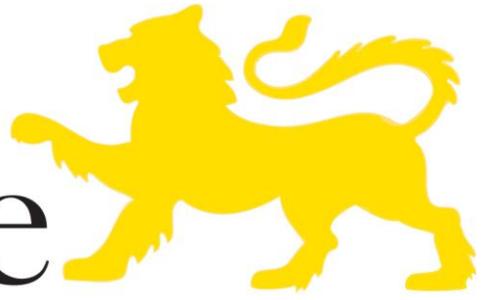


Lyonsgate



M O N T E S S O R I S C H O O L

2020 – 2021

COVID-19
SUPPLEMENTAL

PARENT HANDBOOK

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Things are re-opening, but we are still living in the midst of a global pandemic. As always, we urge and plead with everyone to please continue to follow all public health guidelines for the health and safety of your family, and the wider community, so that we can all participate in a full and safe 2020.2021 school year. Keeping community transmission rates low is essential.

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A School Year Unlike Any Other

The 2020.2021 school year will be unlike any school year your children, or any of us, have experienced before. There will be significant changes to the routines we are used to, and to the educations your children will receive.

The ongoing COVID-19 pandemic has necessitated changes to almost every aspect of schooling.

While school is open and children can attend full time, five days per week, there are new things to get used to and new expectations and realities to accept.

- 🦁 **Your children will be home from school more frequently and for longer periods than ever before.** Strict exclusion criteria mean that your child will not be permitted to attend or remain at school if they have or develop even the most common of symptoms [see “Lyonsgate COVID-19 Exclusion of Sick Children and Staff Policy and Procedures” for details]. **It is essential that you do not send children to school if they have any of the symptoms, to any degree, that are listed on your daily screening form.**
- 🦁 **Daily Screening:** you are required to complete a screening process for your children every day. This means completing either an online form between 5:00 a.m. and the time you arrive at Lyonsgate to drop your child off or completing the screening process in person when you arrive with your child. Each child’s temperature will be taken upon arrival. If your child fails the screening process they will not be permitted to enter the building. **Parents must be available to take children home immediately from the screening area.**
- 🦁 **Strict Schedules:** in order to ensure the integrity of the cohorts, minimize congestion, and make the screening process as efficient as it can be it is essential that we all stick to strict schedules when it comes to dropping off and picking children up from school. [see the “Cohort Schedules” for details.
- 🦁 **Health over Education:** the enhanced health and safety protocols in place to protect your children and families mean that our teaching staff will be spending more time encouraging and reminding about physical distancing, cleaning and disinfecting, ensuring proper and regular hand and personal hygiene, and assisting children with masks.
- 🦁 **Masks:** your children’s teachers, and all school staff, will be wearing masks and face shields. All Elementary children are required to wear face covering masks. Casa and Toddler children (over age 2) may be wearing masks at school, as each family wishes.
- 🦁 **Irregular Operations:** school operations will be different almost every day. Ill staff cannot come to work and coverage and flexibility is necessary. We may not answer the phone or reply to emails promptly, and updates will be different and irregular.

Quick Reference Important Information

Daily Screening Forms:

Primary (Toddler and Casa) Campus Screening Form:

[Click here for the Primary campus daily screening form.](#)

Elementary Campus Screening Form:

[Click here for the Elementary campus daily screening form.](#)

When your child is sick

If your child is “excluded,” you must contact Hamilton Public Health for testing referral. **The number to contact is:**

Public Health Parent Contact Phone Number:

Hamilton Public Health’s COVID-19 line at 905-974-9848 option 2

When can my child return to school?

Individuals who are tested:

- *Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution. [Note: this exclusionary period would include the time involved in being tested, receiving the results, and ensuring the child is 100% symptom free for at least 24 hours **without the aid of symptom relief medication**].*
- *Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit. [Note: in this case the entire cohort/class is also required to be excluded: “A single positive case in a child/staff results in an outbreak being declared at the child care centre. All members of the cohort are to be excluded from the child care centre for 14 days. In consultation with Public Health, cohort members may be referred for testing” — Hamilton Public Health.]*

Individuals who are not tested:

Ill children/staff, if not tested, must be excluded for 14 days from onset, unless a doctor’s note can be provided verifying symptoms are not COVID-19 related.

Communicated Updates

Over the course of the summer of 2020, we sent you a number of communications to update you on what the 2020.2021 school year would look like and how it would work. Please find those communications below, updated as necessary (you can also find all of the summer updates in the [“Updates and Announcements”](#) section of the school website under your “Parents” tab.

COVID-19 Exclusion Criteria

On July 31, 2020, we published the “COVID-19 Exclusion Criteria” update. The relevant, updated information is excerpted below:

While schools are indeed re-opening, please be prepared to have children at home at a greater frequency and for longer periods than usual throughout the school year.

To address COVID-19, Hamilton Public Health has updated what are called “exclusion criteria.” These are the conditions under which children must be excluded from attendance at school, and for how long. As you can imagine, these exclusion criteria have become significantly more strict.

Children are not allowed to attend or remain at school if they exhibit or develop even the most common of symptoms. The list of exclusionary symptoms, which also make up part of the daily screening process, are:

Fever (37.8C or higher), new/worsening cough, shortness of breath, sore throat, difficulty swallowing, new olfactory (loss of smell) or taste disorders, nausea/vomiting, diarrhea, abdominal pain, runny nose/nasal congestion (except seasonal allergies, nasal drip, etc.), unexplained fatigue/malaise/myalgia, chills, headache, conjunctivitis, lethargy/difficulty feeding in infants. [Note: these same exclusionary symptoms also apply to Lyonsgate staff.]

Children exhibiting any of these symptoms, or developing any of these symptoms while at school, must be “excluded.” As parents of young children, you know that this list will affect everyone at some point during the school year. If a child is excluded for any of these symptoms there are specific protocols we must all follow:

1. If there are two or more children or staff with COVID-19 symptoms within a 48-hour period the school must contact Hamilton Public Health.
2. If your child is “excluded,” you must also contact Hamilton Public Health for testing referral. **The number to contact is:**

Hamilton Public Health’s COVID-19 line at 905-974-9848 option 2

Depending on whether or not testing is completed, and the results of the test, different scenarios come into play. From Hamilton Public Health:

Individuals who are tested:

- *Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution. [Note: this exclusionary period would include the time involved in being tested, receiving the results, and ensuring the child is 100% symptom free for at least 24 hours **without the aid of symptom relief medication**].*
- *Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit. [Note: in this case the entire cohort/class is also required to be excluded: “A single positive case in a child/staff results in an outbreak being declared at the child care centre. All members of the cohort are to be excluded from the child care centre for 14 days. In consultation with Public Health, cohort members may be referred for testing” — Hamilton Public Health.]*

Individuals who are not tested:

- *Ill children/staff, if not tested, must be excluded for 14 days from onset, unless a doctor’s note can be provided verifying symptoms are not COVID-19 related.*

The likelihood of longer and more frequent than usual absences from school is high for all of us under these conditions.

2020.2021 Health and Safety Measures

On August 7 we released the “2020.2021 Health and Safety Measures.” These are all of the new and strictly enforced measures put in place by various pieces of legislation and operational guidance from both the provincial government and Hamilton Public Health to ensure a high degree of COVID-19 risk mitigation. The relevant, updated information is excerpted below:

NOTE: some guidance and directives changed since the time this was first communicated to you. Lyonsgate has committed to maintaining health and safety protocols that go above and beyond certain requirements.

Health and Safety Measures

As you can imagine, there are a significant number of health and safety measures in place for this year. They are presented here to follow the course of what will be a typical day for this atypical school year.

Staggered Starts: Both campuses will have staggered start times for specific sets of students, based on things like indicated drop-off/pick-up preferences, siblings, and reduction of congestion. Also, staggered start times are required to allow for mandated daily screening.

Daily Screening: Every family will have to go through a required screening process every day. Some of you may be familiar with screening procedures from places like doctor’s offices, and ours will be very similar. Parents will have to respond to a set of questions each day and the child’s temperature taken before they can be permitted to attend school. We will attempt to make this as efficient as possible by using an online form that you can use to answer the screening questions from home each morning before you arrive at school so that we can confirm and log your answers and will simply need to check each child’s temperature at entry. Screening staff (Hilary/Ms. Mattar at Primary and Jason at Elementary) are required to wear full PPE during this process, so you might want to prepare your child for this. We are looking to create short videos to share the week before school starts so you and your children can see the process in action and what it (and we) will look like.

Masks: All staff at both Lyonsgate campuses are required to wear surgical/procedure masks and face shields at all times throughout the school day. All Elementary children are also required to wear masks, but they can be the cloth type. Casa and Toddler children are not required to wear masks but it is very strongly recommended if they are able to do so and you wish them to (masks are not recommended for children under the age of 2).

Classrooms: Each classroom will become a “cohort.” The Ministry, and us, and you, we’re sure, recognize that physical distancing will not always be possible in a classroom setting which is why “Screening, Cleaning, and Cohorting” are critical. That said, each classroom is being re-arranged to encourage physical distancing by removing anything that is not essential to Montessori education (for example, small couches for communal reading areas) and by separating and spacing the available work areas so that distancing becomes natural and not enforced. There will be no large group gathering or singing activities. As weather allows, we will

also keep all windows open in each classroom for fresh air ventilation.

Cohorts: Once in their classroom/cohort, children will not interact with children or staff in the other classrooms/cohorts. Each cohort will have a separate recess. There will be a need for other staff to enter the classrooms at times (to deliver food, to cover breaks, or deliver educational services, for example); these staff members are required to wear full PPE.

Snacks: We will have scheduled group snacks this year with each child served an individual snack (no buffet style). Children are also required to have their own personal, labeled water bottle that they must bring to and from school, pre-filled, each day (water for re-fills will of course be available). [Note on labeling: we always ask, but this year it will be very important to please make sure EVERYTHING is labeled with the child's name].

Lunch: Similar to snack, children will be served individual lunch portions at a scheduled time in their classrooms. Elementary children will continue to bring lunch from home. There will be no Friday Community Lunches at Elementary this year. Public Health has asked us to emphasize that children should be able to be self-sufficient with any food brought from home in terms of packaging and preparation so that it does not need to be handled by staff, as much as possible.

Cleaning and Disinfecting: At the Primary level, where hand and personal hygiene is more of a challenge for children (they will be guided to significantly increase hand washing and shown how to do so properly), materials will be disinfected after each use before being returned to the shelf. Each Primary cohort will have a dedicated staff member to perform this duty. Porous items and other hard to clean materials such as sponges and aprons will be removed, as will higher risk materials such as Montessori Smelling and Tasting Bottles. At the Elementary level, children will be expected and guided to perform proper hand hygiene before and after using any material, and hard to clean or high risk materials will also be removed.

Each classroom and all washrooms at both campuses will be cleaned and disinfected by staff at mid-day when the children are not present in the environment (during individual cohort recess times), and again by staff at the end of each school day. Each evening, both campuses will be cleaned and disinfected by a contracted professional cleaning service that will include disinfectant fogging to reach all areas.

Staggered Dismissal: At the end of each day, each cohort will have a specific dismissal period to avoid congestion and cross-cohort interaction. These dismissal periods tie-in to the staggered arrival times — ie. if you start earlier in the morning, you will be ending earlier in the afternoon. Unfortunately, to preserve the integrity of the cohorts there cannot be separate After or Extended Care at the Primary campus this year.

20.21 Cohorts, Schedules, and Return Survey

On August 14, the initial individual cohort lists were released to Lyonsgate parents along with the related schedules for each cohort. We also sent out a “Return Intention” survey. Thank you for your responses.

Based on those responses and additional communication with individual families, the cohort lists have undergone, and will likely continue to undergo, further revision. Please see your August 14, 2020 email with the subject “20.21 Cohorts, Schedules, and Return Survey” for updated cohort links, and the cohort schedules.

When it comes to making the difficult decision about whether or not to send your children to school this year, we know that there is an abundance of often contradictory research reporting, and often cherry-picked research results, regarding children, schools, and COVID-19. We have been keeping track as best we can and are finding confidence in multi-source, evidence-based conclusions that, while schools do of course pose some risk for COVID-19 transmission, as long as infection prevention measures are in place and rates of community transmission are low the risk to children, staff, and families is significantly minimized.

This conclusion was echoed by Ontario’s Chief Medical Officer of Health during an August 13 press conference. It is also a conclusion shared by one of your fellow Lyonsgate Montessori parents.

Sarah Neil-Sztramko is an Assistant Professor of Health Research Methods, Evidence, and Impact at McMaster University and has been quoted in recent news articles about McMaster’s work in reviewing the emerging studies of COVID-19, children, and schools. Sarah has shared with us the most recent findings of their ongoing work and provided this link that leads to the most recent (Aug. 11) version of their work: [“Rapid Review: What is the specific role of daycares and schools in COVID-19 transmission?”](#) Sarah has also very graciously offered to be available to discuss the return to school with Lyonsgate families.

Please contact jason@lyonsgate.ca if you would like to get in touch with Sarah.

Sarah also provided [a tool developed by an economist at Brown University in the U.S. to help parents with their decision-making on sending children back to school](#), and has echoed the conclusion that, “I think our number one comfort right now is our low rate of community transmission which hopefully we can hold on to for as long as possible.”

We are confident that we have risk-reduction strategies in place that go above and beyond the presently legislated directives from public health officials at the provincial and municipal levels based on the current rates of community transmission, and we have received positive anecdotal reports from schools that are currently open, and child care centres that operated as emergency centres during the spring lockdown period, that these measures work.

Please make what you feel are the best decisions for the health and safety of your children and family.

Remote Learning

August 21 brought the release of Lyonsgate's Remote Learning plan for the 2020.2021 school year.

For those of you with children also in the public or Catholic systems, or who have been following the reopening plans for those school systems, you will notice that we are using the same terminology to describe the various aspects: remote learning, synchronous learning, asynchronous learning, hybrid plan, etc. This is for consistency, but please note that Lyonsgate's plans are significantly different from what the public boards are being mandated to provide. We simply do not have the resources to provide what is required of public schools, and Montessori education is significantly different from traditional education, which is why you chose it for your children, so we have to do things differently.

Lyonsgate cannot provide an opt-out, online-only learning option such as what is being offered in the larger public systems. However, we do understand and appreciate that some families may be hesitant to send children to school until a more clear picture develops of the impact the return to school will have on case numbers and the extent of community transmission. If any Lyonsgate families do choose to wait at the beginning of the school year, your children will be welcomed to their cohorts at any time you feel comfortable sending them back to school. We will not institute specific return periods or dates.

Please also note that remote learning will only be available for illness-related and required absences. Remote learning is not available during scheduled, or additional family, vacations.

The sudden closure and transition to remote learning in March was chaotic and difficult for all of us. However, we learned a lot about providing Montessori education via remote learning, and you learned a lot about guiding your children's learning at home. Many of you also shared many, very valuable responses to our year-end survey about remote learning. Below you will find details about what will happen this year when students are required to be home for more frequent and possibly extended periods of time, and what will happen in cases of cohort or school closures.

We are using the phrase "extended absence" here to mean occasions when children must remain absent for the 14-day period when parents choose to not have a COVID test for children, and for other circumstances that may arise when a student is required to stay home beyond a regular illness and recovery period.

Primary Campus

Your feedback told us that large group gatherings online were not beneficial to Toddler and Casa students, that small group and one-to-one online time was most beneficial, that French needed to be delivered in a bilingual rather than immersive manner when offered online, and that guidance for parents to help children work with hands-on materials was required more than social, performative, or worksheet based activities.

We have changed how we will offer remote learning to Toddler and Casa children to address your needs, as follows:

Toddler Students

Toddlers required to stay home due exclusion or closure will each have a package documenting Montessori Practical Life activities they can perform at home. For extended absence or closure periods, parents will also receive pre-recorded Parent Education videos or written guides covering ways you can bring a Montessori Toddler environment to your home to allow your Montessori Toddler to continue your chosen path of development for them. In cases of closure, these will be supplemented by live Zoom Q&A sessions for parents with your child's Montessori guide and assistants.

Casa Students

Individual Presentation Binders: Your children's Montessori guides will maintain an individual binder for each student that will be continually updated with resources related to the Montessori materials and activities they are presently engaged with. When a student is required to be excluded due to illness or closure, the current material in this binder will be placed into each student's Individual Material Kit (see below).

Individual Material Kits: Lyonsgate staff is developing Montessori-style material kits that will be tailored to each student and that they can use in the case of a cohort closure or extended required absence. These individualized material kits are made up of printed versions of Montessori materials, accompanying instructions for presenting and using each material, and several extensions and DIY ideas for further in-home exploration of Montessori concepts. On occasion, your child will also receive concrete materials to take home (again, with instructions included). The primary purpose of the individual kits is to allow students to have hands-on materials ready, for the Montessori activities they are working with, to take home with them in cases where they must stay home for extended periods of time.

Presentation and Parent-Ed Videos: Lyonsgate staff are preparing short (as Montessori practice requires) pre-recorded videos of presentations of Montessori materials and activities, just like children would receive in class, that also double as educational videos for parents to learn the "how and why" of working with specific Montessori materials with their children at home. These videos will be shared in cases of cohort or school closure.

Small Group and Individual Zoom Sessions: Your feedback told us that the most valuable and engaging live video interactions for your children were the small group and individual interactions. In cases of extended absence or cohort closure, this is the model we will adopt to guide both children and parents in continuing the children's Montessori education while at home. To follow best Montessori practice, scheduling and grouping of children for these sessions will be determined at the time based on children's development and the Montessori materials and activities they are currently working with or are ready to move on to. The interactive Zoom meetings will revolve around presentations with the materials accessible via your child's material kit; this gives parents and children the chance to see the actual material in practice for a deeper

understanding of its purpose and practice after the Zoom call has ended.

The material kits, pre-recorded presentation videos, and live videos will all address both regular curriculum areas and French language instruction.

Elementary Campus

Your feedback, our experience, and what we learned from your children has taught us that Elementary students also benefit most from small group online gatherings in targeted curriculum areas, one-to-one feedback and guidance, regular scheduling to emulate a school-day-at-home, a simplified digital environment, and access to hands-on materials.

Accordingly, we have changed how we will offer remote learning to Elementary students as follows:

Synchronous Learning (live online inclusion in classroom)

Students taking part in synchronous learning will join their classmates via Zoom to view and participate in key lessons at the same time as their peers that remain in attendance at school. A weekly schedule will be posted for families on a private web page, and will include

- Key lessons that require viewing of the Montessori materials (math, for example)
- Specific demonstrations (geography, for example)
- Essential discussions (language, French, history, biology, etc.)
- O.W.L. classes as scheduled

Asynchronous Learning (material-based and other work completed at home)

Students will have Montessori-style material kits they can use at home to continue their learning after lesson presentations (math materials such as bead bars, for example). Each Elementary student will also be provided with a binder containing subject area notebooks and a pencil case containing pencils, erasers, ruler, and other basic school supply needs that will stay with them in class for individual use at all times, and which will go home with them each day so that they have it in case they need to stay home (keep it in their backpack so it comes to school with them each day, and avoids possible environmental cross-contamination).

Cohort or Campus Closure

In the event of a single cohort or full Elementary campus closure, both cohorts will move to a 4-day schedule for regular Zoom lessons in all subjects. Each student will have a morning and afternoon live period each day of the four days. Printable PDF learning guides will be provided for topics where students and families may need additional resources following a lesson.

If an O.W.L. workshop is scheduled for students in Years 4 – 6, this will be held as an additional Friday session.

The schedule will be as follows:

Mondays and Wednesdays will be dedicated to instruction for **Lower Elementary cohort** students in small group and individual instruction in **regular curriculum areas** with their Montessori guide.

Tuesdays and Thursdays will be dedicated to instruction for **Lower Elementary cohort** students in small group and individual instruction in **French**.

Tuesdays and Wednesdays will be dedicated to instruction for **Upper Elementary cohort** students in small group and individual instruction in **regular curriculum areas** with their Montessori guide.

Mondays and Thursdays will be dedicated to instruction for **Upper Elementary cohort** students in small group and individual instruction in **French**.

Fridays will be non-instructional days for students to practice physical and artistic pursuits, and for teachers to prepare for the following week's online sessions.

Hybrid Plan

Much like the public system, we are also prepared for a situation in which a hybrid circumstance is required by legislation or public health direction. In such a case, we would use the whole Elementary building with the Lower Elementary cohort and the Upper Elementary cohort using the building on alternating days.

The hybrid plan is by no means anyone's preferred scenario and would only be used if circumstances dictated it must be so. (A hybrid plan has not been recommended for or directed to be developed for children of Primary-level age — Casa and Toddler).

Lyonsgate Staffing, Staggered Start, and Info Update

At the end of August we shared information about new staff at Lyonsgate for the 2020.2021 school year, as well as information on staggered starts and other important information for the school year.

You can read about all Lyonsgate staff at <https://lyonsgate.ca/our-amazing-staff/>

Below is other important information from that August 31 update:

Classroom Contact Email Addresses

Contact email addresses for your children's classes are:

Toddler: Ms Janelle Duhig at toddler@lyonsgate.ca

Casa North: Ms Andrea Doherty at casanorth@lyonsgate.ca

Casa South: Ms Nisrin Jasdanwala at casasouth@lyonsgate.ca

Lower Elementary: Michelle Achong michelle@lyonsgate.ca

Upper Elementary: Marissa Achong marissa@lyonsgate.ca

Required COVID-19 Policies

As you know, reopening schools and child care in the midst of an ongoing pandemic requires significant changes to day-to-day operations, and the provincial government and Hamilton Public Health have both been providing legislation and operational guidance directives to ensure a high degree of risk management and mitigation. Lyonsgate has been developing policy and procedure documents as required by the legislation and directives throughout the summer, as guidance has been released and updated. The legislation and guidance is informed by public health officials at all levels of government and has been responsive to changing conditions and research-based evidence. It has been a bit chaotic as we try to plan while awaiting information we know is yet to come, but overall, given the situation, we are confident that the time has been taken to develop guidance and directives that will be effective in keeping your children, your families, and our staff safe and healthy.

All required Lyonsgate COVID-19 policy documents are included below in “Appendix A: Lyonsgate COVID-19 Policies and Procedures.”

Mask and PPE Policy

Cloth masks are required for all students at the Lyonsgate Elementary campus, and masks are strongly recommended for students in the Casa and Toddler classes, unless under the age of two.

There are more details in the “Lyonsgate COVID-19 Mask and PPE Policy and Procedure” document below.

Staggered Starts

Hamilton’s two publicly funded school boards will be using a staggered start model for the first two weeks of school. At Lyonsgate, we have always used staggered starts in the Primary programs to make the transition to school easier for young children, and this year will be no different.

- All **returning Casa students and all Toddler students** (unless by request) will start school on **Tuesday, Sept. 8.**
- All **students moving up from Toddler to Casa** will have their first day of school on **Thursday, Sept. 10.**
- All **new Casa students** will begin school on **Monday, Sept. 14.**

Look for specific start dates for Casa and Toddler students from your children’s Montessori guides next week.

At the **Elementary** campus, because our student population is low relative to a traditional elementary school, and because of the cohorting model, **all students** will begin school on **Tuesday, Sept. 8.** You will receive specific drop-off time periods from your child’s Elementary Montessori guide next week.

Lyonsgate Calendar

Remember to regularly check [your Lyonsgate Calendar](#) under the “Parents” tab at lyonsgate.ca. We are updating as new events and information are added. You will also hear directly from your children’s Montessori guides via email; keep an eye on your inbox.

Appendix A: Lyonsgate COVID-19 Policies and Procedures

Lyonsgate COVID-19 Cleaning and Sanitization Policy and Procedure

re. Child Care and Early Years Act, 2014, ONTARIO REGULATION 137/15, GENERAL,
PART IV.1
SPECIAL RULES RELATING TO THE CORONAVIRUS (COVID-19)
Section 88.5

COVID-19 health and safety protocols

88.5 (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has a coronavirus (COVID-19) policy that is consistent with any direction of a medical officer of health and that includes the following information:

1. Actions that will be implemented to sanitize the centre or premises and the indoor and outdoor equipment, materials and furnishings therein.
-

Lyonsgate Montessori School will implement a more comprehensive and frequent cleaning and sanitization policy for the 2020.2021 school year as required, and as part of our layered COVID-19 risk mitigation strategies.

This policy will outline the cleaning and sanitization schedule, personnel, products, environments, the process for the cleaning and sanitization, and record keeping at the Primary (licensed child-care) campus located at 375 Aberdeen Ave., Hamilton ON., (A supplemental policy will cover the same items for the Elementary (private school) campus located at 248 Locke St., Hamilton ON.).

Cleaning and Sanitization Schedule

The entire Lyonsgate Primary campus will begin each day having been fully cleaned and sanitized the previous evening by a contracted cleaning service: [Cargo's Cleaning](#). Cargo's Cleaning will begin cleaning and sanitizing once all staff have left the building for the day at 5:00 p.m.

Cargo's Cleaning will be cleaning and sanitizing all floors, surfaces, washrooms, kitchen, office, isolation area, and high touch areas, and will perform sanitization fogging to ensure sanitization of all areas of each room of the campus.

During Hours of Operation:

During hours of operation when staff and children are in the building there will be a two-pronged approach to cleaning and sanitization: in-cohort material cleaning and sanitization and two cohort environment cleaning and sanitization periods each day.

In-cohort material cleaning: will be performed by the classroom assistants in each of the two Casa cohort classrooms and in the Toddler cohort classroom. After each use of a material by an individual student, the material will be placed on a specific table in the classroom. The classroom

assistant will clean and disinfect the material before it is returned to the relevant shelf for use by another student. The classroom assistant will also perform any cleaning and disinfecting within the cohort classroom that may be required due to contact related to a student who becomes symptomatic, or otherwise potentially contaminates any part of the environment (for example, by coughing or sneezing on a surface, or by otherwise contaminating a part of the environment with mucous, phlegm, or respiratory droplets).

Cohort environment cleaning: each cohort classroom will be cleaned and sanitized twice daily when the students are outside for recess and for dismissal. This cleaning and sanitization will include each classroom’s washroom and all surfaces, including tables and chairs, and high touch surfaces including doorknobs, light switches, handrails, handwashing sinks and areas, and cloakroom/cubby areas, according to the following schedule and roles.

10:30-11:30 a.m.	Toddler recess on playground. Toddler Assistant cleaning/disinfecting classroom.
11:45a.m. - 12:45 p.m.	Casa North recess on playground. 12:15-12:45 Support staff disinfects classroom.
1:00-2:00 p.m.	Casa South recess on playground. 1:30-2:00 Support staff disinfects classroom.
3:00-3:30 p.m.	Toddler outdoor play and dismissal. Toddler Assistant cleaning/disinfecting classroom.
3:30-4:00 p.m.	Toddler cleaning/disinfecting and meeting.
3:30-4:00 p.m.	Casa North outdoor play and dismissal. CN Assistant cleaning/disinfecting classroom.
4:00-4:30 p.m.	Casa North cleaning/disinfecting and meeting.
4:00-4:30 p.m.	Casa South outdoor play and dismissal. CS Assistant cleaning/disinfecting classroom.
4:30-5:00 p.m.	Casa South cleaning/disinfecting and meeting. Staff day ends at 5:00.

Outdoor and Other Areas:

Outdoors: Cohorts will use the playground area at separate times and each cohort will have a designated set of playground toys to use that can be easily cleaned and sanitized. Each cohort’s playground equipment will be stored in a separate, sealed plastic bin and will be cleaned and disinfected at the end of each day by cohort staff once all children have been dismissed, or at such times as contaminating behaviour is observed (for example, toy-to-mouth contact).

Other Areas:

Office: the administrative office will be regularly cleaned and sanitized by the administrative staff, at least twice daily, and will be closed to all other staff and students at all times.

Kitchen: the kitchen area will be cleaned and sanitized before and after each food preparation event (snack and catered lunch) and again at the end of each day. The cleaning and sanitization

will be performed by the staff members filling the Support and Float Staff roles.

Isolation Area: will be cleaned and sanitized as needed (after any use of the area to isolate a symptomatic student) by the isolation supervisory staff (Principal and Vice-Principal).

Cleaning and Sanitization Products and Process:

Cleaning and sanitization will be performed, and will use the products, according to the guidance and directives provided Hamilton Public Health Services. Cleaning and sanitization is a two-step process as directed by Public Health and as described in the “Lyonsgate Sanitary Practices Policy and Procedures,” excerpted below:

Cleaning and disinfecting reduce the spread of viruses and bacteria. Some viruses and bacteria can live for weeks on toys and other surfaces like change tables. Cleaning with soap and water reduces the number of bacteria and viruses that may be on surfaces. Disinfecting after cleaning will kill most of the viruses and bacteria that were left after cleaning.

Hamilton Public Health requires the following two-step process be followed for cleaning and disinfection:

***Cleaning:** is done with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning with soap and water will also substantially reduce the number of germs that may be on surfaces.*

***Disinfecting:** after cleaning, disinfectant solution will kill most of the germs that were left behind. A routine housekeeping schedule is necessary to ensure these duties are completed (a checklist is useful).*

Disinfectant solutions: Hamilton Public Health provides guidance on different ratios of chlorine bleach to use for different disinfection scenarios.

For the 2020.2021 school year all bleach-based disinfectant solutions must be in a 1:10 ratio of bleach to water.

Specific guidance from Public Health for COVID-related cleaning and sanitization:

- *1:10 bleach can be used for disinfection of all areas including high touch surfaces. Contact time of 2-3 minutes should be maintained.*
- *Solutions should be prepared daily using unscented, 5.25-6% bleach. Test strips should be able to detect 5,000 parts per million.*

Other products: Lyonsgate may use other commercial cleaning products to perform sanitization. Other commercial products must meet the following guidelines, per Hamilton Public Health:

It is important to choose an approved disinfectant with a drug identification number

(DIN). It must be appropriate for the surface it is being used on and the contact time (time the surface stays wet) must be achievable. Public Health recommends a product with a shorter contact time of between 1 and 3 minutes.

Record Keeping:

Hamilton Public Health has specific record keeping requirements for cleaning and disinfecting that Lyonsgate will follow:

The child care centre must produce a specific cleaning and disinfecting schedule for each cohort, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program.

A cleaning and disinfection log must be used to track and demonstrate cleaning schedules (indoor and outdoor).

The child care centre must designate staff to clean and disinfect. These individuals will be responsible for keeping cleaning and disinfecting records, which should include the date, time, product used, the name of the staff responsible, etc.

Lyonsgate COVID-19 Drop-Off, Pick-up, and Screening Policy and Procedure

re. Child Care and Early Years Act, 2014, ONTARIO REGULATION 137/15, GENERAL,
PART IV.1
SPECIAL RULES RELATING TO THE CORONAVIRUS (COVID-19)
Section 88.5 and 88.6

88.5 (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has a coronavirus (COVID-19) policy that is consistent with any direction of a medical officer of health and that includes the following information:

6. A description of the procedures that will be followed when a child is dropped off at and picked up from the centre or premises. O. Reg. 261/20, s. 5.

Reopening after emergency closures

88.6 (5) Every licensee shall ensure that, before any person proceeds beyond the entranceway of a child care centre or home child care premises, the person is screened for symptoms of the coronavirus (COVID-19). O. Reg. 261/20, s. 5

(7) Every licensee shall ensure that records of the screening required by subsections (5) and (6 [N/A; refers to home-based child care]) are kept for at least 12 months from the date the record is made,

(a) on the premises of the child care centre at which the child receives child care; or

(b) [N/A; refers to home-based child care].

Direction from City of Hamilton Public Health Services:

All individuals entering the child care centre, beyond the screening area must be limited only to children, staff and essential visitors. All individuals must be screened prior to entry, upon arrival at child care setting..

Children should be monitored for signs and symptoms of COVID-19. Entry will be denied to any individual who fails the screening procedure.

Drop-off and Pick-up Procedures

Toddler Drop-off and Pick-up Procedure:

By order of Hamilton Public Health parents are not permitted to enter the school building at any time.

- At drop-off, please wait with your children at the marked, physical distancing locations in the parking lot to proceed to the screening station. (If inclement weather, please wait in your vehicle and proceed in order of arrival).

- Your child will be escorted into the building by cohort staff using a separate entrance door than the Casa students.
- At pick-up, please arrive in the same Group 1 or Group 2 as at drop-off, in 15-minute increments as indicated on the schedule above.
- A cohort staff member will greet you at the first gate and will escort your child to you from the playground (or classroom in cases of inclement weather). Please do not enter the pathway area.

Casa Drop-off and Pick-up Procedure:

By order of Hamilton Public Health parents are not permitted to enter the school building at any time.

- At drop-off, please wait with your children at the marked, physical distancing locations in the parking lot to proceed to the screening station. (If inclement weather, please wait in your vehicle and proceed in order of arrival).
- Your child will be escorted into the building or to the playground by cohort staff.
- At pick-up, please arrive in the same Group 1 or Group 2, 15-minute increment as at drop-off.
- A Lyonsgate staff member will greet you at the first gate and will escort your child to you from the playground (or classroom in cases of inclement weather). Please do not enter the pathway area.

Elementary Drop-off and Pick-up Procedure:

By order of Hamilton Public Health parents are not permitted to enter the school building at any time.

- At drop-off, please wait with your children at the marked, physical distancing locations in the back yard to proceed to the screening station. (If inclement weather, please wait in your vehicle and proceed in order of arrival).
- Upon successful screening, Lower Elementary cohort children will enter the building via the ground floor back door; Upper Elementary cohort children will enter the building via the second floor back door.
- At pick-up, please arrive relative to staggered drop-off times, in approximate 5-10 minute increments. Specific timeslots and staggered start/dismissal groups to come.
- Lower Elementary Cohort: a cohort staff member will greet you at the side pathway and will escort your child to you from the backyard (or classroom in cases of inclement weather).

- Upper Elementary Cohort: a cohort staff member will greet you at the front porch and will dismiss your child to you from the porch (or classroom in cases of inclement weather).
- Please remember to maintain proper physical distancing at all times.
- After School Care students can be picked up between 4:00-4:30.

Screening

Lyonsgate Montessori School is required to screen every person entering the school for signs and symptoms of COVID-19. Screening stations will be set up at both the Lyonsgate Primary Campus (375 Aberdeen Ave., Hamilton ON) and Elementary Campus (248 Locke St. S., Hamilton ON).

[Note: the provincial legislation and municipal Public Health Services direction cited above apply to licensed child care – ie. the Lyonsgate Primary campus. Due to the current absence of legislation or directives applicable to the Elementary campus, Lyonsgate will abide by and follow the licensed child care legislation and directives at both the Primary and Elementary campuses until such time as definitive direction and/or guidance is received].

Below are the directives for screening from Hamilton Public Health Services, in bold, and details of how Lyonsgate will enact each directive.

Screening Reception Area:

- **Facility to designate a single entrance where screening will take place.**

Lyonsgate will set up screening areas at both the Primary campus and at the Elementary campus.

Primary campus: The screening area at the Lyonsgate Primary campus will be located in the parking lot just outside the gate to the main student entrance on the east side of the building. After screening, children in the Casa programmes will enter the building through the main east entrance door; children in the Toddler programme will enter the building through the parking lot door just west of the screening area [Note: this is to avoid congestion on the stairwells.]

Elementary campus: To ensure student and staff health and safety, the building at the Lyonsgate Elementary campus will be divided into spaces for two separate cohorts that will not intermingle. One cohort will occupy the main floor of the building and the second cohort will occupy the second floor. One screening area will serve both cohorts and a staggered start schedule will be implemented.

The screening area will be located in the backyard of the building to allow enough space for families/students to maintain proper physical distance while awaiting screening. Locating the screening area in the backyard will also avoid the potential of congestion on Locke St. After screening, students in the main floor cohort will enter the building via the rear door

entrance of the building to directly access the stairwell to the basement cloakroom area and main floor learning space. Students in the second floor cohort will proceed from screening to the second floor of the building using the external stairway to the rear second floor deck entrance.

- **The child care centre is to designate a screener who must be trained on the screening procedure.**

Primary campus: Hilary Mattar will fill the role of screener at the Primary campus.

Elementary campus: Jason Phillips will fill the role of screener for the Elementary campus.

- **The screening area must have public health approved signage identifying the screening process, must be set up at the entrance of the facility, meeting the following criteria:**

Lyonsgate will print and display the required, provided signage from Hamilton Public Health Services at all screening areas.

- **Location and use of a screening table (if space permits) must be identified.**

Location of screening areas will be communicated to parents of students prior to school reopening and will be identified onsite by required, provided signage and by custom wayfinding signage to direct parents and caregivers.

- **Child care centres must have one of the following:**
 - **Space allowing for a minimum of 2 metres distance between provider conducting screening and the person being screened, or**
 - **Separation by a physical barrier (such as plexiglass barrier) for the screener, or**
 - **Screener must wear personal protective equipment (PPE) i.e. surgical/procedure mask, eye protection (goggles or face shield), and gown**

Screener staff at both Lyonsgate screening areas will wear PPE as indicated in the third option above.

- **Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.**

Lyonsgate will print and display the required, provided signage at all screening areas.

Where possible, stagger drop offs to ensure physical distancing requirements can be met.

Primary campus: Casa cohorts at the Primary campus are put together to address, as best as possible, parent indications of requirements for drop-off and pick-up times. All cohorts reserve the initial drop-off period for families of defined “Eligible Workers.” It is not possible to run our regular Before School Care, After School Care, or Extended Care programs due to the cohort requirements. Start times at the Primary campus will be staggered according to the following schedule:

- Casa North Cohort: 8:00-8:30 a.m.
- Casa South Cohort: 8:30-9:00 a.m.
- Toddler Cohort: 8:00-9:00 a.m.

The Toddler cohort at the Primary campus will run from 8:00 a.m. – 3:30 p.m. each day and, due to the small number of children in the Toddler programme and the fact that a number of Toddler programme children have siblings in the older Casa cohorts, will accept students during each arrival period.

Elementary campus: cohorts at the Elementary campus will arrive in sets of assigned groups in 15-minute intervals between 8:00-9:00 a.m., giving priority to families of defined “Eligible Workers.”

- **The child care centre must have a plan in place to:**
 - **Assess the number of people that need to be screened**

All staff and registered students at both locations will be screened each day.

- **Handle the volume while maintaining physical distancing (i.e. floor markers)**

Where applicable, physical distancing markers will be provided.

At the Primary campus, physical distancing markers will be indicated for parents and children to wait along the south wall of the building.

At the Elementary campus, physical distancing markers will be indicated for parents and children to wait on the pathway along the side of the building and connecting to the back patio.

- **A contingency plan for inclement weather**

In cases of inclement weather an event-style tent will be erected at the Primary campus screening area and at the Elementary campus backyard screening area. Furthermore, in cases of inclement weather, parents will be asked to consider waiting in their vehicle, if applicable, until there is an opportunity to be screened.

- **Alcohol based hand rub containing at least 70% alcohol content must be provided at screening table or upon entry to the facility.**

The required sanitizer will be available at all screening areas. Students at the Elementary campus will be required to use the required sanitizer immediately after screening and prior to entry to the building.

- **Anyone entering the facility must perform hand hygiene upon entering.**
 - **Cohort staff to assist child with hand hygiene upon entering program**

All Lyonsgate staff at both campus locations will perform proper hand hygiene before entering. See above for Elementary student hand hygiene requirement and process.

Each cohort at the Primary campus will have children escorted to the relevant classroom post-screening by member of each cohort. Once in the classroom, children will be guided through proper hand hygiene by the cohort staff prior to engaging with other staff, children, and learning materials.

- **Thermometers must not be used between children/staff without single-use protective covers or disinfecting between use.**
 - Child care operators are not required to conduct temperature checks of children, staff or visitors as part of the daily screening process.
 - Although not mandatory, child care operators may choose to check children's temperatures as part of the daily screening process or throughout the day for monitoring purposes.

- **Screener, with surgical mask and eye protection, to perform temperature check and ask screening questions of all parents, children, staff, and essential visitors**

The screener staff identified above will perform temperature checks of all children, staff, and essential visitors. Parents will not be permitted inside either building.

Parents will have the option of completing screening questions in person via verbal questioning and written indication of answers or have the option of completing an online screening questionnaire each morning prior to arrival at the school.

In cases of using the online screening questionnaire, screening staff will have a computer available at each screening area to confirm that the screening questionnaire has been completed each day.

Parents cannot complete one screening questionnaire to carry over from day-to-day. A new questionnaire must be completed each day.

Parents cannot promise to complete the online screening questionnaire after dropping children off.

In cases where no online questionnaire has been completed on a given day, parents must answer the verbal questionnaire in the presence of the relevant screening staff.

If, for any reason, parents do not complete the screening questionnaire either online or in person, or an exclusionary answer is given to a screening question, or a child's measured temperature at the screening area, as indicated on the thermometer being used by the screener, exceeds the required limit (37.8°C), children can not be permitted to enter the building.

- **Screener to record screening results in screening log book**

A log book will be available at each screening area to record the results of the screening questionnaire and temperature check for each child, each day. The log book shall be divided into sections with a section for each child attending each cohort; within each

child's section will be a log sheet to record each day's temperature and to indicate that the online screening questionnaire was completed each day (including hard copies of screening questionnaires in instances where the online screening questionnaire was not completed); each child's log sheet will also indicate whether each child was permitted to attend or not, and, if attending, the time of their arrival.

The log book records will be kept on-site at each location for a minimum of 12 months.

Health Screening Procedure

All individuals entering the child care centre will be screened with the following questions:

1. Do you, your child or any member of your household have any of the following symptoms: fever (37.8C or higher), new/worsening cough, shortness of breath, sore throat, difficulty swallowing, new olfactory (loss of smell) or taste disorders, nausea/vomiting, diarrhea, abdominal pain, runny nose/nasal congestion (except seasonal allergies, nasal drip, etc.), unexplained fatigue/malaise/myalgia, chills, headache, conjunctivitis (pink eye), lethargy/difficulty feeding in infants?

2. Have you, your child or any member of your household travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the last 14 days?

3. Have you, your child or any member of your household been identified by Public Health as a close contact of a COVID-19 case in the last 14 days?

4. Have you, your child or any member of your household had close contact with anyone with a respiratory illness in the last 14 days?

If the answer to any of the above questions is yes, or if a fever is identified, this individual has failed the screening process and will be refused entry into the child care centre. The screener will deny entry and the licensee will support and if necessary, enforce the decision. Any individual who fails the screening process should be advised to contact their health care provider as well as Public Health at 905-974-9848, option 2 for testing.

These questions will make up the online screening questionnaire and/or will be asked during in-person screening if an online questionnaire has not been completed for each child, each day. Lyonsgate Montessori School will strictly enforce the entry requirements mandated by Hamilton Public Health Services.

The child care centre must keep records of each person entering the facility in a daily log book. The record keeping will take place in the screening area. The supervisor of the centre will be responsible for overseeing the log book. Records must include name, contact information, time of arrival/departure, and the screening results. These records must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Lyonsgate will maintain a separate log book to record the daily screening results and arrival/departure times of each staff member, and the screening results, arrival/departure times, name, and contact information for any other person entering either campus building.

Lyonsgate will restrict entry to both campus buildings to staff and children, only. Other persons entering the building by legal mandate, as indicated in the Ontario Ministry of Education's "Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening" document:

"Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a child care centre, home child care agency and premises at any reasonable time," will be permitted entry upon successful completion of screening and provision of required information as indicated above.

The log book records will be kept on-site at each location for a minimum of 12 months.

Lyonsgate COVID-19 Events and Meetings Policy

re. Child Care and Early Years Act, 2014, ONTARIO REGULATION 137/15, GENERAL,
PART IV.1
SPECIAL RULES RELATING TO THE CORONAVIRUS (COVID-19)
Section 88.5

COVID-19 health and safety protocols

88.5 (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has a coronavirus (COVID-19) policy that is consistent with any direction of a medical officer of health and that includes the following information:
5. Information with respect to the rescheduling or cancellation of pre-planned group events and in-person meetings.

All Lyonsgate pre-planned events and meetings will take place virtually, using online video meeting platforms, until such time as the relevant COVID-19 restrictions are lifted, with the following exceptions:

Staff in Cohorts:

Staff members assigned to the same cohort can meet in-person, within their cohort space.

Orientation Visits:

Parents of new students, especially toddler-aged children and young children beginning their first school experience, will be invited to visit their child's cohort classroom space to meet the teaching staff and drop off required items that must remain at the school. These visits will be scheduled and limited to one family per visit, with time in between to clean and sanitize the cohort classroom space. Family members must undergo and pass the Lyonsgate screening process before entering the building, and the results of their screening must be logged and stored in accordance with the "Lyonsgate COVID-19 Screening Policy and Procedure." During the visits, teaching staff will wear required PPE (medical mask and face shield) – both for health and safety and so that children will see what their teacher(s) will look like – and parents must wear cloth masks, at minimum. Physical distance of at least 2 metres must be maintained at all times between cohort teaching staff and members of the visiting family.

Lyonsgate COVID-19 Exclusion of Sick Children/Staff Policy and Procedures

Regulations covering when children or staff must be excluded from attendance at Lyonsgate Montessori School are provided by the City of Hamilton Public Health Services, as follows:

In response to COVID-19, it is critical for Lyonsgate Montessori School to properly screen and exclude ill children and staff.

When to Exclude:

A child/staff member should be excluded when displaying any signs or symptoms of illness or if the child is unable to participate in regular programming because of illness.

Common symptoms that may be due to COVID infection include one or more of the following:

- Fever (temperature of 37.8C or greater)
- New or worsening cough
- Shortness of breath
- Other symptoms include:
 - Sore throat
 - Difficulty swallowing
 - New olfactory (lack of smell) or taste disorders
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (except seasonal allergies, nasal drip, etc.)
- Unexplained fatigue/malaise/myalgia
- Chills
- Headache
- Conjunctivitis (Pink Eye)
- Lethargy, difficulty feeding in infants

Children or staff who have been exposed to a confirmed case of COVID-19 must be excluded from Lyonsgate for 14 days.

How to Exclude:

- If a child or staff member becomes sick while in the program, they should be isolated and family members contacted for pick-up. If the sick person is a child, a staff member 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.
- Lyonsgate should specify where the isolation room will be and who will be responsible for monitoring the child.

At Lyonsgate, the following areas and staff members are the designates for isolation:

Primary Campus: the designated isolation area is the area at the bottom of the stairwell (formerly used as the Elementary cloak room area). The designated staff member to remain with the isolated child is Sarah Kennedy.

Elementary Campus: the designated isolation area is the entrance/hallway area at the front door entrance to the building. This area is accessible from both cohort areas but is not used as a regular space by either cohort. The designated staff member to remain with the isolated child is Jason Phillips.

- As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and ensure masks and face shield is maintained.
- The staff member should also avoid contact with the child's respiratory secretions.
- The staff member must perform hand hygiene after any contact with the ill child.
- The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- Anyone who is providing care to the ill child should maintain a distance of at least 2 metres or wear appropriate PPE (surgical/procedure mask and eye protection, gloves and gown if there is risk of exposure to infectious droplets).
- All items used by the ill person should be cleaned and disinfected by the cleaning staff designated for that cohort. Any items that cannot be cleaned (for example, paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.

Reporting:

- Lyonsgate Montessori School has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. Lyonsgate must contact Hamilton Public Health Services to report:
 - Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
 - Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19, or, travelled to an affected area in the 14 days prior to symptom onset.).

Notification to Hamilton Public Health will be provided by calling the COVID-19 hotline, 905-974-9848 option 6.

Hamilton Public Health Services 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.

- Symptomatic staff and/or parents/guardians of symptomatic children should call in to Public Health's COVID-19 line at 905-974-9848 option 2 for testing. Public Health will provide infection control guidance and refer the child for testing.
- Lyonsgate Montessori School 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 local public health unit.
- Lyonsgate Montessori School must also submit a Serious Occurrence report to the Ministry of Education in certain circumstances as outlined in the "Lyonsgate COVID-19 Outbreak Response Plan Policy and Procedure."

Surveillance:

- Children 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 local public health unit.

End of exclusion:

- Ill children/staff, if not tested, must be excluded for 14 days from onset; unless a doctor's note can be provided verifying symptoms are not COVID-19 related.
- Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Children/staff who test positive for COVID-19 must be excluded from Lyonsgate for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

Lyonsgate COVID-19 Mask and PPE Policy and Procedure

Hamilton Public Health Policies and Procedures

Centres will be required to follow procedures as documented in City of Hamilton's Infection Control Guidelines for Child Care Centres as well as Public Health's enhanced health and safety measures established for child care operations during the COVID-19 pandemic including:

- PPE Recommendations for Child Care Centres
-

Lyonsgate Montessori School will abide by all legislated, mandated, or otherwise directed guidance for the use and wearing of masks and other personal protective equipment (PPE), and may develop and implement internal policies and procedures related to masking and PPE wearing to ensure a higher degree of risk management and mitigation.

At the time of writing of this policy, Lyonsgate is not aware of any published legislation at the provincial or municipal level requiring specific mask or PPE use. However, there are operational guidance documents and "Letters to Operators" from the provincial and municipal governments, respectively, that provide instruction on mask and PPE requirements. See Appendix A to this policy document for the specific guidance provided in those documents.

Masks

- All teaching staff at both Lyonsgate Montessori School campuses are required to wear medical grade masks and face shields while interacting with children.
- All students at the Lyonsgate Elementary campus, located at 248 Locke St. S., Hamilton ON, (equivalent to grades 1-6) are required to wear cloth masks while indoors in their cohort spaces.
- All students at the Lyonsgate Primary campus, located at 375 Aberdeen Ave., Hamilton ON, over the age of two (2) are highly encouraged to wear cloth masks while indoors in their cohort spaces, at the discretion and desire of their parents or other primary caregivers, to the extent that they are able to do so consistently and effectively.
- Per current provincial guidance: "*Masks are not recommended for children under the age of two (see information about the use of masks on the provincial COVID-19 website).*"

Personal Protective Equipment (PPE)

There are Hamilton Public Health directives for the wearing of PPE in certain circumstances:

- **Screeners:** Hamilton Public Health requires Lyonsgate staff performing the role of daily screening wear full PPE as follows:

Full PPE (mask, gown, face shield and hand hygiene practices) is required by the screener.

- **Isolation Room Staff:** Hamilton Public Health requires Lyonsgate staff performing the role of isolation supervision wear full PPE as follows:

If child exhibits COVID-19 symptoms and is placed in isolation room, staff attending to the child should wear full PPE. [Note: “full PPE” means mask, gown, and face shield, and hand hygiene practices.]

Reasonable Exemptions

Provincial guidance allow for reasonable exemptions to mask wearing, as follows:

- *Reasonable exceptions to the requirement to wear masks are expected to be put in place by licensees. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.*
- *Licensees should document their requirements and exceptions related to masks.*

[From: Ontario Ministry of Education “Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening” Version 3 – August 2020]

AND,

*Reasonable exceptions to the requirement to wear masks are expected to be put in place by schools and school boards.
Staff or students with sensory or breathing difficulties may be exempted by the school principal, guided by school board policies.*

[From: Ontario Ministry of Education, “Guide to reopening Ontario’s schools”]

The City of Hamilton has a mask by-law in effect (CITY OF HAMILTON BY-LAW NO. 20-155 A By-law to Require the Wearing of Face Coverings Within Enclosed Public Spaces and to amend City of Hamilton By-law No. 17-225) that includes the following statement regarding stated exemption requirements by individuals wishing to enter a defined “establishment”:

“This requirement shall not apply to members of the public that state that they fall within an exemption of this by-law or appear to fall within one of the exemptions.”

However, the by-law exempts schools and child care facility “establishments” from this requirement:

For clarity “Establishment” shall not include:

...

(c) schools or post-secondary institutions;

(d) child care facilities;

As such, Lyonsgate Montessori School will require medical documentation (ie. a “doctor’s note”) that clearly outlines the medical reason that necessitates any student or staff member from wearing any required mask or other piece of PPE.

Documented exemption requirements will be dealt with on a case-by-case basis as the circumstance dictates in order to find a solution that protects both the individual, and the individual's privacy, and the school community.

Appendix A: Provincial and Municipal Guidance Documents

From:

Ontario Ministry of Education “Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening” Version 3 – August 2020

Guidance on the Use of Masks, Personal Protective Equipment (PPE) and Handwashing

- *All adults in a child care setting (i.e., child care staff, home child care providers, home child care visitors, and students) are required to wear medical masks and eye protection (i.e., face shield) while inside in the child care premises, including in hallways.*
 - *All children in grades 4 and above are required to wear a non-medical or cloth mask while inside in the child care premises, including in hallways.*
 - *All school-aged children are encouraged but not required to wear a mask while inside in the child care premises, including in hallways (see information about the use of masks on the provincial COVID-19 website or the Public Health Ontario factsheet on non-medical masks). Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).*
 - *The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.*
 - *Reasonable exceptions to the requirement to wear masks are expected to be put in place by licensees. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.*
 - *Licensees should document their requirements and exceptions related to masks.*
 - *Masks are not recommended for children under the age of two (see information about the use of masks on the provincial COVID-19 website).*
 - *Child care licensees and home child care providers should secure and sustain an amount of PPE (including but not limited to face shields, medical masks, gloves, etc.), and cleaning supplies that can support their current and ongoing operations.*
 - *The Ontario Together Portal has a Workplace PPE Supplier Directory that lists Ontario businesses that provide personal protective equipment and other supplies.*
 - *When wearing a medical mask, you should wash your hands before putting on the mask and before and after removing the mask. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.*
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From:

City of Hamilton Healthy & Safe Communities Department, Children's Services & Neighbourhood Development Division, “COVID19 Letter to EY Operators,” July 31, 2020

Updated PPE Requirements

The ministry has also announced that as of September 1, all licensed child care centre staff, home child care providers and EarlyON Child and Family Centre staff will be required to wear medical grade masks and face shields while interacting with children. Parents/caregivers attending EarlyON centres and children in grades 4 and above that are attending before and after school programs must also wear a cloth mask/face covering.

From:

Ontario Ministry of Education, “Guide to reopening Ontario’s schools”

This document constitutes a return to school direction issued by the Ministry of Education for the purposes of section 5 to Schedule 1 of O. Reg. 364/20 (Rules for Stage 3 Areas) originally made under the [Emergency Management and Civil Protection Act](#) and continued under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#). This direction has been approved by the Office of the Chief Medical Officer of Health.

Note: this document provides legislated directive to publicly funded schools in Ontario; it does not give legislated direction to private schools (the Lyonsgate Elementary campus) or licensed child care (the Lyonsgate Primary campus). The Ministry of Education is providing no funding or mask/PPE provision to private schools. A section of the document states: “Private schools should adopt the guidance in this document. They are encouraged to work with their public health unit in developing their school reopening plans.”

Masks

Students

Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes. Outdoor times like recess can be used as opportunities to provide students with breaks from wearing masks within their cohorts. Students in Kindergarten to Grade 3 will be encouraged but not required to wear masks in indoor spaces.

Students are encouraged to practice wearing masks and learn what type of mask is most comfortable for them. Students may wear their own non-medical masks, and non-medical masks will also be made available for students. Reasonable exceptions on the requirement to wear masks will apply.

Teachers and staff

Medical masks and eye protection (i.e. face shield) will be provided for all teachers and other staff of school boards. All school-based staff will be required to wear masks, with reasonable exceptions for medical conditions.

School-based staff who are regularly in close contact with students will be provided with all appropriate personal protective equipment (PPE).

The Ontario government will provide PPE and cleaning products to school boards and will work closely to ensure appropriate supply and delivery.

Where necessary, such as in leading classes with students who are deaf or hard of hearing, masks with clear sections may be appropriate.

Lyonsgate COVID-19 Outbreak Response Plan Policy and Procedure

re. Child Care and Early Years Act, 2014, ONTARIO REGULATION 137/15, GENERAL,
PART IV.1
SPECIAL RULES RELATING TO THE CORONAVIRUS (COVID-19)
Section 88.5

COVID-19 health and safety protocols

88.5 (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has a coronavirus (COVID-19) policy that is consistent with any direction of a medical officer of health and that includes the following information:
2. An explanation of how confirmed or suspected cases of the coronavirus (COVID-19) will be reported.

The following policy and procedure is provided by Hamilton Public Health Services. Additions have been made to address informational reference and specific operational parameters of Lyonsgate Montessori School.

Symptoms compatible with COVID-19 (from Hamilton Public Health Services):

Common symptoms that may be due to COVID infection include one or more of the following:

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

Other symptoms include:

- Sore throat
- Difficulty swallowing
- New olfactory (lack of smell) or taste disorders
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (except seasonal allergies, nasal drip, etc.)
- Unexplained fatigue/malaise/myalgia
- Chills
- Headache
- Conjunctivitis
- Lethargy, difficulty feeding in infants

Triggering an outbreak assessment:

Once at least one child or staff has presented with new symptoms compatible with COVID-19, Lyonsgate Montessori School should immediately trigger an outbreak assessment and take the following steps:

1) If a child or staff member becomes sick while at school/work, they should be isolated and family members contacted for pick-up. If the sick person is a child, a designated Lyonsgate staff member will 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.

At Lyonsgate, the following areas and staff members are the designates for isolation:

Primary Campus: the designated isolation area is the area at the bottom of the stairwell (formerly used as the Elementary cloak room area). The designated staff member to remain with the isolated child is Sarah Kennedy.

Elementary Campus: the designated isolation area is the entrance/hallway area at the front door entrance to the building. This area is accessible from both cohort areas but is not used as a regular space by either cohort. The designated staff member to remain with the isolated child is Jason Phillips.

As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and maintain the use of surgical/procedure mask, face shield/goggles, and gown/gloves if there is risk of exposure to infectious droplets. The Lyonsgate staff member should also avoid contact with the child's respiratory secretions. Staff member must perform hand hygiene after any contact with the ill child.

The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

2) All items used by the ill person should be cleaned and disinfected by the cleaning staff designated for that cohort. Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.

Reporting Requirements:

1) Lyonsgate Montessori School has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. Lyonsgate must contact Hamilton Public Health Services to report:

- Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
- Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19, or, travelled to an affected area in the 14 days prior to symptom onset.).

Notification to Hamilton Public Health will be provided by calling the COVID-19 hotline, 905-974-9848 option 6.

Hamilton Public Health Services 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.

Symptomatic staff and/or parents/guardians of symptomatic children should call in to Public Health's COVID-19 line at 905-974-9848 option 2 for testing.

2) There are a number of scenarios where Lyonsgate must make a "Serious Occurrence Report" to the Ministry of Education through the Child Care Licensing System (CCLS), as outlined in the Child Care Quality Assurance and Licensing Branch August 12 "CCQALB Letter to Licensees –

Update Serious Occurrence Reporting.” (References to non-applicable home-based child care have been removed [“...”] and are not included):

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when:

One of the following individuals has a **confirmed** case of COVID-19 **OR** a **suspected** case involving the individual exhibiting **1 or more symptoms** **AND** the individual has been **tested**, or has indicated that they will be tested for COVID-19:

(i) a **child who receives child care** at a child care centre,

...

(vi) a **parent of a child** mentioned in subclause (i), or

(vii) a **staff** member at a child care centre

(viii) a **student** at a child care centre,

- Where a serious occurrence has been reported for a suspected case (as defined above) and the individual’s test results are positive, licensees must update the original serious occurrence report submitted to add this information.
- Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, licensees must update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.

Please note: should the entire child care or part of the child care (i.e. a program room) close due to a “confirmed or suspected case” (as defined above), a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.

A Serious Occurrence is required to be submitted under the category **“Unplanned Disruption of Service”**, with the sub-type of **“Other emergency relocation or temporary closure”** when:

- The entire child care or part of the child care (i.e. one or some of the program rooms) closes for reasons that may be related to COVID-19 that do NOT include a confirmed or suspected case (as defined above). For example, where a program room closes due to an individual who is exhibiting only 1 symptom is being tested for COVID-19, a serious occurrence for an “unplanned disruption” would be reported.

Please note: A second serious occurrence under the category “suspected/confirmed case” is required to be reported should the incident develop into a “confirmed case” of COVID-19. The “unplanned disruption of service” serious occurrence will then be closed by the Program Advisor.

[Note: legislatively, the Serious Occurrence reporting requirements only applies to the Lyonsgate Primary campus. However, a number of families have children at both campuses, and some staff that work at one campus have children at the other; in cases where a child or staff member at the Elementary campus, who also has a sibling or child at the Primary campus, has a suspected or confirmed case of COVID-19 Lyonsgate will consult with the Ministry of Education program adviser regarding serious occurrence reporting.]

Actions During Outbreak Assessment Period

Enforce enhanced screening measures among children and staff, especially within the same cohort and in the cohort of any siblings of the symptomatic but untested, or negative tested symptomatic child. Enhanced screening measures include screening upon arrival and more frequent monitoring of staff/children throughout the day. Please refer to Hamilton Public Health’s “Child Care Centre Screening” document and the “Lyonsgate COVID-19 Screening Policy and Procedure.”

Exclusion

Individuals who are tested:

- Children/staff who test negative for COVID-19 must be excluded from attendance at Lyonsgate Montessori School until 24 hours after symptom resolution.
- Children/staff who test positive for COVID-19 must be excluded from Lyonsgate Montessori School for 14 days after the onset of symptoms and clearance has been received from Hamilton Public Health Services.

Individuals who are not tested:

- Ill children/staff, if not tested, must be excluded for 14 days from onset; unless a doctor’s note can be provided verifying symptoms are not COVID-19 related.

Management of a Single Case in a Child/Staff:

A single positive case in a child/staff results in an outbreak being declared in the specific Lyonsgate Montessori School cohort. All members of the cohort are to be excluded from Lyonsgate Montessori School for 14 days. In consultation with Public Health, cohort members may be referred for testing. Laboratory-confirmed cases of COVID-19 must be reported to Public Health and in consultation with Public Health, other group members may be referred for testing.

Required Steps in an Outbreak:

If an outbreak is declared in a Lyonsgate Montessori School cohort the following measures must be taken:

- 1) Consult with and follow directions from Hamilton Public Health Services.
- 2) Notify all family, staff, and essential visitors of the school's outbreak status. (i.e. letters and signage).
- 3) Enhance cleaning and disinfecting procedures.
- 4) Enhanced screening procedures (i.e. increased frequency of health checks).
- 5) More frequent hand hygiene with children and staff.
- 6) Review staff training on proper PPE use.

Management of cases in multiple cohorts:

If there are additional positive cases in other cohorts, the relevant Lyonsgate Montessori School campus will close. In consultation with Public Health, all staff and children at the relevant campus may be referred for testing.

Declaring an Outbreak Over:

In consultation with Hamilton Public Health Services, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive staff/child.

Lyonsgate COVID-19 Physical Distancing Policy

re. Child Care and Early Years Act, 2014, ONTARIO REGULATION 137/15, GENERAL,
PART IV.1
SPECIAL RULES RELATING TO THE CORONAVIRUS (COVID-19)
Section 88.5

COVID-19 health and safety protocols

88.5 (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has a coronavirus (COVID-19) policy that is consistent with any direction of a medical officer of health and that includes the following information:

3. A description of physical distancing measures that will be implemented.

Physical distancing at all Lyonsgate campuses will be implemented by visual guidance in outdoor areas, by maintaining strict cohorts and cohort scheduling, and by adjusting classroom layout for each cohort.

Outdoor Visual Guidance

Lyonsgate students, staff, and families will utilize a number of outdoor spaces: the screening stations, the playground/yard areas, and access points for pick-up.

The screening stations will be marked with visual indications of where people must wait to be screened and which direction students are to go after completing successful screening.

Directional guidance will also be put in place to avoid congestion as family's transition to and from the screening stations.

Cohorts and Scheduling

Lyonsgate students are assigned to cohort groups with dedicated teaching staff. These cohorts will not interact with each other within the buildings, and will not share outdoor space at the same time. Strict adherence to scheduling will ensure members of each cohort are always appropriately physically distanced (2 metres minimum) from members of other cohorts.

Classroom Layout

Each cohort is assigned a dedicated classroom space. Each of these classroom spaces will be re-arranged so as to allow physical distancing of at least 1 metre between accessible workspaces. It is understood that physical distancing is difficult to enforce and maintain amongst young children in a classroom setting; Lyonsgate staff will guide encourage children to maintain appropriate physical distancing and will accommodate by way of diligent performance of Ministry of Education mandated screening, cleaning, and cohorting.

Lyonsgate COVID-19 Staff Scheduling Policy

re. Child Care and Early Years Act, 2014, ONTARIO REGULATION 137/15, GENERAL,
PART IV.1
SPECIAL RULES RELATING TO THE CORONAVIRUS (COVID-19)
Section 88.5

COVID-19 health and safety protocols

88.5 (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has a coronavirus (COVID-19) policy that is consistent with any direction of a medical officer of health and that includes the following information:
4. Information with respect to how staff shifts will be scheduled to minimize the risks with respect to the coronavirus (COVID-19).

In order to minimize the potential for cross cohort contamination the following schedules will be adhered to by Lyonsgate staff for the 2020.2021 school year.

Lyonsgate Primary Campus at 375 Aberdeen Ave., Hamilton ON.

Primary Campus Staffing:

Admin & Support	Toddler	Casa North	Casa South
Principal	TD Guide	Cn Guide	CS Guide
Vice-Principal (serves as isolation supervision as needed)	TD French Assistant	CN French Assistant	CS French Assistant
Admin (Primary screener)	TD Assistant	CN Assistant	CS Assistant
Support Staff			
Float Staff			

Primary Campus Schedule:

Time	Staff Scheduling
7:45 a.m.	Admin (Primary campus screener) arrives to open building and set up screening station.
7:55 a.m.	Casa North, Toddler, and Vice-Principal staff arrive for screening.
8:00-8:30 a.m.	Casa North (and Toddler siblings as applicable) cohort children arrival and screening according to the following schedule: 8:00-8:15 a.m.: eligible worker and staff children; proceed to cohort classroom. 8:15-8:30 a.m.: other cohort children arrive; Casa proceed to playground.
8:15 a.m.	Casa North 8:00 a.m. arrivals escorted to playground.
8:25 a.m.	Casa South staff arrive for screening.
8:30-9:00	Casa South and Toddler cohort children arrival and screening according to

a.m.	the following schedule: 8:30-8:45 a.m.: eligible worker and staff children; proceed to cohort classroom. 8:45-9:00 a.m.: other cohort children arrive; Casa proceed to playground.
8:45 a.m.	Casa North cohort enters building and proceeds to cohort room. Casa South 8:30 a.m. arrivals escorted to playground.
	Notes: 1. Casa and Toddler cohort staff and children enter the building through separate doors; children are escorted by their cohort's staff. 2. Casa North and South cohorts will enter/exit the playground via different doors/routes and will not cross paths or intersect.
9:15 a.m.	Casa South cohort enters building and proceeds to cohort room.
10:00 a.m.	Support Staff and Float Staff arrive for screening. Support Staff receives and prepares catered lunch, and snack, for individual serving by cohort staff. Float Staff available to assist Support Staff and to cover breaks or other needs.
10:45-11:30 a.m.	Admin lunch break. Principal arrives & screened at 11:30.
8:30-10:30 a.m.	Toddler morning work cycle in cohort classroom.
8:45-11:45 a.m.	Casa North morning work cycle in cohort classroom.
9:15 a.m.-12:15 p.m.	Casa South morning work cycle in cohort classroom.
10:30-11:30 a.m.	Toddler recess on playground TD Guide and TD French Assistant to supervise. TD Assistant cleans and disinfects classroom.
11:30 a.m.-12:15 p.m.	Toddler lunch. TD Guide, TD French Assistant, and Support Staff supervise. TD Assistant lunch break. Vice-Principal lunch break. Principal to cover isolation supervision as needed.
11:45a.m. -12:45 p.m.	Casa North recess on playground. CN Assistant, Float Staff, and Admin supervise outside. CN Guide & CN French Assistant lunch break (45 mins.) + prep/set-up (15 mins.). 12:15-12:45 Support Staff disinfects classroom.
12:15-1:00	Casa South lunch. CS Guide, CS French Assistant, and Principal/Vice-

p.m.	Principal supervise. CS Assistant lunch break.
12:45-1:30 p.m.	Casa North lunch. CN Guide, CN French Assistant, and Principal/Vice-Principal supervise. CN Assistant lunch break.
1:00-2:00 p.m.	Casa South recess on playground. CS Assistant, Float Staff, and Admin supervise outside. CS Guide & CS French Assistant lunch break (45 mins.) + prep/set-up (15 mins.). 1:30-2:00 Support Staff disinfects classroom.
12:15-2:00 p.m.	Toddler nap. TD French Assistant (12:15-1:15), TD Guide (1:15-2:00), and TD Assistant to supervise. TD Guide lunch break 12:15-1:15 (45 mins.) + prep/set-up (15 mins.).
1:15-2:00	TD French Assistant lunch break.
1:30-3:30	Casa North afternoon work cycle in cohort classroom.
2:00-2:45 p.m.	Support & Float Staff lunch break. Admin staff day ends at 2:45. Support & Float clean & cover as needed.
2:00-3:00 p.m.	Toddler afternoon work cycle in cohort classroom.
2:00-4:00 p.m.	Casa South afternoon work cycle in cohort classroom.
3:00-3:30 p.m.	Toddler outdoor play and dismissal. TD Guide and TD French Assistant to supervise; Vice-Principal to escort children from playground to parents in parking lot. TD Assistant cleaning/disinfecting classroom. Vice-Principal day ends at 3:30. Principal to cover isolation as needed.
3:30-4:30 p.m.	Float Staff to escort Casa children from playground to parents in parking lot.
3:30-4:00 p.m.	Casa North outdoor play and dismissal. CN Guide and CN French Assistant to supervise. CN Assistant cleaning/disinfecting classroom.
4:00-4:30 p.m.	Casa South outdoor play and dismissal. CS Guide and CS French Assistant to supervise. CS Assistant cleaning/disinfecting classroom.

3:30-4:00 p.m.	Toddler cleaning/disinfecting and meeting. Staff day ends at 4:00.
4:00-4:30 p.m.	Casa North cleaning/disinfecting and meeting. Staff day ends at 4:30.
4:30-5:00 p.m.	Casa South cleaning/disinfecting and meeting. Staff day ends at 5:00.
5:00 p.m.	Principal, Support, and Float day ends.

Appendix B: Hamilton Public Health Resources

Hamilton Public Health has provided us with this list of resources to share with you regarding COVID-19 and children/youth.

Organization	Resources
Best Start	<ul style="list-style-type: none"> • Webinar recordings
Canadian Paediatric Society (CPS)	<ul style="list-style-type: none"> • How can we talk to kids about COVID-19? • COVID youth and substance use critical messages for youth and families
Caring for kids	<ul style="list-style-type: none"> • COVID-19 and your child
Children’s Hospital of Eastern Ontario (CHEO)	<ul style="list-style-type: none"> • Protect don’t infect video for kids • Helping your children and teens during a pandemic
CHU Sainte-Justine	<ul style="list-style-type: none"> • Infographies à propos de la COVID-19
Government of Canada	<ul style="list-style-type: none"> • Handwashing video and colouring activities
Healthy Literacy Project	<ul style="list-style-type: none"> • COVID-19 fact sheets
Ontario Association of Children’s Aid Societies	<ul style="list-style-type: none"> • COVID resources
Ontario Centre of Excellence for Child & Youth Mental Health	<ul style="list-style-type: none"> • COVID-19 resources
Reaching In...Reaching Out	<ul style="list-style-type: none"> • Parent resources of service providers
The Hospital for Sick Children (SickKids)	<ul style="list-style-type: none"> • Video for kids about physical distancing • CEO and Dr. Cheddar answers COVID-19 questions from kids