Unionville Montessori School's

Summer Camp Protocol (COVID-19)

2021

UMS Adventure Camp

Unionville Montessori Discovery Camp

The Health, Safety, and Well-Being of **our Summer Campers, Students, Families, and Staff is our #1 Priority!**

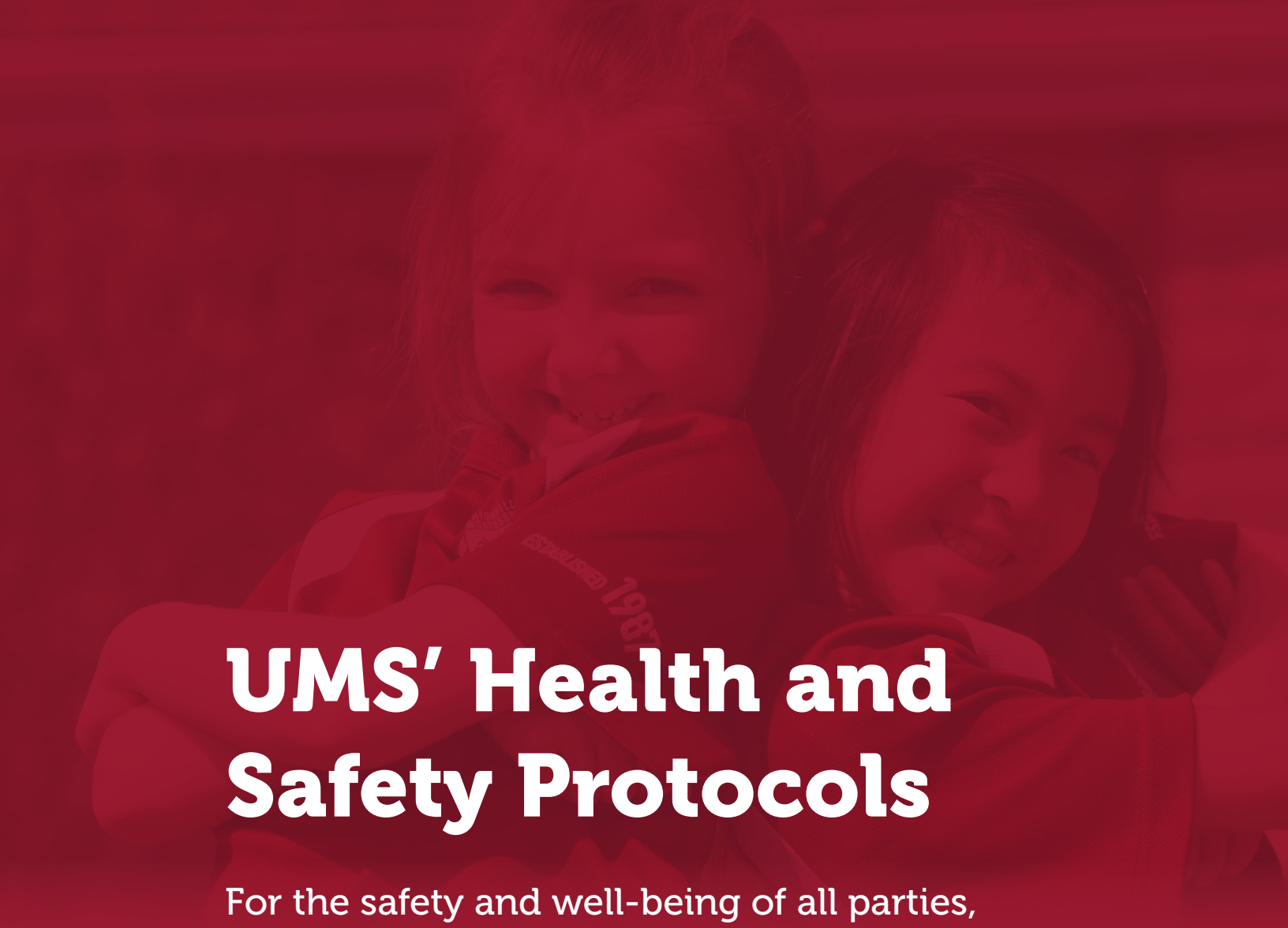
UMS' Summer Camp **Protocol Highlights**

- Health Screening in place for all Students, Staff, Parents, and Essential Visitors.
- Enhanced Cleaning and Disinfecting Protocol, with Vital Oxide Backpack Sprayers for Sanitization.
- Face Coverings/Mask Policy/Use of Hand Sanitizer.
- Physical Distancing of **2 metres/6 feet** apart will be in effect, where possible.
- Social Distancing Markers - Inside and Outside of the School.
- Controlled flow of traffic in all hallways/corridors.
- Designated areas for camp group cohorts.
- Assigned entrance/exit points for camp group cohorts.
- Limited transitions through the hallways as students will remain in their designated classrooms.
- Convenience for families in offering a catered lunch option with a provider who adheres to the Food Health and Safety Guidelines.
- Designated 'Isolation Room' for short term isolation should a child need a place to wait to be picked up.

Summer Camp Supplies

In this model of summer camp delivery, students will require certain resources in order to participate in camp activities. This will ensure that students are not sharing materials. Kits of materials are being assembled by the school. Some of the kits being assembled include:

- **Art kits**
- **Science kits**
- **Thematic items**



UMS' Health and Safety Protocols

For the safety and well-being of all parties, we kindly request that all staff, students/ campers, family members, essential visitors, and essential delivery personnel who arrive at UMS, adhere to the important Health & Safety Protocols which have been put in place. **We thank you for your understanding and cooperation in keeping our community safe.**

Screening & Entrance to **UMS Building(s):**

Please DO NOT enter ANY of our school buildings if:

- You have travelled outside of Canada, within the past 14 days.
- You have come in contact with someone who has COVID-19.
- You have a FEVER, COUGH, or DIFFICULTY BREATHING.

To limit and control the number of people who are in our building, we request that parents DO NOT enter the building unless it is absolutely essential, such as a medical emergency. **Non-essential visitors are prohibited from entering the facility. We thank you for your understanding**.

To protect the safety and well being of everyone in our UMS community, the following Health and Safety Protocols MUST be adhered to:

- **Provincial and Public Health Guidance must be followed on wearing a face covering/mask. A face covering/mask MUST be worn by all individuals, upon entering all buildings. For Junior Discovery campers masks are highly recommended.**
- Where possible, always maintain a **2 metre/6 feet** physical distance; personal space must be respected at all times.
- Social distancing markers are indicated on the pavement outside of the UMS school buildings at all entrance/exit areas.
- All individuals must sanitize their hands thoroughly, and if wearing gloves, they must also sanitize their gloves with the hand sanitizer.
- When students arrive at school daily, their temperature will be taken using a touchless thermometer. **The temperature must register a reading between 97- 99 degrees Fahrenheit or 36.1- 37.7 degrees Celsius**.

Please note that access will be denied if a recorded temperature is above these markers.

Daily Screening Questions:

Each camper and staff member will be required to complete the online Daily Health Screening questions prior to school entry daily:

- Do you or ANY member of your household have any of the following NEW or WORSENING symptoms? (Cough, including Croup, Shortness of breath, Decrease or Loss of taste or smell, Sore throat, Running nose, sneezing, or nasal congestions (excluding seasonal allergies), Nausea/Vomiting, Diarrhea, abdominal pain, Extreme tiredness or Muscle aches, Long-lasting Headache
- Do you or ANY member of your Household have a Temperature above 37.8 Celsius or have Pink eye?
- Have you or ANY member of your household traveled outside of Canada, including the United States within the last 14 days?
- Have you or ANY member of your household been identified as a close contact with someone who is confirmed as having COVID-19 by the public health Unit (this includes an exposure alert on the COVID ALERT APP) and are currently being asked to isolate?
- Is someone in the household sick with the COVID-19 symptoms outlined above and has taken a COVID-19 test but does NOT yet have a negative COVID-19 test result?

Please note, for the benefit and the health and welfare for our UMS community, if your child is feeling unwell or flu-like or is exhibiting any COVID-19 symptoms, please DO NOT send your child to camp.

Deliveries, Guests & Parent Access:

- We will have **Restricted Access** to our school; Parents will have very limited access to our school and must adhere to the entry guidelines.
- Delivery personnel and guests will not be permitted inside the building to reduce exposure and risk to our students and staff.

Parking Lot Etiquette:

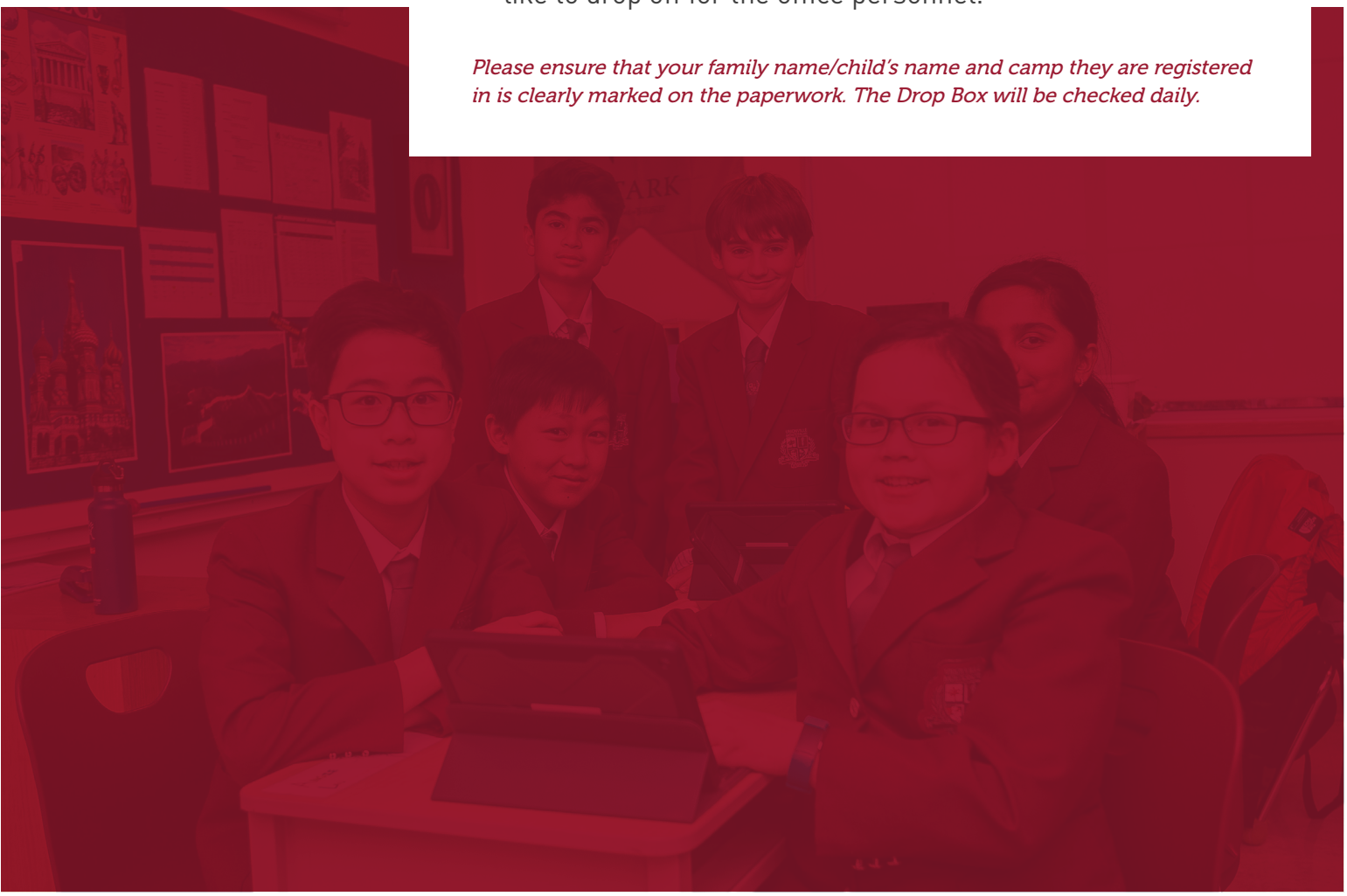
- We will continue our practice of our Morning Drop Off routine where vehicles will pull up in the queue and greeting staff will be on hand to assist and to direct students.
- Please be respectful and mindful of others if you are walking through the school parking lot, the crosswalk areas and of those who are parked in close proximity to you.
- Be aware of the car which is parked beside you and practice courtesy by waiting for the person to get in/out of their vehicle before getting in/out of your vehicle.
- Allow social distancing space between you and others at all times.

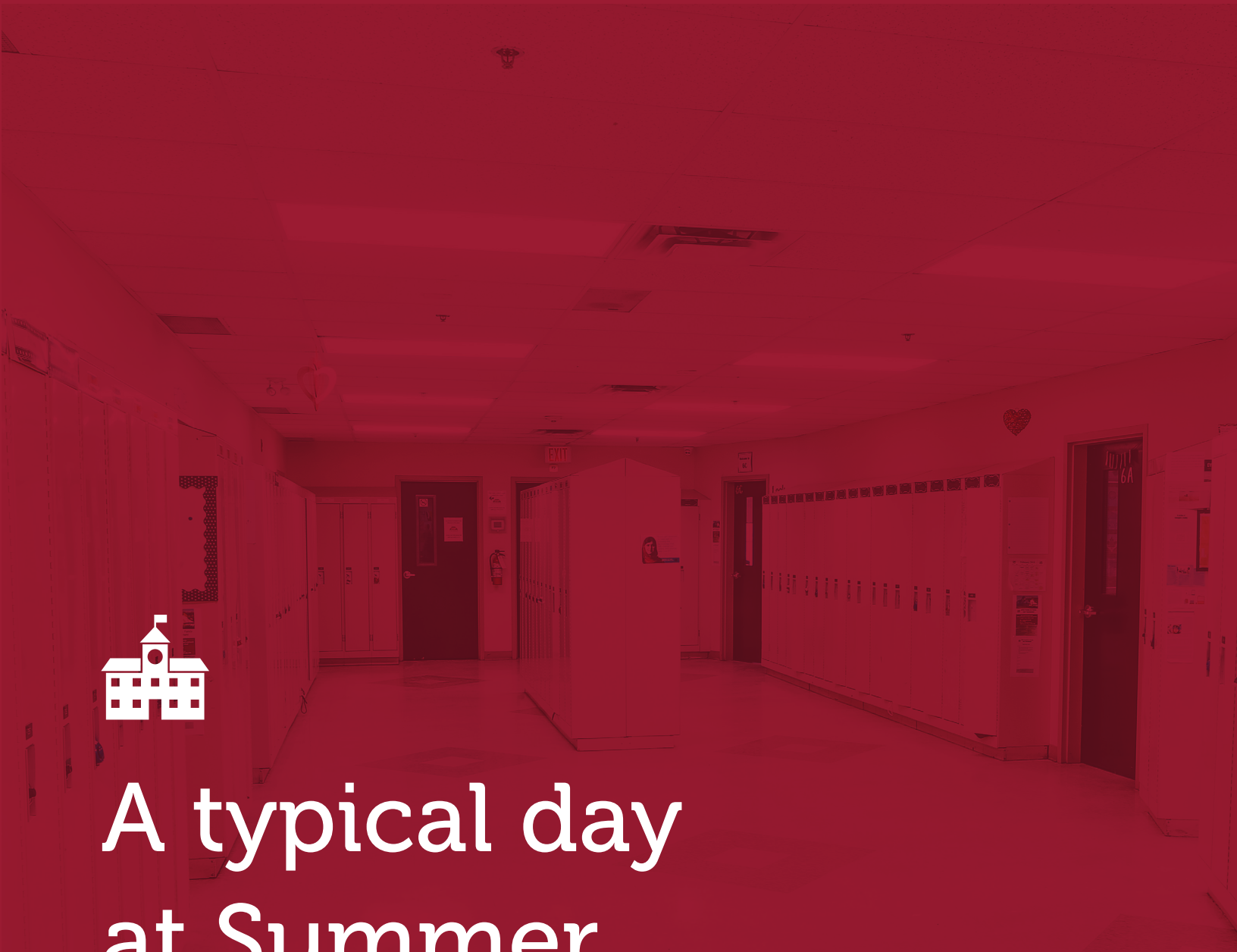
Addressing Office Personnel:

Please help us to help you. We kindly ask that you treat our staff with respect, have patience, and adhere to these guidelines:

- The office doors are to remain closed at all times, and only staff members will be allowed entry.
- In the event that a parent requires assistance from an office administrator, we will be limiting the number of individuals who will be permitted to line up outside of the office windows, due to social distancing restrictions. Please adhere to the social distancing markers which are clearly outlined on the floor area outside of the main office.
- All inquiries can be made and directed to the office administrators through the window openings.
- For your convenience, a locked **Drop Box** is also available for you to use, which is located by the main entrance by the front door should you have any items or paperwork that you would like to drop off for the office personnel.

Please ensure that your family name/child's name and camp they are registered in is clearly marked on the paperwork. The Drop Box will be checked daily.





A typical day at Summer Camp...

Attendance/ Wellness Checks:

- We will continue our practice of taking daily attendance.
- Parents/Students will be required to answer the Daily Health Screening questions prior to morning drop-off.

Hallway/ Stairway Transitions:

- All individuals must always walk on the RIGHT hand side of the hallway, following the directional arrows.
- Social distancing markers are clearly indicated on the floor in all hallways, corridors, stairwells, seating areas, and washrooms, and must be adhered to.
- At no time should anyone push or rush past another individual in transit.

Washroom Use:

- Washrooms will be regularly cleaned and disinfected. The number of students in the washroom at one time will be closely monitored.
- Please adhere to the social distancing markers which will be indicated.
- All individuals must wash their hands thoroughly with soap and water and then dry their hands before returning to class.

School Water Fountains:

- Please note that during the COVID-19 pandemic, students will be permitted to use the bottle filler stations from our newly installed water fountains.
- Students will also be permitted to refill their water bottles using the classroom taps, with the assistance of the teacher (for the younger grades).

Locker and Coat Hook Use:

- Teachers will limit the number of students who are at their lockers/ coat hook area by staggering the dismissal of students accordingly to gather/drop off their belongings.

Group Rooms:

- All classrooms will have between 15 to 20 campers, with individual desks/workstations assigned.
- Campers are asked to only bring essential items to school and at the end of the day, they will be required to bring these items home with them.
- Each camper will have an individual work space and they will use their own supplies (provided).
- Each group room will have soap/hand sanitizer available for use.
- All individual desks and chairs will be thoroughly sanitized daily, and high touch areas such as: countertops, doors and door knobs will be cleaned and sanitized throughout the school day and in the evening, preparing for the next school day. Camper desktops will be cleaned and sanitized prior to/ following eating snacks and lunch.
- Privacy Screens will be used by each camper during snack/ lunch times. **These can be either brought from home or purchased for $15.**

Recess Times:

- Staff and campers will adhere to the social distancing hallway transition routines and will exit the building remaining on the right hand side of the hallway and doorway. These routines will be reviewed with all campers at the beginning of the week
- A specific doorway will be designated and marked for exit and another doorway will be designated and marked for entrances from recess times to limit campers in a cohort from crossing paths with another cohort of campers.
- Campers will follow the outdoor social distancing markers while travelling to the designated play area outside.
- The cohort will engage in outdoor activities, remaining respectful of personal boundaries and space. Only one grade level will be outside at a time and each class will be given a designated play area.
- Campers will be encouraged to play adhering to safety guidelines.
- Campers will line-up according to the social distancing markers on the ground.
- The supervisor will lead the campers back into the building using the designated path and entry way, and monitor that individuals are maintaining social distance at the coat hook/ locker area by limiting the number of campers at a time who are getting prepared to re-enter the classroom.
- Campers will wash/sanitize their hands upon entering a classroom.
- Campers will be permitted to have a drink from their personal, labelled water bottle.

Safe Release for Exiting the Building:

- Individuals will remain on the right side of the corridors/ stairwell/use the right door and follow the directional markers.
- Follow the social distancing markers to safely exit the building, being aware of one's space and proximity of others.
- At no time should anyone try to push past or rush past someone else.
- Use your arm to open a door rather than your hands.
- There will be designated labelled doors per camp group and these areas will be disinfected between groups using them.

Lunch and Snack Routines

- We are pleased to announce that we will continue working with our lunch catering company, **Healthy Head Start for Kids**. **This catering company adheres to the Ontario Food Safety Guidelines.**
- It is important to note that if you are not signed up for the catered lunch program through **Healthy Head Start for Kids,** that *parents must prepare and pack their child's lunch/snacks and water bottle and have your child arrive to school with their lunch/snacks and water bottle in the morning*. For the safety of our school community, families will no longer be able to drop off lunches/snack items/water bottles throughout the school day.
- Supervisors will monitor the campers as they individually wash their hands with soap and water and return to their own desk area.
- Supervisors will monitor campers as they retrieve their lunch items.
- If campers have ordered a catered lunch, it will be delivered directly to their group room.

- There is NEVER to be any sharing of food items among campers.

- **'Boomerang' Snacks /Lunches:** In an effort to minimize campers from getting up during snack and lunch times to discard garbage and to build upon our Green School initiatives, we request for families to provide reusable cutlery and 'litter-less lunches'. We request for campers to bring their snacks/lunches from home in reusable containers and not have items in packages.
  We realize that this takes planning, so, in the event that campers do have items in packages, we simply ask that they eat the snack/item and then return the packaging in their lunch bags and discard the garbage at their homes. This practice is commonly known as 'Boomerang' lunches and increases the awareness of our global footprint on the environment.

Personal Hygiene, Washing Hands and Respiratory Etiquette, Emergency Drills, Wellness

An increase in handwashing routines throughout the day will be implemented.

- A review of the practice of **washing hands** thoroughly with soap and water will be reviewed with all students and employees.
- Reminders to **avoid touching one's eyes, nose or mouth will** be offered.
- Visual reminders of posters will continue to be placed in classrooms, hallways, and washrooms.

Procedure for Washing Hands:

Step 1 Wet hands with warm water.

Step 2 Apply soap.

Step 3 For at least 20 seconds, make sure to wash: palm to back of each hand, between fingers, undernails, thumbs.

Step 4 Rinse well.

Step 5 Dry hands well, with paper towel.

Step 6 Turn off tap, using paper towel.

Public Health Agency of Canada-COVID-19

- Respiratory etiquette of **coughing and sneezing** will also be reviewed with campers and employees.

"Cough etiquette is a series of actions to take if you are coughing or sneezing, which are designed to reduce the spread of respiratory illness to others. Sneeze, blow your nose or cough into a disposable tissue, and discard the tissue immediately into a bin. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands. You may be asked to put on a facemask to protect others. Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer."

Public Health Ontario

Should a Camper Become Unwell During the School Day:

- In the event where a camper becomes unwell during the school day, this must be reported to the office immediately by their supervising adult.
- The Parent/ Emergency contact will be phoned immediately. It is essential that parents provide the Office with an Emergency Contact as well as an Alternate Emergency Contact. The expectation is that the camper be picked up from camp in a timely manner.
- While waiting for pick-up, the camper will be isolated immediately, will wait in an area isolated from other campers, and will be monitored by an adult with Personal Protective Equipment (PPE).
- 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.
- Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
- The person who is feeling unwell will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- All items used by the camper will be cleaned and disinfected. All items that cannot be cleaned (paper, books, etc.) will be removed and stored in a sealed container for a minimum of 7 days.
- Parents should contact Public Health, and their advice should be followed.

Testing and Contact Tracing:

In the event that a camper, staff or immediate family member has a suspected case or positive test for COVID-19, the following will be UMS' protocol which is based on the local Public Health advice:

- Communication to the Public Health Department and to the Director/Principal/Head of School to report a suspected case and/or a positive test result for COVID-19.
- UMS would provide contact information for other campers or staff who would be considered close contacts.
- UMS would promptly provide contact information to Public Health for class cohorts of a camper or staff member who receives a positive test result and pay enhanced attention to collecting contact information for campers and adaptation to camper and staff information systems, so that contact information is readily available.
- UMS would maintain a close relationship with the local Public Health units so that the testing centre that contacts would be directed to is easily identifiable.
- Public Health will provide guidance on the range of contacts who should be advised to seek testing.
- More information is available at Ontario's **COVID-19 website** regularly and the **COVID-19 Reference Document for Symptoms (PDF)**, mental health resources, and other resources.
- A camper or staff member who was suspected of/tested for COVID-19, must adhere to re-entry protocols by staying home until they have received confirmation of a negative COVID-19 test and can only return to school/work once symptom-free, with documentation.

Cleaning, Sanitization & Disinfecting Routines and Practices

UMS is committed to providing a safe and healthy environment for all campers, staff and families. We will take every reasonable precaution to prevent the risk of communicable diseases within our school locations.

Our staff is committed to train employees on health and safety practices and ensure that they adhere to directives established by Unionville Montessori School.

- Enhanced Cleaning, Sanitizing and Disinfecting Protocol has been researched based on facts and protocols released from the York Region, City of Toronto, and the Ontario Public Health department.

- Definitions:

  Cleaning *a surface simply removes visible debris, dirt, and dust.*
  Sanitizing *a surface makes that surface sanitary or free of visible dirt contaminants that could affect your health. Sanitizing is meant to reduce, not kill, the occurrence and growth of bacteria, viruses and fungi.*
  Disinfecting *a surface will "kill" the microscopic organisms as claimed on the label of a particular product.*

- Revised policies and procedures have been designed, and implemented for the school buildings, classrooms, school resources, and materials.

- Intensified routine efforts of all surfaces that have frequent contact such as: door knobs, push bars, door entrances, railings, washroom facilities, water taps, light switches will be cleaned, disinfected, and sanitized throughout the school day.

- All camper desk surfaces will be sprayed and wiped down prior to/after snack and lunch times.

- Each evening, a thorough cleaning, sanitizing, and disinfecting of the school will take place. Use of the Vital Oxide Spray solution will be used throughout the entire building and in all classrooms in preparation for the next school day.

- A monitored schedule log with dual staff signatures will be maintained and submitted to the office daily in adherence to our Health and Safety practices.

- UMS will follow Public Health guidelines regarding the approved cleaning, sanitizing, and disinfectant product use.

Morning Arrival / After School Care / Virtual Guests

Morning Arrival:

Please plan to arrive at school daily for **8:00 -9:00 a.m.** At the Main front door entrance, students will require their temperature to be taken and Parents/Guardians MUST complete the Daily Health Screening prior to allowance of entry.

After School Care (For families who urgently require this program):

For families who require After School Care, students will remain within their camp grouping cohorts. After school activities during our After Care program will include a variety of options such as: a rotation of outdoor play, while maintaining physical distancing, movement/brain break classroom activities, story time, games, independent activities, colouring, individual crafts, and reading.

Camp Events & Virtual Guests:

We will continue to have camp thematic days where students will be able to dress up. In addition to extending learning opportunities, we will be offering a variety of 'virtual-style' field trips for our students each week of the summer.

Contact Us

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