

COVID-19 Response Plan



Policies and Procedures

Madison Montessori Academy has created this COVID-19 response plan to ensure the safety and well being of all our staff, visitors, children, and their families. These policies and procedures have been created using the guidelines and recommendations from The Lanark, Leeds and Grenville health Unit, The United Counties of Leeds and Grenville and The Ministry of Education.

This document contains the following Policies and Procedures and information for your reference.

1. Policy and Procedure for Cleaning and Disinfecting
 - Enhanced cleaning frequencies
 - Hand hygiene
2. Reporting and responding to illness
 - Responding procedures
 - Serious occurrence reporting
3. Ensuring physical distancing
 - Space set-up
 - Washrooms
 - Sleep/nap time
 - Meal and snack time
 - Shift scheduling
 - Visitors and events
4. Personal Protective Equipment (PPE)
 - Considerations for PPE use
 - Availability
 - Protocols
 - Training
5. Policy and Procedure for food provision
 - Food safety
 - Mealtimes
 - Cook
 - Bagged lunch policy
6. Screening policy and procedures
 - Screening area
 - Staff arrival and departures
 - Children arrival and departures
7. Policy for prioritizing families and waitlist
 - Prioritization
 - Waitlist policy
 - Parent fees
8. Staff Training Policy
 - How to wear a mask

Policy and Procedure for Cleaning and Disinfecting

Background:

Cleaning and disinfecting objects and surfaces that a child comes in contact with, including floors, is one of the most important steps in reducing the spread of infectious diseases including COVID-19 among children and childcare staff. From what is currently understood about COVID-19, commonly used cleaners and disinfectants are effective against the virus that causes COVID-19.

Policy:

It is the policy of Madison Montessori Academy to maintain a high standard of cleaning and disinfection of the childcare setting to control to the spread of infectious disease including COVID-19 among children, staff and visitors. Madison Montessori Academy will maintain their routine cleaning and disinfection schedules, providing enhanced cleaning and disinfection of high-touch surfaces and toys.

Definitions:

Cleaning: Using soap/detergent, water and mechanical action (e.g. scrubbing) to remove visible dirt. Cleaning physically removes rather than kills microorganisms. Cleaning must be done prior to disinfecting. After cleaning an object, it is necessary to rinse with clean water to ensure detergent film is removed.

- There are three steps to the cleaning process: wash, rinse and dry.
- Cleaning tools include multi-use gloves, laundered cloths, mops and brooms.

Disinfecting: **Disinfection**, a process completed after cleaning, is the process of killing most disease-causing microorganisms on objects using chemical solutions.

Selection of Disinfectants:

- Particular attention should be paid to appropriate surfaces, contact time (must be achievable), dilution, material compatibility, shelf-life, storage, first aid, and PPE.
- Follow manufacturer's instructions and Safety Data Sheet requirements for proper use of cleaning and disinfecting products.

NOTE: If household or commercial disinfectant cleaning products are not available, hard surfaces may be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water.

General Criteria:

- Madison Montessori Academy uses a diluted bleach solution as an all-purpose cleaner and as a sanitizer/disinfectant
 - Staff must check product expiry dates and follow manufacturer's instructions on the MSDS.
 - Staff will respect contact time for the disinfectant to kill germs.
- Cleaning and disinfecting supplies are stored in laundry room in the old building and janitors' room in new building where they are out of reach of children and labelled.
- Each childcare room and washroom should have its own designated detergent and disinfectant.
- Use cleaning cloths and gloves for cleaning and disinfecting.

- Gloves must be removed immediately and discarded into a waste receptacle after each use.

Procedures:

Cleaning and Disinfection Procedures:

- Maintain routine cleaning and provide enhanced cleaning and disinfection of high-touch surfaces and mouthed toys. Follow disinfection schedules.
- The beginning and end of the day have added time for the cleaning and disinfection of toys, furniture, and frequently touched things in each childcare room. Be sure cleaning is completed by the end of each shift.
 - Further information on routine cleaning requirements and scheduling recommendations can be found in *Leeds, Grenville, and Lanark District Health Unit: Preventing and Managing Illnesses in Child Care Centres Manual*.

Record Keeping

- The childcare centre will maintain a cleaning and disinfecting schedule for each cohort, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program.
- Staff will complete a cleaning and disinfection log to track and demonstrate cleaning schedules (indoor and outdoor).
 - Designated staff will record the date, time, the name of the staff responsible, etc.

Enhanced Cleaning Frequencies:

Toys & Play Structures:

- Toys and equipment are designated for each room/cohort.
 - If shared, toys and equipment must be cleaned and disinfected at a minimum between cohorts.
 - Place used toys (art, games, toys, etc.) in a clearly labelled soiled bin to be disinfected.
- Toys will be cleaned prior to disinfection. Any mouthed toys are cleaned and disinfected immediately after each use.
 - After disinfecting, rinse with potable water prior to returning to play.
- Soft fabric toys and items that cannot tolerate regular cleaning and disinfection must not be used.
- Indoor/Outdoor sensory play is prohibited (e.g. sandbox, water table, etc.). Sandboxes will be closed.
- Homemade play dough: because of its high-water activity is likely to allow the growth of pathogens than the store-bought play dough.
 - Homemade play dough will be discarded daily.
 - Store-bought play dough will be discarded according to the manufacturer's recommendations.
- Play structures will only be used by one cohort at a time.
 - Play structures are cleaned and disinfected in between cohorts.
 - Play structures made of materials that cannot be cleaned and disinfected must not be used (i.e. wooden play structures).

Items from home

- Children are discouraged from bringing items from home.

- If a stuffy is needed at naptime, it must be in that child's designated cubby and must stay at daycare. It cannot return home unless the child will not be returning the following day.
- Children are to bring their own sunscreen and apply themselves when possible and age appropriate. If a child needs assistance from a staff member, proper hand hygiene must be practiced.

Frequently touched areas:

- High touch surfaces such as light switches, doorknobs and handles, handrails, water fountain knobs, tabletops, electronic devices, etc. are cleaned and disinfected at least twice per day and more often as needed.
- Tables must be washed before and after use for any activity including art, games and meals.
- Children and staff chairs will be sanitized and wiped down at the end of each day.
- If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes.
- Staff will adhere to diapering and toileting procedures as guided by the Lanark, Leeds and Grenville District Health Unit, and ensure proper cleaning and disinfecting between diaper change or toileting processes.
- Items that cannot be properly cleaned and disinfected must not be used by children in the facility.
- Cots and cribs must be disinfected after each use between children.
- All items used by a symptomatic individual are cleaned and disinfected.
 - If the items cannot be cleaned (e.g. books), remove them and store in a sealed container for a minimum of 3 days.
- Toilets and faucets must be wiped down with disinfectant after every individual use (in-between children).
- The beginning and end of the day have added time for the cleaning and disinfection of toys, furniture, and frequently touched things in each program's room.
- All common areas must be disinfected between cohorts of children.
 - 10 minutes of drying time will be allowed between cohorts.
- Clean cubbies out at the end of the day for children who are not returning the following day.
 - All items must go home.

Food:

- Table used for eating and preparation will be cleaned with soap and water, rinsed, and then sanitized with bleach solution before and after each meal or snack.
- All equipment, work surface, floors and eating utensils must be cleaned and disinfected to prevent illness from food.
- All dishes must be washed, rinsed, and disinfected using one of the following methods:
 1. Commercial dishwasher
 2. Two or three compartment sinks.

Linens:

- Towels, face cloths, etc. will be laundered after every use.
- All childcare laundry will be washed on a warm to hot cycle with detergent and/or bleach.
- Clean and disinfect crib linens and mattresses immediately when soiled or wet.
- Disinfect beds, cots, and cribs after each use between children.

Carpets, Floors and Floor Mats

- All hard floors will be swept and mopped with a sanitizing detergent each day.

- Carpets/floor mats will be cleaned as often as necessary and promptly if a spill occurs.
- Shampoo/steam clean carpets in infant rooms every 3 months
- Shampoo/steam carpets in non-infant rooms every 6 months.
- If carpets do not appear to be adequately cleaned, re-cleaning is necessary, or replacement must be considered.
- Promptly remove and replace floor mats that cannot be adequately cleaned and disinfected.

Hand Hygiene:

- Anyone entering the facility must perform hand hygiene upon entering.
- Cohort staff to assist child with hand hygiene upon entering program.
- Staff will wash hands frequently throughout the day (setting an example of proper handwashing for the children)
- Wash hands for at least 20 seconds with soap and warm water
 - at the start of shifts
 - before eating or drinking
 - before preparing food
 - before and after donning PPE
 - after cleaning up meal and snack times
 - after touching shared items
 - before and after playing games, art activities and going outside
 - after using the washroom, changing diapers, or helping others with toileting
 - after handling garbage, and
 - before leaving your workspace.
- Handwashing signs have been posted. Demonstrate to children the proper procedure and assist them if needed.
- Sneeze and cough into your sleeve.
 - a. If you use a tissue, discard immediately and wash your hands afterward.
 - b. Avoid touching your eyes, nose or mouth.
 - c. Avoid high-touch areas, where possible, or ensure you clean your hands after.

Policy for reporting and responding to illness for Staff, parents, and children

Madison Montessori staff, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.

- Symptoms to look for include but are not limited to fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

- Children should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.

* If a child or staff member becomes sick while in the program, staff will contact April or Heather and the child will be isolated in one of the offices with a designated staff member and family members contacted for pick-up.

- * An environmental cleaning will be done on the room that the child was isolated in immediately after the child has left.
- * Parents and staff in the ill child's cohort will be notified and asked to watch their child's symptoms.
- * If a separate room is not available, the sick person should be kept at a minimum of 2 meters from others.
- * The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- * If the sick person is a child, a childcare staff/provider should remain with the child until a parent/guardian arrives.
- * If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The childcare staff/provider should wear a surgical/procedure mask and eye protection at all times and not interact with others. The childcare staff member should also avoid contact with the child's respiratory secretions.
- * All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- * Staff who develop symptoms during a shift, are separated from others, wash their hands, and put on a mask until they are able to leave the facility.
- * Staff who report feeling unwell before coming onto a shift must stay home.
- * Public health should be notified, and their advice should be followed.
- * Where a child or staff member is suspected of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence. When a person becomes sick the childcare agency will report to public health, the ministry, and where public health advises, families.
- * Other children, including siblings of the sick child, and child care staff member in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Serious Occurrence Reporting

- * Childcare centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. The licensee should contact their local public health unit to report a child suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- * Where a child, parent, staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- * Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- * Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

Policy and Procedure for Physical Distancing

Space set-up and Physical Distancing

- Physical distancing of 2 meters will be maintained whenever possible.
 - Staff arrival and departure,
 - Child drop off and pickups,
 - Between cohorts (including outdoor play), and

- Within cohorts.
- Staff will avoid getting close to faces of children whenever possible (e.g. activities that may result in droplet spread).
- When staff must hold infants and toddlers, staff will use blankets or cloth over their clothing.
 - Blankets and cloths will not be shared between children and washed at least daily.
- Cohorts will not mix.
 - Cohorts will have scheduled times in common areas (e.g. gyms, outdoor playgrounds).
 - A physical barrier will be used when more than one cohort is using the same indoor/outdoor space.
- Physical distancing is promoted within cohorts.
 - Spreading children out.
 - Incorporating more individual activities or activities that encourage more space between children.
- More time will be spent playing outdoors if there is more space to separate within and between cohorts.
 - Shared toys, equipment (e.g. swings, slides), and play structures will be disinfected or avoided, if cannot be cleaned.
- Only alternating seats will be used in wagons.
- If practical and safe, the number of people allowed in the same room will be limited.
- One-way routes where appropriate, will be established to maintain physical distance.
- Floor markings, partitions, and other signage will assist with physical distancing measures.

Washrooms

- Madison Montessori has designated washrooms for each cohort, washrooms are NOT to be shared between cohorts
- The two washrooms located downstairs in the old building will be designated to each play yard. Under no circumstances should these washrooms be shared.

Sleep/Nap time:

- Physical distance will be maintained between cots/cribs.
- Where space is limited, children will be placed head-to-toe, or toe-to-toe.
- Educators are encouraged to allow children to self-regulate as much as possible.

Meal and Snack Time:

- Physical distancing will be maintained at snacks and meals by spreading children out and staggering snack and mealtimes when possible.

Shift Scheduling:

- Staff including supply/replacement staff will be designated to one cohort and one room.
 - Screener will track where they work to assist with contact racking and cleaning in the event an employee contracts COVID-19.
- Staff movement will be limited between rooms.
- Staff will be dissuaded from leaving their program apart from bathroom breaks and lunch breaks.
- Staff will not be permitted to work at the facility if they are working at multiple sites.
- Start times, breaks and lunches will be staggered to encourage physical distancing.
 - Please do not visit any other areas of the daycare (kitchen and other programs).
 - Please use the designated area for breaks, if you cannot maintain the 6 feet rule, only one person in the staff room at a time.
 - Please remember to wipe down after.

Visitors and Events:

- Group events and meetings (e.g. staff meetings, tours, interviews) will be rescheduled, or done virtually, or over the phone.

- There will be **NO VISITORS!** Only essential staff are permitted into the building, if staff are not working their shift they are not permitted on site.
- Only the supervisor will answer the door during the day unless they designate the cook. They will screen all people entering the daycare.
- The provision of special needs services will continue, they are not permitted to be counted in ratios or cohort size.
- Video and telephone interviews will be used to interact with families where possible, rather than in person if required.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect Madison Montessori Academy at any reasonable time.
- As much as possible, parents should not go past the screening area.
- No volunteers or students will be permitted to enter the building
- Madison Montessori Academy will maintain daily records of anyone entering the Centre and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food).
- The records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Strollers, car seats and infant car seats will not be permitted to stay on the premises

Personal Protective Equipment

Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres

For non-healthcare settings the use of PPE should be based on a risk assessment of the task, the individual and environment.

Considerations for PPE Use:

- Staff will wash hands before donning PPE and after removal.
 - Staff will take care when removing PPE.
 - Staff will not reuse PPE.
 - PPE will be promptly discarded after use.
 - Staff will use masks when unable to practice physical distancing of 6 feet.
 - When possible, staff will wear gloves when interacting with high-touch areas.
 - Staff will remember not to touch their face with gloved hands.
- NOTE: N95 respirators are not indicated for use in childcare settings.

PPE Available for Staff Use:

- Masks: Yes
- Gloves: Yes
- Gowns: Yes
- Eye protection – goggles/ face shield: Yes
- April and or Heather will monitor the rate of PPE use and order more as needed.

Location of PPE: April's Office

Protocol for Use:

Screener

- Mask/face shield
- Gown
- Gloves if taking temperatures, otherwise optional

- If not wearing gloves, screener will practice handwashing between staff and families.

Cleaning

- Gloves
- Face shield/mask if cleaning and disinfecting blood or bodily fluids.

Illness

- Mask/ face shield
 - Child showing symptoms of illness may be provided with a mask to wear if tolerated and over the age of two.
- Gown
- Gloves (optional)
 - If not wearing gloves, staff will practice handwashing frequently.

Training:

- Staff are trained on and can demonstrate proper donning and removal of PPE.

Policy and Procedures for food provision

Food Safety:

Madison Montessori Academy will take all provisions necessary to ensure proper food safety.

Mealtimes

- Staff will use utensils to serve food to all children
- Meals will be served in individual portions to each child (no family style meals). All food will be left on the counter and handed out to each child individually once the food has been placed on individual plates.
- At mealtimes children and staff will be physically distanced/staggered to prevent sharing of food and utensils. Children will not be permitted to share food, bottles, sippy cups, utensils or soothers. These items will be labeled with the child's name to discourage accidental sharing.
- All multi use utensils will be washed and sanitized at the end of every meal.
- No food will be permitted by the family outside of the regular meal provision of the program (except where required)
- Children are not permitted to prepare nor provide food that will be shared with others.
- Staff will ensure proper hand hygiene is practiced before serving any food.
- Children will use proper hand hygiene before and after eating meals and snacks.

Cook:

- The cook will bring meals and snacks to each classrooms door and not enter the classroom. A staff member will go to the door and bring the food into the classroom for individual portioning.
- While the cook is not generally going to be within 2 metres (6 feet) of others they will be in close proximity of food that children will be placing in their mouths. The cook will wear a mask when preparing food that will not be later cooked to prevent contamination of the food by the cook's saliva.

Bagged Lunch Policy:

- Children that bring bagged lunches will still be permitted to do so but is considered a personal item from home. It should be well labeled and kept with that child's personal items.

Screening Policy and Procedures

Screening:

All individuals, including children, parents/guardians and staff must be screened including daily temperature checks prior to entry; upon arrival at Madison Montessori Academy.

During the screening process, if your child exhibits any of the following symptoms or a fever of over 37.8 degrees you will be instructed to take them home and call the health unit at 1-800-660-5853 ext 2222.

- Fever (temperature of 37.8 degrees or greater)
- New or worsening cough
- Shortness of breath (dyspnea)

Other symptoms of COVID-19 can include:

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion - in absence of underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.

Other signs of COVID-19 can include:

- Clinical or radiological evidence of pneumonia

Atypical symptoms/signs of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- Unexplained fatigue/malaise
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Multisystem inflammatory vasculitis in children

Atypical signs can include:

- Unexplained tachycardia, including age specific tachycardia for children
- Decrease in blood pressure
- Unexplained hypoxia (even if mild i.e. O2 sat <90%)
- Lethargy, difficulty feeding in infants (if no other diagnosis)

Screening Reception Area

- The facility will use an outdoor screening area as the single-entry point where screening will take place.
- The childcare centre will use a staff member as a designated screener.
 - Screener is trained on the screening procedure.
- The screener will ensure that the COVID-19 screening questionnaire with staff, parents and essential visitors has been completed, and take the person or child's temperature.
 - Madison Montessori Academy uses infrared contactless thermometers.
- The screening area has posted signage identifying the screening process and meets the following criteria:
 - A dedicated screening area/table (if space permits) at location.

- Space allowing for a minimum of 2 metres distance between provider conducting screening and the person being screened, or screener must wear personal protective equipment (PPE) i.e. mask/face shield and gloves if taking temperatures.
 - Access to hand sanitizer.
- In inclement weather, parents and essential visitors are asked to remain in their vehicle and phone upon arrival. Staff will notify parents/guardians and essential visitors when they may proceed to the entrance.
- Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.
- Signage prompting staff, parents/guardians, and essential visitors to self-identify if they or their children have signs and symptoms of COVID-19.
- Where possible, stagger drop offs to ensure physical distancing requirements can be met.
- Screener will complete a logbook of all individuals entering the facility, logging the following:
 - Name
 - Contact information
 - Time of arrival/departure
 - Screening results
 - Staff working at other facilities.

NOTE: Staff who respond “yes” to working in another facility are NOT to enter the facility. Deny entry to any individual who fails the screening procedure.

Any individual who fails the screening process will be advised to contact their health care provider and the Leeds, Grenville, and Lanark District Health Unit for testing.

- April and or Heather will be responsible for overseeing the logbook and keeping up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Entry into the childcare centre, past the screening area, must be limited only to staff, children, and essential visitors.
- Children/staff who are ill are not permitted to enter the childcare facility.

Arrivals and Departures:

- Physical distancing practices will be adhered to during drop off and pick up times.
- Parents are encouraged to designate the same person to drop off and pick up each day.

Staff Arrival:

1. Proceed to screening area and sanitize hands.
2. Confirm with the screener that your questionnaire has been submitted. Screener will take your temperature.
3. A designated staff member will clean door handle and buzzer/bell after screening and entry.
4. Remove outerwear. Keep all belongings in one place.
5. Wash hands.
6. Report to the room you will be working in.
 - a. Remain in this room. Do not enter other childcare rooms.
 - b. Supply/replacement staff should be assigned to specific cohorts

Staff Dismissal:

1. Wash your hands before leaving childcare room.
2. Collect your belongings and outerwear.
3. Disinfect the area you have used for your belongings.
4. Leave the building without visiting other rooms.

NOTE: It is recommended that you go straight home and that upon arrival home, you immediately remove clothing to be laundered each day, wash your hands and shower.

Arrival of Children:

1. Remind parents to keep physical distance of 6 feet from other parents/persons.
2. Ask the parent and child to wash their hands/use hand sanitizer located in screening area.
3. Confirm with the screener that your questionnaire has been submitted and take the child's temperature.
4. Wipe down any used door surfaces.
5. A designated staff member will bring the child to their cubby to take off outerwear.
6. Deliver the child to their childcare room.
7. Ask/assist the child wash their hands upon entering the room.
8. Children should be monitored for signs and symptoms of COVID-19.

Departure of Children:

1. Parents will use the Himama app to notify staff of arrival and remain at the entrance.
2. Remind parents to keep physical distance of 6 feet from other parents/persons.
3. A designated staff member will identify them.
4. A designated staff member will retrieve the child(ren), dress them and bring to their parent.
5. When child has left, disinfect touched parts of the door handles, and disinfect child's cubby.
6. Wash hands before continuing work.

Policy for prioritizing families and waitlist

Madison Montessori Academy has given prioritization to some of our families due to limited childcare spaces through using Survey Monkey and asking parents to identify their childcare needs and employment circumstances.

Prioritization has been given to:

- Returning children who were served through emergency childcare to their original placement and continuity of service for these families
- Care for families where parents must return and that work outside of the home.
- Families with special circumstances that would benefit from their children returning to care, such as children with special needs.

Waitlist Policy:

- Any family who indicated "immediate" childcare needed will be put on our priority waiting list and contacted as soon as a space becomes available.

Parent Fees:

- To stabilize parent fees when re-opening, Madison Montessori Academy has set the fees at the level they were at prior to our closure.
- Madison Montessori Academy is prohibited from charging or accepting fees or deposits to add families to a priority list for preferred access to spaces.
- The Centre is also prohibited from charging fees to parents if they do not have access to a space or decide not to accept a space.

Staff Training Policy

- Madison Montessori Academy will ensure training is provided to all childcare staff/providers on the health, safety and other operational measures outlined in the Operational Guidance During Covid-19 Outbreak document and any additional Public Health requirements in place prior to re-opening.

- All childcare staff/providers will be instructed on how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, how to properly wear and take off PPE and what to do in the case that someone becomes sick.
- Staff will need to read and sign off on all Covid-19 policies and procedures.
- Staff will also need to watch a training video on “Health and Safety Requirements and Considerations” provided by the Lanark Leeds and Grenville Health Unit.

How to wear a mask:

- Before putting on your mask, wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer.
- Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

How to throw away your mask:

- Do not touch the front of your mask to remove it.
- Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
- Hold only the loops or strings and place the mask in a garbage bin with a lid.
- Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you have discarded your mask.

More information about masks:

- When a mask becomes damp or humid, replace it with a new mask.
- Do not reuse a single-use mask. Discard your mask when you have finished using it.