



## 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 (updated January 6th, 2022)

The latest update of this COVID-19 Operational Plan was made January 6th, 2022 in accordance with CPHO. When new COVID-19 regulations that concern child care centres are made by CPHO, IMA will try to update our own plan in a timely manner. This is subject to change, please continue to check for the latest updates. ALWAYS check the CPHO website first for the very latest updates.

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
- Staggering of transition and movement in, out and within each campus
- Entrance doors will remain locked to allow only controlled entry
- Mandatory masking by all staff at all times when not physically distancing (3-layer masks strongly recommended)
- Assigned lunchtime and snacktime seating for all IMA programs (for cohorting/contact tracing purposes)
- For the time being, parents and caregivers are required to drop their child and sign them in/out outside the main door. A staff person will meet the child at the door and assist the child with their dressing if needed. We do this for the protection of all of the children (limiting people who enter our building)

### **TRAVEL:(Updated Dec 17, 2021 in accordance with CPHO)**

Wherever possible, children aged 2-4 and Montessori staff who are returning from out of provinces travel should not go to the centre for the first four days and not have any symptoms

upon return and should have two antigen tests (e.g. on days 3 and 4), a molecular ID now test on day 4 or a PCR test on day 4 before they return

**MASKS: (Updated January 5th, 2022 in accordance with CPHO)**

Every staff and visitor, including parents are caregivers and regardless of vaccination status, are required to wear good quality masks (preferably 3-layer masks) in all indoor areas of child care centres.

It is recommended by CPHO that any child age 2 and over wear a mask in all indoor areas of child care centres.

Masks are not required outdoors.

Exemptions to mask requirements include:

- Children under the age of 2
- Children between the ages of 2 and 5 who cannot be persuaded to wear a mask
- A person who cannot wear a mask for health or behavioral reasons
- A person unable to put on or take off a mask with the assistance of another person
- If the mask is removed temporarily in order to identify the person wearing it
- If the mask is removed temporarily to engage in an educational activity that would otherwise be inhibited by the mask (i.e. engaging in physical activity, playing a wind instrument, etc.)
- Staff may remove their mask if it inhibits instruction cues, facial expression, lip reading, etc. are required)

**Testing and Screening:**

Child care centres are being provided rapid antigen tests that we will supply to children and staff to facilitate at home. Home testing is intended to aid in early detection of positive cases and reduce incidence and impacts of outbreaks in child care centres.

Information on how to use rapid antigen tests is available on PEI government's website.

All children and staff must complete daily home screening for symptoms of COVID-19 using the screening tool. Parents and caregivers are responsible for assessing their children daily before sending them to Island Montessori Academy.

If a child or staff person is feeling unwell or experiencing new or worsening symptoms of COVID-19, however mild, they should stay home and access testing at a drop-in testing clinic at the earliest opportunity and self-isolate until the results are back.

Parents and caregivers may use an at-home rapid antigen screening test if a child is exhibiting a single mild symptom of COVID-19.

- Children can return to a child care centre after one negative rapid antigen test result, so long as symptoms are improving and not worsening.
- Children are still encouraged to stay home when they are actively symptomatic to reduce the impact on others.
- The test MUST be repeated after 48 hours
- Parents/caregivers must use the health screening questionnaire daily to determine if the child should attend a child care centre.

If a staff member who is fully vaccinated tests positive for COVID-19, they are required to self-isolate for 7 days, however they cannot return to IMA until after 10 days according to CPHO. IMA cannot work-isolate as we work with a vulnerable population so every precaution we can take, we will.

### **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. In the event of a positive rapid antigen screening tests, the child or staff person MUST have a confirmatory test at a drop-in testing clinic hours (available on PEI government's website. If a confirmatory test at a drop-in clinic is not available, the child or staff person must isolate at home for 24 hours and take another rapid antigen test. If this follow-up test is negative the student or staff person may attend the centre.

## **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.

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.

## **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. 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. 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.

### **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 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. 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 if the parent chooses to not accompany them into IMA. 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.

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 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. 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. A designated staff member will help assist children with their possessions, clothes, lunch boxes, etc if the parent chooses not to come in without a mask (you must be masked at all times accompanying your children into IMA). 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:**

**\*\*\*IMPORTANT\*\*\*** IMA is being afforded NO communication with Stratford Elementary or Glen Stewart Primary 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. 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 enrichment program children will be picked up at the screening area inside the main doors and backdoor (A/S only for backdoor). We will be offering parking lot/driveway pick up of children. 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.

## **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 one 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 main door.

### **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 one family 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 the educator 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 one family 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:**

IMA After-School staff will pick up children at Westwood Elementary OUTSIDE the main entrance. 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 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 one family 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 no longer need to be maintained under our directives issued by the Department of Education or our own Operational Plan. One door pick up is permitted. We continue to operate with the two doors in order to offer additional space for social distancing and ease.

## **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 front door or 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. 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. 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. Marah and Mrs. Bats. 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.

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 front door or 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. Only one family 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/picking up their child. 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 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:**

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 backyard play area or the front door as well as the screening area found at the bottom of the stairs to the left of the cubbie area outside the downstairs classroom. Only two families will be permitted in the screening area at a time. Parents are required to wear a non-medical face mask while picking up their child. 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 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 front door or the screening area found at the top of the stairs by the upstairs classroom. Only one family will be permitted in the screening area at a time. Parents are required to wear a non-medical face mask while picking up their child. 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 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"> <li>Supply appropriate signage reminding of social distance requirements</li> </ul>
	<ul style="list-style-type: none"> <li>Staff to remain socially distanced from each other at all times</li> </ul>
Between families/students	<ul style="list-style-type: none"> <li>Provide adequate stimulation to maintain personal interests (children in classrooms)</li> </ul>
Between employees and families/students	<ul style="list-style-type: none"> <li>have a parent area designated for drop-off/pick-up</li> </ul>
	<ul style="list-style-type: none"> <li>have all forms readily available daily at sign-in/sign-out table</li> </ul>
	<ul style="list-style-type: none"> <li>keep door locked to limit/control over-population of centre (provide phone number to call to gain access when safe)</li> </ul>
	<ul style="list-style-type: none"> <li>Supply appropriate signage reminding of social distance requirements</li> <li>Parents/guardians mandated to wear non-medical masks at drop-off and pick-up times when in the centre</li> </ul>

### 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:

#### 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 are 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).
- Staff MUST sign a staff COVID-19 declaration form indicating that they were tested for COVID-19 and assume responsibility for their test results. The declaration form will be submitted to IMA administration upon returning to work, symptom-free.

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

Any staff who are not vaccinated will be required to have a COVID test 20 minutes prior to their shift, 3x per week. Only after there is a negative result will that staff be allowed in the classroom.

**TRAVEL:**

Wherever possible, children aged 2-4 and Montessori staff who are returning from out of provinces travel should not go to the centre for the first four days and not have any symptoms upon return and should have two antigen tests (e.g. on days 3 and 4), a molecular ID now test on day 4 or a PCR test on day 4 before they return

**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.

<b>Cleaning product</b>	Mr. Clean, Lysol; Murphy’s Oil soap
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<b>Mixing instructions</b>	¾ tsp to 24 oz water (test with Hydrion QT-10 strips); 11ml to 24oz water
<b>Disinfecting product</b>	Household bleach (test with Hydrion chlorine strips)
<b>Mixing instructions</b>	¼ tsp to 24 oz water

<b>Cleaning and Disinfecting product (one step)</b>	Avmor Basix– one step cleaner and sanitizer
<b>Mixing instructions</b>	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.

<b>Cleaning and disinfecting– Location (do with cleaner then repeat with disinfectant)</b>	<b>Frequency</b>	<b>C1=Mr. Clean or Lysol solution C2=Murphy’s Oil solution D= Bleach solution A= Avmor Basix</b>
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	2 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 place 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	D or A

	cannot be effectively cleaned will be set aside for a 72 hour period.	
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
<b>Staff</b>	<ul style="list-style-type: none"> <li>● every classroom has a sink with both soap and hand sanitizer</li> <li>● staff washroom and children’s washrooms both have available sinks with hand soap</li> <li>● kitchen area has sink with soap available</li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>● Not available at this time (unless authorized visitor then see staff washroom)</li> </ul>

<b>Children</b>	<ul style="list-style-type: none"> <li>● Every classroom has a sink with both soap and hand sanitizer (not including multiple sinks per washroom)</li> <li>● 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.</li> <li>● Children will be guided through proper hand-washing techniques including how to and how long to wash hands.</li> </ul>
<b>Hand Sanitizer Stations</b>	<b>Location</b>
<b>Staff</b>	<ul style="list-style-type: none"> <li>● Every classroom on wall</li> <li>● Front foyer wall and on sign in table</li> <li>● Classroom shelf opposite wall dispenser</li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>● Front foyer wall and on sign in table</li> </ul>