



Island Montessori Academy Operational Plan

Name of Business: Island Montessori Academy Ltd.

Administrative Office Address: 41 Glen Stewart Drive, Stratford, PE C1B 2W8

Owner Name: Lori Ann McEwen. Signature: _____

Phone: (902)628-8182

Email: loriann@PEIslandMontessori.com

Date: SEPTEMBER 6, 2020

The safety of all students and staff of Island Montessori Academy is key to getting back to full program capacity.

- Pre-screening of students and staff in ALL IMA programs
- Promotion of hand hygiene
- Enhanced cleaning regime
- Contact Tracing mechanisms
- Students in cohorts with reduced interaction between cohorts
- Staggering of pick up and drop-off times for parents
- Staggering of transition and movement in, out and within each campus
- Entrance doors will remain locked to allow only controlled entry

Illness Policy for Children in our Care

If a child becomes ill or shows any symptoms of COVID-19 while in our care, they will be isolated to a designated area of IMA on a cot and will be offered a disposable mask (it will be up to the child if they want to wear it). A staff member will contact the parents/guardians requiring immediate pick-up of the child. A staff member will stay with the child, while they wait for pickup. The staff member will be wearing a mask and staying distanced from the ill child. The area in which the child was will be disinfected once the child leaves the centre.

If a parent/guardian cannot be reached immediately, we will be reaching out to Emergency contacts for pick-up of the child. If a child is sent home with Covid-19 symptoms (see screening

sheet), the parent/guardian is required to contact 811 immediately and follow their guidance. The child will be allowed back into the centre once they receive a negative test result (if testing is deemed required), and they have been symptom free for 24 hours.

IMA requires ALL children from the same family leave the centre if anyone is sent home sick. This is our way of limiting and containing exposure for the rest of the staff and students.

POSITIVE COVID-19 TEST:

If any staff or child in our care tests positive to COVID-19, direction will be taken directly from CPHO and everyone required will be contacted.

All programs are considered separate cohorts and will be staggered when entering and exiting IMA (eg. when coming in from outside, from the park or from public school). Cohorts will only mix (2 paired cohorts) while inside the building at the beginning and end of the day. These same 2 cohorts will be allowed to mix outside. This is to reduce the chance of transmission of any and all illness and help with contact-tracing should it have to be performed.

Screening of Visitors: All visitors will be approved by IMA administration or the on-site supervisor before access is permitted. IMA staff will be responsible for screening visitors to the building and ensuring the visitor(s) sign a screening sheet and the contact tracing log in/out with the declaration before proceeding into the building. IMA staff will escort/direct the visitors to their location within the building to minimize interactions while maintaining appropriate physical distancing. Visitors will be required to provide and wear a non-medical mask. Visitors will be asked to practice hand hygiene (hand sanitizer) before being escorted to their location in the building.

It is strongly encouraged by the Department of Education that there is one designated adult per family for pick-ups and drop offs.

We are kindly asking parents who DO NOT work outside the home to drop off AFTER 8:45am to help our families who have to get to work on time.

Stratford IMA

IMA Before-School Program:

Children enrolled in our before school program will be screened prior to entering the building by a parent/guardian upon sign in. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot/driveway drop off of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters). Parents are required to wear a non-medical face mask while dropping off

their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer or on the porch (as signage will dictate). Children will be escorted downstairs to drop their bags, shoes and clothes and will wash their hands before continuing into their program

At 8:00 a teacher will assist children to get ready to walk to school, if they have a face mask, we will encourage them to don it. The IMA teacher will drop children at their designated doors at Stratford Elementary and Glen Stewart Primary (Stratford). Before-school staff will be wearing a face mask when dropping off children at their school. IMA staff will be wearing masks when on public school grounds.

NOTE: Children attending the Before-School program will be received at the first door (with the porch along the driveway). There will be a screening area outside the building for the time being. PLEASE do not block the driveway. Two families only are permitted on the deck screening area and we require you to maintain physical distance while waiting.

IMA Toddler Program:

Physical distancing may be more detrimental than helpful in the toddler program and is (for the most part) nearly impossible (ie. toilet training, TLC, hand-over-hand, etc), therefore proper hand hygiene is of utmost importance. Children enrolled in the toddler program will begin arriving at 8:30am (NO EARLIER) and will be received at the screening area found through the playground and in the side foyer door off the parking lot. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot/driveway pick up of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer. A designated staff member will help assist toddlers with their possessions, clothes, lunch boxes, etc. Toddlers will be escorted to their classroom downstairs where they will be met by Ms. Cloud and Mrs. Bowness, they will be assisted in washing their hands, putting their shoes on, etc.

Because the Toddler program is separate from the CASA program and we have allotted space for toddlers turning 3 yrs to be transitioned into the CASA program, this process will remain in tact and toddlers may make the natural and developmentally appropriate move from the toddler program to the CASA program.

Toddlers will not be attending any activities upstairs at any time for the foreseeable future (ie. Music Man).

Toddlers are considered part of a cohort that includes our PD day Program. They will not be mixed with other cohorts at any time.

Communication between parents and teachers will look different this year. We STRONGLY encourage you to send your child's IMA agenda with them each and every day to stay on track. Please know that if you have any pressing questions, comments or concerns that you can call the campus your child attends and, if we are unable to speak directly with you we will make every effort to return calls the same day. We love communicating openly and transparently with our families, so please don't hesitate to call us.

It is imperative that you pick up your child from the toddler program before 11:45am. We have a lot of children leave from the toddler and half-day CASA program in the 11:30-11:45 time frame, and staff are needed to maintain ratio in other programs. You will be charged a fee if you are late to pick up. We will have your children ready for prompt pickup. You will pick up your children at the same place you dropped them off. When we are outside, we will take the children's things with us and you can take them directly from our outside play area upon sign out.

IMA CASA Program:

Children enrolled in the CASA program may begin arriving at 7:30am (NO EARLIER) and will be received at the screening area found through main front door off the parking lot. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot/driveway pick up and drop off of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer. A designated staff member will help assist children with their possessions, clothes, lunch boxes, etc. Children will be escorted to their classroom downstairs where they will be met by their teachers. They will be assisted in washing their hands, putting their shoes on, etc.

Montessori Materials that are part of our curriculum here at IMA consist of a lot of moving parts, small, large and intricate pieces. We have always taken a great deal of care to ensure that sanitization of these materials were regular and proper. This year, due to a lot of restrictions, there will be minimal sharing and increased cleaning. We will be operating with fewer materials to decrease the risk of spread of illness. If a material cannot be properly sanitized to our standards, it will be set aside for 72 hours.

Communication between parents and teachers will look different this year. We STRONGLY encourage you to send your child's IMA agenda with them each and every day to stay on track.

Please know that if you have any pressing questions, comments or concerns that you can call the campus your child attends and, if we are unable to speak directly with you we will make every effort to return calls the same day. We love communicating openly and transparently with our families, so please don't hesitate to call us.

IMA After-School Program and Enrichment Program:

*****IMPORTANT***** IMA is being afforded NO communication with Stratford Elementary during pick-up - this means that we are only able to take children who meet us at the designated spot. We are no longer able to look for missing children from our program. PLEASE NOTE that if your child is not at the designated pick up area we will NOT have them at our program.

IMA After-School staff will pick up children at Stratford Elementary and Glen Stewart Primary in the designated places that each school has for IMA, this will be OUTSIDE of each school. When picking up children, it is assumed that all children are well and that parents have completed the screening tool as presented by CPHO. IMA staff will be conducting wellness checks to ensure that no child appears ill. Ill children will NOT be taken into our program and will remain at their respective school.

IMA staff will wear a non-medical face mask when picking up at Stratford Elementary and Glen Stewart Primary. At Glen Stewart, teachers are required to perform an absentee check to IMA staff (IMA staff are no longer permitted into the school). Our pickup will be a process so please make sure your child is dressed for extreme weather as we are not permitted to leave until all busses have left the premises. We have asked Glen Stewart (younger children) to make sure their children use the washroom before dropping to us because at NO time are we permitted in or are children permitted back into the school.

IF YOUR CHILD WILL NOT BE IN ATTENDANCE, IT IS IMPERATIVE THAT YOU CONTACT US AS WE ARE NOT PERMITTED INTO THE SCHOOLS TO LOOK FOR MISSING CHILDREN.

After school children are to be picked up at the screening area found through the playground and in the side foyer door off the parking lot. Enrichment program children will be picked up at the screening area inside the main doors. We will be offering parking lot/driveway pick up of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while picking up their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer. Children will be packed and ready to go quickly by a staff member.

FOR PARENTS WITH CHILDREN IN DIFFERING PROGRAMS: Drop off and pick up areas that are designated need to be maintained due to our directives issued by the Department of Education and our own Operational Plan. This is for every child and staff's health and safety. We will make signing in and out as smooth as we can for you and we thank you for your understanding.

Cornwall Campus

IMA Before-School Program:

Children enrolled in our before school program will be screened prior to entering the building by a parent/guardian upon sign in. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot drop off of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer (as signage will dictate). Children will be escorted to drop their bags, shoes and clothes and will wash their hands before continuing into their program

At 8:00am a teacher will assist children to get ready to walk to school. If they have a face mask, we will encourage them to don it. The IMA teacher will drop children at the sidewalk to meet the Westwood greeter for 8:05am. Eliot River will line up for their appropriate bus there, at this point all before school children are supervised by Westwood staff.

NOTE: Children attending the Before-School program will be received at the side playground door. Two families only are permitted in the screening area and we require you to maintain physical distance while waiting.

IMA Toddler Program:

Physical distancing may be more detrimental than helpful in the toddler program and is (for the most part) nearly impossible (ie. toilet training, TLC, hand-over-hand, etc), therefore proper hand hygiene is of utmost importance. Children enrolled in the toddler program will begin arriving at 8:30am (NO EARLIER) and will be received at the screening area at the main door. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot drop off and pick up of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain

either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer. A designated staff member will help assist toddlers with their possessions, clothes, lunch boxes, etc. Toddlers will be escorted to their classroom upstairs where they will be met by Ms. Nicholson where they will be assisted in washing their hands, putting their shoes on, etc.

It is imperative that you pick up your child from the toddler program before 11:45am. You will be charged a fee if you are late to pick up. We will have your children ready for prompt pickup. You will pick up your children at the same place you dropped them off. When we are outside, we will take the children's things with us and you can take them directly from our outside play area upon sign out.

IMA CASA Program:

Children enrolled in the CASA program may begin arriving at 7:30am (NO EARLIER) and will be received at the screening area found through the main front door off the parking lot. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot pick up and drop off of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer. A designated staff member will help assist children with their possessions, clothes, lunch boxes, etc. Children will be escorted to their classroom upstairs where they will be met by their teachers. They will be assisted in washing their hands, putting their shoes on, etc.

Montessori Materials that are part of our curriculum here at IMA consist of a lot of moving parts, small, large and intricate pieces. We have always taken a great deal of care to ensure that sanitization of these materials were regular and proper. This year, due to a lot of restrictions, there will be minimal sharing and increased cleaning. We will be operating with fewer materials to decrease the risk of spread of illness. If a material cannot be properly sanitized to our standards, it will be set aside for 72 hours.

Communication between parents and teachers will look different this year. We STRONGLY encourage you to send your child's IMA agenda with them each and every day to stay on track. Please know that if you have any pressing questions, comments or concerns that you can call the campus your child attends and, if we are unable to speak directly with you we will make every effort to return calls the same day. We love communicating openly and transparently with our families, so please don't hesitate to call us.

IMA After-School Program and Enrichment Program:

IMA After-School staff will pick up children at Westwood Elementary OUTSIDE Red Hollow (playground side). When picking up children, it is assumed that all children are well and that parents have completed the screening tool as presented by CPHO. IMA staff will be conducting wellness checks to ensure that no child appears ill. Ill children will NOT be taken into our program and will remain at their respective school.

IMA staff will wear a non-medical face mask when picking up at Westwood Primary. At Westwood, teachers are required to perform an absentee check to IMA staff (IMA staff are no longer permitted into the school). Our pickup will be a process so please make sure your child is dressed for extreme weather as we are not permitted to leave until all busses have left the premises. We have asked Westwood to make sure their children use the washroom before dropping to us because at NO time are we permitted in or are children permitted back into the school.

IF YOUR CHILD WILL NOT BE IN ATTENDANCE, IT IS IMPERATIVE THAT YOU CONTACT US AS WE ARE NOT PERMITTED INTO THE SCHOOLS TO LOOK FOR MISSING CHILDREN.

After school and Enrichment children are to be picked up at the screening area found through the playground and in the side foyer door. We will be offering parking lot pick up of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while picking up their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area in the foyer. Children will be packed and ready to go quickly by a staff member.

*Francois Buote Children will be dropped at the top of our driveway and will walk to the side door (through the playground) and be greeted by staff. A visual wellness check will be completed at that time.

FOR PARENTS WITH CHILDREN IN DIFFERING PROGRAMS: Drop off and pick up areas that are designated need to be maintained due to our directives issued by the Department of Education and our own Operational Plan. This is for every child and staff's health and safety. We will make signing in and out as smooth as we can for you and we thank you for your understanding.

Charlottetown IMA

IMA Toddler Program:

Physical distancing may be more detrimental than helpful in the toddler program and is (for the most part) nearly impossible (ie. toilet training, TLC, hand-over-hand, etc), therefore proper hand hygiene is of utmost importance. Children enrolled in the toddler program will begin arriving at 8:30am (NO EARLIER) and will be received at the screening area found at the bottom of the stairs to the left of the cubbies. Our sign in sheet offers a disclaimer that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot/driveway pick up and drop off of children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area. A designated staff member will help assist toddlers with their possessions, clothes, lunch boxes, etc. Toddlers will be escorted to their classroom downstairs where they will be met by Ms. MacInnis and Mrs.Fakoor where they will be assisted in washing their hands, putting their shoes on, etc.

Because the Toddler program is separate from the CASA program and we have allotted space for toddlers turning 3 yrs to be transitioned into the CASA program, this process will remain in tact and toddlers may make the natural and developmentally appropriate move from the toddler program to the CASA program.

Toddlers will not be attending any activities upstairs at any time for the foreseeable future (ie. Music Man).

Communication between parents and teachers will look different this year. We **STRONGLY** encourage you to send your child's IMA agenda with them each and every day to stay on track. Please know that if you have any pressing questions, comments or concerns that you can call the campus your child attends and, if we are unable to speak directly with you we will make every effort to return calls the same day. We love communicating openly and transparently with our families, so please don't hesitate to call us.

It is imperative that you pick up your child from the toddler program before 11:45am. We have a lot of children leave from the toddler and half-day CASA program in the 11:30-11:45 time frame, and staff are needed to maintain ratio in other programs. You will be charged a fee if you are late to pick up. We will have your children ready for prompt pickup. You will pick up your children at the same place you dropped them off. When we are outside, we will take the

children's things with us and you can take them directly from our outside play area upon sign out.

IMA CASA Program:

Children enrolled in the CASA program may begin arriving at 7:30am (NO EARLIER) and will be received at the screening area found at the top of the stairs outside the Casa classroom. Our sign in sheet offers a disclaimer which states that upon signing in the parent/guardian is verifying that their child has answered NO to all questions on the screening questionnaire provided by CPHO. We will be offering parking lot/driveway pick up and drop off for children. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may either remain in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while dropping off their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area at the top of the stairs. A designated staff member will help assist children with their possessions, clothes, lunch boxes, etc. Children will be escorted to their classroom downstairs where they will be met by their teachers. They will be assisted in washing their hands, putting their shoes on, etc.

Montessori Materials that are part of our curriculum here at IMA consist of a lot of moving parts, small, large and intricate pieces. We have always taken a great deal of care to ensure that sanitization of these materials were regular and proper. This year, due to a lot of restrictions, there will be minimal sharing and increased cleaning. We will be operating with fewer materials to decrease the risk of spread of illness. If a material cannot be properly sanitized to our standards, it will be set aside for 72 hours.

Communication between parents and teachers will look different this year. We STRONGLY encourage you to send your child's IMA agenda with them each and every day to stay on track. Please know that if you have any pressing questions, comments or concerns that you can call the campus your child attends and, if we are unable to speak directly with you we will make every effort to return calls the same day. We love communicating openly and transparently with our families, so please don't hesitate to call us.

IMA After-School Program:

IMA After-School students will be dropped off at the centre by bus. A designated IMA staff member will meet the students at the door and will be conducting visual wellness checks to ensure that no child appears ill. After school children are to be picked up at the screening area found at the top of the stairs leading to the upstairs classroom. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are

required to wear a non-medical face mask while picking up their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area at the top of the stairs. Children will be packed and ready to go quickly by a staff member.

IMA Enrichment Program:

IMA Enrichment students will be dropped off at the centre by bus. A designated IMA staff member will meet the students at the door and will be conducting visual wellness checks to ensure that no child appears ill. Enrichment children are to be picked up at the screening area found at the bottom of the stairs leading to the downstairs classroom. Only two families will be permitted in the screening area at a time. If you are waiting in the parking lot, you may remain either in your car or form a line (while remaining physically distanced (2 meters)). Parents are required to wear a non-medical face mask while picking up their child if they enter our building. Parents will not be permitted to enter the classroom at any time. Parents are not permitted past the screening area at the bottom of the stairs. Children will be packed and ready to go quickly by a staff member.

IMA Music Program (ALL CAMPUSES)

See separate IMA Music Program Operational Plan

Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	<ul style="list-style-type: none"> Supply appropriate signage reminding of social distance requirements
	<ul style="list-style-type: none"> Limit number of employees in a centre at (and in a room) given time, always maintaining ratio.
	<ul style="list-style-type: none"> Staff per room to be determined by number of children in room
	<ul style="list-style-type: none"> Staff to remain social distanced from each other at all times
Between families/students	<ul style="list-style-type: none"> Provide adequate stimulation to maintain personal interests (children in classrooms)

	<ul style="list-style-type: none"> ● limit number of families in centre at any time to TWO
	<ul style="list-style-type: none"> ● stagger drop-off/pick-up times
Between employees and families/students	<ul style="list-style-type: none"> ● have a parent area designated for drop-off/pick-up
	<ul style="list-style-type: none"> ● have all forms readily available daily at sign-in/sign-out table
	<ul style="list-style-type: none"> ● keep door locked to limit/control of over-population of centre (provide phone number to call to gain access when safe)
	<ul style="list-style-type: none"> ● Supply appropriate signage reminding of social distance requirements ● Parents/guardians strongly encouraged to wear non-medical masks at drop-off and pick-up times

Policy for Exclusion of Employees Requiring Self-Isolation

Prior to beginning work each day, every employee must sign and date the designated form with the following statement:

“I declare by signing this sheet/form that I have not been outside of the maritime bubble within the last 14 days and am not required to self-isolate.”

Illness/Exclusion Policy

Management will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19.

- All staff must self-monitor for symptoms and report to Lori Ann McEwen or Sharon Devos if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, put on a washable mask, report to Lori Ann or Sharon, avoid contact with staff and leave as soon as it is appropriate to do so. Staff to child ratio must always be maintained. All staff is required to call 811 to receive direction.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain home until symptoms are resolved.
- Staff are required to disclose procedure recommended by 811 prior to returning to work (ie. being tested, not being required to test at this time).

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue or weakness
- sneezing
- congestion
- body/muscle aches
- runny nose
- shortness of breath or difficulty breathing
- loss of smell or taste
- gastrointestinal symptoms (ie. abdominal pain, diarrhea, vomiting)
- overall feeling of being unwell

Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses. Staff (1 or 2 per campus) will be hired for cleaning purposes as with IMA at full capacity, teachers will no longer be available for the level of cleanliness we adhere to.

Cleaning product	Mr. Clean, Lysol; Murphy's Oil soap
Mixing instructions	$\frac{3}{4}$ tsp to 24 oz water (test with Hydrion QT-10 strips); 11ml to 24oz water
Disinfecting product	Household bleach (test with Hydrion chlorine strips)
Mixing instructions	$\frac{1}{4}$ tsp to 24 oz water

Cleaning and Disinfecting product (one step)	Avmor Basics – one step cleaner and sanitizer
Mixing instructions	Surfaces and toys 3ml to 30 oz water; bathrooms 3.5ml to 30 oz water (test both with Hydrion QT-10 strips). Must be tested, as it tends to be inconsistent.

Cleaning and disinfecting– Location (do with cleaner then repeat with disinfectant)	Frequency	C1=Mr. Clean or Lysol solution C2=Murphy's Oil solution D= Bleach solution A= Avmor Basics
Front door handle	Every time someone enters and leaves	C1 or A

Handrails (stairs)	3 times/day (upon all children's arrival, after being outside & end of day)	C1 or A
Washrooms	5 times/day (as needed and end of day)	D or A
Classroom tables	After every use, between activities, after lunch, before the end of the day	C2+D or A
Toys	All toys within the classroom are cleaned at the end of the day. If observed being mouthed – immediately disinfect them and placed into soiled toy basket for cleaning	C2+D or A
Montessori Shelf-Work Materials	Cleaned and/or replaced /replenished daily or as needed. Any material that cannot be effectively cleaned will be set aside for a 72 hour period.	D or A
Outside playground equipment	At the end of each day.	D or A
Shared Staff Spaces	All items and the shared space used by staff cohorts will be cleaned and sanitized before the next staff member uses the shared space. As staff may need to use multiple shared spaces we will have each space cleaned and sanitized where applicable for each school day.	D or A

Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Some of the teachers at IMA teach more than one program, and even at more than one campus. When teachers are moving from one program to another they will wash their hands.

Hand Washing Stations	Location
Staff	<ul style="list-style-type: none"> ● every classroom has a sink with both soap and hand sanitizer ● staff washroom and children’s washrooms both have available sinks with hand soap ● kitchen area has sink with soap available
Public	<ul style="list-style-type: none"> ● Not available at this time (unless authorized visitor then see staff washroom)
Children	<ul style="list-style-type: none"> ● Every classroom has a sink with both soap and hand sanitizer (not including multiple sinks per washroom) ● Children will wash their hands upon entering classroom, before eating, after coughing or sneezing, after being outside, after using washroom, and when hands are soiled. ● Children will be guided through proper hand-washing techniques including how to and how long to wash hands.
Hand Sanitizer Stations	Location
Staff	<ul style="list-style-type: none"> ● Every classroom on wall ● Front foyer wall and on sign in table ● Classroom shelf opposite wall dispenser
Public	<ul style="list-style-type: none"> ● Front foyer wall and on sign in table