



Parent Handbook
Covid Addendum

Contents

INTRODUCTION 4

SCREENING 2

MANAGEMENT 3

ILLNESS POLICY 3

REPORTING 5

TESTING 5

COMMUNICATION 6

EXTRA HYGIENE MEASURES AND PROCEDURES 6

VISITORS 7

INTRODUCTION

As we prepare for the 2020 school year, many of our policies and procedures will remain unchanged however COVID-19 requires some policies to be updated. This document is meant as an addendum to our existing Parent Handbook.

While the focus of this guidance document is on the new health, safety and operational measures that are required in order to safely re-open, please note that every effort will continue to be made to uphold the welcoming and caring environment that Willowglen has always provided for its children and families.

While many things will seem different with new procedures in place for safety of all, this will still be a Montessori environment that fosters inquiry and experiential learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn. This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic.

This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the new normal until further notice. We will make sure that all changes are realistic and feasible for staff and children by following Region of Halton Health Department, and Ministry of Education guidelines. Please be sure to read through this and sign and return the last page electronically.

SCREENING

The location of the screening area will be at the front entrance of the school.

- Only one designated entrance/exit will be used to ensure effective screening practice.
- Pick-up and drop-off of children should happen in the front foyer of the school.
- Drop off times will be between 8:00 - 9:30am at the stated location. Pick-up times will be between 3-6pm at the stated location. If your child will be arriving or picked up between 9:30am and 3pm, parents/guardians MUST arrange this with the office staff to ensure proper procedures are followed at all times.
- Staff will also be required to use the main entrance and proceed through the screening process. Staff will be given preference in the line to ensure they proceed to their classrooms in a timely manner for children.

Health Screening Procedure:

- All individuals, including children and staff must be screened upon entry to the school using the procedures below.
- Willowglen will deny entry to any person including the child of a parent/guardian who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website. If a family member living in the same house develops COVID-like symptoms, the child of that household will not be allowed to enter our school for 14 days after all family members are symptom free.
- Parents are required to keep any sick children at home. If a child or staff member comes to school with any COVID-like symptoms, including a temperature equal to or greater than 38 degrees Celsius, or if the child(ren) have any signs or symptoms listed below they must stay home.
- Screeners will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier) or wearing personal protective equipment (PPE) (i.e., surgical/procedure mask; gloves; eye protection (goggles or face shield)).

Documentation of Screening:

Documentation of the information received during active screening will be recorded for children and staff. The supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

MANAGEMENT

If a child or staff begins to experience symptoms of COVID-19 while attending Willowglen, the following procedures will occur:

- Staff members presenting any COVID-like symptoms will be required to go home immediately.
- Symptomatic children will be immediately separated from others in a designated, supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
- Willowglen will contact the local public health unit to notify them of a potential case and seek input for next steps. All steps will be strictly adhered to. Ministry of Education will also be notified.
- Environmental cleaning of all spaces the child was in will be conducted.
- Other children and staff in the centre who were present while a child or staff member became ill will be identified as a close contact to the Halton Region Health Department and grouped together.
- Children or staff who have been exposed to a confirmed case of COVID-19 will be excluded from the childcare setting for 14 days.

ILLNESS POLICY

Willowglen School's Illness policy as stated in the Parent Handbook is still in effect for all non Covid illnesses.

COHORTING

Children will be kept with their same classroom teachers throughout the day including before and after care. Teachers will be assigned to one classroom during the day. Only one class at a time shall use the playground.

REPORTING

- Childcare centres have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. Willowglen will contact the Halton Region Health Department to report a child suspected of having COVID-19. The HRHD 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.
- Willowglen will respect the confidentiality of any staff member or student who experiences COVID-19 symptoms and/or tests positive for COVID-19.
- Reportable diseases (diseases of public health significance) shall be reported immediately by an administrative staff member by calling the Health Department or Telehealth 1-866-797-0000 (24 hours, 7 days a week). The Health Department will investigate and confirm these reports prior to any communications to parents or staff. Ministry of Education will also be notified.

TESTING

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website. o Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution. Those who test positive for COVID-19 must be excluded from Willowglen for 14 days after the onset of symptoms and clearance has been received from the Health Department.
- Willowglen must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the Health Department.
- Children, including siblings, or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the Health Department.
- Staff members awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact). Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should be excluded from work

COMMUNICATION

- When a child begins to show signs of COVID-19, the parents/guardians will be notified immediately by phone by the administrative staff. The time, date and symptoms will be documented by classroom teachers and kept for future reference if needed on the Illness Tracking form.
- Parents are required to provide current phone numbers to Willowglen and keep them updated at all times, as well as all other emergency contact phone numbers necessary. If a parent/guardian cannot be reached, the emergency contacts will be called. Parents/guardians need to make arrangements to pick up their child as soon as possible.
- Willowglen will follow all direction from the Health Department in regard to when and how to communicate information about a communicable disease and/or outbreak to parents/guardians and staff.
- Willowglen is committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about communicable diseases or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the school, etc.
- Video and telephone interviews/meetings will be used to interact with families when needed

EXTRA HYGIENE MEASURES AND PROCEDURES

Handwashing:

Children will continue to wash their hands regularly. Their hands will be washed or sanitized upon entering the classroom, prior to lunch and snacks, and when they return from outdoor playtime.

Mask wearing:

- Masks and eye protection and other appropriate personal protective equipment are required for staff that are part of screening procedures or with a child who is being isolated for pickup.
- As per government recommendations, wearing masks and eye protection for staff is required and optional for children. When outside or where a physical distance of 2 m can be maintained ppe is not required.

Social distancing

- Willowglen will promote physical distancing, to the greatest extent possible, in all school settings. This may include, limiting the number of adults and children per classroom, off-setting indoor and outdoor play, small-group interactions etc.
- Each class is considered a cohort. Each cohort will social distance from other cohorts to assure safety.
- Classes will not intermix and will be with the same teachers as much as possible.

- Staff will avoid getting close to faces of children, where possible.
- Staff will set up classrooms in a way that encourages physical distancing, especially during meal and dressing times.
- All large group events are cancelled at this time.
- Any meetings required by staff or with parents/guardians will be done through online meetings or in a space and manner where all parties will easily maintain a 2-metre distance

Outdoor Play

- Only one class will be on the playground at a time.
- Playground structures will be cleaned and disinfected between classes.
- Children will bring their own sunscreen and there will be no sharing.
- Staff will help children apply sunscreen and use proper hand hygiene between each child

VISITORS

- There will be no non-essential visitors to the school during this time.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect Willowglen at any reasonable time and will follow screening procedures.



Willowglen School

Westoak Trails Montessori Campus

Parent or Guardian COVID-19 Handbook RECEIPT and WAIVER Form

Parents or Guardians,

Please thoroughly review the Parent Handbook “COVID-19” Edition 2020, which contains the policies and procedures for Willowglen while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email prior to your child’s return. This form will be a waiver for the entrance screening procedures each day your child attends. It will be kept in your child’s file for the duration of the school year. Thank you in advance for your cooperation.

I, _____ (print your name), the parent/guardian of

_____ (print child’s name), hereby acknowledge receipt of

Willowglen’s Parent Handbook COVID-19 Addendum. I have read and agree to adhere to all the policies and regulations set forth in this handbook. I acknowledge and understand that the services, sanitary practices, screening processes provided by Willowglen during the Covid-19 Pandemic are as safe as possible for my child(ren). I waive any liability of Willowglen as a result of contracting a communicable disease.

Parent/Guardian Signature: _____

Date: _____