



Meadow Montessori  
A WISE INVESTMENT IN YOUR CHILD'S FUTURE

## Meadow Montessori School June 1 Safe Restart Protocols

Adapted from: *Protocols for Child Care & Protocols for K-12* by WorkSafeBC

**Last updated May 31, 2020**

### ***Access to Childcare (Primary Room) & Elementary***

All staff members and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).

- Parents must conduct a daily health check on their child to ensure they are free of COVID-19 symptoms.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.

### **If a student develops symptoms while at school:**

- Immediately separate the symptomatic student from others in a supervised area.
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.



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- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

## ***Pick up and drop off***

### **Staggered Drop off & Pick up Times**

- All children will be designated a drop off and pick up time. Please do not be late.
- Please stay in your car until your designated time and accompany your child to the door while practicing social distancing with the other families that are arriving at the same time. We have limited our arrivals to two families per class to arrive at the same time.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- We require complete compliance with these drop off and pick up times to make everyone feel safe AND ensure hand washing protocols are maintained. If there is a substantial problem with your designated time, please contact us.

Please remember, many people feel differently about social distancing, let us respect our differences with grace & kindness.

### **Designated Doors**

We have designated separate doors for each class. If you have children in other classes, they must go to the designated doors for their class.

***FRONT GLASS DOORS - Primary Room all kindergarten and preschool children ONLY (this is the usual door)***

***GYM SIDE ENTRANCE - Lower Elementary Students Grades 1 - 3 ONLY (this is the usual door)***

***BACKYARD GATE ENTRANCE - Upper Elementary Students Grades 4 - 7 ONLY***



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- We ask all parents to leave right away to make space for other families coming and going to the school. We would prefer parents not enter the school.
- We realize that drop off and pick up time are regularly very social times, something we love and usually encourage. BUT at this time, please respect these new protocols until we can ensure everyone is practicing physical distancing and respecting each other's wishes. Our goal here is to keep these times stress-free for everyone.

## Sanitizing Stations

***Much like before we left for Spring Break (seems so long ago) we will have sanitizing stations at each designated entrance.***

- Everyone entering the school building is required to use hand sanitizer before entering. If you prefer a different product for your child, please bring it out with you and sanitize by our stations to help others feel comfortable and to show the children we are all included.

## Student Management and Hygiene

### Hygiene

***Students will wash their hands, or use hand sanitizer when necessary, at a minimum as listed below:***

- When they arrive at school and before they go home
- Before eating and drinking
- After using the toilet
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Staff should assist younger students with hand hygiene as needed.
- If a sink is not available use alcohol-based hand sanitizer.

***Food should not be shared by students.***



***Students will not be using cloakrooms to store belongings. All belongings, including lunches and school supplies, will be kept in a large plastic bag at their desk for the entire day.***

### **Physical distancing**

- Parents and caregivers should remain in the school parking lot during drop off and pick up times. There will be no dropping off of materials or food throughout the day. Students must have everything they need with them to start the day.
- Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
- Students will be trained and reminded daily on how to practice social distancing.
- Classes will be held outdoors when possible.
- The number of different adults interacting with a class will be minimized
- Classrooms will be configured to maximize the space between desks.
- There will be no free recess times, but rather, classes will come outside at the discretion of the teacher and play in supervised areas.

### **Safety for Staff**

#### **Physical distancing**

- Occupancy limits will be set for shared rooms.
- Maintain 2-metre physical distancing whenever possible between workers and students.
- Workers are expected to maintain physical distance such as not greeting others by hugging or shaking hands.
- If workers need to meet in person, there will be a 2-metre space between each worker.
- Hallways will be divided and will be one-way only on each side.
- There will be no assemblies.

#### **Hygiene**

- Workers and students to remain on-site and not to leave during lunch or at break times.
- Handwashing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer)



- Handwashing times will be available for all classes. Extra sinks will be installed outdoors if necessary. Hand sanitizer stations will be mounted on the walls in the hallways as well as outside before entrances.
- Staff will be provided with appropriate supplies and facilities with soap and water. If soap and water are not available, they may use hand sanitizer and disinfectant wipes. Hand hygiene stations will be set up at the school entrance and other locations as appropriate.
- Effective hygiene practices will be promoted. Refer to [WorkSafeBC's hygiene practices signage](#).

### Use of personal protective equipment (PPE)

- [BC Centre for Disease Control \(BCCDC\) guidance](#) for K-12 school settings is that personal protective equipment, such as masks and gloves are not needed, beyond those used by the staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
- Although deemed unnecessary by BCCDC, staff and students are welcome to make their personal choice regarding the use of face masks.
- Although gloves are also a personal choice, their use would not preclude student and staff members from regular handwashing.

### Cleaning and Sanitizing

- Schools will be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#). Cleaning practices will be in line with the provincial health officer's [COVID-19 Public Health Guidance for Childcare Settings](#).
- More rigorous cleaning will take place on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.
- General cleaning and disinfecting of the premises will occur at least once a day.
- Frequently touched surfaces will be cleaned and disinfected at least twice a day.
- Shared items will be removed or inaccessible (e.g., shared school supplies, coffee urns and water fountains, and snack bins).
- All surfaces will be disinfected at the end of each day.



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- Garbage bins will be emptied daily.
- Student lunches must be self-contained, and all garbage and organic waste will be packed up and brought home.
- Janitorial staff will be informed and adequately trained in the new requirements.

## Communications Strategies

- All staff will be trained and reminded that all health and safety measures in place prior to the pandemic are still in place.
- Essential health and safety information will be reported to staff before students return to the workplace.
- May 28<sup>th</sup> and 29<sup>th</sup> will be training and preparation days for staff.
- Staff will hold a 2-minute check in meeting each morning to review these policies and practices
- Parents will be required to read and understand the standards and practices for safety at school.
- Sharing information with staff about policies and practices for COVID-19 will be accomplished via email and/or REMIND

## Documentation and Training

Staff members will be trained on:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Document COVID-19 related meetings and post minutes at a central location.
- Records of instruction and training provided to staff members regarding COVID-19, as well as reports of exposure and first aid records.