



**TOWN CENTRE PRIVATE SCHOOLS  
AMARILLO CAMPUS**

**Policies and Procedures regarding Health  
and Safety protocols to COVID-19**



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## Introduction and Purpose

- ▶ This document is to support the new policies and procedures that will be enforced for the re-opening of Town Centre Private Schools – Amarillo Campus.
- ▶ Such policies and procedures have been developed under the direction of York Region Public Health, the Child Care and Early Years Act, 2014 (CCEYA) and other policies and guidelines issued by the Ministry of Education.
- ▶ These plans are in place to respond should any TCPS staff, student or parents/guardians develop symptoms and/or are exposed to COVID-19.
- ▶ Town Centre Private schools will continue to uphold the welcoming and caring environment for all our students and families.



## Drop-off and Pick-up Procedures

- ▶ Parents/guardians are required to drop off their child(ren) at the designated screening areas before entry to the school. All students will be dropped through the main entrance doors only.
- ▶ At the screening locations, each parent/guardian accompanying their child(ren) will be required to practice physical distancing of 2 metres or 6 feet from another as they wait to be screened. Signage and markings will be on the ground to direct families through the entry steps.
- ▶ When picking up your child(ren) from school, all parents/guardians are required to call in advance to inform the school of expected time of arrival. Please wait in the screening area or outside, maintaining physical distancing.
- ▶ For pickup, please ensure that the designated pickup person is listed on your child's file and has a photo ID to expedite the pickup procedure.
- ▶ Should a parent/guardian pickup their child(ren) for any reason throughout instructional hours, they are required to call and inform the Amarillo office for their expected time of arrival.



## Entry to School and Screening

- ▶ All individuals including TCPS students and staff, parents/guardians and essential visitors are required to be screened each day before entering the school, including daily temperature checks. Non-essential visitors are prohibited to enter the facility.
- ▶ Once the child and parent/guardian are **“cleared”** from the screening and temperature checks, school entry is permitted. Parents/guardians should not go past the screening area.
- ▶ A TCPS staff member will escort the child to their designated classroom where a teacher will be awaiting their arrival.
- ▶ The TCPS staff member will take appropriate precautions when screening and escorting children to their classrooms.
- ▶ The TCPS staff member will maintain proper hand sanitization before and after (or change of PPE when required) escorting each individual child to their classrooms.
- ▶ The school will maintain daily records of anyone entering the facility and the approximate length of their stay (such as cleaners, people doing maintenance work and those delivering food).
- ▶ All records of entry to the school will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- ▶ Parents/guardians are recommended to call or email the school should they need to contact a TCPS staff member with any questions and/or concerns, rather than in person.



## Screening Test Questions

- ▶ COVID-19 Symptoms Screening questions are mandatory for all individuals, including students, parents/guardians, and staff prior to entry/drop-off. Anyone who answers YES to any of the questions will **not be permitted to enter** the school facility. Such individuals will be asked to refer to [www.york.ca/covid19](http://www.york.ca/covid19) for more information about symptoms of COVID-19 to learn about assessment centres and testing.
- ▶ All TCPS staff and parents/guardians must review the signs and symptoms of COVID-19. They are directed to call the school if symptoms develop in any individual(s) living in their home.
- ▶ Signage of these screening questions will be visible at all screening locations.
- ▶ A parent/guardian must be available to respond to the screening questions at the time of drop-off and/or pick-up.
- ▶ TCPS staff and students will be passively screened for symptoms during operating hours.
- ▶ Should a student or staff have any unplanned absence from school either for one day or consecutive days – the school will follow up with the student's parent/guardian or staff for reason of absence(s) and follow through the symptoms screening measures. The school will monitor records for trends (i.e. children in a cohort having the same symptoms).
- ▶ Administrative staff will notify York Region Public Health (1-800-361-5653) regarding an absent trend and report the student's or staff member's symptoms to determine if further follow up is required.
- ▶ A daily record of screening results will be maintained and kept on school premises.



## Screening Questions

Do you/the child have any of the following symptoms:

- Fever (temperature of 37.8 °C or greater)
- New or worsening cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- New olfactory or taste disorders(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – in absence of underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.



## Atypical Screening Questions

► Do you/the child have any of the following *atypical* symptoms:

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

(presentation may include persistent fever, abdominal pain, conjunctivitis, gastrointestinal symptoms (nausea, vomiting and diarrhea) and rash.





## The New Classroom Structure:

### Maximum Cohort Size and Ratio

- ▶ A cohort is defined as a group of students and staff assigned to them, who stay together throughout the duration of the program for a minimum of 7 days.
- ▶ A maximum cohort size for each room will consist of no more than 10 individuals (“a cohort”). This includes both staff and students.
- ▶ Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
- ▶ Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the license.
- ▶ Reduced ratios are permitted as set out under the CCEYA if cohorts are not mixed with other cohorts.

### TCPS Staffing

- ▶ TCPS staff are required to limit their movements between rooms, doing so only when absolutely necessary.
- ▶ Supply/replacement staff will be assigned to specific cohorts.
- ▶ Each TCPS staff is qualified as set out in the CCEYA or have been given Director Approval by the ministry. They have been certified in Standard First Aid Training and completed the Vulnerable Sector Checks (VSCs).
- ▶ All TCPS staff will be trained on the proper use of masks and personal protective equipment (PPE), as well as the donning and doffing of PPE. Adequate supply of PPE will be made available for use.
- ▶ TCPS staff will perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene).



## Space Set-up, Physical Distancing, Hand Washing

- ▶ Physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between students within the same cohort.
- ▶ TCPS staff and students will be reminded to greet each other using non-physical gestures (i.e. wave or nod).
- ▶ Physical distancing must not compromise supervision or safety of students.
- ▶ Students will be spread out into different areas, particularly during meal and sleep periods.
- ▶ Incorporating more individual activities or activities that encourage more space between students.
- ▶ Visual cues will be used to promote physical distancing.
- ▶ No two cohorts will share indoor space.
- ▶ Singing activities will be avoided indoors.
- ▶ When holding infants and toddlers, a blanket or cloth will be placed over their clothing to avoid direct contact with the child. It is required that parents/guardians provide **two or more sets** of blankets or cloths (clearly labelled). The blanket or cloth will be sent home to be laundered after each use.
- ▶ TCPS staff will avoid getting close to the faces of all children, whenever possible.
- ▶ In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside the cohort.
- ▶ Outdoor play structures can only be used by one cohort at time. This structure will be disinfected before and after each use.
- ▶ Floor and ground markings will be clearly defined for proper physical distancing measures when lining up cohorts.
- ▶ Staff will assist child in applying sunscreen while wearing a mask and gloves. Gloves will be changed between each child. Parents/guardians should provide and label sunscreen containers for their own child and should not be shared.



- ▶ Teachers of each cohort will supervise and/or assist children with proper hand washing procedures. Hand washing using soap and water is recommended over alcohol-based hand rub for children. The children will practice frequent hand hygiene while using on-site playground and after using playground equipment.

### Classroom Material Usage and Restrictions

- ▶ All classroom materials will be materials that can be cleaned and disinfected. Plush toys are not permitted.
- ▶ Classroom materials will be cleaned and disinfected at a minimum between cohorts, and prior to being shared.
- ▶ Each child will be provided with individualized bins/containers holding classroom materials to prevent children from accidental sharing.
- ▶ Any materials that have been mouthed by a child will be immediately cleaned and disinfected.
- ▶ Designated materials and/or equipment outside of the classroom (i.e., balls, gym equipment/accessories) when shared will be disinfected before and after each use.
- ▶ Sensory materials (i.e., playdough, water, sand, etc.) if used/offered, will be provided for single use (one day use) and labelled with child's name, if applicable.



## Classroom Programming and Cohorting

- ▶ Recognizing that physical distancing is difficult with small children, classrooms will have planned activities that do not involve shared materials and/or objects.
- ▶ Classroom activities will be spaced accordingly (carpet and tabletop) to maintain physical distancing. Spaced seating will be encouraged.
- ▶ Children must not share food, feeding utensils, bottles, cups, etc. Mouthed materials will be removed immediately for cleaning and disinfecting and will not be shared with other children.
- ▶ Personal belongings (i.e., backpack, clothing, etc.) should be minimized.
- ▶ All child's belongings will be clearly labelled to discourage accidental sharing and kept in their designated areas.
- ▶ There should be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- ▶ All TCPS staff will practice proper hand hygiene when handling food or snacks before and after eating.
- ▶ TCPS staff and children will be reminded to avoid touching their face, nose and mouth with unwashed hands, and be reminded of proper respiratory etiquette. Each class will incorporate additional hand hygiene opportunities into the daily schedule.
- ▶ Classrooms will have staggered washroom break schedules among two cohorts that share a common washroom facility. The common area will be disinfected between each cohort's use.
- ▶ Sufficient supply of hand hygiene products will be available in all rooms, common areas with hand wash sink or hand sanitizer.
- ▶ Face coverings will be used if physical distancing cannot be maintained between cohorts. Masks that become soiled, wet, or contaminated must be changed. Masks are not recommended for children, particularly those under the age of two.



## Classroom Programming and Cohorting (continued)

- ▶ Contact/team sports or activities that use shared equipment are not permitted.
- ▶ Field trips and/or visitors will not be permitted.
- ▶ Aquatic activities (i.e., Water Play Day) will be scheduled for one cohort use at time. No pools or inflatables will be used. Water sprinklers will be made available during such events. Designated water toys will be provided and labelled for each cohort and will be disinfected before and after use.
- ▶ Students are encouraged to fill their labelled water bottles instead of drinking directly from water fountains.
- ▶ Sleeping cots will be spaced in head-to-toe or toe-to head configurations to maintain physical distancing. All linens will be sent home to be laundered after each use.



## Cleaning and Disinfection

- ▶ All classroom and maintenance staff will have reviewed the environmental cleaning and disinfection policy and procedures.
- ▶ A cleaning and disinfecting schedule will be posted and maintained in all common areas within the school.
- ▶ Public health awareness signs will be posted in visible locations to raise awareness about COVID-19 and to encourage healthy behaviours.
- ▶ Common areas and items, including high-touch surfaces will be cleaned and disinfected a **minimum of twice daily** and as often as necessary.
- ▶ The school will only use cleaners and disinfectants with a Drug Identification Number (DIN)
- ▶ Appropriate PPE is worn during cleaning (i.e., gloves, eye protection, gown), especially when cleaning bodily fluid spills as per safety data sheet.
- ▶ A sufficient supply of cleaning and disinfecting products will be provided and accessible to trained staff.



## Protocols When a Child or Staff Demonstrates Symptoms of Illness or Become Sick

- ▶ Staff, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.
- ▶ Symptoms to look for include but are not limited to fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- ▶ Parents/guardians will be notified immediately if their child begins to show symptoms of COVID-19 while in school, for immediate pick-up, including siblings of the sick child. Family members will be contacted if a staff becomes sick in the program.
- ▶ If a child or a staff member becomes sick while in the program, they will be in a separate room.
- ▶ The sick child/staff will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- ▶ A staff member will remain with the sick child until the parent/guardian arrives.
- ▶ If tolerated and the child is above the age of 2, the child will be provided with a surgical/procedure mask. The staff will always also wear a surgical/procedure mask and eye protection and will not interact with others. The staff will avoid contact with the child's respiratory secretions.
- ▶ All items used by the sick person will be cleaned and disinfected.
- ▶ York Region Public Health will be notified, and their advice will be strictly followed.
- ▶ A list of symptoms, including atypical signs and symptoms, can be found in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website: [www.york.ca/covid19](http://www.york.ca/covid19).
- ▶ Other children and staff who were present while a child or staff member became ill will be identified as a close contact and further grouped together until they can be picked up by parents/guardians, to self-isolate at home.



## Protocols When a Child or Staff Demonstrates Symptoms of Illness or Become Sick (continued)

- ▶ The school will follow the York Region Public Health for any further direction on testing and isolation of these close contacts.
- ▶ Testing of asymptomatic persons will only be performed as directed by the York Region Public Health.
- ▶ A child or staff who have been exposed to a confirmed case of COVID-19 will be excluded from the program setting for 14 days.
- ▶ Staff/children who are being managed by York Region Public Health (e.g. confirmed cases of COVID-19, household contacts of cases) should follow instructions from public health to determine when to return to the facility.
- ▶ If a child or staff is suspected of having or has a confirmed case of COVID-19, this will be reported to the ministry as a Serious Occurrence. The Serious Occurrence notification form will be posted as required under the CCEYA unless York Region Public Health advises otherwise.



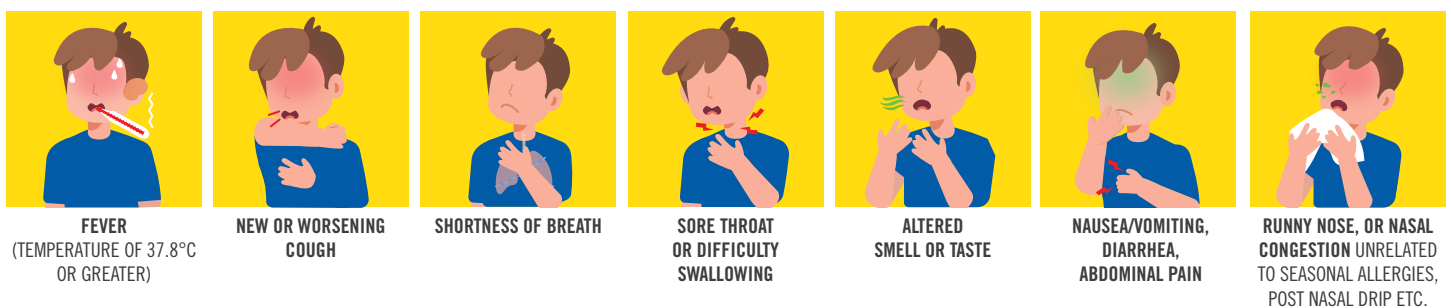
# COVID-19 AND CHILDREN

## BACKGROUND

COVID-19 is a viral illness caused by a coronavirus called SARS-CoV-2 and is spread through respiratory droplets when in [close contact](#) with someone who is infected. This virus can often cause a mild illness, with [symptoms](#) similar to that of the common cold. It can also cause more severe illness, with symptoms such as pneumonia (infection of the lungs). Older adults and those who have chronic medical conditions are more susceptible to severe illness. COVID-19 tends to cause milder illness in children. Most people who become ill with a coronavirus recover at home without need for medical care. No antiviral medications are available yet for the treatment of COVID-19 and a vaccine has not yet been developed.

## SYMPTOMS IN CHILDREN

While many children are asymptomatic or only have mild illness, watch for any of the following symptoms of COVID-19.



### Other Symptoms of COVID-19 can include:

- Unexplained fatigue, malaise or myalgia (tiredness, feeling unwell, or muscle aches)
- Exacerbation of chronic conditions (worsening)
- Chills
- Headaches
- Croup
- Pink eye
- Red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
- Lethargy
- Difficulty feeding in infants

### If your child has any symptoms of COVID-19:

- Take your child for assessment and testing at a COVID-19 Assessment Centre located at:
  - » [Markham-Stouffville Hospital](#)
  - » [Mackenzie Health](#)
  - » [Southlake Regional Health Centre](#)
- Get in touch with anyone your child has been in [close contact](#) with from 48 hours before their symptoms started and while they had symptoms, and ask them to immediately [self-isolate](#)
- You and your child must [self-isolate](#) for 14 days after your child's symptoms started
- Call York Region Public Health at 1-800-361-5653 if you have any questions
- If your child's test is positive, York Region Public Health will contact you to find out if your child has had any close contacts that may also need to self-isolate

For more information, visit  
[york.ca/covid19](http://york.ca/covid19)

# INFLAMMATORY ILLNESS AND CHILDREN

There is a rare, but serious inflammatory illness that has occurred in a small number of children globally, which is thought to be associated with COVID-19, and includes symptoms suggestive of an illness called Kawasaki disease. This illness usually occurs weeks after COVID-19 infection. Researchers believe that symptoms may be a delayed immune response to the virus. No Kawasaki-like disease has been reported in York Region. The occurrence of this inflammatory disease is being monitored closely.

- Some children develop symptoms such as persistent fever, severe stomach pain and gastrointestinal symptoms, including nausea, vomiting, diarrhea and a rash, pink eye, and red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
- If you think your child has any of these symptoms, make sure to seek advice from a health care provider, including your child's doctor, [Telehealth Ontario](#), or go to the emergency room
- You should take your child to the hospital right away if they have any of the following symptoms:
  - » Fast breathing or trouble breathing
  - » Bluish skin colour
  - » Not drinking enough fluids
  - » Not waking up or not interacting
  - » Being so irritable that the child does not want to be held

## HOW TO PROTECT YOURSELF AND YOUR CHILD

COVID-19 spreads mainly from person-to-person through respiratory droplets when in close contact with someone who is infected. Based on current evidence, children do not appear to be at higher risk for COVID-19 than adults. There is no vaccine available yet to protect against COVID-19.

### Ways you and your child can help decrease the spread of COVID-19:

- Wash their hands often with soap and water or alcohol-based hand sanitizer
- Sneeze and cough into their sleeve
- Avoid touching their face, eyes, nose or mouth
- Practice physical distancing (by staying 2-metres or 6-feet apart from people outside your family)
- Clean and disinfect frequently touched objects and surfaces
- Avoid contact with people who are sick
- Stay home if you or your child are sick
- Wear a two layer, non-medical, cloth mask or face covering when physical distancing is not possible. When using a non-medical mask/face covering, always remember:
  - » Medical masks should be left for health care providers
  - » Do not share your mask/face covering with other people
  - » Masks/face coverings should not be put on children under the age of two
  - » People who have trouble breathing should not wear a face covering
- Online instructions can show you how to make your face coverings at home. In addition, many online and in-store retailers offer cloth masks for sale at reasonable prices.



# HOW TO SPEAK TO YOUR CHILD ABOUT COVID-19



- It is important to take an honest approach when speaking to your child in order to ensure they have accurate information about the pandemic
- Use language that is age-appropriate
- Let your child know that many healthcare practitioners and scientific experts are working hard to keep us all safe and healthy
- Validate your child's concerns and feelings by letting your child know that you understand that they miss their friends or that they are feeling scared. You can let them know you will be there for them whenever they need you or when they have questions or concerns
- Some children may regress with certain skills. For example, a child may start asking for help with getting dressed or a younger child may have more tantrums or may show aggression. You can respond in a caring manner, and you can distract and redirect
- Limit exposure to news and media as this can increase anxiety for both children and parents, and when tuning into news, choose a reliable news source
- Find creative ways to keep in touch with family and friends, and maintain daily routines
- It is important for parents and caregivers to role model healthy coping skills, and self-care. You can do this by ensuring you get adequate sleep, eat a nutritious diet based on [Canada's Food Guide to Healthy Eating](#), and exercise daily
- If you or your child are having challenges coping during this time, reach out to your physician, [Family Services of York Region](#), the [Canadian Mental Health Association](#) or [Kids Help Phone](#) for support

## IMMUNIZATIONS DURING COVID-19

Although there currently is no vaccine that protects against COVID-19, it is still important to ensure your children are protected from other vaccine-preventable diseases. While vaccines provided through schools may be delayed with school closures, it is still important that you talk to your health care provider about staying up-to-date on other routine vaccines for infants and children.

- Routine vaccines: infants and children
  - » 2, 4, and 6 month vaccines (pertussis, tetanus, diphtheria, Hib, polio, pneumococcal and rotavirus)
  - » 12 and 15 month vaccines (meningococcal, pneumococcal, measles, mumps, rubella and varicella)
  - » 18 month vaccines (pertussis, tetanus, diphtheria, Hib, polio)
- Routine vaccines: adolescents and adults
  - » Boosters and catch-up vaccines can be given if you are seeing your healthcare provider for other urgent issues
- Seasonal influenza vaccines when available (fall 2020)



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