

Manitoba's Restoring Safe Schools

School Division Re-opening Plan for the 2020/21 School Year

School Division: funded independent school

School name -Nova Montessori

In-class learning resumes with additional public health measures.

2020/21 School Year

As a follow-up to the information from Manitoba Health and Manitoba Education from Thursday, August 13, 2020, this package provides information to answer as many questions as possible in a timely fashion.

Contents

- **About this Information ----- 1**
- **Schools opens September 2, 2020 for staff ----- 1**
- **Classes Commencing for Students – September 8, 2020----- 1**
- **Institutional preparedness----- 1**
- **Scheduled increased cleaning and sanitation routing ----- 2**
- **Prepared environment ----- 2**
- **COVID-19 Maintenance -Disinfection Protocol ----- 2**
- **Handwashing and Hand Sanitizer----- 2**
- **Hand Hygiene ----- 2**
- **Plan for increased hand hygiene ----- 3**
- **Classrooms----- 3**
- **Washrooms----- 3**
- **Students Learning at Home due to Medical conditions----- 3**
- **Vulnerable Individuals----- 3**

- **Self-monitoring and When to Seek Medical Attention----- 4**
- **Develop self-screening and symptom monitoring protocols----- 4**
- **How do we isolate children who become ill? ----- 4**
- **If a staff member becomes ill.----- 4**
- **What is the process if a Nova staff, child parent or guardian tests positive for COVID-19? ----- 4**
- **How do we know if it is the flu or COVID-19?----- 4**
- **What are the recommendations surrounding pick up and drop off time for programs ----- 5**
- **Transportation ----- 5**
- **Students drop off and Pick up ----- 5**
- **What are the recommendations surrounding pick up and drop off time for programs? ----- 5**

- **physical distancing plan ----- 6**
- **Nova Montessori preschool will follow physical distancing.----- 6**
- **School provides PPE ----- 6**

- **food handling and no-sharing policies to reduce risks----- 6**

- **Connect with local public health team for supports and information as required----- 6**
- **School staff preparedness----- 6**
- **Provide orientation regarding public health protocols----- 6**
- **Learning preparedness----- 7**
- **Students and family’s preparedness----- 7**
- **Communicate expectations defined for attendance and participation ----- 7**
- **Educate students and families about hand hygiene, symptom monitoring and other public health measure ----- 7**

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About COVID-19

The virus is spread through close contact (within 2 metres/ 6 feet) with an infected person who is coughing or sneezing. You can also get COVID-19 by touching objects contaminated with the virus and then touching your mouth, eyes or nose. The majority of people who contract coronavirus (COVID-19) experience mild to moderate symptoms and recover. Prevention is used to protect the spread to vulnerable people and reduce the demands on the medical system for those that will require medical care. See the Coronavirus Fact Sheet at <https://www.gov.mb.ca/health/publichealth/factsheets/coronavirus.pdf> and the Manitoba Health “Frequently Asked Questions” site <https://www.gov.mb.ca/covid19/public.html> for more information. A new Manitoba Health website has been set up at <http://www.manitoba.ca/covid19/public.html#11> . Manitoba Health is gradually translating their most important fact sheets into multiple languages. Currently, they have posted English, French, Cantonese, Tagalog, and Arabic at <https://www.gov.mb.ca/covid19/factsheets.html>

Nova Montessori opens September 2, 2020 for staff

According to Manitoba Health and Manitoba Education guidelines regarding about COVID-19 response. Our staff will be expected to report to work on September 2.

Our staff will be working during the week of September 2 – 4 to prepare different learning scenarios which includes developing students to safely have the fewest disruptions. Staff may be assigned to do a variety of tasks that support student learning at home and prepare for the return of students and **Institutional preparedness**

Classes Commencing for Students – September 8, 2020

The week of September 8 with regular Prekindergarten and Kindergarten classes start in 3311 Pembina and 2050 Chevier location.

1. Institutional preparedness

scheduled increased cleaning and sanitation routing and Prepared environment

- We will arrange spaces to encourage more separation. We will space children to avoid close contact during meal and work times and assign a designated chair and table for each child.
- We will use tape on the floor, hoops, mats or other items that can mark off personal space. Staff will organize play activities with a visual cue about how many children should be in that area
- Staff already assess our classroom layout and changed some lay outs to provide physical distancing as much as possible.
- We use visual prompts to help guide children individual mats
- Use Household Bleach (5.25 % chlorine) to clean food contact surface, dining tables, kitchen areas, environmental surface such as floors, walls, play tables, door handles, light switches, chairs toys, washroom area. Materials that students use are sanitized or washed every day
- Every afternoon all areas are cleaned vacuumed and floors are washed.
- Commercial carpet cleaning will be done before the school start.
- Washrooms are bleached frequently throughout the day
- Remove or reduce play with toys and equipment that cannot be sanitized
- We ensure supplies are available for cleaners.
- Provide two shared spaces for circle time in our classroom to create more space for each child.
- Each play center limited for two children at a time.
- Remove materials that are harder to clean and sanitize, such as plush toys, dress-up clothes, and soft dolls.
- For sensory play, we provide individual water and sand activity
- modelling clay, pencils and crayons are personalized that have a child's name for their use only.

- Most of Montessori materials are designed for individual work or for two people
- Keep designate a bucket in the classroom where children can deposit washable items after their use.
- School is ensuring that cleaning supplies are available for cleaners.

COVID-19 Maintenance -Disinfection Protocol

Effective disinfecting procedures are vital in the fight against COVID-19.

Regular cleaning and disinfecting will help prevent the transmission of viruses from contaminated objects and surfaces.

The following are the procedures that all staff and cleaners in Nova Montessori must implement:

- Classrooms will be cleaned at the end of every day.
- Water fountains are not to be used. So, every student needs to bring their water bottle. if not, school will provide disposable water cup
- In classrooms, teachers will be required to eliminate items that are difficult to clean as recommended by the department of education:
 - Modelling clay
 - Indoor sand
 - Sensory tables
 - Plush toys
- Teachers will be provided with cleaning items and training. All cleaning materials must be kept stored away from students.
 - Staff assistant will continue to disinfect the following 3 times a day- mid morning, after lunch and end of the day:
 - Doorknobs and door handles. Where possible to limit the contact, keep doors open during the day with wedges, kickdowns or the auto door opener.
 - Stair Railings.
 - Washroom faucets.
 - Toilet flush levers.
 - Paper Towel dispensers. Encourage the use of the electric hand dryers.
 - Windows on doors.
 - Light Switches.
 - Chairs and other furniture and appliances in staff rooms and meeting rooms.
- Staff will spray the surfaces with the solution. Staff will only use 100 ppm bleach for disinfecting process:
 - Let it stay on the surface for a minute - this is required in order to effectively

Handwashing and Hand Sanitizer

Handwashing, covering coughs/sneezes, social distancing and self-monitoring are the most important steps for reducing the spread of COVID-19. Frequent handwashing, including before eating, after using a tissue, and after touching frequent contact surfaces, is the best prevention of illness and infection. Avoid touching the face, mouth, nose and eyes. Hand sanitizers with alcohol, that are provided in areas may be used in circumstances where it is not practical to wash younger student and staff hands.

Hand Hygiene

- Staff must encourage and when possible supervise hand hygiene (washing).
- Hand sanitizer will be available at all building access points and in the classrooms.
- Staff and students will wash their hands with soap and water for at least 20 seconds at the following times:
 - At the start of the day
 - After using the washroom
 - Before preparing food
 - Before eating
 - After getting hands dirty
 - After wiping noses or handling dirty tissues
 - After coughing, sneezing or blowing nose and
 - After cleaning/disinfecting surfaces

Plan for increased hand hygiene

- Lobby area will have hand sanitizing lotion available for all students, parents and staff
- Hand washing sinks available in each classroom.
- Students need to wash their hands as soon as they enter the classroom
- Frequent hand washing required throughout the day, after use the washroom, at lunch and snack time and after coming in from the outside play area.

Classrooms

- Schools will ensure physical distancing amongst students, teachers and staff to the best extend possible. Classrooms will be prepared to support physical distancing,
- Separate containers of personal items such as pencils crayons sizzers will be provided for each student.

Washrooms

- Floor markings will be installed outside the washrooms.
- Access to washrooms will be limited to maintain social distancing.
- Washrooms will be sanitized frequently.
- Hand washing might be supervised when required.
- Hand washing supplies will be maintained frequently.

Students Learning at Home due to Medical conditions

Manitoba Education has directed us to provide educational programming for students who remain at home for medical reasons. Manitoba Education suggests preparing printed materials and physical packages, and schedule regular communication and follow- up with students. Nova Montessori plans for a print learning option for students, if parent do not have internet connection or printer at home, Nov a Montessori will mail homework package or parent can pick up the package. Nova provides time schedule for parent to pick up and drop off schoolwork at the school.

Vulnerable Individuals

This is a particularly stressful time for those in our community with underlying health conditions. If we have students, staff and family who may be highly at risk of serious illness in this pandemic. The prevention steps that we are taking are in place to reduce the risk of serious illness in our communities, and to ensure that medical facilities have the capacity to address serious health concerns.

Nova Montessori will review the health information for all students with health conditions in our school, including respiratory conditions such as asthma. These students will require our careful monitoring and possible additional steps to protect them from illness.

Ongoing monitoring, as well as communication and consultation with family and staff working regularly with these students will help to keep them healthy.

Schools will consider the following in their plans:

- Communicate to parents/care givers plans and COVID-19 related information.

Self-monitoring and When to Seek Medical Attention

The following definitions and use of terms are important when speaking with colleagues, parents and students:

Close contact: described by Manitoba Health as contact within two meters/six feet for more than ten minutes <https://www.gov.mb.ca/health/coronavirus/>

Social distancing: techniques to try to minimize close contact with others. See section later in this document.

Self-monitoring: individuals who are concerned about possible contact with someone who is at risk of COVID-19, will self-monitor for symptoms of the virus. The individual continues their normal daily routines and work. If symptoms appear, the individual self-isolates at home and contacts Health Links. See Manitoba Health fact sheet at <https://www.gov.mb.ca/health/publichealth/factsheets/coronavirus.pdf>.

Develop self-screening and symptom monitoring protocols

- Nova Montessori developed a self-screening process and protocol for email to the parents to be fill out and brought in every morning
- Nova Montessori will continue existing and enhanced health and safety practices. This includes asking screening questions before student enter the facility,
- stay-at-home orders for staff and children who are exhibiting symptoms, as well as thorough sanitation practices.

. How do we isolate children who become ill?

- It is not a mandatory student and staff to wear PPE since everyone will be screened, so there are no ill children/staff are attending.
- If a student becomes ill during the day, we will do our best to isolate them in a separate room in accordance with good childcare practices.
- We will call parents or guardian to arrange pick up as soon as possible. Parents must be available to answer all calls from the centre.
- If ECE staff are not able to be physically distant or the child requires personal care for toileting support, the staff should put on full PPE.
- Staff wear PPE if a student falls ill with cold/flu symptoms while in the school.
- **We are using the updated Risk Assessment Screening Questionnaire**

If a staff member becomes ill.

- Staff members will not attend work and will contact the centre to ensure staff coverage.
- If staff becomes sick while at work, they should leave the school immediately.
- **school support students who are unable to attend due to medical reasons by providing remote learning**

What is the process if a Nova staff, child parent or guardian tests positive for COVID-19?

- Public health officials will advise and provide detailed instructions to anyone needing to self-isolate and will provide advice on what needs to take place.
- Public health will follow up with anyone who is a close contact of someone who has tested positive for COVID-19, including staff if applicable, and will advise on the appropriateness of isolation and when the discontinuance of isolation protocols can be considered.

How do we know if it is the flu or COVID-19?

- We will ask people who are sick to isolate, monitor their symptoms, and if they worsen or do not go away, to consult a doctor or Health Links (204-788-8200 or 1-888-315-9257).

What are the recommendations surrounding pick up and drop off time for programs? Should programs be restricting families from entering the premises?

- Nova will implement procedures to minimize traffic during drop off and pick-ups to support social distancing.
- Parents will be directed to use hand sanitizer and/or wash hands upon approaching the entrance.
- No one showing symptoms will be allowed to enter.

Transportation routes, scheduling and consider alternatives

- We do not provide transportation for our students. The parents are responsible for drop off and pick up.

Drop off and Pick up Procedure

To minimize the exposure to both staff, children and parents the drop off and pick up procedures will be modified during COVID-19.

Drop off Procedure

We change our drop off and pick up procedures
Parents/visitors are not allowed in the classrooms

Early drop off 7.30 am -825 am

- Parent can enter the front vestibular and buzz. A staff- member will come to the door to take your child.
- Parents will be asked to screen the child/family members on a daily basis prior to attending the program
- Parents need to hand over the Covid-19 screening form to the staff member. (We appreciate if you could fill out the form from home to avoid the morning rush at the door).

Regular drop off -8.25-9.15 am

- Out-door play time. We have changed our routine for outdoor play to the regular drop off and pick up time. A staff member will come to the gate and take your child.
- Slowly we will take children group by group to their classrooms.

Pick up - Procedure

Regular pick up - 4.00 p.m. 4.35pm

- Outdoor play time -Parent can pick up their child/children and their belonging from outside. We will bring your child out to you.

Late pick up – 4.35-5.30 pm

- Parents can enter the front vestibular and buzz. We will then bring your child out to you.

In Lobby area we display COVID-19 information signs

- Nova Montessori developed protocols for staff and students exhibiting symptoms

Create physical distancing plan

Nova Montessori preschool will follow physical distancing.

- Social Distancing is the two-metre rule between people. It is important to note that social distancing advice is meant for interactions among staff and parents. Social distancing may not always be possible for our young children.
- Children with no symptoms should continue to be treated as their typically day.
- We will arrange spaces to encourage more separation. We will space children to avoid close contact during meal and nap times and assign a designated chair and table for each child.
- We will use tape on the floor, hoops, mats or other items that can mark off personal space. Staff will organize play activities with a visual cue about how many children should be in that area.
- Classroom furniture arranged to allow physical distancing

- Small group sizes of 8 students at a time in play areas, hallways, washroom areas to ensure physical distancing.
- Provide additional entrance to avoid congestion
- We created a plan to manage foot traffic flow in entrances, so only 3 families allowed in the lobby area at a time.
- Parent are not allowed to enter the classroom.
- Only small groups are allowed in hallways and shared spaces to avoid congestion

School provides PPE

- If a mask is required because a child or staff member have developed cold/flu symptoms, we must use the procedural masks provided.

Food handling and no-sharing policies to reduce risks

- Food handling and no -sharing policy review with staff and the students

Connect with local public health team for supports and information as required

- Nova Montessori follows public health guidelines and shares the information with the parents.

School staff preparedness

Provide orientation regarding public health protocols

- Public health protocols are emailed to every staff and when school start on September 02, 2020 all staff members will participate in safety orientation.
- In COVID-19 protocol we made adjustments for personal risk factors for underlying health concerns and make allowance to identify mental health and well-being supports
- We created a professional learning plan that addresses COVID-19 priorities and health and safety needs for all teachers

Learning preparedness

- In-class learning will resume on September 8, 2020
- We have made adjustments in scheduling, timetabling, recess to allow small group sizing.
- A few transition activities are planned and prepared for PreK and Kindergartens students to understand the COVID-19 epidemic and the importance of following the health guidelines and practicing physical distancing.
- In case guidelines are changed we plan to ensure digital and remote learning for our students
- To promote school spirit some fun activities have been planned for the students

Students and family's preparedness

Communicate expectations defined for attendance and participation

- Time to time we will reach out to the parent by email or call if students are not attending and participation

Educate students and families about hand hygiene, symptom monitoring and other public health measure

- Display COVID-19 signage in lobby area
- Email health guidelines and COVID-19 protocol to the parents.
- Conduct screening process every morning
- If student becomes sick during the day, we will isolate student immediately, provide mask or necessary PPE and contact parent for pick up.

We encourage families to have a backup plan in place in the event of illness