

The following Safety Plan has been developed for Maria Montessori Academy to facilitate it's return to operation in September 2020. It was created based on the WorkSafe BC template with consultation from all areas of the school and after gathering a myriad of relevant information. It builds on our invaluable experience of having students return to school under strict guidelines in June of 2020.

Our plan is broken down into 7 sections:

1. First Level Protection: Elimination
2. Second Level Protection: Engineering
3. Third Level Protection: Administrative
4. Fourth Level Protection: Using Masks
5. Implementing Effective Cleaning and Hygiene Practices
6. Attending School / Identifying and Dealing with symptoms
7. Monitoring and Updating

Section One

First Level Protection: Elimination

Limit the number of people at the workplace and ensure physical distancing whenever possible.

Based on the cohort numbers provided by the ministry of health we have divided our school into 6 separate cohort bubbles.

The table below shows each cohort and the corresponding number of people involved.

Cohort # / name	Recommended max.	MMA actual #
Preschool/K	60	60
Elementary #1	60	55
Elementary #2	60	55
Elementary #3	60	55
Middle School	60	52
High School	120	85

Considerations:

Schedule

Each of the cohorts will have a separate drop-off and pick up location.

Each of the cohorts will access a different entrance to the school building.

There will be staggered times for drop-off and pick up to allow for less congestion.

High traffic areas (Library, Staff room, Gym) will have strict schedules enforced.

Visitors

Parents will be restricted from entering the school.

Visitors/Observers will not be permitted at this time.

*School tours will be limited and conducted by administration only.

Section 2

Second Level Protection: Engineering

Barriers and Partitions

Considerations:

Hallways

Signage and Floor markings will indicate directions and spacing.
Certain hallways will be designated “one way only” to ensure distancing.

Bathrooms

Multiple stall bathrooms will be organized to limit capacity.
Single stall bathroom use will be promoted.
Partitions will be used in classrooms where/when proximity is challenging.

Section 3

Third Level Protection: Administrative

Rules and Guidelines

Considerations:

Cohorts

Each cohort will operate as its own “Bubble”. This means that each person is responsible for ensuring that they have performed a daily Covid Self Test.

Students/parents will report daily to their Director:

- That they have conducted a negative Covid Self Test.

- That they have a Mask and any other PPE the family / teacher have decided upon.

- That they had a good sleep and nutritious breakfast.

- Any anxieties they have about the coming day.

- Any other considerations that might make them more comfortable.

- That they are ready for a positive day.

- That the contact phone number provided is current and applicable for the school day.

Each cohort will adhere to the protocols set down by administration and further developed by teachers and students in consultation with parents and other relevant bodies.

This includes, but is not limited to:

- Assigned entrances / exits.

- Assigned schedules.

- Assigned areas of the school and outdoor space.

- Hand washing/ Sanitizing schedules.

- Masks / PPE (see below)

- Limitations on personal items travelling to and from school.

Materials / Supplies

Each cohort will have a full set of Montessori Materials and school supplies dramatically reducing the need for shared physical objects.

These materials / supplies will remain at school and receive daily attention.

- Personal items stored separately.

- Communal items sanitized daily.

Section 4

Fourth Level Protection: Using Masks

(Optional measure in addition to other control measures)

Maria Montessori Academy has adopted the following policy regarding Masks in Compliance with Ministry of Health guidelines and based on WorkSafe BC recommendations.

All staff and students will be required to bring a personal mask to school each day to be confirmed at the daily check in.

Masks will be worn by all staff and students in common spaces where cohort cross contamination is likely. (Hallways, library, bathrooms)

Masks will be worn in the classroom at the teacher's discretion.

Each classroom/cohort will develop and send home a clear policy on Masks building on the protocol outlined above. This policy may include up to full time mask use in the classroom if circumstances require it.

*Circumstances would include immunocompromised members of the community, field trips activities where social distancing is challenging.

Masks will be provided for staff/students who do not bring one to school.

Staff will be trained in the proper use of masks as well as given guidance on how to recognize situations requiring their use.

Section 5

Implementing Effective Cleaning and Hygiene Practices

Considerations:

Staff and Students

- Each classroom has a sink equipped with hot water, hand sanitizer, hand soap and single use paper towels.
- In addition, each Cohort has access to a designated shared bathroom nearby their space.
- Students have been instructed on the proper use of these areas and are familiar with good hand washing/sanitization technique and care of the facility (using paper towel to wipe faucet etc.)
- Staff and students are required to wash hands/ sanitize upon entry and exit of the classroom, before and after lunch, before any activity requiring shared resources.
- Effective practices will be reinforced by age-appropriate signage throughout the school.

General Public

Although we have restricted access to the school for parents and any unnecessary visits, there will be some members of the public needing to come in.

- All visitors (at all times) are required to report to the main office.

Upon arrival all visitors will need to:

- Sign in and provide contact information (in case of contact tracing)
- Accept a mask or provide their own.
- Use the hand sanitizer provided and/or use the designated washroom to wash hands.
- Be informed of safety policies in place and agree to adhere to them.
- Be escorted to and from their purposed visit.

Effective practices will be reinforced by signage.

Janitorial Cleaning Protocols

Because of extra funding provided by the government we have been able to increase our janitorial hours. We have done this and also rescheduled our team so that there will be multiple staff on hand throughout the day. This will allow for the necessary level of sanitization to occur in shared spaces; (Specialty subject areas, Preschool ½ day programs) as well as on high-traffic surfaces (Light switches, tables, door knobs etc.)

Our process:

- Daily morning sanitization of all public spaces. (Bathrooms, hallways)
- Classrooms will also receive a lunch time sanitization.
 - Staff and students will perform a classroom clean up as part of their daily routine.
 - Janitorial staff will follow with an appropriate mid-day sanitization.
- Classrooms are sanitized daily after use.
 - First by the teacher and students as part of their daily routine

- Second, to an industrial level, by our trained janitorial staff.
- Access to rooms is then restricted until the following day.
- All classrooms will have reduced access to materials/supplies to ensure reasonable daily sanitization of all shared resources.

Section 6

Attending School / Identifying and Dealing with symptoms

This will be an area of challenge and anxiety. Because the symptoms associated with Covid 19 are similar to other, less concerning afflictions such as colds and allergies, there will be some confusion and variance in opinion.

Considering the greater good of the community, we will always err on the side of caution.

The symptoms are generally understood to be:

- Fever
- Chills
- New or worsening cough
- Shortness of Breath
- Sore Throat
- New muscle aches or headaches

Considerations:

Staff:

Staff are required to stay home if they have two or more of the associated symptoms or feel reasonably concerned.

If three or more symptoms are confirmed the Health Officer will be contacted and both the school and staff member will receive direction.

If symptoms develop at school:

- The staff member will be immediately isolated from the remainder of the class to self monitor.
- If symptoms persist the staff member will be asked to go home.
- If needed they will be provided with a mask to wear
- The ministry of health will be contacted and will initiate a follow up
- Other families will not be informed unless a confirmed case is reported

Based on these recommendations, a Doctor's note may be required for return to school or a extended leave of absence/quarantine.

We will provide, when appropriate, the ability to work remotely.

Students:

- Students are required to stay home if they have two or more of the associated symptoms or feel reasonably concerned.
- Families are encouraged to consult the local Health Unit for guidance.
- Any student or family member who has travelled outside Canada must self-isolate for 14 days and not attend any in-person school functions.
- Families will be screened informally each day using the questions outlined in Section 3 above.

If symptoms develop at school:

- The student will be immediately isolated from the remainder of the class
- They will be escorted to a safe, constantly supervised space in the school.
- They will be provided with a mask to wear
- Parent/Guardians will be required to immediately pick up the child
- The ministry of health will be contacted and will initiate a follow up
- Other families will not be informed unless a confirmed case is reported

In the event that a student or community member tests positive for the Covid 19 virus:

- All families will be notified by email/phone and contacted by the ministry of health.
- The school will follow directives from the Ministry of Health regarding isolation, sanitization and/or closure of classrooms, cohorts or the school.

Section 7

Monitoring and Updating

The Covid Pandemic has required our administration and entire community to be responsive. It has become clear that our best asset during this time is our ability to observe, analyze and react quickly and appropriately. We have labelled this the ability to be nimble.

- At each Cohort level there is a dedicated team of staff (called a Task Force) who meet regularly to go over protocols and their effectiveness.
- This team then makes recommendations to our Risk Management team who with Administration, make appropriate changes.
- This team also regularly reviews each change to ensure it is in keeping with best known practice.