



MILESTONE MONTESSORI

Unit 20 & 21, 279 Kingston Road East
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Milestone Montessori COVID-19 Safe Work Protocols And Policy

1. Definition

This document containing the protocols and policy will define how Milestone Montessori will manage the hazards of contacting COVID-19.

2. COVID-19

Coronaviruses such as COVID-19 are spread mainly through respiratory droplets:

- From person to person through coughing, sneezing, close contact; and
- Touching contaminated surfaces.

At the moment, there is a Vaccine available and staff are encouraged to be vaccinated.

Symptoms

Symptoms range from mild – like the common cold and other common respiratory infections – to severe, and may include fever, cough, difficulty of breathing, muscle aches, fatigue, sore throat, difficulty with swallowing and new olfactory or taste disorder.

Additional complications from COVID-19 may include serious conditions such as pneumonia, kidney failures, and in some cases, death.

Atypical Symptoms

Atypical symptoms/signs of COVID-19 should be considered, particularly in children, older persons, and people within a developmental disability. These symptoms and/or signs may include:

- Unexplained fatigue/malaise
- Delirium (acute altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills, headaches
- Croup, conjunctivitis
- Unexplained tachycardia, including age specific tachycardia for children
- Decreased in blood pressure
- Unexplained hypoxia (even if mild i.e. O2 sat>90%)
- Lethargy, difficulty feeding in infants (if no other diagnosis)

For more information about COVID-19, visit the Ministry of Health Ontario:

MILESTONE MONTESSORI COVID-19 POLICY & PROCEDURES

UPDATED SEP 20, 2021 – VERSION 1.2



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http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx or

Durham Health Department:

https://www.durham.ca/en/health-and-wellness/novel-coronavirus-update.aspx?_mid_=26424

3. Enrollment

The Ministry of Education in Ontario has put together a document regarding requirements and restrictions towards reopening of childcare centres across Ontario. This document can be found at:

<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

As class sizes have been limited to a narrow amount, Milestone Montessori will determine prioritization accordingly to what the Ministry has suggested:

- 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 that work outside of home;
- Families with special circumstances that would benefit from children returning to care, such as children with special needs; and
- Other local circumstances

This set of restrictions have been placed on all childcare centres across Ontario to ensure that social distancing and other precautionary measures are in place to do with COVID-19 until further notice. It is also important to recognize that number of spots available have been greatly reduced during this placement, but all attending students before Milestone Montessori was closed down will have priority upon lifting of the emergency order determined by the Ministry of Education and local health region.

4. Screening

- Individuals, including children and staff must be screened upon arrival of Milestone Montessori. Parents/guardians will not be screened as they will not be allowed into the facility, unless for emergency or extraordinary circumstances.
- When intaking children, the screener will be screening each person as they arrive on site; a designated runner will be escorting the child from the MM's entrance door to their assigned class during drop off. During pickups, parents will call at the parking lot as they arrive. Parents will then meet their child at MM's entrance door. Screener will take the child's temperature as they leave the school.
- As part of our screening efforts, parents/guardians will complete a digital screening form at home, asking whether the child have any symptoms of COVID-19, or any persons that they have been in contact with or been diagnosed with COVID-19 and temperature of the child at the current moment. Children in particular should be monitored for atypical symptoms and signs of COVID-19. All digital screening forms will be saved on the school's Google drive folder for up to one year.
- Temperature of each person entering the school will be taken using an infrared, NO TOUCH thermometer. Children exhibiting a fever over 37.8°C or other symptoms, or with a family member exhibiting a fever over 37.8°C or other symptoms will NOT be allowed into the school. Records will

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be made daily and periodically into a log at Milestone Montessori for record keeping. All records will be filed and stored at the front desk for one year.

- Staff members will also maintain appropriate precautions when screening, including maintaining a distance of at least 2 meters (6 feet) from those being screened, and wearing personal protective equipment (PPE) (i.e. surgical/procedure mask; gown; gloves; eye protection, etc.). All personnel are requested to wear a mask as well.
- Attendance records throughout the school year will be filed within the classroom to maintain and facilitate contact tracing. At the end of the academic year records will be filed at the front.

If the family unit has been in contact with a person that has been diagnosed with COVID-19 or exhibits symptoms, that child will not be allowed to enter our facility until a self-quarantine has been completed or until that child has been tested negative to the disease.

Milestone Montessori is within the meaning of the “Child Care and Early Years Act, 2014” and have a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act. Milestone Montessori will contact the local public health unit and submit Serious Occurrence Reports to the Ministry of Education, to report any child that have a confirmed case of COVID-19. Once contacted, they will provide specific advice on what control measures should be implemented to prevent the potential outbreak and how to monitor for other possible infected staff and children. Families of the affected cohort and families of the school will be reported of the confirmed case of a child, sibling, parent or staff, by email within 24 hours of the school being notified. This will also be followed through, in the case of an outbreak for COVID-19.

Staff Members

In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while working, the staff member must be immediately excluded from work and sent home. If the staff member is experiencing respiratory symptoms, Milestone Montessori will ensure that the staff member immediately performs hand hygiene, dons a mask, and will need to leave the school until further notice. The staff member must also complete the Ontario COVID-19 Self-Assessment tool at:

<https://www.ontario.ca/page/2019-novel-coronavirus>

to determine further actions.

Staff members are to follow the recommendations of the self-assessment tool. If the Ontario COVID-19 Self-Assessment Tool recommends for the individual to isolate themselves at home until symptom-free, they may return to work after 48 hours after symptoms have been resolved.

All staff members are to follow the school's COVID19 Immunization Disclosure Policy as mandated by the Ministry of Education.

Milestone Montessori can allow volunteers or placement students into the facility, on the condition that they have followed the instructions from the COVID19 Immunization Disclosure Policy.

Children

Parents/guardians must:



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- Check their children's temperature daily before coming to Milestone Montessori.
- If the temperature is equal or greater than 37.8°C or if they child/children have any cold-like symptoms, vomiting and/or diarrhea, they should stay home or seek medical attention.
- In the event that a child develops any symptoms of illness (respiratory or otherwise) while at Milestone Montessori, the child must be immediately isolated at the facility and their parents/guardian called to take the child home as soon as possible. If the child is experiencing respiratory symptoms, Milestone Montessori will ask the child to wear a mask while self-isolating at the facility. If the child is unable or unwilling to wear a mask, the staff person caring for the symptomatic child must wear a mask if they are unable to maintain a 2-meter physical distance. Should a child need to be isolated, they will be placed in the waiting area, accompanied by a Milestone Montessori staff. Regardless of the symptoms, at no time will children be left alone within the school.
- Children with symptoms must be excluded from Milestone Montessori for a minimum of 14 days after the onset of symptoms. Milestone Montessori will also take the advice and directions of Durham Public Health
- 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, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated in should be conducted on the child has been picked up.
- Contact the local public health unit to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in Milestone Montessori
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from Milestone Montessori. Milestone Montessori will seek Durham Public Health's advice in regards to the child or staff's return date.
- Staff caring for a child with respiratory symptoms should wear gloves and eye protection, gown in addition to a mask if a risk assessment indicates that staff is unable to avoid coming into contact with contaminated surfaces or respiratory droplets from the child.
- Once symptomatic individuals have departed Milestone Montessori, contaminated surfaces and high touch areas will be disinfected using Ministry standards.
- Provide the school with at least TWO blankets, for the purpose of sleeping and also when they need to be carried.
- Bring ALL belongings home on a daily basis, including but not limited to, water bottles, extra clothing, etc. Blankets will be taken home at the end of every week. Blankets are stored in individual reusable bags provided by child's parents.

5. Education On Covid-19

All Milestone Montessori staff members will be required:

- To follow and exercise procedures the policies within this document.
- To properly use PPE.
- To stay home if they are sick or may be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>.



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- To practice and promote good cough and sneeze etiquette.

All Milestone Montessori staff members will be required to diligently adhere to the following rules at the workplace:

- Proper hand washing including the need to wash your hands frequently and remove jewelry while washing.
- Disinfect surfaces frequently with a bleach solution using disposable gloves.
- Remove materials that are difficult to sanitize, such as sand/water tables, playdough, potentially absorbent materials, etc.
- Remove work clothes and wash them as soon as you get home.
- Review postings that will be posted throughout Milestone Montessori

Parents/Guardians of those children that will be attending Milestone Montessori will receive a copy of the Milestone Montessori COVID Policy and Procedure document.

6. Health And Safety Measures

The following items should be considered as items to be frequently cleaned and sanitized:

- Eating areas
- Materials
- Materials shelves
- Office and common areas
- Washrooms
- Diapering areas
- Frequently touched objects such as door knobs, light switches, toilet seats, table tops, at least twice a day
- Cots
- Others as identified

In addition, the following practices will be reinforced:

- Linens must be laundered daily
- The usage of sand/water sensory activities are prohibited
- When holding toddlers, use blankets or cloths over staff members and change the blankets or cloths between children
- Avoid getting close to the faces of all children, where possible
- Use disposable cloths and gloves

As per our normal hygiene practices and protocols,

- Children must not share water bottles, cups, etc.
 - All water bottles will be placed in separation with one another to ensure sanitary hygiene.
- Each child has their own individual meal or snack.
 - All children will be sitting at distances apart from one another to ensure sanitary hygiene.



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- All multi-use utensils must be sanitized.

Items used by children should be of a material that allows them to be easily cleaned and disinfected at least twice daily; such as items with hard surfaces. A spray bottle containing Soap water and water and Diluted Bleach (100ppm- 200ppm) will be used to clean and sanitize the activities. Wooden material will be sanitized with the use of water and Lysol; direction of concentration is as advised by the product. In an effort to maintain a physical distance of 2 meters between individuals and limit the spread of pathogens, items such as Montessori materials should be limited to one child at a time, cleaned and disinfected after each use. In addition, all children will be assigned their own designated work areas to ensure that chairs and tables are not shared amongst the children to maintain proper hygiene.

Items that are NOT able to be cleaned and disinfected easily or at least twice a day (e.g. dressing frames) should be removed from use at this time. Activities which do not allow for a physical distance of 2 meters between individuals and where media cannot be easily cleaned and disinfected should also be discontinued at this time.

Examples of items and activities that will be discontinued include but are not limited to the following:

- Carpets
- Working mats
- Any activity requiring cloths such as dressing frames
- Paper materials that are unable to be cleaned and disinfected such as books, puzzles, cards, magazines, etc.
- Sensory play including the usage of water, sand, dry foods or anything from outside the school
- Every effort will be taken to encourage physical distancing between children by spreading children out into different rooms, staggering outdoor times.
- Children will not mix with other cohorts. Child will stay in their own cohort for the remainder of the academic year.
- When setting up cots for nap time, they will be set up in such a way to keep the children 2 meters apart of set up so they are head to toe. Cots will be disinfected after each use
- Daily communication will be done on separate paper form rather than the communication books; in addition, the Homeroom App will be used as much as possible for photo use and reminders
- If we need to have conversations with parents, Milestone Montessori staff will try and have these conversations through a phone call
- Staff will be required to regularly wash their hands for at least 20 seconds with soap and warm water:
 - At the beginning of shifts
 - Before and after eating or drinking
 - After any time, they would be changing diapers or cleaning a child
 - Before preparing food and after cleaning up meal and snack times
 - Helping others with toileting after handling garbage
 - Before leaving the workplace

In addition, Milestone Montessori will provide hand sanitizers throughout the school, requiring them to regularly sanitize their hands frequently.



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7. Outdoor Equipment

Milestone Montessori has sorted the outdoor equipment on the outdoor playground into two bins for each playground. These bins are labeled and stored in the outdoor shed located on the playground as well; the toys located in each bin SHALL NOT be mixed before proper disinfection. Upon usage of these toys, staff will be spraying and cleaning these toys and stored away in their bins. Throughout this time, children are not to share toy cars or bicycles and that “airplane arms” will be enforced and reminded to children to keep a safe physical social distance.

8. Personal Protective Equipment (PPE)

According to the advice of Ontario Ministry of Health:

- PPE should only be worn by staff, includes mask and eye protection at all times.
- Social distancing at 2 meters and frequent, proper hand hygiene is the most recommended way to protect and reduce the chances of being exposed to COVID-19.
- Proper hand hygiene must be exercised before donning and after doffing PPE including gloves, face masks and eye protection.
- Avoid touching own face at all times.
- The following PPE is available at Milestone Montessori should there be an identified risk of exposure to COVID-19.
 - Disposable Gloves
 - Gloves may be worn when hands come into contact with a child exhibiting respiratory symptoms or objects that may be contaminated. Gloves are disposable and single use ONLY; these must be disposed of after the task is completed.
 - Disposable Masks
 - Staff will be provided with one time use surgical/procedure masks which must be disposed of after their shift has finished for the day. It is encouraged that mask are changed throughout the day
 - A face mask must be worn by an individual with respiratory symptoms. If the individual is unable or unwilling to wear a face mask, the person providing care must wear a face mask if a physical distance of 2 meters cannot be maintained.
 - Eye Protection
 - Staff will be provided facial shields to be worn throughout the day.
 - Staff are permitted to wear Eye protective goggles, that should be worn at all times.
 - Gown
 - A reusable gown is provided and assigned to stay in the class.
 - This is to be used in the case of a staff member in need of caring for a child with respiratory symptoms unable to avoid coming into contact with contaminated surfaces or respiratory droplets from the child.
- Staff having exemptions to surgical mask, should provide a doctor’s note indicating the reason to their exemption or staff are permitted to wear a cloth mask and have the surgical mask on top for the duration of the day.



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- Staff having exemptions to eye protective goggles, should provide a doctor's note indicating the reason to their exemption during of their working day.

9. Vaccination and Immunization Policy

As of Sep 2021, the Ministry of Education has provided specific guidelines regarding vaccination and immunization of COVID-19 to be observed. This policy will apply to:

- Employees of the licensee (including home visitors in the case of home child care);
- Home child care providers;
- Volunteers;
- Students on an educational placement;
- Any licensee who regularly interacts with children, staff or providers;
- Adults ordinarily a resident of or regularly present at a home child care premises; and
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

All childcare centers and schools are to implement the mandatory policy as listed below (please see COVID19 Immunization Disclosure Policy for more details):

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - that the person cannot be vaccinated against COVID-19; and
 - the effective time period for the medical reason (i.e., permanent or time- limited).
3. Proof that the individual has completed an educational session approved by Milestone Montessori.

Individuals subject to the policy who are not fully vaccinated must regularly complete an antigen point of care testing for COVID-19 and demonstrate a negative result, twice a week (generally Tuesday & Friday); and provide written verification of the negative test result on paper.

As of Sep 4 2021, the Ministry of Education has announced the launch of *Rapid Screen Initiative*. This initiative provides Milestone Montessori access to tests free of charge from the local pharmacies, and eventually be delivered directly to the school.

10. Unplanned Closure

In the event that MM has to close down due to COVID related reason, as mandated by the Ministry of Education or local health authorities, all planned events will be cancelled (parent-teacher interviews, field trips, etc.). This will be communicated to all parents/guardians either via their respective email or telephone number recorded on file. These events will be rearranged at a later and more suitable time.