



Curve Lake First Nation
Education Resumption Plan, Policies, Procedures and
Guidelines

Covid-19 Pandemic

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Curve Lake First Nation Education Department

Resumption Plan

In response to Covid-19 Pandemic
Plan Completed July 31, 2020
August 19, 2020 approved by Council
Updated weekly; last update;
October 22, 2020

OELC and CLFNS

Curve Lake First Nation will not be following the Provincial stages for reopening the OELC and CLFNS. The Community wants to be careful bringing the children back to the playrooms and classrooms. The Education Manager, Chief Operating Officer, Chief, and Education Portfolios would like to examine the data from at least two viral cycles after the Provincial Schools reopen, to determine to the best of their ability if returning the children will create an increase in incidents of the virus at Curve Lake which will inform the Education Department, Committee and Council. Returning the children to the spaces must be met with stringent understanding of how the virus is affecting the community and more importantly our children and Elders. Full capacity of children at the OELC and CLFNS will be reassessed monthly or as needed. The following plan has been developed by the Education Administration Team.

Decision Making

1. Education Administration Team develops plans, policies and procedures based on Ministry Guidelines, research of best practices, and funding requirements
2. Committee reviews and recommends approval to Council
3. Council approves the recommendations

Prior to Opening

1. Policies specific to Pandemic will be in place for OELC and CLFNS
 - 1.1 OELC Policies for Pandemic
 - 1.1.1 approved by Council August 19, 2002
 - 1.2 Procedures for School Operations.
 - 1.2.1 Policy draft completed August 20, 2020 and under review by policy analyst and Education Committee
 - 1.2.2 Policy recommended for approval by Committee September 8, 2020, approved by Council September 21, 2020

2. Playrooms/Classrooms cleared of all items that are porous, ensuring all items in the spaces are easily disinfected – ongoing, working on environments
3. OELC Kitchen sterilized and restocked with food, procedures in place for safe delivery of food to other buildings. Completed September 10, 2020, non-perishables to be ordered
4. Hiring of necessary staff to accommodate needs in all programs
 - 4.1 Additional playroom staff to ensure cohorts and allow for breaks, lunches, and coverage when staff off sick Unsuccessful
 - 4.2 Additional support staff at school for cohort of classrooms
 - 4.3 Contract four teachers to act as occasional staff in cohorts, to also offer online assignments for at home learning Incomplete until plan in place for reopening
 - 4.4 Additional Custodial staff to ensure one custodian per OELC building as well as additional cleaning during the day Unsuccessful
5. PPE and disinfectants stocked for use at the OELC and CLFN School - ongoing
6. Communication to Parents/Guardians regarding the priority list, polices and safety precautions put in place, at least two weeks before the Centre and School open. Resumption Plan, OELC policies and procedures out to families.
7. CLFNS Kindergarten outdoor play area developed outside classroom
 - 7.1 Completed August 12, 2020
8. Rearrangement of spaces
 - 8.1 CLFNS Principal's office to be moved to current Special Ed space
 - 8.1.1 Completed August 10, 2020
 - 8.2 Special Education services to be delivered out of the gymnasium.
 - 8.2.1 Competed August 19, 2020 waiting for partitions from Brants
 - 8.2.2 Partitions have been installed September 9, 2020
 - 8.3 OELC Coordinator's office to be moved to staff room in Main Building.
 - 8.3.1 Completed September 30, 2020
 - 8.4 Isolation spaces will be identified in each building to isolate a child/student/staff who may exhibit symptoms of the virus
 - 8.4.1 Completed August 10, 2020
9. Transition times will be coordinated so that there is minimal contact outside the cohorts
 - 9.1 Arrival and departures
 - 9.2 hallways
 - 9.3 washrooms
 - 9.4 all other common areas
10. Staff at the OELC and School will reach out to all registered families
 - 10.1 to determine their childcare needs August 31-Sept 4
 - 10.1.1 completed September 8, 2020
 - 10.2 to determine whether families will opt for in class or online instruction for school children
 - 10.2.1 parents will be surveyed once they have the information to make an informed decision, prior to reopening

- 10.3 to determine who will require busing. (Staff to survey parents Aug 31 – Sept 4, 2020 by telephone)
- 10.4 bus routes for provincial schools completed September 10, 2020
- 11. Programming to be delivered remotely beginning September 8, 2020 and completed once a return to classroom/playroom date is determined by Education Department, Education Committee and Chief and Council
 - 11.1 Teachers have reached out to families, Kindergarten, grade three and four and started online programming. Grade one and two have been posting blogs online and will begin classes Friday September 11, 2020 due to technology delivery to families
- 12. Bi-weekly Q&A in Community Newsletter
- 13. Risk Assessment – advisory group to be formed to prepare a risk assessment using a tool from the Public Services Health and Safety Association.

Opening

- 14. Increased cleaning and disinfecting of all high touch surfaces - ongoing
- 15. Screening of all staff and children/students daily upon arrival at the start of the day.
 - 15.1 Screening to include questions regarding family health. Staff and children/students will be denied access if any factors indicate possible illness. Temperatures will be taken.
 - 15.1.1 School staff are screening upon entry to building as of August 24, 2020
 - 15.2 Parents will do an online screening of questions to expedite the process upon arrival.
 - 15.2.1 If Parents are unable to do the online screening, they will be accommodated with a paper copy or a phone in system at the school only if necessary
 - 15.2.2 OELC staff to begin screening Monday September 21, 2020
- 16. No other adults will be allowed into the buildings unless it is an emergency.
 - 16.1 Parents will have to contact the OELC Coordinator or CLFNS Principal for an appointment to meet outside the hours of operation, or via an alternate method (Phone, virtual)
 - 16.2 Paraprofessionals who deliver support will be connecting virtually
- 17. Decreased numbers in playroom ratios and classrooms
 - 17.1 OELC decreased ratios to begin with Ontario stage 2 – 10 to cohort, number including staff
 - 17.2 CLFN School to offer alternate days when reopening, to be reassessed within a month of return to classrooms. Rooms designated for grades – small rooms will fit 8 students; large room will fit 12. Students to be grouped (cohorted) as A and B. Kindergarten – year one to attend Tuesday/Thursday and year two to attend Monday/Wednesday/Friday. All other students will attend alternately depending on class sizes and space requirements

- 17.3 In the event that the number of returning students upon reopening is equal to or less than one cohort, full time attendance will be considered.
- 18. Staggered re-entry at the OELC
 - 18.1 All staff back to the Early Learning Centre for programming by September 1, 2020
 - 18.2 Phase One - Welcome Infants and Toddlers back in cohorts of 10 (7 children 3 staff) (2-week period)
 - 18.3 Phase Two - Welcome Preschool program children back in cohorts of 10 in each playroom.
 - 18.4 Phase Three - Welcome School-age back in a cohort of 10
 - 18.5 Cohorts will be determined as per the OELC Pandemic Priority List
- 19. Year one Kindergarten (JK) students will be participating in transition programming on-line for the month of September
 - 19.1 Began September 10, 2020
- 20. Staggered entry at CLFNS as outlined in the policy and procedures
- 21. Additional time outdoors for all programs, including delivery of curriculum. Physical Education will be outdoors.
- 22. Licensing inspections of OELC playrooms by Ontario Ministry of Education the first week the Centre is opened
- 23. CLFN School Class assignments will remain consistent throughout the year (ie Teacher and students will remain in designated class, with plans to go to full time, combining the A/B groups, as the Pandemic changes)
- 24. Busing
 - 24.1 no bussed school trips (walks through the community will continue)
 - 24.2 screening will occur daily as the children enter the bus
 - 24.3 children will be distanced with seats allocated, as per a bus plan with Ellwood Hamilton Bus Lines based on STSCO guidelines as a minimum
 - 24.4 Parents will be encouraged to drop off and pick up children to minimize the number of children on the bus. Gas cards will be issued to families who opt to drive their children to and from school.

Staff in Provincial Schools: as per the School Board Plan

- 25. Plan to be approved by KPRDSB and PPH for use of the FN Resource Room at TASSS
 - 25.1 Plan approved by PPH and supported by KPRDSB September 4, 2020
- 26. Education Hubs created to support on-reserve students enrolled in Virtual schools grades 4-12

Office Staff at GSB: as per the GSB Plan

CLFN Library

27. Library to remain closed to the public
28. Determine library use and how to provide services to the community via Library Facebook page

PLEASE NOTE: it will be the responsibility of the parents to;

- Complete the online or paper screening
- Communicate to staff
- Be accountable to the programming being delivered online – it will be monitored and assessed as part of each student’s report cards

THIS PLAN WILL BE REVISITED AS NEEDED AND MODIFIED TO ADDRESS THE NEEDS OF THE PANDEMIC RESPONSE AND THE CURVE LAKE FIRST NATION EMERGENCY MEASURES, WITH MONTHLY UPDATES TO COMMITTEE AND COUNCIL

PANDEMIC POLICY AND PROCEDURES – General

Please note that all recommendations from Peterborough Public Health Unit will supersede all policies, procedures and guidelines.

Education Administration staff must ensure that all policies and procedures are being followed and that staff do not become complacent over time.

MANAGING PANDEMIC POLICY AND PROCEDURES

Policy Statement

The Curve Lake First Nation Education Department is committed to providing a safe and healthy environment for children, families and employees. Oshkiigmong Early Learning Centre and Curve Lake First Nation School will take every reasonable precaution to prevent the risk of all communicable diseases, with this document pertaining to the Covid-19 as the specific disease referred to at this time.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by CLFN regarding management, surveillance and reporting of all communicable diseases.

Application

This policy applies to all employees, students, community members, and any other persons engaged in services provided by Oshkiigmong Early Learning Centre (OELC) and Curve Lake First Nation School (CLFNS).

PROCEDURES

Arrival and Departure of Staff:

- Procedures will be monitored by OELC Coordinator and CLFNS Principal as per the Curve Lake First Nation Employee Guidelines

Screening Location:

- Electronic screening will be used at OELC and CLFNS for staff and children

- In the event that an individual has not screened prior to arriving to the OELC or CLFNS, active in person screening will be available when necessary.
- The location of the screening area will be;
 - Main Building of OELC – the porch
 - Infant/toddler building – in the front foyer at the bottom of the stairs
 - School –age – in the foyer at the top of the stairs
 - Main entrance and exterior classroom doors at Curve Lake First Nation School.
- Only one designated entrance/exit will be used to ensure effective screening practice
- Pick-up and drop-off of children will happen outside the OELC and CLFNS unless it is determined there is a need for the parent/guardian to enter. Parents are to be wearing masks during drop off and pick up of children/students at the OELC/CLFNS.
- Signage to assist with physical distancing with pylons/tape on floor in the event that a line-up forms while parents/guardians and their children are waiting to be screened prior to entering into the OELC and CLFNS. To assist with this important measure, Oshkiigmong Early Learning Centre and Curve Lake First Nation School will stagger the arrival and departure times of staff and families (or even assign staggered arrival and departure times where feasible) to minimize the number of staff and families to minimize arriving at one time.
- Staff member(s) will be trained on conducting the screening procedure
- Place front entrance signage identifying the screening process outside and directly inside the OELC and CLFNS doors
- Place hand sanitizer at the screening table. Ensure it is visible to staff/families.
- Ensure Peterborough Public Health Unit resources are available for anyone who does not pass the screening

Health Screening Procedure:

- All individuals, including children, parents/guardians and staff must be screened upon entry to the OELC and CLFNS using the procedures below. Staff must follow the screening procedure for each person (staff or child) and record the outcome (pass or fail) in a log which must be stored and retained in a secure location each day. Oshkiigmong Early Learning Center and Curve Lake First Nation School must ensure Casual staff are available to fill-in shifts with little notice, in the event that a scheduled staff is sick and unable to attend work.
- Oshkiigmong Early Learning Centre and Curve Lake First Nation School will deny entry to any person including the child of a parent/guardian who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website. If a family member living in the same house develops

COVID-like symptoms, the child of that household will not be allowed to enter our centre or school for 14 days after all family members are symptom free.

- An ill individual who has a known alternate diagnosis (ie sinus infection) provided by a Health Care Provider may return to the OELC or CLFNS if they do not have a fever and their symptoms have been improving for at least 24 hours.
- Parents are required to keep any sick children at home. If a child or staff member comes to the OELC or CLFNS with any COVID-like symptoms, including a temperature equal or greater than 38 degrees Celsius, or if the child(ren) have any signs or symptoms listed below they must stay home.
- Screeners will take appropriate precautions when screening, including maintaining physical distance from those being screened, or being separated by a physical barrier (such as a Plexiglas barrier), and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask; gown; gloves; eye protection (goggles or face shield)).
- Temperatures will be taken using a non-touch thermometer

Screening Questions for staff and families:

- Everyone will be greeted at screening locations at Oshkiigmong Early Learning Centre and Curve Lake First Nation School with a friendly, calm manner. We request that only ONE parent/guardian enters the screening area with the child, and request that the parent/guardian use hand sanitizer.
- The following statement will be posted on the doors and screening table, and all questions must be answered by parents/guardians and staff:

“As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of staff, children and families”.

1. Have you/the child travelled outside of Canada within the last 14 days: Yes/No
2. Have you/the child had close contact with a confirmed or probable COVID-19 case?
Yes/No
3. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? Yes/No
4. Do you/the child, or any member of your household have any of the following symptoms:
 - Yes/No (for each)
 - Fever (confirm temperature was taken before arriving at Centre)
 - New or worsening cough
 - Shortness of breath

- Sore throat
- Runny nose or sneezing, nasal congestion
- Hoarse voice, difficulty swallowing
- No smell or taste
- Nausea/vomiting, diarrhea, abdominal pain
- Unexplained fatigue/malaise
- Chills
- Headache

Screener Response:

If the individual answers NO to all questions, they have passed the screening and can enter The building:

- Designated staff will take children to their playrooms/classrooms.
- Staff will use proper hand hygiene between children.

If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building

- “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter Oshkiigmong Early Learning Centre/Curve Lake First Nation School. Please review the [self-assessment tool](#) on the Ministry of Health website or the Peterborough Public Health Unit website to determine if further care is required”.
- Children or staff who do not pass the screening should be told to return home and self-isolate immediately.
- If response is for a staff member, also advise that the Supervisor will be notified immediately, and will follow up with that staff later in the day.
- If a child or a staff member is denied entry at screening, please refer to the section below titled “Reporting” for additional next steps and requirements.

Additional Steps when Screening Staff:

If not using the online app, the first staff in the facility will answer the questions on the Health Screening Procedure and track their answers on the Oshkiigmong Early Learning Centre and Curve Lake First Nation School daily tracking sheet in writing and then actively screen the second staff entering the building. The second staff in will confirm the first staff persons answers once their screening is complete. The supervisor or delegate will assign the active screening schedule for each day. Staff who are experiencing any of the symptoms or who will answer “yes” to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow Curve Lake First Nations

return to work as per human resources policies. Temperatures will be taken upon arrival of all staff

Documentation of Screening:

Documentation of the information received during active screening must be recorded on Oshkiigmong Early Learning Centres or Curve Lake First Nation School Active Screen Tracking Checklist sheets for children and staff. The supervisor or designate is responsible for ensuring that this information is managed and recorded as required. This will be online as much as possible.

Management:

If a child or staff begins to experience symptoms of COVID-19 while attending Oshkiigmong Early Learning Center or Curve Lake First Nation School, the following procedures will occur:

- Staff members presenting any COVID-like symptoms will be required to go home immediately.
- Symptomatic children will be immediately separated from others in a designated, supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, advice from the Peterborough Public Health Unit will be necessary to prevent/limit virus transmission to those providing care.
- Oshkiigmong Early Learning Centre or Curve Lake First Nation School will contact the Peterborough Public Health Unit to notify them of a potential case and seek input regarding the information that should be shared with other staff and parents/guardians of children in the childcare centre or school.
- While contacting the public health unit, at a minimum the child and childcare worker will wear a surgical/procedure mask (if tolerated), and any other PPE appropriate for the circumstance.
- Hand hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and hand hygiene.
- Environmental cleaning of the space the child was separated from will be conducted once the child has been picked up.
- Children and staff with symptoms should be tested.
- Other children and staff in the centre or school who were present while a child or staff

member became ill should be identified as a close contact and grouped together. The Peterborough Public Health Unit will provide any further direction on testing and isolation of these close contacts.

- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare or school setting for 14 days.
- Location of isolation rooms;
 - OELC – Infant/Toddler – blocked off areas in rooms,
 - OELC Pre-school - Coordinator’s office,
 - OEL School age – back room
 - School – library

Reporting

- Child care Centers within the meaning of the [Child Care and Early Years Act, 2014](#), have a duty to report confirmed cases of COVID-19 or an outbreak of Covid-19 under the [Health Protection and Promotion Act](#) to the Ontario Ministry of Education. Oshkiigmong Early Learning Centre will contact the PPHU to report a child suspected of having COVID-19. The public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- CLFNS will contact the PPHU to report a child suspected of having Covid-19. The public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Oshkiigmong Early Learning Centre or Curve Lake First Nation School will respect the confidentiality of any staff member or child who experiences COVID-19 symptoms and/or tests positive for COVID-19.
- Reportable diseases (diseases of public health significance) shall be reported immediately by an administrative staff member by calling the Peterborough Public Health Unit [705-743-1000](tel:705-743-1000) or Telehealth [1-866-797-0000](tel:1-866-797-0000) (24 hours, 7 days a week). The PPHU will investigate and confirm these reports prior to any communications to parents or staff.
- NOTE: Any confirmed case of COVID-19 or a declared outbreak of Covid-19 within the Centre is deemed a serious occurrence and should be reported to the Ministry of Education.

Testing

- Oshkiigmong Early Learning Center or Curve Lake First Nation School must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the PPHU. Outbreaks should be declared in collaboration between CLFN and the PPHU to ensure an outbreak number is provided. In the event the OELC or CLFNS has one confirmed case, the building affected will be closed for a period of 14 consecutive days.
- Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the PPHU as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
 - Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
 - Those who test positive for COVID-19 must be excluded from Oshkiigmong Early Learning Centre or Curve Lake First Nation School for 14 days after the onset of symptoms and clearance has been received from the PPHU.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the PPHU.
- Staff members awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact). Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should be excluded from work.
- Reference CLFN Employee Guidelines for further information

COMMUNICATION

- When a child begins to show signs of COVID-19, the parents/guardians will be notified immediately by phone by the administrative staff. The time, date and symptoms will be documented by OELC staff or CLFNS staff and kept for future reference if needed on the Illness Tracking form.
- Parents are required to provide current phone numbers to Oshkiigmong Early Learning Centre or Curve Lake First Nation School and keep them updated at all times, as well as,

all other emergency contact phone numbers necessary. If a parent/guardian cannot be reached, the emergency contacts will be called. Parents/guardians need to make arrangements to pick up their child as soon as possible.

- Oshkiigmong Early Learning Centre or Curve Lake First Nation School will follow all direction from the PPHU to when and how to communicate information about a communicable disease and/or outbreak to parents/guardians and staff.
- Oshkiigmong Early Learning Centre and Curve Lake First Nation School are committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about communicable diseases or a positive case of Covid-19 or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the Centre and School, etc.

ADDITIONAL FACTORS TO CONSIDER FOR MANAGEMENT OF COMMUNICABLE DISEASES

Physical Distancing

- Oshkiigmong Early Learning Centre and Curve Lake First Nation School will promote physical distancing, to the greatest extent possible, in all Program settings. This may include reduced adult-child ratios, limiting the number of adults and children per classroom, off-setting indoor and outdoor play, small-group interactions etc. Staff are asked to adhere to physical distancing at all times, to the greatest extent possible, including when taking their breaks/lunches.
- When staff are holding infants and toddlers, blankets or cloths will be used over their clothing and changed between children.
- Staff will avoid getting close to faces of children, where possible.
- Corridors – staff will limit the use of corridors in the buildings;
 - CLFNS entry and exit from outdoors at exterior doors of classrooms
 - Use of directional signage
 - OELC – limit of one adult and one child in corridors at all times
- Use of Stairwells at OELC
 - School age - Staff and children will enter the basement entrance at the church and use the exit by the washrooms that lead to the upstairs side doors
 - Infant toddler use main entrance to centre and ramps to exit
 - Main building – use main entrance to enter and playroom doors to exit.
- All offices will have restricted access;
 - All visitors (service people, deliveries) must be pre-arranged with office staff, with deliveries occurring outside the buildings and service people providing the service only accompanied by a custodian or administrator. All screening and PPE requirements in place

- CLFNS Principal and OELC Coordinator offices will be restricted as much as possible, meeting by phone or virtually.
- Meetings with parents/guardians will occur virtually or by phone, if an in person meeting is necessary, administration will designate a safe space to be cleaned and disinfected after the meeting. Everyone will be required to be masked.
- Paraprofessionals will deliver services to children/students virtually whenever possible

Emergency Situations: (Lockdowns, Fire Drill, Evacuation)

- All current regulations will be followed in the case of an emergency. Staff will ensure the safety of all children/students, ensuring masks, physical distancing is managed during an emergency. Staff will practice with the children/students what to do in an emergency.

Glove Use:

- Oshkiigmong Early Learning centre and Curve Lake First Nation School encourages glove use as an excellent barrier device for reducing the risk of communicable disease transmission. However, gloves are not completely free of leaks, and tears/punctures can occur. Improper glove use, including re-using gloves, can contribute to the transmission of pathogens. Wearing gloves does not substitute proper hand hygiene (e.g., hand washing or using sanitizer).
- Gloves must be worn when it is anticipated that hands will be in contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces
- Gloves must be single use only
- Hand hygiene must be practiced before putting on and after taking off gloves
- Gloves must be removed immediately and discarded into a waste receptacle after each use
- Gloves should be appropriate for the type of activity
- To reduce hand irritation, use appropriate gloves when handling chemical agents; wear gloves for as short a time as possible; clean and dry hands before and after wearing gloves; and use gloves that are clean and dry.

Respiratory Etiquette:

Respiratory infections are spread easily in settings where people are in close contact. To prevent the spread of microorganisms that cause respiratory infections (e.g., influenza), proper respiratory etiquette will be taught to children and regularly practiced by staff.

Respiratory etiquette includes:

- Staying home when ill with a respiratory infection
- Minimizing airborne droplets when coughing or sneezing, by:
 - Turning your head away from others and sneezing or coughing into your arm (e.g., "sneeze into the sleeve" and "cover your cough").
 - Maintaining a two-metre separation from others, when possible
 - Covering your nose and mouth with a tissue
 - Disposing of used tissues into the garbage immediately after use
 - Practicing proper hand hygiene immediately after coughing or sneezing

ENVIRONMENTAL CLEANING & DISINFECTING POLICY & PROCEDURES

Policy Statement

Oshkiigmong Early Learning Centre and Curve Lake First Nation School are committed to providing a safe and healthy environment for children, families and employees. Staff will take every reasonable precaution to prevent the risk of communicable diseases within all buildings.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by the Education Department regarding cleaning and disinfecting in all areas of the centre.

Application

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

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution that is approved by Peterborough Public Health with a D.I.N # as suggested, 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. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the Custodial room at the preschool program. Expiry dates of all cleaning and disinfecting products, as well as, manufacturer's instructions will be strictly adhered to.

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, then let surface dry.

Disinfecting

Accelerated Hydrogen Peroxide is approved for use in our centre as a disinfectant. The AHP disinfecting products used approved by Peterborough Public Health Unit with a D.I N# Spray or Wipes. All are considered high-level disinfectants which is defined as the complete elimination of all microorganisms in or on a surface.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution a PPH approved cleaner, which comes ready to use in spray bottles or wipes, the contact time for disinfecting is **1 minute**
- For all other materials cleaning & disinfecting use PPHU approved spray, which has to be mixed and tested before use, the contact time is **5 minutes**.

Disinfecting using Ready-To-Use (RTU) Spray & Wipes

- Put on rubber or heavy-duty nitrile gloves and mask, if the employee has scent sensitivities.
- Spray or wipe on solution and leave on the surface for the appropriate disinfecting contact time (**1 minute**). Ensure the spray setting is **on stream** and not mist.
- Once the **1-minute** disinfecting contact time has elapsed, the surface has now been disinfected.
- Any surface children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, chairs, floor, toy shelves).
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel.

Cleaning and Disinfection Frequency Requirements

Clean and disinfect upon ENTRY to the OELC and CLFNS for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.

Clean and disinfect upon children's ENTRY to the OELC and CLFNS:

- Any hard surfaces such as water bottles, containers, toothbrush handles, toothpaste.

Clean and disinfect frequencies for other surfaces and items:

- Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:
- **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 (e.g., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play.
- **Floor Mats:** cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily.
- **Outdoor play equipment:** must be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks toilets etc.) These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- **Other shared items:** e.g., phones, IPADs, attendance binders etc., these must be disinfected between users.
 - ❖ **Note:** Most areas are best cleaned with Miracle spray and do not require a final rinse if children do not come into contact with them.

Clean and disinfect daily:

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.).

Clean and disinfect as required:

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated.
2. Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves.
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
4. Clean the spill area with detergent, warm water and single-use towels.
5. Rinse to remove detergent residue with clean water and single-use towel.
6. Discard used paper towels and gloves immediately in a tied plastic bag.
7. Spray Oxivir TB Ready-to-Use Disinfectant in and around the spill area and allow

the appropriate **1-minute** disinfecting contact time.

8. A final rinse is required if children come into contact with the area.
9. Remove gloves as directed and discard them immediately.
10. Perform hand hygiene as directed.

❖ **Notes:**

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet. Inform custodians to arrange for cleaning.
- Please refer to the TPH, 'Blood and Bodily Fluid Spills' poster for further guidance.

Material and Surface Cleaning and Disinfecting Procedures

- Put on rubber or heavy-duty nitrile gloves and mask, if the employee has scent sensitivities.
- Spray or wipe on the selected disinfecting product (refer to the instructions set out under the “Cleaning and Disinfecting Products” heading above).
- Any surface children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, highchair tray, floor, toy shelves).
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel.
- It is recommended that books, puzzles, cardboard items etc. that are absorbent and cannot easily be thoroughly cleaned and disinfected, be limited or removed from the classroom.
- Should any child present symptoms of COVID-19 (discussed further below), all toys and equipment accessed or potentially accessed by the child must be removed from the classroom and cleaned and disinfected as soon as possible.
- Staff must document the cleaning and disinfecting of classroom play materials on the schedule provided. These records must be kept in a small binder/folder and available as required.

HAND HYGIENE POLICY & PROCEDURES

Policy Statement

The Education Department is committed to providing a safe and healthy environment for children, families and employees. The Education Department recognizes that hands carry and spread germs, especially for children in childcare and school settings. Staff will take every reasonable precaution to prevent the risk of communicable diseases through hand hygiene education, implementation, supervision, and documentation for compliance monitoring and improvements.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by the Education Department regarding hand hygiene for staff and students.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with the Education Department

Definitions

There are two methods of killing/removing microorganisms on hands:

a. Hand sanitizing with alcohol-based hand rubs (ABHR) containing 60% to 90% alcohol is the preferred method when hands are not visibly soiled. Using easily accessible ABHR in most settings takes less time than traditional hand washing. Use of ABHR is also more effective than washing the hands with soap and water when hands are not visibly soiled.

b. Hand washing with soap and running water must be performed when hands are visibly soiled. The presence of organic material can reduce the effectiveness of alcohol in ABHR. The mechanical action of washing, rinsing and drying is the most important contributor to the removal of transient bacteria. If hands are visibly soiled and running water is not available (e.g., field trips), use a moistened towelette to remove the visible soil, followed by ABHR.

Procedures

The Department has the following procedures for hand hygiene:

- Teach children proper hand hygiene using these resources
 - <https://youtu.be/o9hjmges72I>
 - <https://youtu.be/sDUJ4CAyhPA>
 - <https://www.publichealthontario.ca/-/media/documents/j/2009/jcyh-handwash.pdf?la=en>
 - Create classified cards for hand washing using above document
 - Post the same hand washing poster in the bathroom
- Supervise children while using ABHR, if it is being used at any time

- Ensure hand washing is carried out when hands are visibly soiled (use of ABHR is not appropriate when hands are visibly soiled)
- Ensure staff, visitors, parents and children practice hand hygiene upon arrival and/or entry into the Department
- Ensure staff practice hand hygiene:
 - Before preparing, handling or serving food
 - Before and after handling expressed breast milk
 - Before and after giving medication
 - Before initial contact with children or handling items in the room
 - After toileting/diapering
 - After coming in from outside
 - After providing care involving blood, body fluids, secretions and excretions of children or staff, even if gloves were worn
 - Before and after glove use
 - Before and after handling animals
 - Touching a cut or open sore
 - Touching eyes, nose or mouth
 - After sneezing, coughing, blowing your nose
 - After handling garbage
 - Whenever in doubt
- Ensure staff assist and supervise children when practicing hand hygiene:
 - When entering the classroom
 - After playing outdoors
 - After using the washroom
 - Touching a cut or open sore
 - Touching eyes, nose or mouth
 - Before and after eating
 - Before and after handling pets (if applicable)
 - After sneezing, coughing, blowing nose
 - Before and after sensory play activities
 - All other reasonable circumstances
 - Whenever in doubt
- Each room with a designated hand washing sink must be equipped with the following:
 - Running water
 - Liquid soap in a dispenser
 - Paper towels
 - "Hand Washing" information sheet
- Compliance with this policy and procedures will be monitored and improved using:
 - Monthly Preschool Classroom Checklist for the preschool
 - Staff Meeting Discussions
 - Reviews by administration

OCCUPATIONAL HEALTH AND SAFETY – INFECTION PREVENTION AND CONTROL POLICY AND PROCEDURES

Policy Statement

The Education Department is committed to providing a safe and healthy environment for its employees. Staff will take every reasonable precaution to prevent the risk of infectious diseases within all buildings, with this document pertaining to COVID-19 as the specific disease referred to at this time.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by the department regarding occupational health and safety measures for infection prevention in all areas of the centre.

Application

This policy applies to all employees engaged in the Education Department. The Education Department recognizes that occupational health and safety involves health and safety aspects in the workplace. The Ministry of Labour (MOL) directly oversees and enforces all matters relating to occupational health and safety. As such, the MOL employs Infection Control Practitioners in order to review requirements and provide consultation on IPAC issues in the workplace. As a result, occasional audits of "Health Care Facilities" are conducted.

Best Practices to Keep Your Workers Safe and Healthy

The health and safety of staff is always a top concern and especially during a global pandemic, such as with COVID 19. During this time, all parties must place an increased focus on health and safety in order to protect the health and safety of staff and children at the OELC and CLFNS. A potential source of exposure in childcare centres and schools is exposure between the children or their families – if any of them have been exposed to the virus. This can include close physical contact with the children or families during exercises, activities, conversations, or other routine activities for a childcare centre or school, as well as constant contact between education staff internally. Also, exposure can also happen through touching possibly contaminated personal or shared items (such as mobile devices, toys, documents, personal clothing, etc.) or taking part in group events/activities happening at the Early Learning centre or school. All measures taken to prevent the spread of infectious disease such as COVID-19 should be done in compliance with requirements under the OHS Act and its regulations and the applicable public health directives issued by the Chief Medical Officer of Health. In addition, below are a set of resources, tips and best practices to help employers prevent the spread of infectious disease, including COVID-19 in workplaces. (Refer to Education Managing Communicable Diseases Policy & Procedures).

Procedures

Protecting Yourself and Co-Workers: General Guidance

Viruses typically spread through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose or eyes. Here are the guidelines and procedures that the Education Department will follow to help prevent the spread of germs:

- Consider the risks and benefits related to any upcoming essential travel and evaluate other options, such as postponing, cancelling or participating virtually.
- Where possible, maintain physical distancing of at least 2 metres (6 feet) or more between persons, including clients and co-workers (see Physical Distancing).
- Promote good hygiene such as:
 - Wash your hands often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, and before preparing food or use alcohol-based hand sanitizer (with greater than 60% alcohol content) if hand washing is not possible.
 - Sneeze and cough into your sleeve.
 - If you use a tissue, discard immediately and wash your hands afterward.
 - Avoid touching your eyes, nose or mouth.
 - Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Symptomatic children should be separated from others in a supervised area until they can go home and where possible anyone who is providing care to the child should maintain a distance of 2 metres; environmental cleaning of this space should take place following pick up of child.
- Instruct workers not to report to work if they are exhibiting any of the symptoms or are under self-isolation or quarantine (see “About Coronavirus Disease (Covid-19)” for identification and symptoms).
- Implement regular cleaning and disinfection (see Environmental Cleaning and Disinfection)
- Minimize contact with people who are sick and ensure controls are in place for the protection of workers.
- Instruct workers to stay home if they are sick (see How to Self-Isolate).
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.

- Instruct staff of the Health Screening Procedures and provide necessary training.
- Instruct staff who have symptoms or think they were exposed to COVID-19 or an infectious disease, to notify their supervisor immediately, complete the self-assessment and follow the instructions provided (see The Active Screen Tracking Checklist).
- Ensure all toys used at the centre and school are made of material that can be cleaned and disinfected.
- In addition to routine cleaning, clean frequently touched surfaces (i.e. door handles, handrails, toys, touch screens, elevator buttons, etc.) using cleaning products registered in Canada with Drug Identification Number (DIN) and labelled as a broad-spectrum viricide at least twice daily and when soiled (see Cleaning and Disinfection for Public Settings).
- Follow manufacturer's instructions and Safety Data Sheet requirements for proper use of cleaning and disinfecting products. Particular attentions should be paid to contact time, dilution, material compatibility, shelf-life, storage, first aid, and PPE.
- Cleaning equipment itself requires careful and regular cleaning and disinfection to avoid inadvertent cross-transmission of microorganisms during subsequent use.
- If equipment barriers are used, ensure they are removed and discarded between uses.
- When an employer determines personal protective equipment (PPE) is required for contact/droplet precautions (gown, gloves, mask/respirator and eye protection), workers must be trained on its use, care, and limitations.
- When holding infants and toddlers use blankets or cloths over childcare providers clothing and change the blankets or cloths between children. There will also be gowns made available to employees.
- Linens must be laundered between children.
- Children must not share food, soothers, bottles, sippy cups, toothbrushes, facecloths etc. Label these items with the child's name to discourage accidental sharing.
- Pick up and drop off of children should happen outside the childcare setting unless there is a determined need for the parent/guardian to enter the setting.
- Place posters or other signage in high traffic areas.
- Instructing parents to keep children home if they have symptoms (fever, cough, pink eye, loss of taste, body aches or difficulty breathing).
- Encouraging good respiratory hygiene, hand hygiene, and other healthy practices at the entrance to the workplace. Consider hand sanitizer stations at these locations where possible.
- Institute measures to physically separate or impose physical distance of at least 2 metres between persons. This could be done by use of physical partitions, visual cues or signage to limit close contact.

- Provide training to workers on infectious disease and COVID-19, how it spreads, risk of exposure, including those who may be at higher risk (i.e. have underlying health conditions) and procedures to follow including reporting process, proper hand washing practices and other routine infection control precautions.
- Ensure sick employees stay home and that sick leave policies are flexible and consistent with public health guidance. Communicate these policies to employees.
- Based on risk of exposure, consider implementing a process for containing and laundering work clothing. Alternatively, advise workers to practice good laundry hygiene practices with their clothing as it could potentially be a source of contamination.
- Curve Lake will report probable and confirmed cases to the local Public Health unit. Communication about who will take responsibility, ensuring proper documentation, and implementing any advice given by the Public Health unit is critical for containing the spread of COVID-19 and infectious disease.

Peterborough Public Health Unit

185 King Street,

Peterborough, Ontario K9J 2R8

Phone: 705-743-1000

<https://www.peterboroughpublichealth.ca/>

- Assign staff to dedicated work areas as much as possible. Discourage them from sharing phones, desks, offices and other tools and equipment.
- Limit the exchange of papers (e.g. signing contracts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance.
- Avoid sharing pens and office equipment. Disinfect after each use.
- Staff MUST NOT travel from building to building once children have returned.

PHYSICAL DISTANCING

As advised by the Chief Medical Officer of Health, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19 and infectious disease. Physical distancing generally means maintaining a distance of at least 2 metres (6 feet) or more between persons (see Physical Distancing).

By maintaining physical distancing, people are less likely to be exposed to a respiratory virus like COVID-19 as the virus can be spread before symptoms appear (pre-symptomatic) and when persons may have contracted the virus but there are minimal or no symptoms (asymptomatic).

To ensure physical distancing in the workplace, the department will consider:

- Encouraging physical space between children by spreading children out into different

areas; staggering or alternating lunchtime and outdoor playtime and incorporating more individual activities or activities that encourage more space between children.

- Not using water or sensory tables.
- Where possible encourage physical distancing in small groups during outdoor play.
- Increasing distance between nap mats or if space is tight place children head to toe or toe to toe. Cots and cribs will be disinfected after each use.
- If unable to maintain physical distancing workers can use a non-medical mask to protect those around them (see How to Safely Use a Non-Medical Mask or Face Covering).
- Limiting the total number of workers and students per playroom onsite according to Ontario government mandates during childcare centre hours.
- Implementing a system for virtual and/or telephone consultations when and where possible.
- Non-essential face-to-face meetings should be postponed or converted to virtual appointments.
- Having staff work from home whenever possible (i.e. administrative staff).
- Staggered start times breaks and lunches where possible.
- Restricting visitors and limiting workplace entry to only essential personnel.
- Suspending all group activities and gatherings according to Ontario government mandates.
- Altering the workplace layout of the floor by moving furniture or using visual cues such as tape on the floor to enhance physical distancing.
- Lunchrooms and break rooms will be arranged to follow physical distancing practices, i.e., staggered lunch and break times to reduce the number of employees gathering. Disinfecting of personal eating spaces and use of kitchen appliances, such as microwaves, will be conducted routinely by each staff member accordingly after each use.

PANDEMIC POLICY AND PROCEDURES - OELC

Attendance

All attendance files are to be kept as per normal guidelines. Changes to the guidelines are as follows;

- Length of time spent in attendance for staff and children, including custodian time spent in each playroom
- Electronic files of contact information for anyone entering the building to ensure contact tracing information is available.

Records

Records should contain the following;

- Name, contact information, time of arrival and departure, screening completion and results, this form should be made available if requested by PPHU

Immunization

The Child Care and Early Years Act (CCEYA), Section 35 (1) of O. Reg. 137/2015 (General) requires childcare operators to collect registrant's immunization information or a valid exemption before admission to the Centre. Children attending a childcare should receive vaccines according to their age under the Ontario's Publicly Funded Immunization Schedule

Figure 1: Ontario's Publicly Funded Immunization Schedule

Ontario's Publicly Funded Immunization Schedule

Vaccine	Diphtheria	Tetanus	Pertussis	Polio	Haemophilus B (Hib)	Pneumococcal C-13	Rotavirus	Measles	Mumps	Rubella	Varicella (Chickenpox)	Meningococcal C	Hepatitis B	Human papillomavirus (HPV)	Influenza
2 months	✓	✓	✓	✓	✓	✓	✓								
4 months	✓	✓	✓	✓	✓	✓	✓								
6 months	✓	✓	✓	✓	✓	✓	✓								
1 year					✓			✓	✓	✓		✓			
15 months										✓					
18 months	✓	✓	✓	✓	✓										
4-6 years	✓	✓	✓	✓				✓	✓	✓	✓				
Grade 7												✓	✓	✓	
14-16 years	✓	✓	✓												
Every autumn															✓

Boxes filled with the same colour are given as one needle.
Rotavirus vaccine is given by mouth; 2 or 3 doses.

Immunization Requirements for Staff

Before commencing employment, OELC staff are required to be vaccinated according to the recommendation made by the local medical officer of health (under Section 57 (1), O. Reg. 137/2015).

Oshkiigmong Early Learning Centre must collect and maintain the information on file at the facility.

Vaccine to Protect Against Diseases	Recommendations for Staff and Documentation Required *
Hepatitis B vaccine Persons with hepatitis B may not show symptoms but can spread the virus through body fluids. For personal protection, all staff should be vaccinated.	Documented 2-4 dose series (as a child or adult) or Proof of Immunity <i>Some may have received this vaccine in infancy, or as a combination vaccine for travel – e.g., Twinrix®</i>
Measles, Mumps, Rubella (MMR) vaccine Measles is very contagious and can spread through the air even after the infectious person has left the room.	Documented 2 doses or Proof of immunity (if born in 1969 or earlier or blood tests)
Diphtheria, Tetanus, Pertussis (Tdap) vaccine Tetanus is naturally occurring in the soil. Pertussis, also called the "100 day cough" is very dangerous to young infants.	Documented one dose of Tdap as an adult then Td vaccine booster every 10 years.
Varicella (chickenpox) vaccine Chickenpox can spread through the air, days before the rash is present. It can lead to severe complications.	Documented 2 doses given at least 6 weeks apart or Proof of immunity (self-reported history of chickenpox or a blood test)
Vaccine	Strongly Encouraged for Staff
Seasonal Influenza vaccine Staff working with children under 5 years of age are strongly encouraged to receive this vaccine each year.	Annual vaccination No documentation required

*Or a valid exemption (see below)

Staff, students and volunteers should see their health care provider to determine their immunization status and to obtain any missing vaccines.

Immunization Exemptions

Parents who choose not to have their child vaccinated or staff who choose not to be vaccinated may submit an exemption for religious or philosophical reasons. Exemptions must be documented using approved ministry forms. Completed forms are to be kept in the child's or employee's file.

In the event of an outbreak or case of a vaccine preventable disease (e.g., measles), children and staff who are not immunized may be excluded from Oshkiigmong Early Learning Centre. This is to minimize the risk of spreading the disease.

Oshkiigmong Early Learning Centre will refer to the PPHU guidelines for immunizations and exemptions on their website for further information and to mitigate risks regarding Covid-19.

Illness Policy for OELC (from Oshkiigmong Early Learning Centre Parent Manual)

- In accordance with Child Care and Early Years Act, staff, volunteers, students, and support staff that have had contact with children at the Centre will adhere to the procedures and practices for illnesses in children.
- Daily outdoor time for each child is required, weather permitting. **Children too ill to take part in any portion of the Centre's Programs must remain at home.**
- If a child becomes ill during the day, temporary care will be provided until the legal guardian or emergency contact person is contacted and the child is taken home. **Please make sure your emergency contact person is willing and able to pick up your child IMMEDIATELY.**
- **Program Supervisors or designate may refuse admittance to any child who in their judgment is too ill to attend or appears to have a condition that presents a hazard to the health of the other children.**
- If a child demonstrates any of the described symptoms while at the Centre it is the responsibility of the parent or their designated emergency contact person to take the child home as soon as possible after contact and notification.
- In cases of diarrhea, the child **MUST BE REMOVED IMMEDIATELY.**
- Before a child is re-admitted, parents may be required to present a doctor's certificate of good health standing

Serious Occurrence Reporting

- The OELC has a duty to report suspected or confirmed cases of COVID-19 to the medical officer of health under the *Health Protection and Promotion Act*.
- Previously, OELCs were also required to report all suspected cases of COVID-19 to the ministry. Currently, only where a child, parent, staff, student, home child care provider, home child care visitor or a person who is ordinarily a resident /regularly present at a home child care premises has a confirmed case of COVID-19 (i.e., a positive case of COVID-19 test result), OELCs must:
 - report this as a serious occurrence to the ministry.
 - To report to public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*.
 - Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire childcare settings.

If a closure is ordered by public health unit and the OELC has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.

Should additional individuals at the childcare program develop a confirmed case, OELCs must either: Revise the open serious occurrence report to include the additional cases; or, Submit a new serious occurrence report if the first has been closed already.

While OELC is no longer required to report a serious occurrence for suspected cases; if public health unit determines that a full or partial closure is required (i.e., program room, home premises or entire child care centre must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category.

Outbreak Management

An outbreak may be declared by public health when:

- within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g. cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- Public health will work with the OELC to determine whether epidemiological links exist between cases and whether transmission may have occurred in the childcare setting.
- If the public health declares an outbreak, they will determine what happens next. This could include closing specific childcare rooms or cohorts or an entire childcare setting.
- Public health will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the childcare setting is required.
- If public health determines that partial or full closure of the childcare setting is required, the OELC must revise existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

Communication with Families

- Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. New policies should be shared with families for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy.
- OELC should develop an addendum to the parent handbook or fact sheet to communicate the enhanced health and safety measures being implemented, including requirements and exceptions related to masks, as well as any new expectations of parents/guardians.
- OELC is not required as part of re-opening to revise their program statement, full parent handbook and other policies.
- OELC may want to consider providing links to helpful information, as well as detailed instructions regarding screening and protocols if a child or individual in the program becomes ill.
- Priority/waitlist policies may need to be updated to account for limited capacity when re-opening. Any changes to policies should be communicated to families so they are

aware of the changes. An equitable approach should be implemented to assess priority for care.

- Where possible, the use of in-person communication should be limited.

Staggered re-entry at the OELC

- All staff back to the Early Learning Centre for programming by September 1, 2020
- Phase One - Welcome Infants and Toddlers back in cohorts of 10 (7 children 3 staff) (2-week period)
- Phase Two - Welcome Preschool program children back in cohorts of 10 in each playroom.
- Phase Three - Welcome School-age back in a cohort of 10
- Cohorts will be determined as per the OELC Pandemic Priority List

Laundry

Improper laundering of bedding materials used may increase the risk of disease transmission. Items such as bed sheets can harbour microorganisms that grow well in a moist and warm environment. However, disease transmission is rare if bedding materials are handled and laundered in a sanitary manner.

Key Points:

When laundering items at the Centre, staff will:

- Place all items to be laundered in a designated basket in the classroom
- Ensure items for laundry are brought directly to the laundry area at the end of their shift and placed into the machine immediately
- Disinfect laundry baskets immediately after soiled laundry is removed to ensure when/if clean laundry is placed back into it no contamination occurs
- staff will ensure the load in the washing machine is started two hours before closing time and placed in the dryer an hour before closing time
- staff will remove laundry from the dryer, fold and drop off to classrooms as needed
- Children's personal belongings (e.g., coats, hats, and shoes) are stored separately, such as in individual cubbies
- Soiled clothing is sent home for cleaning (do not rinse; roll and place items in a sealed plastic bag; solid stools are disposed of in the toilet prior to bagging clothes)
- Soiled items are kept separate from clean items in a covered container/bag
- Bedding (sheets and blankets) is assigned to each child laundered weekly or more frequently when soiled or wet
- Cloth bibs are kept in a sanitary manner and laundered as necessary

- Laundry is done in a separate area from the kitchen. A utility sink should be installed in the laundry area.

Occupational Health and Safety

Please refer to Oshkiigmong Early Learning Centres Occupational Health and Safety - Infection Prevention and Control Plan.

Sleep Equipment and Arrangement

Children are scheduled for sleeping periods as part of the daily routine. It is important to ensure this activity is carried out in a sanitary manner.

Key Points:

- Children must be placed in a sleeping arrangement that minimizes the spread of respiratory infections (i.e. head to toe)
- Sleep equipment must be labelled and assigned to a single child
- Sleep equipment must be cleaned and disinfected before being reassigned
- Cots/Crib mattresses must be made of a cleanable material
- Crib mattresses must be cleaned and disinfected when contaminated (soiled or wet)
- Cots must be cleaned and disinfected weekly and as necessary (when soiled)
- Sleeping equipment and bedding must be stored in a manner to prevent contamination (e.g., avoid contact with mats/bedding used by another child)
- Bedding must be assigned per child and laundered weekly, or when soiled or wet

Diapering and Toileting

Oshkiigmong Early Learning Centre provides diapering and toileting for children as needed to help develop and encourage hygienic practices. However, diapering and toileting can pose a risk of disease transmission. It is important that staff apply routine practices during diapering and toileting routines.

Hand washing sinks must be provided in diaper changing areas and washrooms. These sinks must be designated for hand washing and must be adequately supplied to allow staff and children to properly wash their hands. The diapering area must be separate from the food preparation area.

Key points:

- Washrooms and diapering areas must be equipped with:
 - Designated hand washing sink supplied with:

- Running water
- Liquid soap in a dispenser
- Paper towels
- "Hand Washing" information sheet
- Single-use disposable gloves
- Appropriate disinfectant
- Washrooms/diapering surfaces constructed of smooth, non-porous, non-absorbent material that is easy to clean and disinfect (e.g., formica, hard plastic, stainless steel or a washable pad covered by smooth vinyl). Surfaces must be free of cracks or rips.
- Appropriate storage for personal hygiene items (e.g., diapers, creams, ointments, toothpaste, toothbrushes etc.)
- Garbage containers equipped with a leak proof plastic liner and a foot activated lid that is tight fitting
- Sinks must be washed and disinfected at least daily (or as necessary) and must not be used for food preparation, rinsing soiled clothing or toy washing
- Washrooms, fixtures and diaper change surfaces must be maintained in a sanitary condition • Diapering surfaces must be disinfected after each use (even if a paper liner is used) and this should be used for diapering only (not drying toys)
- Personal hygiene items must be labelled and stored separately to prevent accidental sharing
- Personal hygiene items must be dispensed in a manner that prevents cross contamination

Expressed Breast Milk

Breast milk supports the optimal growth and development of infants and is a complementary addition to a young child's diet beyond one year. Safe handling, thawing, storage and administration ensures the quality of expressed breast milk (EBM) for breastfed infants and children and minimizes the risk of infection to children and staff.

EBM is a bodily fluid and may contain microorganisms from the mother or from other sources. EBM is not sterile, and it is important to ensure proper temperature control and handling. Improper handling of EBM may result in contamination with microorganisms that can cause infections. Feeding the incorrect EBM to an infant or child can potentially lead to the transmission of disease so labelling containers and supervision during feeding are important measures to avoid unintended consumption.

Key Points:

When handling, preparing and dispensing EBM, staff will:

- Store EBM in a refrigerator at a temperature of 4° Celsius or colder, until used
- Thaw frozen EBM in a refrigerator and ensure it is used within 24 hours. Do not use a microwave to thaw EBM
- Ensure bottles and containers are properly labelled (date, name of infant/child and name of mother)
- Supervise children drinking EBM from a cup to prevent unintended consumption by other children. Discard any left-over EBM not consumed by the child
- Apply routine practices when handling EBM
- Practice hand hygiene before and after handling EBM
- Wear gloves while handling EBM (e.g., dispensing into a cup or from a container)

Note: Contact PPHU immediately, if a child consumes EBM intended for someone else.

Food Provision

OELC should change meal practices to ensure there is no self-serve or sharing of food at mealtimes.

- Utensils should be used to serve food.
- Meals should be served in individual portions to the children.
- There should be no items shared (e.g. serving spoon or salt shaker).

There should be no food provided by the family/outside of the regular meal provision of the program (except where required with special precautions for handling and serving put in place). Children should neither prepare nor provide food that will be shared with others.

Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.

Where possible, children should practice physical distancing while eating.

There should be no sharing of utensils.

Provision of Special Needs Resources (SNR) Services

- The ministry recognizes that children with special needs and their families continue to require additional supports and services in childcare settings.
- The provision of in-person special needs services in childcare settings should continue where appropriate Supervisors may use their discretion to determine whether the services being provided are essential and necessary at this time.
- Please work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.

- All SNR staff must screen before entering the childcare setting and must follow all health and safety measures that staff/providers follow, including having their attendance logged, practicing proper hand hygiene, wearing a mask, and maintaining physical distancing as much as possible.
- OELC should work together to determine who will be responsible for ensuring SNR staff have appropriate PPE.
- Where SNR services are provided through external staff/service providers, licensees and home childcare providers should inform all families of this fact, and record attendance for contact tracing purposes.
- Staff are to be in full PPE while working with children 1:1

Sensory Play and Classroom Materials:

Sensory play and using porous materials in the classroom are an integral part of Oshkiigmong Early Learning Centers programs. These are excellent methods by which to enhance children's sense of touch, sight, taste, smell, and hearing. However, they are also excellent vehicles for the spread of disease-causing microorganisms.

Cleaning and Disinfection of Play Materials:

Please refer to Oshkiigmong Early Learning Centres *Environmental Cleaning and Disinfecting Policy and Procedures* under Classroom Play Materials and Surface Disinfecting Procedures.

Key Points:

Toy cleaning and disinfection schedules and log sheets will be posted. The frequency of cleaning and disinfection varies depending on the age group and the amount of handling of toys:

- Infant (under 18 months): Frequently touched toys in infant rooms must be cleaned and disinfected daily (or more often as necessary)
- Toddler (18 – 30 months) & Preschool (>30 months – 5 years): Frequently touched toys in toddler and preschooler rooms must be cleaned and disinfected daily (or more often as necessary)
- Kindergarten & School Age (5 – 12 years): Frequently touched toys in the school aged rooms must be cleaned and disinfected daily (or more often as necessary)

When cleaning and disinfecting toys:

- If using a dishwasher to clean and disinfect toys, the dishwasher shall comply with the requirements of Ontario Regulation 493/17, Food Premises
- Staff must wear appropriate personal protective equipment (e.g., rubber gloves)
- Toys must be cleaned and rinsed prior to disinfection.
- Disinfectant used must be safe and suitable for the intended purpose. The

manufacturer's directions for dilution and contact times must be followed

- Toys must be cleaned and disinfected using the 3-compartment sink method or a dishwasher. The 2-compartment sink method is acceptable if washing and rinsing are done in the first sink. If no sinks are available, then the 3-bin method is acceptable

Practices necessary to reduce the risk of disease transmission to children when using with classroom play materials and participating in sensory play activities:

- Children must practice hand hygiene before and after playing with toys or participating in sensory play activities
- Playrooms must be provided with both Sanitizer and a designated hand washing sink.
- Toys must be maintained in good repair and inspected for damage. Damaged toys that compromise cleaning and disinfection must be discarded
- Toys must be easy to clean and be able to withstand frequent cleaning and disinfection
- Toys used for water-play must not retain water as they can provide an environment for bacterial/mold growth
- Toys that are mouthed or contaminated by body fluids must be cleaned and disinfected before handling by another child.
- Mouthed toy bins must be designated and clearly labelled for the storage of mouthed/dirty toys.
- Homemade playdough and slime, due to its high moisture content, is more likely than store-bought playdough/slime to harbour and allow the growth of microorganisms. Used homemade playdough and slime must be discarded daily. Unused homemade playdough/slime may be stored in the refrigerator for up to one week.
- Store-bought playdough/slime must be discarded according to manufacturer's recommendations
- Sensory play bins that contain dry materials must be cleaned and disinfected after they are dumped and before replenishing
- Water play bins must be drained, cleaned, and disinfected after each session. Choose water play bins that are easy to move, drain, clean, and disinfect
- Individual sensory play bins must be used when appropriate, such as when children are showing signs of illness (e.g. runny nose)
- Toy storage cupboards must be emptied, cleaned, and disinfected as necessary
- Toy storage areas must be monitored for pest activity
- Indoor play structures (e.g., climbers) must be cleaned and disinfected as often as necessary. A thorough cleaning of the entire play structure must be done according to schedule. Frequency of cleaning is determined by the age group using the play structure
- Electronic devices must be cleaned and disinfected between users

The following sensory play materials may be used (not during Pandemic):

- Water
- Dry pasta
- Purchased sand
- Playdough
- Clean snow
- Pinecones
- Twigs
- Leave

The following sensory play materials must not be used:

- Sand, gravel, and other soiled materials obtained from outdoor locations
- Meat trays, or soiled egg cartons and toilet paper rolls
- Manure or other products containing possible fecal matter or chemicals

Cleaning and Disinfecting

Crib and cot cleaning and disinfecting:

- Cots and cribs must be labelled and assigned/designated to a single child per use.
- 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 and before being assigned to a child.
- 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 which there is no contact with the sleeping surface of another cot.
- Bedding must be laundered daily on the "hot" setting, and when soiled or wet.

Additional Infection Prevention and Control Practices for Hygiene Items (Specific to OELC)

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the centre.
- Label individual hygiene items such as toothpaste tubes and store them separately.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe

the cream/lotion container with a disinfecting wipe.

- Staff can identify personal clothing which they can leave and launder at the emergency location. Linens must be washed on the "hot" setting.

Oshkiigmong Early Learning Centre Cleaning and Disinfecting Schedule					
All play materials should be cleaned with warm, soapy water first. After cleaning, disinfect using spray provided That has been approved by Peterborough Public Health that clearly is labeled with a D.I.N #.					
Leave on materials for minimum of 5 minutes and then wipe off.					
Class:	Monday	Tuesday	Wednesday	Thursday	Friday
Date:	Initials	Initials	Initials	Initials	Initials
Play materials					
Door handles and door frames - main and closet					
Light switches					
Walls - frequently touched areas in classroom					
Tables - under the table where children touch					
Chairs					
Bathroom sinks and handles					
Bathroom soap and paper towel dispensers					
Bathroom toilets and handles					
Bathroom door frame/walls where children touch					
Change table area					
Counter surfaces					
Shelves					
Garbage can					
Cubbies/lockers					
Cots - sheets changed and beds disinfected daily					
Cribs - handles and bars					
Placemats and name tags					
Easel and accessories					
Laundry basket					
IPads, binders, clipboards - disinfect frequently					
Windows and ledges					
Large motor climbers					
Bookshelves, books and book corner chairs					
Microwave and fridge if applicable					
Cupboards and handles					

Outdoor Play

- OELC staff should schedule outdoor play by groups in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, staff must separate the groups by at least 2 metres. Outdoor times can be used as opportunities to provide children with breaks from wearing masks within their groups.
- If play structures are to be used by more than one group, the structures should only be used by one group at a time.
- OELC staff to have designated toys and equipment (e.g., balls, loose equipment) for each room or group. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- OELC staff to find alternate outdoor arrangements (e.g. community walk), where there are challenges securing outdoor play space. Providers should follow physical distancing practices when possible. Outdoor times can be used as opportunities to provide children with breaks from wearing masks within their groups.
- Children should bring their own sunscreen where possible and it should not be shared.
- Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (e.g. washing hands before and after application).

Interactions with Infants/Toddlers

- OELC should continue to encourage staff to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- Staff should consider placing infants in every other crib and mark the cribs that should not be used in order to support physical distancing.
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include: planning activities that do not involve shared objects or toys; and, when possible, moving activities outside to allow for more space.
- Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc. Toys that have been placed in a child's mouth must be removed immediately for cleaning and disinfecting and must not be shared with other children. Label these items with the child's name to discourage accidental sharing.

Staff Training and Compliance

All staff are required to attend a morning training session on Monday, July 20th, 2020. This will ensure they are aware of the practices and guidelines for Personal Protective Equipment, before the official re-opening date at Oshkiigmong Early Learning Centre. Upon approval of policies, all staff will meet to review all new documents. All staff will be required to sign off that they received the proper training for Oshkiigmong Early Learning Centres Pandemic Plans.

Notification to Parents

All Oshkiigmong Early Learning Centre parents/guardians will be notified of this COVID-19 policy through StoryPark and by mail upon opening.

Post Your Policy

Oshkiigmong Early Learning Centre will post and communicate COVID-19 and infectious disease policies to employees. These policies should cover how Oshkiigmong Early Learning Centre will operate, including but not limited to:

- The sanitization of workplaces.
- How to ensure physical distancing.
- How work will be scheduled.
- How employees report illnesses (see Occupational Illness: Requirements to Report to the Ministry of Labour; Notice of Occupational Disease: Report Form; Oshkiigmong Early Learning Centres Managing Communicable Diseases Policy & Procedures).

Oshkiigmong Early Learning Centre workplace illness policy (see Chapter 5 of the HRMM D of the Faculty Manual: General Leave) aligns with COVID-19 recommendations and includes: Sick employees must stay home or be sent home from work; Sick employees should use the self-assessment tool for COVID-19 and follow the subsequent directions; When employees go home sick, their work areas must be cleaned and disinfected.

MINISTRY OF LABOUR TRAINING AND SKILLS DEVELOPMENT (MLTSD) REQUIREMENTS

The MLTSD is focused on providing enhanced protections for workers. Effective March 19, 2020, the Employment Standards Act was amended to provide job protected leaves for employees affected by COVID-19 (see Job Protection for Workers during the Covid-19 Situation; Occupational Health and Safety Act: Part V: Right to refuse or to stop work where health and safety in danger/Ontario.ca).

Track and Monitor Your Workforce

Due to the latency period of COVID-19, it is important to track where workers have worked, where possible. If a worker tests positive for COVID-19, the local public health unit will ask Oshkiigmong Early Learning Centre to provide information on where the worker worked as well as the contact information of any other worker who may have been exposed.

Evaluate

Oshkiigmong Early Learning Centre will regularly ask and evaluate:

- Were the proper hygiene facilities (handwashing equipment) available to you?

- Were you able to practice social distancing where possible?
- Did you have the Personal Protective Equipment (PPE) you require to protect you while you do your job if needed?
- Have you been provided training on the proper use of PPE?
- Do you know what to do if you have symptoms?
- Are you aware of emergency risks in your region and how to prepare for different situations?

Personal Protective Equipment (PPE) Policy and Procedures – COVID-19

Policy Statement Oshkiigmong Early Learning Centre is committed to providing a safe and healthy environment for children, families, and employees. The OELC will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose To ensure that all employees are aware of, and adhere to, the directive established by PPHU

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

Procedures:

- PPE is equipment worn to protect the worker from infected droplets and contaminated surfaces. PPE used in a child care setting can include:
 - Medical Masks - protect the inside of the nose and mouth
 - Eye protection – protects the eyes from splashes, sprays, and droplets
 - Gloves - gloves and good hand hygiene protect you and others
 - Gowns - Long-sleeved gowns protect clothing from becoming contaminated Medical Masks and Eye Protection Wearing a medical mask and eye protection can help to prevent the spread of some respiratory illnesses, and be worn to prevent spread from an infected person to others by containing infected droplets (source control).

When wearing a mask and eye protection, you must be sure to clean your hands frequently with soap and water or 70%-90% food grade alcohol-based hand sanitizer, before and after touching your mask or eye protection.

At the OELC it is expected that staff, Children and essential visitors will wear a medical mask and eye protection at all times when physical distancing (6ft/2m) cannot be maintained, or it is anticipated that physical distancing (6ft/2m) may not be able to be maintained. This helps ensure that all adults and children in the programs stay safe.

Exceptions

It is recognized that when physical distancing (6ft/2m) can be maintained, staff can then take a break from wearing the medical mask and/or eye protection. Examples of when this may occur are the following:

- when the group of children are napping, and the staff is working more than 6ft/2 m away from them
- when a staff is walking down the hallway alone
- when a staff is working in an office alone
- when a staff is on a break and physical distancing can be maintained, and room occupancy limits are adhered to
- when a staff is performing toy washing alone in a room
- when a staff is working in the kitchen alone
- When outdoors, the use of a medical mask and eye protection is not required when physical distancing (6ft/2m) can be maintained. If a staff is unsure whether physical distancing (6ft/2m) can be maintained, then this would not be an appropriate time to take a break from wearing the medical mask and eye protection.
- There are also exceptions to wearing medical masks and eye protection which include medical conditions that make it difficult to wear a medical mask or eye protection (e.g. difficulty breathing, low vision), a cognitive condition or disability that prevents wearing a medical mask, and hearing impairments or when communicating with a person who is hearing impaired and where the ability to see the mouth is essential for communication. Clear mask options are available to meet some of the above needs.
- If there are medical exceptions to medical mask wearing, the supervisor must document this. There are times when there are no exceptions to medical mask and eye protection breaks, as these situations are a higher level of risk and wearing PPE at all times is important, these examples are when:
 - Working within the screening area
 - Escorting children from the screening area into a program room
 - In the isolation room with ill children
 - When cleaning blood and bodily fluid spills
 - When physical distancing (6ft/2m) cannot be maintained

How to Wear a Mask

- Masks must be worn properly at all times, without exception.
- This includes:
 - On the face properly covering the mouth and nose
 - Not lifted or dropped to the chin or around the neck
 - All straps must be securely fastened

- Once the mask is secure, consider it your face. DO NOT touch or move it.
- Masks are single use
- Change your mask if it becomes moist, dirty, you touch it with soiled hands or it comes into contact with another surface.

To put on the Mask:

1. Wash or sanitize your hands.
2. Check the mask for tears or faulty straps.
3. The stiff bendable edge is the top.
4. Holding the mask by the upper strings, tie in a bow near the crown of your head, or if the mask has bands, loop over your ears.
5. Holding the mask by the bottom strings, pull the bottom of the mask over your mouth and chin, and tie in a bow near the nape of your neck.
6. Ensure the mask covers your mouth, nose and chin.
7. Press and mold the upper bendable edge to the shape of your nose and cheeks.
8. Wash or sanitize your hands.

To remove the Mask:

1. Wash or sanitize your hands.
2. Only touch the straps; avoid touching the front of the mask as it is contaminated.
3. Untie the bottom strings and then the upper strings.
4. Dispose of the mask directly into the garbage.
5. Wash or sanitize your hands.

Eye Protection Staff can choose between a face shield or safety goggles.

To put on Eye Protection:

1. Wash or sanitize your hands
2. Put on eye protection from the straps
3. Ensure a snug fit; face shield should fit over the brow
4. Wash or sanitize your hands

To remove eye protection:

- Wash or sanitize your hands
- 2. Take off from the straps
- 3. Wash or sanitize your hands

Gowns Wearing a gown can help with protecting clothes from becoming contaminated

- Gowns will have long sleeves and tie at the back.
- If gowns are disposable they will need to be discarded after each screening shift or use when cleaning blood and bodily fluids.
- If gowns are cloth and reusable, they must be laundered after each screening shift or when used for cleaning blood and bodily fluids.
- Staff must wear gowns when:
 - Working in the screening area as the health screening staff
- When cleaning blood or a bodily fluid spill

Donning (Putting on) and Doffing (taking off) PPE

The following procedure will need to be followed if wearing more than one item of PPE

Donning:

1. Perform hand hygiene
2. Put on gown
3. Put on mask
4. Put on eye protection
5. Put on gloves

Doffing:

1. Remove gloves
2. Remove gown
3. Perform hand hygiene
4. Remove eye protection
5. Remove mask

Perform hand hygiene Policy and Procedure Review This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at the OELC, and at any time where a change is made

Additional Information:

COVID-19 GOVERNMENT UPDATES

Stay updated with daily updates:

- <https://www.ontario.ca/page/2019-novel-coronavirus> (Ontario COVID-19 webpage)
- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> (Canada COVID-19 webpage)
- <https://www.publichealthontario.ca/> (Public Health Ontario)
- http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidan

ce.aspx (Ontario Ministry of Health – COVID-19 sector resources and guidance)

ONTARIO GOVERNMENT

<https://covid-19.ontario.ca/> provides updates on Ontario’s response to COVID-19. This includes:

- status of cases in Ontario;
- current affected areas;
- symptoms and treatments;
- how to protect yourself and self-isolate; and
- updated Ontario news on the virus.

PUBLIC HEALTH ONTARIO

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratorydiseases/novel-coronavirus>

Public Health Ontario is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements, and situational updates;
- a synopsis of key articles updating on the latest findings related to the virus;
- recommendations for use of personal protective equipment;
- testing information; and,
- other public resources.

PUBLIC HEALTH AGENCY OF CANADA

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

This link outlines the actions being taken by the Government of Canada to limit spread of COVID-19, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

WORLD HEALTH ORGANIZATION (WHO)

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

WHO provides the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures; and,
- Live media updates on the spread of the virus.

OTHER RESOURCES

There are a host of additional resources available to help address the ongoing COVID-19 outbreak that are aimed at the Social and Community Services workplaces. Resources include:

- Public Health Unit websites:
<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>
- Government of Canada, COVID-19 Taking Care of Your Mental Health:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/taking-caremental-health.html>
- Disability Considerations During the COVID-19 Outbreak:
<https://www.who.int/who-documentsdetail/disability-considerations-during-the-covid-19-outbreakv>
- Childcare Guidance
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf

PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION RESOURCES

- Occupational Illness: Infectious Disease Reporting Form:
<https://www.pshsa.ca/resources/occupational-illness-infectious-disease-reporting-form>
- COVID-19 Resources: <https://www.pshsa.ca/covid-19>

Oshkiigmong Early Learning Centre – COVID-19 Child Care Centre Operation Priority List

Purpose

This policy is in response to the COVID-19 Pandemic and the requirement Curve Lake First Nation to establish written policies and procedures outlining the operator's health and safety protocols to support the safe re-opening of childcare centres. This policy adheres to the advice of Dr. David Williams, Ontario's Chief Medical Officer of Health, the Ministry of Education's Operational Guidance for Re-opening, and local Medical Officer of Health to keep people safe. The purpose of this policy is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily.

Application

This Procedure applies to all persons entering Oshkiigmong Early Learning Centre – including children, staff (including cooks, cleaners), and visitors (inclusive of parents/guardians).

Definitions/Acronyms

CCLS – Child Care Licensing System

COVID-19 – is a disease caused by the 2019 novel coronavirus

MOH – Medical Officer of Health

PPE - Personal Protective Equipment

PPH – Peterborough Public Health

ELC- Early Learning Centre

Procedure

Children will be admitted to playrooms according to numbers as determined by the Ontario Ministry of Education. Currently that is seven (7) children with three (3) adults. Reduced number of children allowed in the playrooms and cohorts of staff and children will determine how many children can be admitted to each playroom/building.

Children will be admitted according to the following;

1. Children of two parent families with both parents working or attending full time Post-Secondary outside the home, or a single parent working or attending full time Post-Secondary outside the home, with one parent a member of CLFN.
2. Children of two parent families with both parents working or attending full time Post-Secondary outside the home or a single parent working or attending full time Post-Secondary outside the home.
3. Children with at least one parent/guardian at home will not be admitted until the Covid-19 Pandemic is deemed over.

**OELC POLICES AND PROCEDURES UPDATED TO REFLECT MOST RECENT OPERATIONAL
GUIDANCE DURING COVID-19 OUTBREAK – FOR FIRST NATIONS (VERSION 4.0)**

PANDEMIC POLICY AND PROCEDURES - CLFNS

This plan was created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning. Current evidence and experience support the concept that children can return to school in a manner that maximizes children's health and minimizes risks from a Public Health perspective. The guidelines referenced in this plan are based on guidance from the Ontario Ministry of Health and the Ministry of Education. This is a working document and regular updates will be made to this plan based on information provided by the Ontario Ministry of Health, Ministry of Education, applicable federal, provincial and local agencies.

Arrival & Dismissal

Parents, guardians and outside visitors will not be permitted in to the building or playground. Parent pickups and drop offs will happen outside of the building. If for any reason a parent or guardian needs to meet with a teacher, special education staff or Principal, special arrangements will be put in place to do so virtually or by phone.

Students will enter and exit their classrooms via the classroom exterior doors, bused students will enter and exit the school at the main door.

The first bell rings at 8:55am and class will start promptly at 9am. **There will be no morning recess or supervision outside** (designated staff will be outside to monitor arrival and to conduct screening). **Parents will be encouraged to drop children off between 8:40am and 9:00am.** Bussing for students will be limited based on need.

Current Safe Arrival process remains in place for students in person and online.

We will need to limit the amount of materials going back and forth from school to home. As a result, all school supplies will be provided by Curve Lake First Nation School. There will be no sharing of items or supplies. All supplies will be separated into individual storage bins and cubbies.

We request that all students bring their own refillable water bottle and indoor shoes. These items will remain at the school until the end of the year.

Dismissal times will be staggered. Bussed students will load the bus starting at 3:10pm (Bus will be loaded back to front according to pick and drop off locations). All remaining students will then exit the building one classroom at a time beginning at 3:20pm.

We ask that parents and guardians remain in their vehicles until their child's classroom has exited the building/playground and are lined up at the fence line or teacher designated pick up zone.

Masks

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, staff will be wearing masks. Students will be required to wear masks in common areas such as hallways and washrooms. For students who do not come to school with a mask, CLFN School will provide a disposable mask. We have had donations of cloth masks and these will be distributed to students on the first day back. It is very important that cloth masks be laundered daily. Parents and Guardians are required to be masked while on school property.

Student & Employee Safety

Visitor Restrictions

CLFN School will not allow normal visitation to the school. Only CLFN school staff and approved CLFN employees are allowed on school property during preparation for reopen.

When CLFN School reopens, only staff and students and limited support services (Speech and Language Therapist, Occupational Therapist, and Social Work) will be permitted within the school.

Deliveries will be made inside the doorway of the building – pre-arranged with office staff if possible

Service personnel will pre-arrange time in building, be screened, wear a mask at all times, follow physical distancing and hand hygiene, and deliver the service with no staff or students in the vicinity except the custodian or Principal. Service personnel will not enter the offices.

Travel Restrictions

CLFN School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and Chief & Council.

Employee Screening & Protocols

Health Protocol

- All families will be required to complete the online screening form which will be available on our parent page in the student information system. Temperatures of each student and staff will be taken upon arrival to school.
- If a student becomes ill, or has observable symptoms parents will be called for pick up. The student will be escorted to the isolation room and provided with PPE (Personal Protective Equipment). This includes gown, mask and gloves for staff.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work immediately and follow directions outlined in the Human Resources document.

Physical Distancing

Physical distancing is an effective way to prevent potential infection. CLFN employees and students should practice staying approximately 6 feet away from others and eliminating contact with others.

- Directional signage on the floor will mark the walking direction throughout the school in order to regulate traffic flow.
- Non-essential/informal meetups and visiting are prohibited between classrooms, staff room and other common areas. A maximum of 4 people will be allowed in the staff room at one time.
- Staff lunches and breaks will be arranged to follow physical distancing practices. Disinfecting of personal eating spaces and use of kitchen appliances, such as microwaves, will be conducted by each staff member after each use. The dishwasher will be used for student water bottles only. Staff must take their dishes and cutlery home daily.

Personal Protective Equipment (PPE)

Please note that physical distancing will still be practiced even with the use of masks.

In addition to using PPE (masks), students and staff will:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available
- Reminders of avoiding touching eyes, nose, and mouth
- Reminders of covering mouth and nose with a tissue when you cough or sneeze or using the inside of the elbow. Regular education regarding these practices will take place with communication to parents.

Personal Workspace/Classroom

CLFN staff will use the signage provided to guide them for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, supplies, etc.) throughout the day, giving special attention to commonly touched surfaces such as desks, light switches, and handles. Meetings will be virtual whenever possible. Meetings cannot occur in classrooms, offices. A designated space in the gymnasium to allow for physical distancing.

Shared Workspace

Staff are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. CLFN School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The CLFN custodian and custodial support staff will deep clean all workspaces, high touch points, common areas and frequently touched objects at their designated cleaning time throughout the day. Access to the staff room must be restricted to four people at any given time. Masks must be worn while in common or shared work spaces.

When Students require individual meetings with staff, measures will be taken to use the appropriate PPE, wearing of masks, separation with Plexiglas, and appropriate hand hygiene. Spaces will be cleaned and disinfected between students. Meetings will occur in the gymnasium spaces retrofitted for 1:1 activities.

There will be limited access to the photocopier. A staff schedule will be created.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

Special Education Services

- Special Education Services have been relocated to the school gymnasium to allow for physical distancing and safe work spaces for staff and students.
- Students will access services from staff at pre-determined times to allow for proper disinfecting between students.
- Staff will be in full PPE when working closely with students 1:1

Outdoor Play

- Student use of the yard will be staggered and by cohorts
- Play equipment will be sanitized between use
- Staff will monitor the use of the yard and encourage distancing during play and educational activity
- Students and staff will enter and exit the yard via their external classroom doors.
- Yard equipment (toys) will be designated by class and disinfected between use

Facilities Cleaning

The safety of our employees and students are our first priority. Upon reopening, our school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We

will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day, throughout the day
Appliances	Refrigerators, Microwaves, Coffee Machines	After each use
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	After each use
General Used Objects	Handles, light switches, sinks, restrooms	Minimum 3 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day – responsibility of the bus company.
Common Areas	Common Areas	At the end of each use, daily & between groups

The goal is to establish a sanitary baseline before the site opens to students. The site should be 100% disinfected prior to students returning.

Restroom Usage during the School Day

The maximum capacity for the facility that allows for social distancing is 2 students. Classrooms will be assigned to specific washrooms and stalls. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

Social-Emotional Well-Being of Students & Staff

The social-emotional well-being of our school community is our first priority. We will plan as a staff how we will support each other, our students and our families with our return to school. Videos and resources for students, parents and teachers to access will be available. The

contracted social worker and our school Child and Youth Worker and Early Childhood Educator will work with students individually or in small groups to address any well-being needs.

Staff Training

1. First Day/Week of Training/Orientation

- To ensure understanding and preparedness to align with the new policies and procedures
- Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform Zoom.

2. Cleaning Protocols

- Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

All training topics can be reinforced with signage in the building

1. School checklists
2. Disinfection Measures
3. Transportation
4. Isolation protocols
5. Screening
6. Visitors

Communication Methods

To stay informed on the most up-to-date information:

1. Teachers, students, and parents need to check their email often
2. Visit our school website
3. Follow CLFN social media platforms
4. Check classroom blogs daily

Optimize Instructional Services

At Home Learning Packets, Online Learning: In the event of the need to move to online learning due to school closure, our instruction will be uniform across all grades. Classroom teachers will continue to use the classroom blogs found at www.curvelakeschool.ca with their students to ensure a seamless transition. Teachers will work with their students to increase independent skills for accessing online learning tools.

One to one support will be available and scheduled.

Daily communication and Zoom classrooms will be reinstated.

Busing Guidelines for Curve Lake First Nation Students riding with
Ellwood Hamilton Bus Lines

Curve Lake First Nation will follow the STSCO guidelines with modifications for CLFN.

STSCO Guidelines;

COVID-19 PANDEMIC BACK TO SCHOOL TRANSPORTATION GUIDELINES FOR PARENTS

CLEANING OF VEHICLES

All service vehicles (i.e. frequently touched surfaces such as seat cushions, top of seats, handrail(s), seatbelts, and driver controls) will be cleaned with disinfectant prior to the start of each bus run. The type of disinfectant used will be in accordance with recommendations from Public Health.

Drivers are responsible for cleaning the buses between runs

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Proper hand washing is the best practice for stopping the spread of the virus. Hand washing prior to and after each trip on the bus is recommended for everyone.

Parents should supply their child with a face covering if they are above Grade 3.

A supply of masks should be available on each bus for purposes such as a student may not have one or a parent is required to board the bus to help with a seatbelt.

BUS STOPS

It is recommended that all students and parents maintain a 2-meter physical distance while waiting at the bus stop. Students should be reminded to wash their hands thoroughly with soap and water for 20 seconds before they leave for the bus stop or use an alcohol-based hand sanitizer just before boarding the bus. Students must follow the direction of the driver when boarding the bus. All students JK-grade 12 will be required to wear a mask while waiting for the bus, if there are other non-family members at the same stop.

Students who have symptoms associated with COVID-19 or think they have been exposed to COVID-19 will not be allowed to take transportation. *Parents must screen their child for any symptoms prior to sending them to board the bus. If a child is displaying symptoms such as coughing, fever or other obvious signs of an illness, they will not be allowed to board the bus. The bus driver will inform the parent/guardian, if they are with the child, that the child cannot ride. If there is no parent/guardian, with the child, the driver will contact dispatch to advise the family that the child cannot be transported. If a child gets sick at school or exhibit symptoms they will not be transported on the bus after school.

*CLFN School students must have the online screening completed by 8:00 am or the student will not be allowed on the bus. Temperature will be taken prior to boarding. A staff member will be on the bus to screen temperatures

LOADING OF STUDENTS

In consideration for load counts, to limit the physical contact between students, the number of students to be transported on a bus will be limited to one family per bench seat to a maximum of *three to a seat. Single child families will be grouped together with classmates where possible. *CLFN will limit a maximum of two to a seat

All students will load from back to front when being picked up and unload from front to back when being dropped off. This will limit close contact between students on the bus. Students are encouraged to walk to their seat without touching seats as they pass as much as possible. Students must follow the instructions given to them from the bus driver and sit in the seat assigned to them. Students may not change seats at any time during the bus trip. Students will wear a mask loading and unloading and may only remove the mask while seated.

SEATING PLANS

Seat assignments for students will be mandatory and must be followed by the driver and enforced by the Principal. Seat movement of students will not be permitted. Students are to sit 1 family per bench seat unless there are non-family from the same household or single students in the same class. The front two seats will remain empty and be used for emergency purposes only where possible. Drivers and CLFNS Principal will take a daily log of which students rode the bus for any trip. This is required to trace any possibility if a student contracts COVID-19 from riding the bus.

ITEMS ON A VEHICLE

Students cannot bring large items on the bus that would not ordinarily fit in a knapsack. All waste containers are to be removed from the vehicle. Remember there is no food or drink permitted on a school bus.

EMERGENCY SITUATIONS

Should the need arise that a driver is required to respond to a first aid situation, the driver should radio dispatch for clear direction and if required to attend to a student(s), the driver will park the vehicle in a safe location, turn the vehicle off, be certain to keep PPE on, and attend to the student(s). Call 911 if necessary.

In the case of major issues such as a student vomiting, bleeding, or showing symptoms of COVID-19, the driver will pull over and inform radio dispatch to send another bus. The parents/guardians of the student will be instructed to meet the bus to pick up the student in question. The driver will ensure they wear additional PPE such as eye protection, face shields and gloves if they must attend to the student. The bus will then be returned to the bus yard for a proper and thorough cleaning prior to being put back in service.

Evacuation Measures will follow all the normal protocols, students must wear a mask during the evacuation and bus driver must take all measures to ensure physical distancing during the evacuation.

SPECIAL NEEDS TRANSPORTATION

Parents and school staff may need to board the vehicle to assist with the student's seat belt/harness or car seat. They should always wear a mask and eye protection (shield) when boarding the vehicle. Upon boarding the vehicle, prior to touching anything, the parent will need to sanitize their hands. There will be sanitizer available on the vehicle. The driver should always remind them when boarding and deboarding to not touch anything except the seatbelt/harness (i.e. do not touch seats when going down the aisle of a bus).

TRANSPORTATION OELC

Oshkiigmong Early Learning Centre use school buses, to transport children to and from school. Strategies to minimize risk to children and drivers should be considered:

- practice physical distancing, where possible, so that children sit apart from one another, rather than operating a full vehicle with every seat occupied;
- installing shields, such as plexiglass to separate drivers and children; and,
- drivers should be advised to stay home if they have any symptoms of ill health.
- Information regarding transportation during the pandemic is available from the federal government [here](#).

Where transportation by school bus is provided to or from a childcare program, First Nations may wish to refer to the document prepared by the federal government providing guidance specific to school bus operations during the COVID-19 pandemic.

First Nation Resource Rooms at Kawartha Pine Ridge District School Board

As per the Service Contracts with;
Alderville First Nation
Curve Lake First Nation

The First Nation Resource Rooms operate within the KPRDSB Schools, staffed with First Nation positions, working within the policies and procedures of both the First Nations and the School Board.

Normally these rooms operate as needed with as many as twelve students in the room. Staff work side by side with a variety of students throughout the day. Food is available for students who may be hungry or do not have lunch.

Recommendations for reopening of schools;

1. FN Support staff will not work with students in classrooms
2. Access to FN resource rooms will be limited to one to three students depending on cohorts of classes, respecting social distancing and masking. The CLFN resource room will keep the doors closed between the two rooms so that two staff can work with students concurrently
3. Text is most effective way to communicate with the students, and students will make all requests for assistance via text initially
4. CLFN resource room staff will continue to communicate via the classroom phone system, Alderville resource room staff will continue to use the appointment slips
5. Information regarding accessing FN personnel must be posted in classrooms and/or included in daily plans for Occasional Teaching staff
6. Staff will have to determine what students have the highest needs and pre-schedule students during the day to receive assistance in the resource rooms.
7. Doors will remain closed to the room depending on air flow and ventilation
8. Air purifiers will be put in each space to increase the condition of the air in the room
9. Beginning and end of day check ins with students will be done on the buses, with appropriate safety precautions in place (ie PPE)
10. Protocols will be aligned with Board procedures for resource rooms and guidance spaces
11. Pre-packaged foods available to support students
12. Water will be provided, but water bottles will not be delivered, staff will pick up the water for the spaces, students will need to have water bottles to fill
13. Smudging will continue in the rooms, smudging with sage is a safe method, sage is known to be an antiseptic

This is a living document and will be adjusted as the guidelines change according to the Pandemic

Learning Hubs for Provincial School students grade 4-12

Staff to Student Ratios	1:1 and 1:4 We have 2 staff for secondary students
Hub Schedule	Monday 8:30-4:30 Tuesday 8:30-12:00 Thursday 8:30-12:00 Friday 8:30-4:00 *these dates/times are changeable. We are able to add a day or stay longer if needed by students especially nearing the end of a quadmester
Special Needs	Ensure all IEP's are followed by the online teacher.
Technology requirements	Chromebook assigned by home school. If student does not have one we have 4 desktop computers available to them. Headphones Cell phones to upload images to google drive
Assignment submissions	Google Classroom D2L (Desire 2 Learn) Student needs to be able to be familiar with edsby and google docs. Google docs are needed to submit assignments through the Dropbox feature in D2L
Contact at VHS (Virtual High School)	Guidance Department-to make sure students are in the correct courses/stream, assist with options SERT- for IEP's SST (Student Success Teacher)-for updates Vice Principle-provided with contact info (email and work cell) that she distributed to her staff as well as the list of Curve Lake Students being supported. Teachers contact if a student is falling behind and family/guardians cannot be reached and/or return calls