health Sudbury and District (PHSD) must not attend the program until they are cleared by Public Health Sudbury and District (PHSD)
- Asymptomatic individuals awaiting results must follow the direction of PHSD.
 - Symptoms include fever, cough, and shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of unwell.
 - Children in particular should be monitored for atypical symptoms, such as unexplained fatigue, malaise, delirium, unexplained or increase number of falls, acute functional decline, exacerbation of chronic conditions, chills, headache, croup, conjunctivitis, multisystem inflammatory vasculitis in children (presents as persistent fever, abdominal pain, conjunctivitis, gastrointestinal symptoms (nausea, vomiting, diarrhea and rash).
- If a child becomes ill during program, they will be isolated (in either the library or the office) and a family member will be contacted to come and pick them up. A staff member, who becomes ill during programming, will be sent home.
 - The sick child/person will be provided with tissues and reminded of proper hand hygiene, respiratory etiquette, and proper disposal of tissues.
 - The sick child will enter the isolation room with a staff member from the office. The staff member will be wearing full PPE (face shield, mask, gloves, or as required by PHSD regulations).
 - All items used and/or touched by the sick child/staff member must be washed and sanitized. Items that cannot be thoroughly cleaned will be placed in a sealed bag or container for a minimum of 7 days.
 - Public health will be notified if a child or staff member is sent home with suspected symptoms of COVID-19 and their advice will be followed.
 - When a suspected case becomes a confirmed case of COVID-19, the School will report this to the ministry as a serious occurrence and follow the designated procedures and the direction from PHSD.
 - Other children, including siblings of the ill child or the child of a staff member, must be identified as a close contact and further cohorted. PHSD will provide further direction on testing and isolation of these contacts.

CHILD HEALTH

A copy of the **School's** Health Policies booklet must be sent home to the parents/guardians of each child. This booklet will be used to communicate the School's policies around outbreaks to parents/guardians of students.

Children who are ill or who aren't able to participate in regular activities (including outdoor playtime) are to be kept at home. If upon arrival the staff feels the child is too ill to be at school, the Administrator or her designate will determine if the child needs to be sent home.

DIFFERENT OUTBREAKS AND HOW TO CONTAIN THEM

Chicken Pox

Children with Chickenpox may go to school or daycare if they have no fever and if they feel well enough to participate in regular activities regardless of the state of the rash.

Influenza

Children and Staff with influenza may NOT attend school while they are feeling ill. On average, a 6 or 7-day period is a sufficient amount of time to prevent a child from spreading the virus to other children. Staff should not return to the classroom unless they have been symptom free for forty-eight (48) hours.

Croup

Children with Croup can go to school or daycare if they feel well enough to participate in regular activities.

Fifth Disease

Children with Fifth Disease may go to school or daycare if they feel well enough to participate in regular activities.

Gastroenteritis

Children and Staff with Diarrhea and/or Vomiting must NOT attend daycare or school until they have been symptom free for forty-eight (48) hours.

Hand, Foot and Mouth Disease

Children with Hand, Foot and Mouth disease may go to school or daycare if they feel well enough to participate in regular activities.

Head Lice

The Montessori school has a “**no nit**” policy. Any student found to have head lice will be sent home and will be asked to remain at home until the head is clear for twenty-four (24) hours. We would also ask that the teacher of the classroom the child attends be informed so that notification can be posted outside of the classroom.

*Note: Upon returning to school, the Administrator or her designate will check the child's hair to ensure that there are **no nits** remaining.*

Impetigo

Children or Staff with Impetigo should NOT go to school or daycare until the antibiotic treatment prescribed by the health care provider has been taken for at least twenty-four (24) hours.

Pink Eye

If a child's eyes have discharge or pus, the child should not go back to school or daycare until antibiotics has been taken. Children with pinkeye caused by bacteria should NOT go to school or daycare until antibiotics prescribed by a health care provider has been taken for at least twenty-four (24) hours.

Respiratory Infection

Children or Staff with a Respiratory Infection may go to school or daycare if they feel well enough to participate in regular activities.

Scarlet Fever

Children or Staff with Scarlet Fever should NOT attend school or day care until antibiotic treatment is prescribed by a health care provider has been taken for at least twenty-four (24) hours.

Strep Throat

Children or Staff with Strep Throat should NOT attend school or day care until antibiotic treatment is prescribed by a health care provider has been taken for at least twenty-four (24) hours.

Fire Procedure (During Covid-19 Pandemic)

Upon Hearing the Alarm

1. Call 911
2. Students are to line up in a single file within their cohorts.
 - a. Whenever possible drills will be conducted with one cohort at a time.
3. One assistant will be at the front of the line, one assistant will be in the middle of the line and the Directress should be at the back of the line.
4. The assistant at the front of the line will retrieve the attendance book and the whistle. The assistant/supervisor/directress will be responsible for leading the children to the appropriate exit.
 - a. Staff will do their absolute best to ensure that the children are maintaining at least 2 meters between themselves when exiting the classroom.
5. The directress will be responsible for closing the windows, bathroom door, and the classroom door and ensure there are no children in the bathroom or in the classroom.
6. The assistant at the front of the line must be alert for blocked exits. Should the primary exit be blocked then the leader will give the signal for the children to turn around and to use the alternate exit. The signal should be one blow of the whistle.
7. Movement: Children that are in movement when the alarm sounds are to exit the building using the side entrance and catch up with their class line by walking along the walkway.
8. Once outside, the lead assistant at the front of the line will take the attendance.
9. Re-entry into the **School** will be at the signal given by the Administrator.
10. Emergency accommodations: Should the children not be allowed back into the **School**, they are to be brought to the **Trinity Lutheran Church**, 189 Regent Street South, Sudbury. At **Trinity Lutheran Church**, parents are to be notified to pick up their children by the Directresses of each class.
11. Once it is safe to re-enter the building the Administrator or her designate will complete a Serious Occurrence form, as well as notify the Board of Directors and C.Q.I.

Note: All supply staff should be notified which position they are replacing for the day.

Head of the line: Assistant: _____

Middle of the line: Assistant: _____

Back of the line: Directress/Supervisor: _____

Windows/Doors/Bathroom Door & Bathroom Check: Office Staff/Directress

Environmental Cleaning & Disinfecting

Section	Health and Safety
Date Effective	1 August 2020
Policy & Version Number	F-22.01-1 COVID

POLICY

The **Montessori School of Sudbury** is committed to providing a safe and healthy environment for employees, volunteers, students, and families. The **School** will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

It is the policy of the **School** to ensure that all staff are aware of and adhere to the Sanitary Policies and Procedures and direction by the Public Health Sudbury and Districts (PHSD) regarding cleaning and disinfecting in the re-opening of the **School**.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This Policy applies to all employees, volunteers, visitors, families, and students.

DETAILS & PROCEDURE

Childcare centres and schools are required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any employees, volunteers, students, or parents/guardians be exposed to COVID-19.

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Oxivir Plus & Oxivir Tb Ready-to-Use (RTU)), 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 (1 minute). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. Cleaning and disinfecting will be done three times a day and as needed, upon Opening, mid-day and Closing. Cleaning staff will be responsible for the cleaning and disinfecting. Educators and Directresses will be responsible for the small spills that happen in their classroom. Employees will wear gloves when cleaning/disinfecting and when immersing toys in diluted disinfectant when toy washing.

Cleaning

- Use soap and warm water to clean visibly soiled surfaces.
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure soap is removed.
- Let the surface dry.

Disinfecting

The AHP disinfecting products used in the **School** are Oxivir Tb RTU. It is considered a high-level disinfectant which is defined as the complete elimination of all microorganisms in or on a surface.

For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Oxivir Tb RTU, which comes ready to use in spray bottles or wipes. The contact time for disinfecting is 1 minute.

Sanitizing-Kitchen-Food Contact Surfaces

Always use a sanitizer in the kitchen and on food contact surfaces. The solution used, Quatromyicide II, is to be tested daily with the test strips before using. The Solution needs to be a maximum of 200ppm of quats.

Cleaning and Disinfection Frequency Requirements

1. Clean and disinfect upon ENTRY to childcare (for employees):
 - Any hard surfaces such as water bottles, travel mugs, cell phones, lunch bags, lunch containers, etc...
2. Clean and disinfect upon children's ENTRY to childcare:
 - Any hard surfaces such as water bottles, lunch bags, lunch containers
3. Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:
 - Tables and countertops: used for food preparation and food service must be cleaned and sanitized before and after each use, using Oxivir Tb RTU.
 - Spills: must be cleaned and disinfected immediately.
 - Hand wash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day, between cohort use (if applicable) and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
 - Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play.

- Outdoor play equipment: must be disinfected before use, and as required (e.g., visibly dirty and between cohorts). Any outdoor play equipment that is used must be easy to clean and disinfect.
 - High-touch surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks toilets etc.). These surfaces will be cleaned 3 times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
 - Other shared items: (e.g., phones, tablets, music devices, attendance binders etc.) these must be disinfected between users).
 - Food must always be protected from contamination. This may include ensuring guards or covering for food and utensils.
4. Clean and disinfect daily:
- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.).
 - Where possible, remove area rugs/small carpets. Where carpets cannot be removed, they are to be vacuumed daily when the rooms are available, i.e., during outdoor play. The use of a HEPA filter vacuum is recommended.
5. Clean and disinfect as required:
- Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:
 - Isolate the area around the spill so that no other objects/humans can be contaminated.
 - Gather all supplies, perform hand hygiene, and then put on single-use nitrile gloves.
 - Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of it in separate garbage bag.
 - Clean the spill area with detergent, warm water and single-use towels.
 - Rinse to remove detergent residue with clean water and single-use towel.
 - Discard used paper towels and gloves immediately in a tied plastic bag.
 - Spray disinfectant in and around the spill area and allow the appropriate disinfecting contact time, based on your own disinfectant requirements.
 - A final rinse is required if children come into contact with the area.
 - Remove gloves as directed and discard them immediately. Perform hand hygiene as directed (See Hand Hygiene Policy and Procedures)

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. NEVER use your hands to clean up the glass.
 - If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.
6. Crib and cot cleaning and disinfecting:
- Cots must be labelled and assigned/designated to a single child.
 - Cots must be cleaned and disinfected before being assigned to a child.

- 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 which there is no contact with the sleeping surface of another cot.
- Bedding must be laundered daily and when soiled or wet.

Additional Infection Prevention and Control Practices for Hygiene Items

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the centre.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe.

RELATED POLICIES AND FORMS

Hand Hygiene

Section	Health and Safety
Date Effective	1 August 2020
Policy & Version Number	F-25.01-1 COVID

POLICY

The **Montessori School of Sudbury** is committed to providing a safe and healthy environment for employees, volunteers, students, and families. The **School** will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

It is the policy of the **School** to ensure that all staff are aware of and adhere to the Sanitary Policies and Procedures and direction by the Public Health Sudbury and Districts (PHSD) regarding cleaning and disinfecting in the re-opening of the **School**.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This Policy applies to all employees, volunteers, visitors, families, and students.

DETAILS & PROCEDURE

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 liquid soap and running water or a hand sanitizer (60-90% alcohol based is acceptable). Hand washing with liquid soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or 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.

Hand Washing Procedure

Hand washing is the best way to prevent the spread of infection. Proper hand washing significantly reduces the spread of colds, influenza, and diarrhea illnesses. When you wash your hands, you wash away the germs that you may have picked up from other people, surfaces, or from animals. When possible, hand washing using liquid soap and water is recommended over alcohol-based hand rub for children.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and.

Children should wash their hands:

- upon arriving at the school or daycare
- after sneezing, coughing, or blowing nose
- before and after eating
- after handling garbage
- after using the washroom
- when their hands are dirty
- after playing with commonly used toys
- after playing outdoors or in a sandbox
- after coming in contact with bodily fluids
- after coming in contact with any soiled/mouthed items
- after gardening

Employees/volunteers should wash their hands:

- upon arriving at work or returning from a break
- after sneezing, coughing, or blowing nose
- before preparing, serving, or eating food
- after diapering a child or checking a diaper
- after cleaning up messes
- after wiping a nose
- after going to the bathroom or assisting a child to use the bathroom
- after playing outdoors with children
- before giving any medications
- after assisting a child with handwashing
- after handling garbage
- before and after handling raw foods
- after outdoor play
- after handling soiled laundry or dishes
- after handling soiled toys or other items
- after coming in contact with bodily fluids
- after coming into contact with any soiled/mouthed items
- after gardening

Toddler & Preschool Hand Washing

1. Have child wet hands.
2. Squirt a drop of liquid soap onto child's hands.
3. Help child wash all areas of hands for 15 seconds.
4. Rinse child's hands from wrist to fingertips under running water.
5. Dry child's hands with a fresh paper towel.
6. Turn off faucet with paper towel and discard.
7. Wash your own hands.

School-Age Hand Washing

1. Ask the children to wash their hands correctly.
2. Show the children how to wash their hands, if they do not know how or have forgotten.
3. Remind the children that hand washing will help keep them from getting sick.

Staff Hand Washing

1. Leave jewelry at home or remove it upon hand washing.
2. Use liquid soap and warm running water.
3. Rub hands vigorously as you wash.
4. Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails for a minimum of 15 seconds.
5. Rinse hands well. Leave water running.
6. Dry hands on a single-use paper towel.
7. Turn off faucet with a dry paper towel. ****Do not use bare hands to turn off faucet.**
8. Nail brushes are not to be used.

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand Sanitizing Information

When your hands are not visibly dirty, a 60-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

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 or vinyl gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

Covering Your Cough Procedure

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.

Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze, or blow your nose.
- Put used tissues in the garbage.
- If you do not have a tissue, cough or sneeze into your sleeve, not in your hands.
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol based) regularly and after using a tissue on yourself or others.

RELATED POLICIES AND FORMS

Toy Disinfecting

Section	Health and Safety
Date Effective	1 August 2020
Policy & Version Number	F-26.01-1 COVID

POLICY

The **Montessori School of Sudbury** is committed to providing a safe and healthy environment for employees, volunteers, students, and families. The **School** will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

It is the policy of the **School** to ensure that all staff are aware of and adhere to the Sanitary Policies and Procedures and direction by the Public Health Sudbury and Districts (PHSD) regarding cleaning and disinfecting in the re-opening of the **School**.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This Policy applies to all employees, volunteers, visitors, families, and students.

DETAILS & PROCEDURE

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Oxivir Plus & Oxivir Tb Ready-to-Use (RTU)), 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 1 minute. Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

Procedures

It is important to clean and disinfect all toys, especially toys that may have been placed in children's mouths. Each toy should be cleaned and disinfected before being placed back into circulation.

- Available toys/materials will be washable, sturdy, too large to be swallowed to prevent choking, and can be cleaned and disinfected.
- Plush toys will not be available
- Toys/materials which are visibly dirty will be cleaned/disinfected daily.
- Toys/materials that children have put in their mouths or that have other body fluids on them will be removed and placed in a labelled bin until they can be cleaned/disinfected.
- When cleaning toys/materials, check them for sharp, jagged edges or small pieces that can be easily broken off. If items cannot be fixed, throw them away.

Cleaning

- Plastic toys/materials that can be submersed in a sink or bucket must be cleaned with dish soap and water.
- Use soap and warm water to clean visibly soiled surfaces.
- Rinse the toys/materials with clean water (warm to tepid temperature preferred) to ensure soap is removed.
- Allow clean items to air dry.

Disinfecting using *Oxivir Tb Ready-to-use (RTU)

- Spray solution (1750ppm) (Bottle labelled)
- Let sit for 1 minute
- Mouthed toys will require a final rinse after the required contact time is observed

Wash in Place

For general environmental disinfection of high-touch surfaces, large toys, and equipment that cannot be immersed in a disinfectant solution use *Oxivir Tb RTU

RELATED POLICIES AND FORMS

Testing and Exclusion of Sick Children or Staff

Section	Health and Safety
Date Effective	1 August 2020
Policy & Version Number	F-27.01-1 COVID

POLICY

The **Montessori School of Sudbury** is committed to providing a safe and healthy environment for employees, volunteers, students, and families. The **School** will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

It is the policy of the **School** to ensure that all staff are aware of and adhere to the Policies and Procedures guiding the handling of sick children and staff as directed by the Public Health Sudbury and Districts (PHSD). The **School** will ensure, to the best of its abilities, that the children and staff are maintaining appropriate physical distancing of at least 2 metres/6 feet, or staff will wear appropriate PPE where the minimum distance is not possible.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This Policy applies to all employees, volunteers, visitors, families, and students.

DETAILS & PROCEDURE

Testing for COVID-19

1. Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by Public Health Sudbury and Districts (PHSD) as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can also be found in the 'COVID-19 Reference Documents for Symptoms' on the Ministry of Health COVID-19 Website.
2. Those who test negative for COVID-19 must be excluded (stay home) until 24 hours after symptoms resolution.
3. If there are enteric symptoms, such as vomiting and diarrhea, the exclusion would be 48 hours post-resolution of symptoms as the concern here is Norovirus.
4. Those who test positive for COVID-19 must be excluded (stay home) from the childcare centre for 14 days after the date of testing and clearance has been received from PHSD. The employee or child must pass the screening test to be allowed re-entry to the **School**.

5. The **School** considers a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with PHSD. Outbreaks will be declared in collaboration with the centre and PHSD to ensure an outbreak number is provided.
6. Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and remain cohorted until laboratory tests, if any, have been completed or until directed by PHSD.
7. 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 will be excluded from the **School** (they must stay home).
8. As required by the Child Care and Early Years Act, the **School** must separate children of ill health and contact parents/guardians to take the child home.
9. If a child or staff begins to experience symptoms of COVID-19 while attending or working in the **School**, the following recommendations will be followed:
 - Symptomatic children must be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to that child should maintain a distance of at least 2 metres / 6 feet. Following active surveillance, any child with the following is considered symptomatic:
 - Fever (temperature of 37.8 degrees Celsius or higher)
 - New or worsening cough
 - Shortness of breath
 - Sore throat
 - Difficulty swallowing
 - Decrease or loss of sense of taste or smell
 - Runny nose/nasal congestion without other known cause
 - (For young children) sluggishness or lack of appetite (if no other diagnosis)
 - Or the following atypical symptoms:
 - Unexplained fatigue, malaise, muscle aches
 - Delirium (acutely altered mental status or inattention)
 - Unexplained or increase numbers of falls
 - Chills
 - Headaches
 - Pink eye (conjunctivitis)
10. If a 2-metre distance cannot be maintained from the ill child, at minimum staff are required to wear a surgical/procedure mask, eye protection (goggles or face shield) and have a barrier to protect their clothing (blanket or gown) in order to prevent/limit virus transmission to those providing care.

11. Contact PHSD at 705-522-9200 extension 301 to notify them of a potential case and seek advice regarding the information that should be shared with the other parents/guardians of children in the childcare centre. A Serious Occurrence must be submitted to the Ministry of Education for each child or staff. Children Services, and City of Greater Sudbury should also be informed.
12. While contacting PHSD, at a minimum, the child who is over 2 years old and the staff member should wear a surgical/procedure mask (if tolerated), and any other PPE appropriate for the circumstance (see item #10 above).
13. Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up. Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.
14. Environmental cleaning of the space the child was separated from should be conducted once the child has been picked up. Items that cannot be cleaned and disinfected should be removed and stored in a sealed container for a minimum of 7 days.
15. Siblings of the sick child are also to be picked up and excluded (sent home). Children of an ill staff member should also be sent home and excluded.
16. If you suspect a child has symptoms of another reportable communicable disease, please report these immediately to PHSD at 705-522-9200, as is normal protocol.

Returning from Exclusion Due to Illness

17. Staff/children who are being managed by PHSD (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Public Health to determine when to return to the **School**.

Occupational Health & Safety

If the care provider's illness is determined to be work-related: in accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four (4) days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:

- Ministry of Labour;
- Joint Health and Safety Committee (or health and safety representative); and
- Trade union, if any.

Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

RELATED POLICIES AND FORMS

Requirements for Health & Safety Practices

Section	Health and Safety
Date Effective	1 August 2020
Policy & Version Number	F-28.01-1 COVID

POLICY

The **Montessori School of Sudbury** is committed to providing a safe and healthy environment for employees, volunteers, students, and families. The **School** will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

It is the policy of the **School** to ensure that all staff are aware of and adhere to Health & Safety Practices and the directive established by the Ministry of Health. Childcare centres are required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any staff, children, or parents/guardians be exposed to COVID-19.

The **School** will ensure, to the best of its abilities, that the children and staff are maintaining appropriate physical distancing of at least 2 metres/6 feet, or staff will wear appropriate PPE where the minimum distance is not possible.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This Policy applies to all employees, volunteers, visitors, families, and students.

DETAILS & PROCEDURE

Procedures

Monitor staff and children daily for symptoms. Should staff or children show any signs, they will be immediately separated from all others. Parents will be called and will need to pick up their child immediately.

- Fever (temperature of 37.8 degrees Celsius or higher)
- New or worsening cough
- Shortness of breath
- Sore throat
- Nausea, vomiting and/or diarrhea
- Difficulty swallowing
- Decrease or loss of sense of taste or smell

- Runny nose/nasal congestion without other known cause
- For young children sluggishness or lack of appetite (if no other diagnosis).

Or the following atypical symptoms:

- Unexplained fatigue, malaise, muscle aches
- Delirium (acutely altered mental status or inattention)
- Unexplained or increase numbers of falls
- Chills
- Headaches
- Pink eye (conjunctivitis).

Preventative Measures -Prevent the spread of illness

1. Masks: Public Health Sudbury and District (PHSD) is requiring that staff wear a mask (medical or nonmedical) when physical distancing cannot be maintained, including, but not limited to:
 - Providing direct care (for example, feeding, assisting a child with hand hygiene, diapering).
 - Consoling an upset child.
 - Assisting a child with dressing or changing clothes.
 - This requirement applies within cohorts as well.
 - *Note that the use of masks is not recommended for children, especially for those under the age of two.

Information on the use of face coverings is available

<https://www.ontario.ca/page/face-coverings-and-face-masks>

<https://www.publichealthontario.ca/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medicalmasks.pdf?la=en>

2. If parents administered any fever-reducing medication to their child(ren) in the last 5 hours for fever they are not allowed entry.
3. All staff must wash hands upon arrival and often (See Hand Hygiene Policy and Procedures). They must also cover their mouth during coughing and sneezing either with a tissue or a flexed elbow and disposing of used tissues in a plastic lined waste container, followed by hand hygiene.
4. Everyone should be encouraged to not touch their face.
5. Disinfect frequently touched surfaces and items that children touch with their hands, mouths, and body fluids such as toys, diaper stations, chairs, playground equipment, door handles, etc. (Environmental Cleaning and Disinfecting Policy and Procedures).
6. Use PPE-Personal Protective Equipment when needed during screening, cleaning and when monitoring sick children who have been separated (Testing and Exclusion of Sick Children or Staff Policy and Procedures).

7. The playrooms and washrooms will be supplied with paper towels and tissues and will be available at all times.

Requirements for Health and Safety

8. Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:
9. Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys);
10. Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces;
11. 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;
12. Only using disinfectants that have a Drug Identification Number (DIN). Low level hospital grade disinfectants may be used;
13. Checking expiry dates of products used and always following manufacturer's instructions;
14. Performing proper hand hygiene (including assisting children with hand hygiene); and,
15. Incorporating additional hand hygiene opportunities into the daily schedule.
16. Encourage more physical space between children by:
 - a. Spreading children out into different areas;
 - b. Staggering, or alternating, lunchtime and outdoor playtime; and,
 - c. Incorporating more individual activities or activities that encourage more space between children.
17. Do not use water or sensory tables.
18. Outdoor play is encouraged in small groups in order to encourage physical distancing.
19. Increase the distance between nap mats, if possible. If space is tight, place children head-to-toe or toe-to-toe. Cots and cribs should be disinfected after each use.
20. Linens must be laundered between children.
21. Children must not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing.
22. Reinforce "no food sharing" policies.
23. If meals or snacks are provided, ensure each child has their own individual meal or snack. Multi-use utensils must be sanitized.
24. Pick-up and drop-off of children should happen outside the childcare setting unless it is determined that there is a need for the parent/guardian to enter the setting.
25. When holding infants and toddlers, use blankets or cloths over childcare providers clothing and change the blankets or cloths between children.
26. Avoid getting close to faces of all children, where possible.
27. Clearly communicate to parents/guardians:
 - a. Check their children's temperature and ask staff to check their own temperature daily before coming to the childcare setting.
 - b. If the temperature is equal or greater than 37.8 degrees Celsius or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, they should stay home (see Testing and Exclusion of Sick Children or Staff Policy and Procedures).

More information on self-monitoring can be found on Public Health Ontario's Website.
<https://www.publichealthontario.ca/>

RELATED POLICIES AND FORMS

Health Screening

Section	Health and Safety
Date Effective	1 August 2020
Policy & Version Number	F-29.01-1 COVID

POLICY

The **Montessori School of Sudbury** is committed to providing a safe and healthy environment for employees, volunteers, students, and families. The **School** will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

It is the policy of the **School** to ensure that all staff are aware of and adhere to the health screening procedure as an essential step in reducing the risk of Covid-19 entering the **School**. Everyone must be screened prior to entering the **School**.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This Policy applies to all employees, volunteers, visitors, families, and students.

DETAILS & PROCEDURE

Procedures

Prior to the screening, the following steps and set up will be completed:

1. Everyone will access the building through a controlled entrance (Main Doors on Victoria Street).
2. All staff will complete health screening training.
3. Identify/set up the location and staffing of the screening area:
 - Screening will take place at the main entrance between the two sets of doors.
 - Ensure that each person is screened.
 - Maintain a minimum distance of 2 metres/6 feet between staff conducting screening and the person being screened.
 - Staff who are conducting the health screening will be provided with face cover and masks, gloves and/or hand sanitizer.
4. Place entrance signage identifying the screening process.
5. Ensure Public Health Sudbury and Districts (PHSD) resources are available for anyone who does not pass the screening.

Drop-Off and Pick-up / Screening Procedure

6. Any persons entering the **School** must be screened prior to being allowed entry. Staff must follow the screening procedure for each person and record the outcome (pass or fail).
7. Childcare centres within the meaning of the Child Care and Early Years Act, 2014 have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The **School** will contact PHSD, and the City of Greater Sudbury to report a child or staff suspected to have COVID-19.
 - PHSD will provide specific advice on what control measures should be implemented to prevent the potential spread, and how to monitor for other possible infected staff and children as well as who needs to be informed and when.
 - Parents are not to go past the screening area and all results will be recorded.
 - All entrances will have hand sanitizer, and if in an enclosed space a physical distance of 2 metres/6 feet cannot be maintained, parents/guardians and staff/providers **MUST** use face coverings. Staff must wear a mask and eye protection (goggles or face shield) when screening, when distance cannot be maintained, and a barrier is not provided.
 - Signage and markings will be used on the ground to direct families through the entry steps.
 - 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.
 - Greet everyone to the childcare centre with a friendly, calm manner. Request that only **ONE** parent/guardian enters the screening area with the child and request they both use hand sanitizer.

FURTHER NOTES:

8. Children, parents, or staff who have been exposed without PPE to a confirmed case of COVID-19 or symptomatic person(s) should be excluded as per PHSD recommendation.
9. Should one household member be isolating (regardless of whether due to symptoms, travel, close contact etc.) all household members are required to self-isolate and therefore the child and any siblings will not be allowed entry.

How to respond:

10. If the individual answers **NO** to all the screening questions, they have passed the screening and can drop off the child(ren).
11. If the individual answers **YES** to any of the screening questions or refuses to answer, then they have failed the screening and cannot enter the building:
 - Refer parents to review the self-assessment tool on the Ministry of Health website or the PHSD www.phsd.ca/ to determine if further action is required.
 - If response is for a childcare staff member, advise that the Supervisor will be notified and will follow up later in the day.
 - Provide families/clients with a handout of resources.
 - Staff member will advise their Manager immediately.

If you have any questions pertaining to travel and exclusion, please contact a public health nurse at 705.522.9200 ext.301.

RELATED POLICIES AND FORMS

- F-29.01(a)-1 Screening Procedures
- F-29.01(b)-1 Weekly Staff Screening Form
- F-29.01(c)-1 Child Daily Screening Form

Screening Procedures

1. The screening table and location will be set up inside of the main entrance.
 - a) There will be two staff conducting the screening
 - b) Both staff members will wear proper PPE (gloves, face shield, mask)
 - c) There will be hand sanitizer on the table and the wall
 - d) Gloves will be changed, and hands will be sanitized in between each staff or child screened
2. Screening the staff:
 - a) Staff will be required to enter the building from the main door and will not be able to enter the School until they have been screened and had their temperature checked.
 - b) Staff will be asked to ensure that they are wearing face coverings when entering the building to be screened.
 - c) Once they are cleared, the staff will be allowed through the doors to enter their classroom.
3. Screening the children:
 - a) The child and a single parent will enter the screening area together. Parents will be required to wear face coverings.
 - b) The child's temperature will be taken using an ear thermometer by Staff A.
 - The thermometer will be cleaned/sanitized according to the product being used prior to being utilized on the next child.
 - c) The parent will be asked the screening questions by Staff B.
 - i) Staff B will record the results of the screening.
 - d) If the child passes the screening, they will be granted permission to enter the building.
 - i) Note: the parent will not be allowed to enter the building beyond the screening area.
4. Once screening is complete:
 - a) One of the screening staff members will pass the child through the door to their cohort's runners.
 - b) The runner will make sure the child's shoes are changed and their belongings are placed at their cubby.
 - c) Upon entering the cohort (classroom) the child will be asked to wash their hands before choosing work.
 - d) If the child has their own lunch, the assigned cleaner (staff member) will use a Lysol or Oxivir wipe to wipe down the child's lunch bag before it enters the classroom (eating utensils will not be wiped with disinfectant).

Communication with Parents

Section	Students and Education
Date Effective	24 July 2020
Policy & Version Number	G-1.02-1 COVID

POLICY

It is the policy of the **Montessori School of Sudbury** to encourage open communication between parents and **School** staff in order to promote a sense of partnership and mutual understanding.

It is expected that any extended conversations with regards to the classroom take place with the Directress of the child's classroom, or with the Administrator, and after school hours or during a mutually agreeable time. The purpose of this policy is to ensure that the students are receiving the education they are expecting during school hours.

This policy applies to all employees, volunteers, parents/guardians, and visitors.

DETAILS & PROCEDURE

TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD

The following is the information the **School** will ensure is shared with families prior to registration.

- The policies and procedures regarding health and safety protocols, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy.
- Links with helpful information, as well as detailed instructions regarding screening and protocols if a child or childcare staff provider becomes ill.
- Priority/waitlist policy updates that account for limited capacity when re-opening. Any changes made throughout the year will be communicated with the families.
- Staff will make every effort to communicate with parents if there are any concerns that need to be addressed, by using their school email.
- If further discussion is required, a time will be set aside to discuss the concerns over the phone.

The following are the procedures to follow when communicating with parents.

- Since parents enjoy daily updates of how their child's day went, the staff are asked to report to them any pertinent information as briefly as possible.

- If there are any issues or if the parents relay any issues to a staff member, they are expected to inform the parents that they do not have time at that very moment to properly discuss the issue.
- They are then encouraged to arrange a meeting with the Directress, at a time that works best for both the parent(s) and the Directress, where the Directress will make every reasonable attempt to accommodate the parents' request within 48 hours.
 - If the issue discussed is something in which the Directress is unable to assist with, the parent(s) should be redirected to the office.
 - The conversation with the parents must be documented and later presented to the Administrator, by the beginning of the next business day.
 - Once the Directress has met with the parent(s), a meeting with the Administrator must be arranged to discuss the conversation which took place with the parent(s) so that the Administrator is informed, by the beginning of the next business day.
- Any complaints or issues brought to the attention of the Directress or another staff member should be documented. Any solutions discussed, or observations made regarding the issue should be documented and placed within the child's individual file, within 48 hours.
 - The Administrator must be made aware of any and all communication regarding these issues. He/she must also read all documentation and sign off on such, prior to it being placed in the child's file.

Lunches

Section	Students and Education
Date Effective	24 July 2020
Policy & Version Number	G-10.01-1 COVID

POLICY

It is the policy of the **Montessori School of Sudbury** to ensure that parents and students adhere to this policy.

This policy applies to all employees, volunteers, students and their parents/guardians, and visitors.

DETAILS & PROCEDURE

The Ministry of Education, our licensing body, dictates that each parent must be given a copy of Canada's Food Guide to assist parents in lunch decision making. This guide is included in the registration package given to parents.

In the rare circumstance that the child forgets his/her lunch, or the guidelines set out in this policy are not followed, appropriate action on the part of the school will be taken in order to provide a lunch substitute. Any fees incurred will be charged to the parents.

TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD

Parents are asked to ensure that the child's lunch box and all contents can be wiped down and sanitized prior to having lunch. Staff will wipe down all hard surfaces in the children's lunches while paying attention to not sanitize items that come into direct contact with the mouth or edible items, such as: utensils (straws, spoons, forks etc.) and wrapper-less foods such as fruit, etc¹. Personal items should be labelled and stored in a way that prevents contamination of the personal items of others.

Proper hand hygiene must be performed by staff and children before eating. The staff will reinforce the no sharing of food policy. Children will maintain the recommended physical distance while eating.

Parents are requested to include an ice pack in their child's lunch bag. Milk and water are the recommended drinks of choice each day.

¹ Staff will wash with warm water all wrapper-less fruit or vegetables such as apples, oranges etc. prior to lunch.

If food allergies are a concern for the child, it is the responsibility of the parent to send food substitutes.

The **School** is an “allergy safe environment”.

NON-COMPLIANT LUNCHES

The following are the procedures to follow in the event that a child’s lunch is non-compliant with this policy:

1. Lunch will be provided to the child from our Hot Lunch Program. The appropriate fee will be charged to the parents.
2. The parents will get a verbal reminder that the child needs an appropriate lunch to get them through the day.
3. If the child continues to bring a lunch that is non-compliant a letter from the office will be sent to the parents along with an invoice for the Hot Lunch Program. The appropriate fees will continue to be invoiced.

RELATED POLICIES AND FORMS

F-25 Hand Hygiene

I have read and understood the above Lunch Bag Policy.

Parent/Legal Guardian (please print)

Parent/Legal Guardian (please print)

Parent/Legal Guardian (signature)

Parent/Legal Guardian (signature)

Date

Date

Please return this form to the office on your first day of school.

Safe Arrival & Departure (Summer Programs) Applies During the COVID-19 Pandemic

Section	Students and Education
Date Effective	23 July 2020
Policy & Version Number	G-11.02a-1 COVID

POLICY

It is the policy of the **Montessori School of Sudbury** to ensure the safe arrival and departure of students throughout the day.

This policy applies to all employees, volunteers and visitors.

DETAILS & PROCEDURE

School office hours are 8am to 5pm. Summer program hours are 8am to 4pm. If you require care after 4pm, parents/guardians are asked to sign up for the program at the time of registration.

To ensure the safety of all students, parents/guardians are responsible for ensuring they notify the **School** if their child will not be in attendance on any given school day. Any child who is not in attendance by 9:30am, and where the **School** has not been notified, the administrative staff will contact the parents/guardians to inquire as to the reason for the child's absence.

Parent Arrival/Departure Procedures

- Signs will be posted outside indicating where parents need to stand and wait to ensure that the **School** is adhering to the physical distancing guidelines of 2 meter/6 feet.
- Children must remain within the screening area until they have been screened and granted access to the **School** by the staff who are screening.
- Staff doing the screening will maintain physical distancing protocols from parents and children.
- Parents/guardians are not to enter the **School**, beyond the screening area during pick-up and/or drop-off times.
- Parents/guardians that are dropping off will be required to wear facial coverings when entering the screening area with their child.
- The time in which the child is dropped off and picked up must be recorded, as well as who has dropped off and picked up each child.
- Parents/guardians are not to enter the building when picking up their child(ren).
- Parents/guardians will ring the bell outside the main entrance on Victoria Street, and a staff member will bring the child/children to the front door.

Children must be picked up before 4pm which is when the Summer Program day ends. Access to the after-program care is only available to those who have registered for it, at an additional charge. If a parent/guardian arrives late a \$20 late fee will apply for each 15-minute block following the required pick up time until the parent/guardian arrives (this fee is not prorated by the minute). If a parent/guardian has not picked up their child within an hour of the school closing and the school has not been notified, the child is considered to be abandoned, and in accordance with Child Protective Services the **School** must contact the Children's Aid Society.

RELATED POLICIES AND FORMS

G-1.01 Communication with Parents

Serious Occurrences

Section	Students and Education
Date Effective	23 July 2020
Policy & Version Number	G-12.01 COVID

POLICY

It is the policy of the **Montessori School of Sudbury** to comply with the legislated requirements of the handling of and reporting of serious occurrences.

This policy applies to all employees and volunteers.

DETAILS & PROCEDURE

DEFINITIONS

Serious Occurrence:

1. Any death of a child which occurs while participating in a program at the **School**.
2. Any serious injury to a child which occurs while participating in a program at the **School**.
This includes;
 - a. Any injury caused by a staff member.
 - b. Any serious accidental injury received while attending a program at the **School** and/or any non-accidental injury requiring treatment by a medical practitioner (including a nurse or a dentist).
 - c. Any self-inflicted or unexplained serious injury.
3. Any alleged abuse or mistreatment of a child which occurs while participating in our programs.
4. Any situation where a child is missing.
5. Any disaster, such as fire on the premises, where a service is provided.
6. Any complaint concerning the operational, physical or safety standards of the service that is considered by the **School** to be of a serious nature.
7. Any complaint made by or about a child, or any other serious occurrence concerning a child that is considered by the service provider to be of a serious nature.
8. Where a child, parent, staff or home childcare provider is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence. (TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD)
 - a. In this Regulation, “serious occurrence” means,

- i. a confirmed or suspected case of the coronavirus (COVID-19) in respect of,
 1. a child who receives childcare at a home childcare premises or childcare centre,
 2. a home childcare provider,
 3. a home childcare visitor,
 4. a parent of a child mentioned in subclause (1), or
 5. a staff member at a childcare centre,
- ii. For the purpose of clause (8.a) of the definition of “serious occurrence”, a person is suspected of having the coronavirus (COVID-19) if the person,
 1. exhibits 2 or more symptoms of the virus; and
 2. has been tested or has indicated that they will be tested. O. Reg. 261/20, s. 1 (3).

DETAILS

The Administrator will ensure that, prior to the commencement of the new school year or during orientation of new employees and volunteers, all staff members have read and understood the Serious Occurrence Policy and Procedures. This includes the Enhanced Reporting procedures, how to report an incident, and when and where to post the Serious Occurrence Parent Notification Form (SOPNF).

Duty to Report:

1. It is the person who has reasonable grounds to suspect that a child is, or may be, in need of protection who is legally obligated to make a report to the local authorities.
2. If a person, including a person who performs professional or official duties with respect to children has reasonable grounds to suspect abuse the person shall forthwith report the suspicion and the information on which it is based to the Children’s Aid Society. Never leave a message on someone’s voice mail.
3. The person who has a duty to report shall make the report directly to the Children’s Aid Society and shall not rely on any person to report on his or her behalf. Please ensure that the Administrator is aware of the phone call.

Identification:

It is the responsibility of the Administrator or her designate (in consultation with the Directress, or other staff member), within the parameters of the proceeding definition, to determine where an incident is deemed to be a serious occurrence. The Administrator will act as the designated staff member to conduct a serious occurrence inquiry.

1. The Administrator has the authority to delegate the directress, or other staff member as the designated staff member to conduct a serious occurrence inquiry.
2. If the Administrator is not available to conduct the serious occurrence inquiry, then the alternate designate is the Administrative Assistant.
3. In the event that the serious occurrence involves the directress, supervisor or teacher, a staff member or volunteer, the Administrator and the Administrative Assistant shall be immediately notified.

Office Responsibilities:

1. In any investigation where the health and safety of the children is deemed to be at risk, the affected children will be placed with substitute providers while an investigation is being carried out. Based on the results of the investigation, a decision will be made about the continuation of the provider in the program.
2. Any follow-up required such as terminating the contract with a staff member, meeting with the parents, etc. must be completed.
3. All staff members employed with the **School** must review the Serious Occurrence Procedures at least once annually.

Reporting to the Children's Aid Society:

The local Children's Aid Society (CAS) must be notified of all suspected abuse cases as required by the Child & Family Service Act, R.S.O. 1990, Chapter C.11, Section 72. In an investigation of a suspected child abuse case, the **School** and the CAS should cooperate and share information about the process of the investigation.

Once you have related your concerns to the Intake Worker at the CAS, they will decide whether to investigate or not and will inform the **School** of any steps to take. Do not interview the children or discuss the incident with other staff or parents unless specifically directed by the CAS.

If child abuse, physical, emotional or sexual, is suspected by a staff or student, the staff or student with reason to suspect will, without further discussion, immediately report the incident to the Local Children's Aid Society.

If a staff or student is involved in the alleged abuse the office will decide whether the person should be suspended from the **School** pending further investigation. The CAS usually informs the parents, if not CAS will direct the **School** to contact the parents.

Any person who observed the alleged incident must document their observations, date and sign the report, and provide it to the CAS.

In any of the above cases, a serious occurrence report is to be completed and forwarded to the Ministry of Education, Northern office, within twenty-four (24) hours.

SERIOUS OCCURRENCE PROCEDURE

1. A staff member will notify the office staff immediately after or during the occurrence.
2. The Administrator or her designate will contact the appropriate agency. (eg. Paramedics, Children's Aid Society, Coroner, Police Department, etc..)
3. The Administrator or her designate will contact the parents of the child who has suffered the occurrence.
4. A serious occurrence report form (initial notification section only) will be completed on the Ministry of Education portal by the office staff.

5. The Serious Occurrence Parent Notification Form will be posted on the Parent Board for parents to review. The form will be completed by the Administrator or her designate. This form will remain posted for a minimum of ten (10) days for parents to review, and reposted for an additional ten (10) days if new information is added.
6. If the child is taken by ambulance, someone from the office, or their designate, will either accompany the child or follow behind to ensure that someone is with the child the entire time.
7. An email or phone call will be made to the Consultative Quality Improvement Coordinator (CQI), at the City of Greater Sudbury, informing them that we had a serious occurrence, the time it occurred and details surrounding the incident.
8. The staff member who witnessed the incident will complete an Incident/Accident Report and Assessment Form (IARFAAF), providing the office with more in-depth information.
9. Within seven (7) days, the office will complete the 2nd section of the serious occurrence reporting form on the Ministry of Education portal.

Suspected or Confirmed Cases of COVID-19

(TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD)

The **School** has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

1. Contact Public Health Sudbury and District (PHSD) and follow the specific advice on control measures.
2. Complete a Serious Occurrence Report Form on the Ministry of Education online portal.
3. Contact the City of Greater Sudbury and notify them of the suspected or confirmed case.
4. Contact the Board of Directors and notify them of the Serious Occurrence.
5. The Serious Occurrence Parent Notification Form will be posted on the Parent Board for parents to review. The form will be completed by the Administrator or her designate. This form will remain posted for a minimum of ten (10) days for parents to review and reposted for an additional ten (10) days if new information is added.

Any employee who is unable to comply with the Serious Occurrence Policy and Procedures may be subject to discipline up to and including, dismissal.

RELATED POLICIES AND FORMS

E-9.01 Performance Management Policy

G-12.01(a) Serious Occurrence Parent Notification Form

F-2.01(a) Student Incident/Accident Report and Assessment Form

F-2.01(b) Employee Incident/Accident Report and Assessment Form

I, _____, have read and understood the Serious Occurrence Policy. I am aware of the procedures to follow in the event of a serious occurrence, and that the Office needs to be notified of the occurrence. I am familiar with the necessary forms that need to be filled out and have been introduced to the reporting form from the Ministry.

Employee's Signature

Date

Administrator's Signature

Waitlist & Acceptance

Section	Students and Education
Date Effective	1 July 2020
Policy & Version Number	G-16.03-1 COVID

POLICY

It is the policy of the **Montessori School of Sudbury** to ensure that all registration requests are treated fairly and according to an established order of acceptance.

This policy applies to all students.

DETAILS & PROCEDURE

Any parent/guardian adding their child to the Wait List of the **School** via the Greater City of Sudbury's Centralized Wait List will be contacted to complete a registration form when a position is available. Registration forms are evaluated against Student Placement criteria. Once the Administrator has determined which spaces are available, registration will proceed according to the **School's** established order of acceptance, as follows.

1. Current students: students who are currently registered will have priority on available positions within the different programs.
 - a. Full Time Enrolment
 - i. 3rd year students: children who have already committed to the casa program for 2 years and are returning for their final year.
 - ii. 2nd year students: children who have already completed 1 year in the casa program and are committed to continuing into the third year.
2. Siblings: siblings of currently registered students.
3. School employees: children of current/active school employees.
4. Board members: children of board members currently serving on the **School's** Board of Directors.
5. Alumni: siblings of past students, or past students themselves.

6. Working Parents will be placed using the following guidelines:
(TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD)
 - a. children with both parents working out of the home
 - b. children with one parent working out of the home
7. Extended family: extended family members of currently registered students.
8. Transfer students: children who are transferring from another Montessori school.
9. Waitlist: children with their name on the Greater City of Sudbury's Centralized Wait List. Preference will be given to those families who have had a tour of the School to ensure that the School will be a good fit for their child and family.

Parents of interested children will be contacted in the order of the acceptance listed above. Spaces will be offered in the following sequence, with priority given to enrolling students in full-time programs.

1. Full-time;
 - a. full days, 5 days per week
2. Part-time;
 - a. half days, 5 days per week
 - b. full days, 4 days per week
 - c. half days, 4 days per week
 - d. full days, 3 days per week
 - e. half days, 3 days per week

Children who are enrolled in part-time programs must acknowledge that, with 30 days notice, they may lose their spot to a full-time enrolment. Existing part-time students will always be given first right of refusal to that full-time spot.

RELATED POLICIES AND FORMS

G-15 Student Placement

G-16 (a) Part-time agreement form

Sleep & Rest Periods

Section	Students and Education
Date Effective	1 August 2020
Policy & Version Number	G-17.02-1 COVID

POLICY

The **Montessori School of Sudbury** realizes that for healthy development, children must have an adequate amount of sleep. Nap time is respected in our centre and we make every effort to help children relax and enjoy the experience. Each age group has a different routine but we endeavor to adapt the procedure to each child as much as possible. All staff and volunteers working with children will be properly trained in the procedures of promoting nap time and rest periods.

This policy applies to all employees and volunteers.

DETAILS & PROCEDURE

The **School** will consult with parents respecting their child's sleeping arrangements at the time the child is enrolled and at any time there is a change, such as at transitions between programs or at the parent's request. Written documentation will be included in the child's file to reflect the child's sleep patterns and updates will be added when they occur.

All furniture and equipment are compliant with current standards, is sturdy and is in good repair. Each toddler and preschooler has their own cot which is labelled. Cots will be sanitized daily ensuring that the child's sleeping blankets do not come into contact with each other.

The following steps will be followed:

1. Upon enrollment, every family is consulted about their child's sleep arrangements.
2. The Administrator or Administrative Assistant will review the sleep policies and procedure with all families upon enrollment.
 - a. Parents will be informed at registration that any blankets and/or stuffed animals brought into the building, must remain in the building. They cannot go between the house and the school. The staff will ensure that the items are cleaned as necessary. (TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD)
3. If a Directress or Educator observes significant changes in a child's sleeping habits or behaviours, they are required to communicate/document the observations which will be discussed with the families to determine if alternate supervision is required for the child.
4. To ensure physical distancing, children will be placed 2 meters/ 6 feet apart. If distancing isn't possible, children will be placed feet to head or feet to feet. (TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD)
5. Staff in the toddler and preschool programs must position themselves in a manner that allows them to directly observe the resting or sleeping children.
6. Staff in toddler and preschool programs will document in their daily log books or on their in-class parent board each day that direct observation was completed during the sleep and rest period.
7. Staff will complete direct visual checks at least every thirty (30) minutes, or more often if required. (ie. a child is having trouble settling for sleep, a child is coughing, etc).
8. Toddlers and preschoolers are encouraged to self-soothe and supported to learn how to do this.
 - a. If a child requires assistance and cannot self-soothe, a staff member will ensure they are using proper PPE as well as a blanket barrier between them and the child. (TEMPORARY AMENDMENT DURING THE COVID-19 PANDEMIC PERIOD)
9. Music, if played during rest time, should not interfere with staff being able to hear children's movement and sounds.
10. Staff will ensure there is sufficient light at all times to enable staff to conduct direct visual checks. (ie. small light, night lights).