



Parent Handbook

COVID-19 Edition
2021-2022

'Keeping our Community Safe'



BISHOP HAMILTON MONTESSORI SCHOOL

Sept. 7, 2021

Table of Contents

SCHOOL DIRECTOR MESSAGE	4
SCREENING.....	5
SCREENING SET-UP.....	8
SCREENING LOCATIONS MORNING DROP OFF	8
STUDENT PICK-UP LOCATIONS: 3:30 DISMISSAL.....	9
PICK-UP LOCATIONS AFTER 3:30	9
VISITORS	9
ILLNESS POLICY.....	9
MANAGEMENT	10
CASE DEFINITIONS	10
MONITORING AND RESPONDING TO REPORTS OF COVID-19 SYMPTOMS	10
OUTBREAK MANAGEMENT AND PROTOCOLS	10
SURVEILLANCE	11
REPORTING	12
RETURNING FROM EXCLUSION DUE TO ILLNESS	12
HYGIENE AND PREVENTION PRACTICES.....	13
HANDWASHING.....	13
SANITIZING & DISINFECTING.....	13
MASKING	13
DISTANCING	14
IN SCHOOL MODIFICATIONS	14
LOGISTICS	15

POLICIES & PROCEDURES.....	16
CHILDREN WHO DISPLAY SYMPTOMS OF ILLNESS OR BECOME SICK POLICY AND PROCEDURES	16
STAFF WHO DISPLAY SYMPTOMS OF ILLNESS OR BECOME SICK	18
SANITARY PRECAUTIONS AND DISTANCING MEASURES.....	19
SANITIZING AND DISINFECTING POLICY AND PROCEDURES	23
HAND HYGIENE POLICY AND PROCEDURES	25
FORMS	27
DAILY SCREENING ATTESTATION FORM	27
ATTESTATION FOR RETURN TO SCHOOL FOLLOWING ILLNESS FORM	29
HAND SANITIZER PERMISSION FORM	30
RESOURCES	31
COVID-19: SUPPORT FOR STUDENTS AND PARENTS.....	31

School Director Message

Dear Parents,

Welcome to this new day in Montessori education, when activated by a global pandemic, we are called to be resilient and adaptive. Together, with our committed BHMS team, we are able to adapt both creatively and responsibly. At the core of our vision is the well being and development of each and every one of our children.

We know the healthier we keep our community, the more days we will have at school. The measures we are undertaking to keep our community of staff and students safe will allow us to deliver in person learning while ensuring everyone's well being. Please understand that the protocols and routines we have in place will be fluid as we continue to monitor and assess our practices and routines and fine-tune them as required.

Having all members of our community on the same page while students move fluidly between home and school is an essential aspect of our joint success. Our Prepared Environment relies on 5 essential daily practices in maintaining the health and safety of our school community:

Screening every day
Together we can do it
Always have a face covering
Necessary hygiene
Distancing

STAND reminds us to Stand Together as we hold these daily practices in mind for everyone in our community to remain healthy and safe. Please review our COVID-19 Parent Handbook that aims to provide you with the health and safety measures we are undertaking to keep our community safe.

We are prepared for a successful return to school. The BHMS team and I look forward to welcoming our community of students with joy and “open arms”.

Renette Sasouni
School Director

Screening

BHMS is committed to providing a safe and healthy environment for staff and students and will take every reasonable precaution to prevent the risk of communicable diseases within the school.

Students and staff will undergo daily screening in order to be granted entry to the School. BHMS will be using the CrowdBlink Protect Application for daily COVID-19 Self-Assessments. Self-Assessing at home ensures a speedy entry into the school and provides thorough record keeping and tracking as required by the Ministry and Public Health.

Self-Assessments including temperature checks must be done before coming to school each day. A QR code is generated to indicate the self-assessment is complete. Staff and parents / guardians must present their device with the QR code for scanning at the door.

Persons who do not have a suitable mobile device or have forgotten their device, will undergo a full assessment at the door.

Staff and students are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening questions and must report their absence to Administration.

Persons who arrive to school and answer **YES** to **ANY** of the questions on the screening or present with a temperature of 37.8 C or greater will be directed by the Screener not to enter the premises and to return home immediately.

Note: All persons requiring entry to the premises must undergo screening.

Screening questions below were in effect August 26, 2021. BHMS will update screening questions as modified by the Ministry of Health.

Please refer to **COVID-19 school and child care screening tool** - <https://covid-19.ontario.ca/school-screening/> and the **COVID-19 screening tool for employees and essential visitors in schools and child care settings** - https://covid-19.ontario.ca/covid19-cms-assets/2020-10/Printable%20school%20and%20child%20care%20staff%20screening_v3_en.pdf for most current screening questions and criteria.

Screening Questions

1. Are you currently experiencing any of these symptoms? The symptoms listed are the symptoms most commonly associated with COVID-19, how it spreads, and how it affects people in different ways. Choose any / all that are new, worsening and not related to other known causes or conditions you already have.
 - **Fever and/or chills:** Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and / or chills
 - **Cough or barking cough (croup):** Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)
 - **Shortness of breath:** Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
 - **Decrease or loss of taste or smell:** Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have.
 - **Nausea, vomiting, and/or diarrhea:** Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have
2. Did you receive your final (or second in a two-dose series) **COVID-19 vaccination dose more than 14 days ago, or have you tested positive for COVID-19 in the last 90 days and have since been cleared?** If YES, skip questions 3,4,5

3. Is someone that you live with currently experiencing any new **COVID-19 symptoms and/or waiting for test results after experiencing symptoms**? If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.”
4. **In the last 10 days, have you been identified as a “close contact” of someone who currently has COVID-19?** If public health has advised you that you do not need to self-isolate, select “NO”.
5. **In the last 10 days, have you received a COVID Alert exposure notification on your cell phone?** If you already went for a test and got a negative result select “NO”
6. **In the last 14 days, have you travelled outside of Canada AND:**
 - **been advised to quarantine as per the federal quarantine requirements.**
AND / OR
 - **are you under the age of 12 and not fully vaccinated?** If travel was solely due to a cross border custody arrangement, select “NO”.
7. **Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?** This can be because of an outbreak or contact tracing.
8. **In the last 10 days, have you tested positive on a rapid antigen test or a home-based self-testing kit?** If you have since tested negative on a lab-based PCR test, select “NO”.

Results of Screening Questions

If you answered “YES” to any of the symptoms included under question 1, do not go to school.

- The student must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Talk with a doctor / health care provider to get advice or an assessment including if the student needs a COVID-19 test.
- Siblings or other people in your household must stay at home until the student showing symptoms tests negative or is cleared by Ottawa Public Health, or is diagnosed with another illness. Household members who are fully vaccinated or previously tested positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact the school to let them know about this result.

If you answered “YES” to question 3, do not go to school.

- The student must isolate (stay home) and not leave except to get tested or for a medical emergency.
- The student can return to school after the individual with symptoms tests negative, is cleared by Ottawa Public Health, or is diagnosed with another illness.
- Contact the school to let them know about this result.

If you answered “YES” to question 4, do not go to school.

- The student must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.
- Talk with a doctor / health care provider to get advice or an assessment, including if they need a COVID-19 test. The student can only return to school after 10 days, even if they get a negative test result as long as they do not develop any symptoms.
- Siblings and other people in your household can go to school or work, but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously

positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

- If the student/child develops symptoms or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.

If you answered “YES” to question 5, do not go to school.

- The student must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
 - If they test negative (they do not have the virus), they can return to school.
 - If they test positive (they have the virus), they need to continue isolating and can return to school only after they are cleared with Ottawa Public Health.
- If they develop symptoms, contact Ottawa Public Health or doctor / health care provider for advice.
- Siblings or other people in your household can go to school or work, but must not leave the home for other non-essential reasons until the individual who got the COVID-19 tests negative, or is cleared by Ottawa Public Health. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact the school to let them know about this result.

If you answered “YES” to question 6, do not go to school.

- The student must follow federal guidelines for individuals who have travelled internationally, including not going to school for 14 days after their arrival and getting tested as per federal requirements.
- If the student has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the Government of Canada’s website.
- If the student develops symptoms and / or tests positive, contact Ottawa Public Health or doctor / health care provider for more advice.
- Contact the school to let them know about this result.

If you answered “YES” to question 7, do not go to school.

- The student must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Follow the advice of Public Health. The student can return to school after they are cleared by Ottawa Public Health.
- If the student develops symptoms, contact Ottawa Public Health or doctor / health care provider for advice.
- Siblings or other people in your household must stay at home until the student tests negative or is cleared by Ottawa Public Health. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact the school to let them know about this result.

If you answered “YES” to question 8, do not go to school.

- The student must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
 - If they test negative (they do not have the virus), they can return to school.
 - If they test positive (they have the virus), they need to continue isolating and can return to school only after they are cleared with Ottawa Public Health.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household must isolate until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by the local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.
- Contact the school to let them know about this result.

If you answered “NO” to all questions, your child may go to school.

Screening Set-Up

- BHMS staff will be stationed at each screening location.
- Visual guides will be provided to assist with physical distancing such as pylons or floor markings in the event that a line-up forms while parents / guardians and their children are waiting to be screened.
- Signage identifying the screening process outside and directly inside the school doors will be placed at each screening location.
- Hand sanitizer will be available at all screening locations.
- Ottawa Public Health resources will be available for anyone who does not pass the screening.

Screening Locations Morning Drop Off

BHMS Staff: Entrance B (Front Doors)

Infant: Entrance B (Front Doors)

Toddler: Exit D Stairwell (Last Set of Doors at the Rear of Building Closest to Toddler Classrooms)

Casa: Entrance A (Main Entrance Doors Facing Casa Park)

Junior Elementary: Exit C Stairwell (Middle Stairwell Doors at the Rear of the Building)

Senior Elementary: Exit D Stairwell (Last Set of Doors at the Rear of Building Closest to Toddler Classrooms)

Junior High: Exit C Stairwell (Middle Stairwell Doors at the Rear of the Building)

Important:

- School starts at 8:30, parents must ensure their child's timely arrival to school.
- **Screening locations will be closed at 8:30.** Students arriving past 8:30 must proceed to the front doors, Entrance B, ring the doorbell and wait for staff to conduct screening.
- During drop-off times, parents / guardians will park close to their assigned location and walk their child to the doors.

Student Pick-Up Locations: 3:30 Dismissal

Students who are picked up at 3:30 will be dismissed at the same location as assigned drop-off location. Parents / guardians will park close to their assigned drop-off location, a member of staff will greet you and dismiss your child.

Note: Parents who have children with siblings in Elementary and Casa should pick up their Elementary child at the Casa Pick-up location.

Pick-Up Locations after 3:30

Infant: Entrance B (Front Doors)

Toddler: Toddler Park or if Inclement Weather, Pick-up at Entrance B (Front Doors)

Casa: Casa Park or if Inclement Weather, Pick-up at Entrance B (Front Doors)

Elementary: Exterior Gymnasium Doors situated near the front entrance beside the roundabout

Visitors

Essential visitors will be permitted access to the premises. Visitors are defined as third party vendors, contractors, essential volunteers or consultants performing services to the operation of the school. Parent / guardian inquiries may be conducted in person as required, by telephone, email, or video conference.

All persons permitted entry to the School must undergo screening including time in and time out of the premises.

Illness Policy

BHMS is committed to maintaining a healthy environment for all members of the community by following Ottawa Public Health standards. Students and staff must not attend school if they are sick, even if symptoms resemble a mild cold.

Related School Policy - Refer to section titled Policies & Procedures

- Children Who Display Symptoms of Illness or Become Sick
- Staff Who Display Symptoms of Illness or Become Sick

Management

Together We Can Do It

It takes our community of BHMS families and staff to create our healthy and safe community. We will only be as healthy as each and every family.

BHMS is committed to providing a safe and healthy environment for students and staff and will take every reasonable precaution to prevent the risk of communicable diseases within the school. We require staff and families to follow the directives established by Ottawa Public Health, Children's Services and the Ministry of Education.

Case Definitions

The Ministry of Health maintains case definitions for a probable cause and a confirmed case of COVID-19. These definitions are maintained on the **Ontario Ministry of Health** - https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf website and are subject to updating. Please refer to this site for the most current version of these key definitions.

Monitoring and Responding to Reports of COVID-19 Symptoms

Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by Ottawa Public Health will not be permitted to attend school and should stay home. If a student or member of staff becomes ill while at school, they will be separated from others and arrangements for them to go home will be made. The symptomatic student's sibling(s) will be sent home while waiting for the COVID-19 test results of their sibling. Household members (including siblings) who are fully vaccinated and do not have any COVID-19 symptoms are not required to isolate and may remain at school or work.

Students and / or staff presenting with COVID-19 symptoms may return to school once one of the following conditions have been met AND symptoms have improved for at least 24 hours without fever-reducing medication or resolved for 48 hours for nausea, vomiting, diarrhea:

- Receive a negative COVID-19 PCR test result;
- Complete a minimum of 10 days of isolation since the date symptoms began; or
- Receive an alternative diagnosis by a health care provider.

Outbreak Management and Protocols

An outbreak in a school or licensed childcare facility is defined as **two or more** laboratory confirmed COVID-19 cases in students or staff (or other visitors), in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the school including transportation and before or after school care.

Ottawa Public Health will work with the School to determine whether epidemiological links exist between cases and whether transmission may have occurred in the School.

BHMS Role and Responsibilities In Dealing With a Confirmed COVID-19 Case:

- Report the confirmed case associated with the School to Ottawa Public Health
- Isolate and close the classroom impacted by the COVID-19 case
- Contact parents / guardians to arrange for student pick-up
- Commence deep disinfection protocols of the classroom and lock the space upon completion.
- Prepare a written communication notifying families of a confirmed COVID-19 case within a classroom including measures undertaken.
- Report the confirmed case to the Ministry of Education.

Ottawa Public Health Role and Responsibilities:

- Determine if an outbreak exists
- Declare an outbreak
- Provide direction on outbreak contact measures to be implemented
- Declare that an outbreak is over
- Determine which cohort(s) and staff must be sent home for self-isolation in response to a case, an outbreak, or if full school closure is required based on the extent of the outbreak.
- Prepare written communications and remit to the School for release to BHMS families.
- Provide the School with direction on testing and isolation of close contacts and assume direct communication with parties.
- Work with the School to determine whether epidemiological links exist between cases and whether transmission may have occurred in the School.
- Help determine which groups of children and / or staff need to be sent home or if a partial or full closure of the school is required.

An Outbreak Can Be Declared Over When:

- At least 14 days have passed with no evidence of ongoing transmission that could reasonably be related to exposures in the school.
- No further ill or symptomatic individuals have been reported by the school who are associated with the initial exposed cohorts.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. The School and staff will monitor for an increase in above normal amount of illnesses among other staff and students by looking at the normal occurrence of illness and during the specific time period.

Reporting

BHMS has a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act. The School must report student and staff confirmed cases of COVID-19 to:

1. Ottawa Public Health
 - The School Director or designate will contact Ottawa Public Health to report a student or staff confirmed case of COVID-19.
2. Ministry of Education Early Years Division - Infant, Toddler, & Casa Programs
 - BHMS must report confirmed cases of COVID-19 to: the Ministry of Education Early Years Division for cases involving students or staff in the Infant, Toddler or Casa Programs as a Serious Occurrence.
 - The Serious Occurrence notification form will be posted as required under the CCEYA / Ministry of Education Early Years Division, unless Public Health advises otherwise.
3. Ministry of Education Private Schools Division – Elementary Programs
 - BHMS must report confirmed cases of COVID-19 to: the Ministry of Education Private School Division involving students or staff in the Elementary Programs.

BHMS will respect the confidentiality of any staff or student who experiences COVID-19 symptoms or tests positive for COVID-19.

Returning from Exclusion Due to Illness

Staff or students who are being managed by Ottawa Public Health for: confirmed cases of COVID-19, or household contacts of cases, should follow instructions from Ottawa Public Health to determine when to return to school.

Parents are required to complete the “**Attestation for Return to School for Students Following Illness**”- <http://www.bhsmontessori.ca/download.php?id=767> attesting that their child is no longer ill and able to return to school. The Attestation form is available on the BHMS website and a hard copy of the form is provided to parents when picking up their symptomatic child

Both returning staff and students must pass active screening criteria.

Hygiene and Prevention Practices

BHMS has developed additional hygiene, infection prevention and control practices.

Handwashing

BHMS has Hand Hygiene Policy and Procedures that applies to all staff, students and visitors. See section titled BHMS Procedures.

Sanitizing & Disinfecting

BHMS has a Sanitizing and Disinfecting Policy and Procedures that staff are required to follow. See section titled BHMS Procedures.

Masking

Expectations for Staff:

- All BHMS staff are required to wear medical masks when indoors, including hallways and staff rooms (unless eating, but time with masks off should be limited and physical distance should be maintained).
- **Infant, Toddler and Casa Program Staff:** are **required** to wear medical masks **and** eye protection such as face shields or goggles when indoors at all times. Masking is required when outdoors if two metres of distance from others cannot be maintained. Eye protection is required if a staff member comes within two metres of an unmasked individual when outdoors.
- Staff working in the Elementary programs are **required** to wear medical masks at all times, except when outdoors with their student cohort, provided distancing is maintained. BHMS recommends the use of eye protection to all Elementary staff.

Expectations for Students:

Infant and Toddler

- Masks are not recommended for children under the age of two.
- Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.

Casa

- Children in the Casa Program, are encouraged to wear a mask or face covering while inside the school, including hallways.
- **Casa Extended Day - 3rd year students:** are required to be masked for Specialty French and Physical Education classes.

Elementary (Grades 1 to 8)

- Students must be masked when indoors and in the hallways.
- Students must be masked when outdoors with other cohorts.
- Students are not required to be masked if outdoors with their cohort providing distancing is maintained.
- All Elementary students must be masked during screening and upon entry to the school.
- Parents / guardians are responsible for providing their children with masks each day and will require a way to store their mask when not in use.
- Masks should be replaced when they become damp or visibly soiled.

Distancing

Physical distancing will be implemented throughout the school. Staff will conduct age appropriate lessons and activities to ensure that students understand what “2 metres” looks like within the school context. BHMS staff will remain vigilant and offer reminders if needed.

In School Modifications

- Medical Grade HEPA Filtration Units: All Classrooms are equipped with commercial medical grade air purifiers ensuring ongoing air filtration.
- Cohorts: Consisting of students in a Montessori Classroom, will be together for the school day. Exception: some small group specialty subjects.
- Cohorts may occupy the same indoor common space or when outdoors. Distancing will be monitored and masking is required for Elementary students.
- Space: Classrooms are organized for students to be able to work much as before while maintaining physical distance.
- Outdoor Learning: Learning will take place outdoors as much as possible. Children will need to be appropriately dressed for all kinds of weather.
- Food: Snack will come from home with the necessary utensils. There will be no sharing of food or utensils.
- Lunch & Use of Microwave: Lunch must include ice packs and all required utensils. Use of the microwave is available within the classroom.
- Students enrolled in the Lunch Program will no longer serve themselves, lunch will be served by staff.
- Students will not be preparing nor providing food that will be shared with others. **Exception**: Junior High Project Groups may include food preparation within the classroom.
- BHMS will not provide shared utensils or items such as spoons or cups.
- Students will be distanced from each other during mealtime, table work, and nap time.
- There will be no large group or school wide activities for Infant, Toddler or Casa Programs.
- Elementary students must be masked (indoors or outdoors) when participating in School Assemblies or outdoor activities with different cohorts.
- Recess Elementary: Masking required for students and staff.
- School Assemblies / Worship: These will occur outdoors, all students and staff must be masked.
- Washroom Use: Washrooms will be assigned for use by cohorts. Staff will monitor the use of washrooms. Washrooms will be cleaned multiple times throughout the day.
- Cleaning: Thorough cleaning has always been an important element of the Montessori classroom. Continuous cleaning and disinfection of surfaces and shared spaces will take place.
- Classroom Materials: may be shared and will be cleaned and sanitized daily.
- Supplies: Students will be provided with their own individual supplies.
- Sleep set-up: Cots for nap time are distanced and positioned head to toe/ toe to head.

Logistics

Routine	Students
Screening	Parents will complete a daily screening questionnaire using the CrowdBlink Protect Application before arriving to school and present screening status at the Screening station.
Arrival to School	<p>After Screening:</p> <ul style="list-style-type: none"> ➤ Hand Washing &/or Sanitize Hands ➤ Infant, Toddler & Casa students go directly to their classrooms. ➤ Elementary students independently transition to their classroom.
Inter-Class Transitions	<ul style="list-style-type: none"> • Infant, Toddler and Casa students will be in the classroom with their cohort. • Casa French, Christian Studies and Music will happen in the Montessori Classroom. Exception: Physical Education for Extended Day Casa which will happen outdoors or in the gym. • Elementary students will remain with their cohort throughout their morning work cycle and go to their Specialty Subject classes which are held in small groups. As much as possible, lessons and activities will be conducted outdoors.
Isolation Room: Main Level Atrium	<ul style="list-style-type: none"> • The main level Atrium when not in use, will serve as an isolation room. • The room is equipped with the necessary PPE and first aid supplies for a sick child while awaiting pick-up by parents.
Office & Main Level Copier/ Printer	<ul style="list-style-type: none"> • Staff & student transitions to the main office will be limited. • Staff & Student access to the main level photocopier and printer will be limited through the purchase of in-class printers.
Outdoor Learning	<ul style="list-style-type: none"> • Children will need clothing appropriate for all kinds of weather. This includes a change of clothes as well as an additional mask. • Details will be provided by Classroom Directors.
Recess Inclement Weather	<ul style="list-style-type: none"> • Students will remain in their classrooms and engage in appropriate activities.
Walking in the Hallway	<ul style="list-style-type: none"> • Students will walk in single-file lines in the halls, keeping to the right, always maintaining physical distancing. • Note: Casa students will only have access to the main level.
Lunch	<ul style="list-style-type: none"> • In classrooms
Bathrooms	<ul style="list-style-type: none"> • Main Level bathrooms have been assigned by cohort. Students guided to maintain spacing while at sinks in bathrooms. • Upper Level bathroom stalls have been assigned by cohort.

Policies & Procedures

Children Who Display Symptoms of Illness or Become Sick Policy and Procedures

Policy Statement

BHMS is committed to providing a safe and healthy environment for students, staff and families. BHMS will take every reasonable precaution to prevent the risk of communicable diseases within the school. Children must not attend the program if they are sick, even if symptoms resemble a mild cold.

Purpose

To ensure that all BHMS staff are aware of and adhere to the directive established by the Ministry of Education regarding the exclusion of sick children in the school.

Application

This policy applies to children enrolled in the school and the Ministry of Health.

Procedures

As required by the Child Care and Early Years Act and the Ministry of Education, BHMS must separate children who demonstrate symptoms of illness or become sick and contact parents / guardians to take the child home. If the symptomatic student has siblings at BHMS, the siblings will also be sent home.

Children who are symptomatic, do not pass screening or have been advised to self-isolate by Ottawa Public Health cannot attend school and must stay home. If a child becomes ill while at school, they will be immediately separated from others and will be moved to a separate room while staff contact the child's parents / guardians.

When to Exclude

BHMS staff must exclude a **child who is presenting with signs and / or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.**

Symptoms to monitor include but are not limited to:

- **Fever and/or chills:** Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
- **Cough or barking cough (croup):** continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions)
- **Shortness of breath:** out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions)
- **Decrease or loss of taste or smell:** not related to seasonal allergies, neurological disorders, or other known causes or conditions.
- **Nausea, vomiting and / or diarrhea:** not related to irritable bowel syndrome, anxiety, menstrual cramps or other known causes or conditions.

How to Exclude

When a child is sick or exhibiting symptoms of a communicable disease BHMS staff will take the following steps:

- Separate and Isolate the child from others.
- A member of staff will wear full PPE to monitor / supervise the child while awaiting pick-up and ensure that the child is kept comfortable.
- Notify the parent / guardian to arrange for immediate pick-up. If a parent cannot be reached, an emergency contact person will be contacted.
- If tolerated, the child should also wear a medical mask.

- Staff should perform hand hygiene. Disposable gloves may be used when there is close contact with the child. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Respiratory etiquette should also be practiced while the child is waiting to be picked up.
- Staff will document the symptoms observed, the date and time that symptoms occurred through completion of an Illness Form.
- An Illness Form must be initiated by the staff member who observed the symptoms initially and finished by the Classroom Director or designate after the health assessment is completed and parents have been contacted for pickup.
- Staff will provide the parent / guardian with the completed Illness Form summarizing symptoms observed. Staff will ask parent / guardian to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing. In addition, the parent will receive an Attestation for Return to School for Students Following Illness form, available on BHMS website.
- Symptoms of illness will be recorded in the child's daily record / anecdotal log as required by CCEYA in addition to remittance of Illness Form to Administration.
- Once the child has been picked up, staff will ensure that surfaces the child had contact with are thoroughly cleaned and disinfected.
- All items used by the child must be cleaned and disinfected.

Important

If it appears that the child requires immediate medical attention, staff will inform parent / guardian that the child will be taken to the hospital by ambulance for examination by legally qualified medical practitioners.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. The School and staff must monitor for an increase in above normal amount of illnesses among other staff and children by looking at the normal occurrence of illness and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe such as sore throat, stomach ache, headache.
- Record the date and time that the symptoms occur

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and whenever a change is made.

Required Forms

- Illness Form
- Attestation For Return to School Following Illness

Staff Who Display Symptoms of Illness or Become Sick

Policy Statement

BHMS is committed to providing a safe and healthy environment for staff. BHMS will take every reasonable precaution to prevent the risk of communicable diseases within the school. Staff must not attend school if they are sick, even if symptoms resemble a mild cold

Purpose

To ensure that all BHMS staff are aware of and adhere to the directive established by the Ministry of Education and Ministry of Health regarding the exclusion of staff who display symptoms of illness or become sick in the school.

Application

This policy applies to all staff and any others persons engaged in business with BHMS.

Procedures

As required by the Child Care and Early Years Act and Ministry of Education, BHMS must separate staff who present with symptoms of illness or become sick.

Staff who are symptomatic, do not pass screening, or have been advised to self-isolate by Ottawa Public Health, cannot attend school and must stay home. If a member of staff becomes ill while at school, they must isolate themselves as quickly as possible until they are able to leave the school. Completion and remittance of Illness Form to Administration is required.

Staff must remain off work until symptoms are fully resolved and / or negative laboratory tests have been confirmed.

- **If a staff person tests negative for COVID-19**, and is free of symptoms for 24 hours (48 hours for nausea, vomiting, diarrhea), s/he must pass re-entry screening to return to work.
- **If staff person tests positive**, Ottawa Public Health will provide direction regarding next steps and when s/he can return to work.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. The School and staff must monitor for an increase in above normal amount of illnesses among other staff and children by looking at the normal occurrence of illness and during the specific time period.

Surveillance will include:

- A record of the date and time that the symptoms occurred
- A record of attendances and absences

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and at any time where a change is made.

Required Forms

- Illness Form

Sanitary Precautions and Distancing Measures

Policy

All BHMS staff must maintain routine infection prevention and control practices as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

Procedures

Hand Hygiene and Respiratory Etiquette

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. BHMS staff must be trained and able to assist children on hand hygiene and respiratory etiquette, including the use of alcohol-based hand rubs and reinforcing its use.

Hand Hygiene must be conducted by anyone entering the School and incorporated into daily classroom routines at regular intervals during the day.

Staff should wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at school and before they go home
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Children should wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at school and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After sneezing or coughing into hands
- Before using shared classroom equipment

Staff should follow and role model the following steps for proper **hand washing**:

- Wet hands and apply soap
- Lather for at least 15 seconds or as long as the "Happy Birthday" song. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

Staff should increase monitoring of hand washing supplies such as soap, paper towels and waste receptacles), to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times.

Ensure hand sanitizer or alcohol-based hand rub (60% - 90% alcohol based) is available at the designated entrances and exits throughout the School.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer (60% - 90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

Note: Hand sanitizer must only be used on children who are over the age of two and must be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Parent consent through remittance of a Hand Sanitizer Permission for Students form is required to use hand sanitizer on children. Children under the age of 2 are not permitted to have hand sanitizer applied, instead perform hand washing frequently and gently.

Cleaning and Disinfecting

Cleaning and disinfecting reduce the spread of germs. Cleaning with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning will substantially reduce the number of germs that may be on surfaces.

Disinfecting after cleaning will kill most of the germs that were left behind. Disinfectant products in use by the School are effective against COVID-19. Cleaning schedules have been developed to ensure all cleaning and disinfecting duties are consistently completed and documented.

Steps for Cleaning and Disinfecting:

1. Clean with soap and water
2. Rinse with clean water
3. Apply the disinfectant according to the manufacturer's instructions on the label
4. Allow the surface or object to soak in the disinfectant for the required contact time. Refer to the **Disinfection Chart for Child Care Centres** for the required contact times when using household bleach and water.
5. Rinse with clean water if required. Rinsing is not required when using household bleach and water.
6. Let air dry

Equipment and Toys

Staff must ensure that all equipment and toys are in good repair, clean and sanitary.

- Equipment and toys must be disinfected daily.
- Equipment and toys that cannot be easily cleaned or disinfected will not be in use.
- Sports equipment will be disinfected daily.
- Mouthed equipment or toys must be set aside after being mouthed for cleaning and sanitization.

Cots

- Children will have a cot assigned to them.
- Cots will be placed to support physical distancing practices, ideally 2 meters spatial separation if feasible. If space is tight, place children head-to-toe or toe-to-toe.

- Cots and cribs must be cleaned and disinfected: between each user and before and after each use.
- Cot sheets and blankets must be changed between each user.
- Sheets and blankets if used by same user must be cleaned weekly or more frequently as needed.
- Ensure cot sheets and blankets belonging to different children are labelled with the child's name and stored separately in bags or bins in clean dry areas and kept out of the way of everyday activities.
- Families will be permitted to bring their own blankets or sleeping bags for children. Families must launder all items prior to bringing them to school and store them separately in a clean bag.
- Items must be laundered weekly or more frequently as needed.

Additional Infection Control Practices

Regularly clean and disinfect high-touch surfaces including doorknobs, light switches, faucet handles, handrails, and electronic devices at least two times per day to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.

- High touch electronic devices such as keyboards, tablets, chromebooks, may be disinfected with 70% alcohol wipes while ensuring the dilute solution makes contact with the surface for at least one minute.
- Low-touch surfaces - any surfaces that have minimal contact with hands such as: window ledges or doors must be cleaned and disinfected daily. Carpets are to be vacuumed daily.
- Garbage is kept in waterproof containers lined with plastic garbage bags. Staff must dispose of garbage daily. Any blood-soiled items must be discarded in sealed bags.
- For creams and lotions during diapering, staff must never put hands directly into lotion or cream bottles and must use a tissue or single-use gloves.
- Student toiletries such as creams and lotions must be disinfected after use.

Physical Distancing Measures

Physical Distancing Measures:

- When mixed cohorts are outdoors, ensure distancing is maintained.
- Make sure that the children are distanced from each other during mealtime, table work, and nap time.
- Avoid activities involving direct contact between the children as much as possible.
- To the extent possible, manage / limit the number of children, who are in the communal areas at the same time
- Incorporate outside time in daily activities and open windows, weather permitting.

Masks

Expectations for Staff:

- All BHMS staff are required to wear medical masks when indoors, including hallways and staff rooms (unless eating, but time with masks off should be limited and physical distance should be maintained).
- **Infant, Toddler and Casa Program Staff:** are **required** to wear medical masks **and** eye protection such as face shields or goggles when indoors at all times. Masking is required when outdoors if two metres of distance from others cannot be maintained. Eye protection is required if a staff member comes within two metres of an unmasked individual when outdoors.
- Staff working in the Elementary programs are **required** to wear medical masks at all times, except when outdoors with their student cohort, provided distancing is maintained. BHMS recommends the use of eye protection to all Elementary staff.

Expectations for Students:

Infant and Toddler

- Masks are not recommended for children under the age of two.
- Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.

Casa

- Children in the Casa Program, are encouraged to wear a mask or face covering while inside the school, including hallways.
- **Casa Extended Day - 3rd year students:** are required to be masked for Specialty French and Physical Education classes.

Elementary (Grades 1 to 8)

- Students must be masked when indoors and in the hallways.
- Students must be masked when outdoors with other cohorts.
- Students are not required to be masked if outdoors with their cohort providing distancing is maintained.
- All Elementary students must be masked during screening and upon entry to the school.
- Parents / guardians are responsible for providing their children with masks each day and will require a way to store their mask when not in use.
- Masks should be replaced when they become damp or visibly soiled.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and at any time where a change is made.

Sanitizing and Disinfecting Policy and Procedures

Policy Statement

Bishop Hamilton Montessori School is committed to providing a safe and healthy environment for students, staff and families. The School will take every reasonable precaution to prevent the risk of communicable diseases within the premises.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Ottawa Public Health, Children's Services, and the Ministry of Education regarding cleaning and disinfecting.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with BHMS.

Definitions

Cleaning: refers to the physical removal of foreign material such as dust, soil and organic material such as blood, secretions or microorganisms. Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action such as wiping is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Sanitizing: is defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

Disinfecting: describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time - contact time. Contact times are generally prescribed by the product manufacturer.

Note: All products including cleaning agents and disinfectants must be kept in a secured location that is out of reach of children. All cleaning agents and disinfectants must be labelled. Safety data sheets are updated, stored and managed by custodial staff.

Procedures

Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry
- A sanitizing / disinfecting solution will be mixed and delivered to classrooms by custodial staff daily. Contact time for this solution is 10 minutes.
- Cleansing bottles will be refilled by custodial staff and delivered to classrooms daily.

Disinfecting Surfaces

For general environmental disinfection of high touch surfaces use the disinfectant mix. Disinfectant wipes (containing Accelerated Hydrogen Peroxide), may also be used in classrooms for quick disinfecting.

How to Disinfect

- Use of rubber gloves and a mask can be used by staff with scent sensitivities.
- Spray or wipe on the disinfectant solution and leave on the surface for the appropriate disinfecting contact time – 10 minutes. Once the contact time has elapsed, the surface has been disinfected.
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel
- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution, use disinfectant wipes.
- For all other toy cleaning & disinfecting, use bleach solution as prescribed by Ottawa Public Health bleach washing guidelines that are posted in each classroom.

Clean and Disinfect Frequencies

- **Tables and Countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use
- **Spills** must be cleaned and disinfected immediately
- **Handwash Sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary, this also applies to sinks in classrooms.
- **Floors - Infant, Toddler & Casa:** cleaning and disinfecting must be performed as required (ie., when spills occur), and throughout the day when rooms are available during recess. Ideal cleaning times: after lunch and at the end of the day.
- **Classroom Equipment:** cleaning and disinfecting must be performed daily and as required.
- **High Touch Surfaces:** surfaces that have frequent contact with hands should be cleaned at least twice per day and as often as necessary (when visibly dirty or contaminated with body fluids), examples include: light switches, shelving, containers, hand rails, door knobs, sinks and toilets.
- **Floor Mats:** cleaning and disinfecting must be performed daily.
- **Low Touch Surfaces:** must be cleaned and disinfected daily.
- **Shared Items:** Examples include: computers, chrome books, walkie-talkies, phones, attendance binders, or classroom logs, photocopiers, or microwave must be disinfected after use.
- **Blood / Bodily Fluid Spills:** Immediately

Crib and Cot Cleaning and Disinfecting

- Children have assigned cots and cribs.
- Cots and cribs must be cleaned and disinfected before being assigned to a child.
- Crib mattresses must be cleaned and disinfected when soiled or wet.
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.
- Cots must be stored in a manner where there is no contact with the sleeping surface of another cot
- Bedding must be laundered weekly or as needed.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is made.

Hand Hygiene Policy and Procedures

Policy Statement

BHMS is committed to providing a safe and healthy environment for children, families and employees. BHMS will take every reasonable precaution to prevent the risk of communicable diseases within the school.

Purpose

To ensure that all staff are aware of, and adhere to, the directive established by Ottawa Public Health, Children's Services and the Ministry of Education regarding cleaning and hand hygiene at the school.

Application

This policy applies to all staff, students, community members, and any other persons engaged in business with BHMS.

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer, 70-90% alcohol based. Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth, sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Staff and children must practice good hand hygiene when hands are visibly dirty or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry, dishes, materials or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled follow these steps for cleaning hands:

- Wet hands and apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

Hand Hygiene Monitoring

To ensure that staff are using proper hand hygiene methods, the School Director or designate will review hand hygiene practices on a regular basis and provide feedback to staff as required. Spot checks of the classrooms, hallways and shared spaces are performed routinely and documented to review possible health and safety concerns.

Hand Sanitizing

When hands are not visibly dirty, a 70-90% alcohol-based hand sanitizer can be used. It is important to rub hands together for at least 15 seconds and work the sanitizer between fingers, back of hands, fingertips and under nails.

Hand sanitizers can only be used on children who are over the age of two and must be used under adult supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Parent consent through remittance of a Hand Sanitizer Permission for Students form is required to use hand sanitizer on children. Children under the age of 2 are not permitted to have hand sanitizer applied, instead perform hand washing frequently and gently.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrile gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practiced before applying and after removing gloves. Gloves must be removed and discarded after use.

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Disposable gloves are single use only

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and whenever a change is made.

Forms

Daily Screening Attestation Form

New and returning families are required to review, sign and return this form at the start of the school year and / or upon enrolment.

The health, safety and well-being of students and staff is a top priority as BHMS plans to reopen for the 2021/22 school year.

The School's ability to provide in-school learning is based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19. BHMS appreciates and requires your cooperation in our attempt to keep our community of students and staff safe.

As you are aware, the best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises.

We request that you screen your child **prior to arrival** at the School each day. In addition to daily active screening, please note that all students will be monitored at School for possible signs or symptoms of illness.

As a Parent/Guardian, you must prevent the spread of illness by keeping your child home from School if you or your child experience **any** of the following signs or symptoms:

- Fever (temperature of 37.8°C or greater) and / or chills
- Cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of smell or taste
- Nausea, vomiting and / or diarrhea

If your child experiences any of the symptoms while at the School, staff will contact you or one of your emergency contacts to pick up your child **immediately**. While your child waits for you or your designate to arrive, s/he will be separated from the other children.

As a Parent/Guardian responsible for my child, I agree to the following:

- I have read and understand the above information.
- I understand the risk of illness associated with placing my child in the School.
- Neither my child, nor anyone in my child's household, has traveled to or had a layover in any country outside Canada in the past 14 days. If such return from travel occurs after submitting this form, I will **immediately** exclude all of my children from School, and they will not attend the School until a minimum period of 14 days has passed after the date of return to Canada.
- Neither my child, nor anyone in my child's household has been contacted in the last 14 days by a public health unit advising that we should be isolating.
- Neither my child, nor anyone in my child's household has been asked by a doctor, health care provider or public health unit to isolate.
- In the last 14 days neither my child or members of my child's household have received a COVID Alert exposure notification.
- I agree to the screening requirements and to accurately carry out the daily screening. Misrepresentation regarding the information provided to the School could result in exclusion of the child from the School.
- Upon request by the School, I consent to providing copies of my child's COVID-19 test results to the School.
- This agreement remains in effect for the duration of the 2021/2022 school year.

Name of Student (Please Print)

Date of Birth

Name of Parent/Guardian (Please Print)

Name of Parent/Guardian

Date & Signature of Parent/Guardian

Date & Signature of Parent/Guardian

Attestation for Return to School Following Illness Form

OPH has introduced *An Attestation for Return to School Following Illness Form*. The purpose of this form is to help parents make decisions about whether their child can return to school and to let BHMS know that parents have followed up with their child's symptoms.

Parents are required to complete and remit this form to BHMS upon their child's return to school following illness. Updated Ottawa Public Health July 26, 2021.

Please use refer to the "Attestation for Return to School Letter" link for most current version of this form.



Attestation for Return to School/Child Care Following Illness

Student's Name: _____

My child was sent home from or denied entry to school or child care because of an illness that might be COVID-19 on _____
(date - dd/mm/yyyy)

I attest that my child may return to school or child care on _____ for the following reason (**check one**). (date – dd/mm/yyyy)

The following choices apply even if your child has received one or two doses of a COVID-19 vaccine :

- ☐ My child's symptoms are not new and have not changed. My child was previously seen by a doctor or nurse practitioner and was diagnosed with a chronic condition, such as allergies or asthma, with the exact same symptoms my child has now.
- ☐ We took my child to a doctor or nurse practitioner during the time since my child was sent home or denied entry to school/child care. The doctor or nurse practitioner told us that another diagnosis (medical reason) other than COVID-19 explains my child's symptoms (why my child was feeling sick).
- ☐ My child did NOT have a COVID-19 test but completed 10 days of self-isolation from the date when my child started to feel sick **AND** is feeling better **AND** has not had a fever for at least 24 hours.
- ☐ My child had a negative COVID-19 test after starting to feel sick **AND** has NOT felt sick for at least 24 hours* **AND** has NOT been told by Ottawa Public Health or a healthcare provider to continue to self-isolate for a total of 14 days because my child was a close contact of a person with COVID-19.

*** Please note: If your child had vomiting and/or diarrhea and tested negative for COVID-19, OPH requires that your child does not return to school/child care until 48 hours after symptoms have gone away.**

If your child tested negative for COVID-19, mild symptoms like a runny nose do not have to be completely gone when your child returns to school provided the mild symptom is improving and other symptoms have stopped.

Parent/Guardian Name: _____

Version: July 26, 2021

Hand Sanitizer Permission Form



Hand Sanitizer Permission for Students

I give staff my permission to use hand sanitizer on my child. I am aware that staff will promote hand washing as a first option to disinfect hands, but in instances when hand washing is not possible, such as when outdoors, the use of hand sanitizer will be used to disinfect hands. Use of sanitizer is not recommended or permitted for children 2 years and under.

☐ **Yes, I authorize the use of hand sanitizer for my child when required.**

☐ **No, I do not consent staff to use hand sanitizer at any time.**

Student Name

Teacher/Class Name

Parent / Guardian Signature

Date (dd/mm/yr)

Resources

COVID-19: Support for students and parents

Visit Kids and Masks: Tips from an Expert to help prepare your child to wear a mask at school.
<https://www.ontario.ca/page/covid-19-support-students-and-parents>

For more information on COVID-19 & High Risk Contacts, please visit:
[OttawaPublicHealth.ca/HighRiskContact/](https://ottawapublichealth.ca/HighRiskContact/)

Ottawa Public Health (OPH) Mental Health Resources

<https://www.ottawapublichealth.ca/en/public-health-topics/mental-health.aspx>

Mental health is an important part of our health. Positive mental health is the core for a person's well-being. Good mental health allows a person to reach their potential and deal with normal stresses of life.

No matter our age, we all get stressed. Stress affects our mental health. Positive coping skills can help improve our mental health. Through positive coping skills a person can build resilience. Resilience allows a person to better handle the normal stresses of life and overcome challenging situations.

Do not feel ashamed of speaking to someone about mental health concerns and seeking help. It is important to seek help early.

It is important to speak to one another about mental health - this can help us increase dialogue, knowledge, and help-seeking, while reducing stigma. To learn more about how to talk about mental health, check out **have THAT talk** - <https://www.ottawapublichealth.ca/en/public-health-services/have-that-talk.aspx>

If you are concerned about your mental health or someone else, speak to your health care provider or check out the **Mental Health and Substance Use Resource List** -

<https://www.ottawapublichealth.ca/en/public-health-topics/mental-health-and-addiction-services.aspx>. For information about mental health about your infant, child or youth, please visit our **Parenting in Ottawa** - <https://www.parentinginottawa.ca/en/Mental-Health-Section.aspx> mental health page. If you are in crisis, contact the **Mental Health Crisis Line** - <https://www.crisisline.ca> (24 hours a day/7 days a week) at 613-722-6914 or if outside Ottawa toll-free at 1-866-996-0991.

If you have a youth in crisis, contact the **Youth Services 24/7 Crisis Line**:

<https://www.ysb.ca/services/ysb-mental-health/24-7-crisis-line/> (24 hours a day/7 days a week) at 613-260-2360 or if outside Ottawa toll-free at 1-877-377-7775.

In partnership with the Royal Mental Health Care Centre, OPH developed the Protecting Your Mental Health series to help protect you and your children's mental health during COVID-19. For more information, please check out:

- How to help you and your children cope (Factsheet): https://www.ottawapublichealth.ca/en/resources/Corona/Protecting-Your-Mental-Health_How-to-help-your-children-cope.pdf
- Helping your children through COVID (Video): <https://www.youtube.com/watch?v=27jp41tnDkM>
- Mental Health Supports for Parents: <https://www.ottawapublichealth.ca/en/public-health-services/ht-parents.aspx>

The Pandemic Parenting Playbook developed by Ontario Child and Youth Mental Health in partnership with Parents Lifeline of Eastern Ontario, provides practical tips to support children and youth's mental health needs during the COVID-19 pandemic.