



# PARENT HANDBOOK

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## COVID-19 Policies & Procedures 2021-2022

Version 7 – August 31, 2021

August 31, 2021

Dear Parents

As an update to our Covid-19 Parent Handbook protocols that is being posted to the website, please note the following changes:

**Outbreak:** is now considered to be 2 or more lab-confirmed cases within a 14 day period

**Screening:** Screening will continue as it has for the past year. Please ensure that you, as the parent/guardian, complete the screening tool every day before sending your child to school and respond to the adult bringing your child/ren into the school that you have indeed completed the screening and are following its directions in regards to symptoms or directions by Public Health to self-isolate.

*“It is the responsibility of the licensee to ensure that all screening procedures (including on-site screening) are completed and to ensure that no individual enters the premises unless they have completed the screening and the result of that screening has indicated that they are allowed to proceed.”* Min.of Ed. Operational Guidance for Childcare during Covid-19 Outbreak Version 7 – Aug 2021 – all following quotes are from the same document.

**Materials:** normal enhanced daily cleaning and sanitizing procedures will be in place

*“the risk associated with shared objects is low. Instead of regular cleaning of shared objects, the focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment”*

**Movement of staff between cohorts:** is now permitted but will be limited to if absolutely necessary

**Visitors** (ie parents): are now permitted but are subject to screening, masking and hand sanitizing protocols as outlined in the guidance document.

**Sensory materials:** may be used again with children washing hands before and after use

**Ventilation:** we have individual HVAC units in each room – they are individually vented to the outside and do not circulate to other rooms. The school has increased the cleaning and inspections of these units to once every 3 months.

**Outdoors:** masking is no longer required for students

**Singing:** is now allowed without masks – however distancing is recommended when singing indoors.

**Arrival:** Will continue as usual with screening through the Hogle Funeral Home driveway. Casa 3 and Upper Elementary will disembark near the driveway. Nido and YCC1 will disembark at the front entrance. Casa 2 will disembark at the southeast gate on Station to the left of the front entrance. YCC2, Lower Elementary and Casa 1 will enter through the gate on Mimico. Please ensure when you are waiting to give your child to the classroom teacher that you are masked and socially distanced from any other parents who are waiting. There are markings on the fence to assist you with social distancing.

You are also welcome to park farther down Station Road or Mimico and walk your child up to their cohorted entrance on Station Road or Mimico Avenue and the classroom teacher. Please do not drive directly to your child's drop off avoiding the screening process through the funeral home parking lot. If you do not wish to wait in this line then you must park somewhere other than our drop off area and walk up to Ms. Dinardo to be screened.

### **Vaccinations**

As the children at our school are all under 12, none of the children are eligible to be vaccinated. The school has recommended to staff, as per TPH direction, that they be vaccinated asap. Recently, COVID vaccinations became mandatory in licensed childcare organizations. Phoenix will comply with all mandated requirements but we will do so while respecting the human rights of all employees. Any staff who is not vaccinated due to health, religious or other reasons covered by their human rights will have to undergo regular Rapid Antigen Covid-19 testing as per government mandate. If the test returns a positive result, the employee will be sent home to self-isolate and get a PCR test at a local testing site. If that result is positive, then the procedures for a reported case will begin. This information is considered personal health information and cannot be shared. Please do not ask staff for their vaccination status.

**Phoenix Montessori School**  
**Parent Handbook**  
**COVID-19 Version 5**

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## Introduction

Dear Parents,

As we are getting ready for a new academic year, Phoenix wants to ensure we are all aware of the changes required to reopen. While we know these are still uncertain times, the teachers and administration at Phoenix are committed to providing a quality Montessori program that is safe, educational and welcoming!

While the focus of this guidance document is on the new health, safety and operational measures that are required in order to safely re-open, please note that every effort will continue to be made to preserve the welcoming and caring environment that Phoenix has always provided for its children and families.

While many things will seem different with new procedures in place for the safety of all, this will still be a Montessori environment that fosters inquiry and experiential learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase of this COVID-19 pandemic. This situation is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following TPH (Toronto Public Health) and Ministry of Education (Child Care and Early Years Act, 2014) guidelines. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact us if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Phoenix is a safe, healthy and welcoming place for your family.

Kind regards,

*Lori Priolo*  
*Principal*

## SCREENING

### Location:

- Screening for bus children must be completed on Transparent Classroom or children will be held in the lobby area until the screening is received from the parent.
- Drive by drop off children will have their temperature checked in the line up by a Phoenix staff member when answering the screening questions accompanying this document. Screening will be confirmed by the adult guiding your child to their cohort entrance door.
- Drop off times will be between 8:00-8:25am along Station Road and Mimico Avenue. Please remember that school starts at 8:15. After completing the screening in the line of the Hogle Funeral Home parking lot, please pull into an available spot on the road in front of the school close to your child's cohort entrance. Disembark your child, advise the guide that you have completed the temperature check and screening at home and say a quick goodbye so that you can return to your car and leave the space for the next person. Please ensure you are masked and maintain a six ft distance from others.
- Pick-up times will be at 3:30 pm at cohorted doors and gates. Please call the school or buzz at the door to let us know you are here if it is after 3:40, charges will apply for pickups between 3:40 and 5:40pm. (see before and after care notes on page 10 of the standard Parent Handbook) You will need to buzz and then go to your child's cohort door/gate.
- During pick-up times, parents/guardians will wait at the entrance for your child's cohort and practice social distancing. There are signs and markings indicating appropriate distances. Wearing a mask is mandatory on school property when you are dropping off or picking up.
- If your child will be arriving or will be picked up between 8:30am and 3:00pm, parents/guardians MUST arrange this with the office staff to ensure proper procedures are followed at all times.
- Visual guides will be provided to assist with physical distancing (e.g., pylons/tape on fence or pavement) in the event that a line-up forms while parents/guardians are waiting to pick up children.

### Health Screening Procedure:

- The most current screening questionnaire must be completed at home, every day for every child attending school. You should also check your child's temperature daily. If it is 37.8 degrees Celsius or higher, your child must stay home.
- Phoenix 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.
- Parents are required to keep any sick children at home. If a child or staff member comes to school with any COVID-like symptoms, including a temperature equal to or greater than 37.8 degrees Celsius, or if the child(ren) have any signs or symptoms listed below they will be sent home.
- Screeners will take appropriate precautions when screening, including wearing personal protective equipment(PPE) (i.e., mask; gloves; eye protection (goggles or face shield)).
- **\*Please see the waiver at the end of this document\*** to be signed by all parents/guardians.

## SCREENING QUESTIONNAIRE

**We will return to Covid-19 drive by drop off as of Tuesday, September 7<sup>th</sup>, 2021.**

“As you are aware COVID-19 continues to evolve, as a result we are confirming 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”.

Please ensure that you complete the temperature check and screening questionnaire every morning so that you can truthfully answer the guides when they ask you if you have completed the screening.

The most recent screening questionnaire is included at the end of this document and will be updated as required by newer versions from the Ministry or from TPH.

1. Have you/the child travelled outside of Canada within the last 14 days and been told to quarantine by Federal officials?: Yes/No
2. Have you/the child been identified as a close contact with a confirmed or probable COVID-19 case? Yes/No
3. Has your child been instructed to stay home and self-isolate by TPH or another Public Health entity or health care worker? Yes/No
4. In the last 10 days, has the child/student tested positive on a rapid antigen test or a home-based self-testing kit? Yes/No
5. Do you, your child, or any member of your household have any of the following symptoms (new, different or worsening):
  - Yes/No (for each)
    - Fever and/or chills (confirm temperature at drop off)
    - New or worsening cough
    - Shortness of breath
    - New smell or taste disorder(s)
    - Nausea/vomiting, diarrhea, abdominal pain(not related to prior or known condition)
6. Telehealth Ontario 1-866-797-0000

Please see the decision guide that follows the screening page to make your decision as to whether it is safe for your child to come to school.

**Note:** as outlined by the Province of Ontario, parents/guardians are asked to take the child(ren)'s temperature daily before coming to Phoenix and honestly reporting it during the screening procedure. Giving your child any fever reducing drugs before sending said child to school may cause an outbreak at the school. Likewise, all staff are asked to take their own temperature daily before coming to Phoenix.

### **Documentation of Screening:**

Documentation of the information received during screening will be recorded on PHOENIX 's Transparent Classroom and the Daily Log for children and staff. The supervisor is responsible for ensuring that this information is managed and retained as required.

## MONITORING AND MANAGEMENT

If a child or staff member begins to experience symptoms of COVID-19 while attending Phoenix, 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. Siblings of said child will also be removed from their cohorts and be sent 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, appropriate PPE will be donned and prevention techniques utilized to limit virus transmission to those providing care.
- Phoenix will contact the local public health unit to notify them of a potential case and seek input for next steps. All steps will be strictly adhered to.
- Environmental cleaning of all spaces the child was in will be conducted.
- Other children and staff in the cohort who were present while the child or staff member became ill will be identified as a close contact to the TPH. The TPH will provide any further direction on testing and isolation of these close contacts.
- Parents of the child or the staff member from the same cohort will be advised to use the self-assessment tool
- Children or staff who have been exposed to a confirmed case of COVID-19 may be excluded from the childcare setting for up to 14 days or until TPH advises a date for return.
- A medical note is not required for a child or staff to return to school after TPH has cleared the child to return

## ILLNESS POLICY

Reference Phoenix's current Health and Wellness Policy – decisions regarding illness will be guided by our current policies in conjunction with this Covid Parent Handbook.

## REPORTING

- Child care centres within the meaning of the [Child Care and Early Years Act, 2014](#), have a duty to report suspected or confirmed cases of COVID-19 under the [Health Protection and Promotion Act](#). Phoenix will contact the TPH to report a child or staff member suspected of having COVID-19. The TPH 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.
- Phoenix will respect the confidentiality of any staff member or student 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 TPH or Telehealth [1-866-797-0000](tel:1-866-797-0000) (24 hours, 7 days a week). The TPH will investigate and confirm these reports prior to any communications to parents or staff.
- Administration will utilize the most current Covid-19 Decision Guide provided by TPH.
- If a confirmed case of COVID-19 is reported then Phoenix will submit a Serious Occurrence report to the Program Advisor of the Ministry. A Serious Occurrence report must be submitted



as well if a cohort is shut down by the TPH. Any elementary aged child or elementary staff member who reports a positive Covid-19 test will be reported to CovidSchools@toronto.ca.

## **TESTING**

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can also be found in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website or call Telehealth Ontario 1-866-797-0000.

Phoenix must consider two, symptomatic, laboratory confirmed cases of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with TPH.

- Children, including siblings, or staff who have been in contact with a suspected COVID-19 case should be sent home to isolate or wait for testing results or until directed by TPH.
- 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). This decision will be led by TPH guidance. Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should be excluded from work.

## **COMMUNICATION**

- If 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 administration and kept for future reference if needed on the Daily Absence log.
- Parents are required to provide current phone numbers to Phoenix and keep them updated at all times. All other emergency contact phone numbers need to be updated as well. 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.
- Phoenix will follow all direction from TPH as to when and how to communicate information about a communicable disease and/or outbreak to parents/guardians and staff.
- Phoenix is committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about communicable diseases or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the school, etc.
- Video and telephone interviews/meetings will be used to interact with families when needed.
- No in person meetings or parent events will be held at the school

## EXTRA HYGIENE MEASURES AND PROCEDURES

### 1. Handwashing:

Phoenix has a *Hand Hygiene Policy and Procedures* that will be used for all staff, children, parents/guardians and visitors.

All children will wash their hands before choosing a piece of material to work with and after bringing the material to the cleaning area. If a material has been mouthed it will be removed and cleaned and sanitized thoroughly before being returned to the shelf.

### 2. Sanitizing/Disinfecting:

- Phoenix has an *Environmental Cleaning and Disinfecting Policy and Procedures* that all staff will be properly and routinely trained in.
- Phoenix is using an electro-static sprayer with Bioesque product as an enhanced measure to further sanitize materials, shelves, tables and chairs twice daily as well as the outdoor playground equipment, when weather allows
- One staff has been assigned the job of touchpoint cleaner and makes the rounds repeatedly over the course of the day including using the electro-static sprayer to sanitize

### 3. Mask wearing:

- Masks and shields are to be worn and other appropriate personal protective equipment are required for staff that are part of screening procedures or with a child who is being isolated for pickup.
- Guides must wear masks and face shields while in the school when social distancing is not possible and children are not wearing masks. Guides in Nido, YCC and Casa who are giving lessons where it is important for the child to see the guide's mouthshape (sound games) or facial expression are allowed to wear a clear mask with a shield during these times. Otherwise, Nido, YCC and Casa guides should wear medical masks and shields when in their cohorts, while in hallways, bathrooms or in the staff room unless during eating or drinking. Social distancing must be maintained when not wearing masks and shields.
- As per new guidelines released, children in grades 1 and up must wear masks at school. Parents will need to provide several masks to be worn over the course of the day with somewhere to put the used masks which will need to be laundered and returned to school the next day – Paper bags are a better choice than plastic.
- Appropriate mask breaks are provided over the course of the day
- Masks are no longer required outdoors for children of all ages. Staff will continue to have their mask and shield available in case there is an emergency and they must be in close contact with a child who is not wearing a mask.
- Parents or guardians dropping off or picking up at the end of the day are required to wear a mask

### 4. Social distancing

- Phoenix will promote physical distancing, to the greatest extent possible, in all school settings. This may include off-setting indoor and outdoor play, cohorting all classrooms, etc.
- Each class is considered a "cohort". Each "cohort" will social distance from other

“cohorts” to assure safety. Recesses may be staggered to ensure children are not in cubby spaces at the same time

- Cohorts will not intermix and will be with the same guides and assistants wherever possible.
- Staff will avoid getting close to faces of children, where possible but continue to be welcoming and accessible.
- Staff will set up classrooms in a way that encourages physical distancing, especially during meal and dressing times.
- All large group events are cancelled at this time.
- Any meetings required by staff or with parents/guardians will be done through online meetings or in a space and manner where all parties will easily maintain a 2-metre distance.
- All parents and guardians are asked to wear a mask when dropping off or picking up children

#### 5. Managing Communicable Diseases

- Phoenix has a *Managing Communicable Diseases Policy and Procedures* that all staff are properly and routinely trained in.

#### 6. Interactions with Infants and Toddlers

- Proper hand hygiene will be practiced at all times.
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include:
  - Frequent handwashing
  - When materials are used consecutively, hand washing will happen before and after an activity and materials will be cleaned and sanitized
  - when possible, moving activities outside to allow for more space.
- Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc.
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
- Label clothing and personal items with the child’s name to discourage accidental sharing.

#### 7. Outdoor Recess

- If necessary, only one cohort will use the playground space at any one time or a 2-metre separation will be created between the cohorts if necessary
- Playground structures will be cleaned and disinfected between cohorts unless weather prohibits.
- Children will bring their own sunscreen, labelled, and there will be no sharing.
- Staff will help children apply sunscreen and use proper hand hygiene between each child.
- Cohorts will use the same entrances/exits assigned to their cohorts to enter the playground area
- Elementary children will continue to use the local playgrounds, sanitizing hands before and after use and washing hands upon return to school

## **CHOOSING TO DEFER ATTENDANCE**

- Should a current family choose to defer attendance to a time later than September 7<sup>th</sup> due to Covid it will be necessary for fees to be paid to retain your child's space in the classroom.
- "Families whose children attended a licensed child care centre immediately before the emergency was declared, must be given at least 14 days notice to accept a placement available on or after September 1, 2020. Licensees can begin charging fees once a space has been accepted. If a parent chooses not to accept a space, the licensee will be permitted to require fees to hold the space or will be able to offer the space to another family." *Shannon Fuller document, July 30, 2020*
- if you do not wish to continue paying fees to retain your child's space in their classroom, you can request to be placed on the waitlist so that when you are ready to return it might be possible to rejoin your child's class at that time. Please be forewarned that there are at least 100 names on the waitlist waiting for spaces in all levels
- if you choose to withdraw from the school – the Withdrawal Policy will be in effect

## **BEFORE AND AFTER CARE**

- we will return to normal before and after care programs as of September 7<sup>th</sup>, 2021
- Arrival at 7:30 for before care – see "additional services" sheet for fees associated will be mixed cohorts at the YCC, Casa and Elementary levels
- After Care until 4:40 will maintain cohorts
- After Care until 5:40 will be mixed cohorts for YCC, Casa and Elementary

## **VISITORS**

- Educational consultants, speech therapists and other specialists are allowed in the school with proper PPE, confirmation of vaccination against Covid-19 and social distancing where possible.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect Phoenix at any reasonable time and will follow screening procedures.
- Student teachers from the Foundation for Montessori Education are allowed with confirmation of vaccination status.

## **BUSING**

- Busing services will begin on Tuesday, September 7<sup>th</sup>.
- All bus parents must complete their child's screening on the Transparent Classroom site before boarding their child on the bus, this includes a temperature check. Temperature checks will not be done by the bus driver.
- The driver will be required to wear a mask.
- All children – no matter age- will have to wear a mask (unless under 2 years) while on the bus
- Siblings will be seated together
- Windows will be opened to allow air circulation when weather conditions allow
- After the children have been dropped off at the school, the driver will sanitize the bus with the electro-static sprayer and disinfectant

## **MANDATED CLOSURES AND DISTANCE LEARNING**

- If all of Phoenix is mandated closed by the government, we will move to distance learning for Elementary and the Learning Portal will be available for all other levels. Elementary distance learning availability will depend on whether the teacher is well and able to provide this distance learning.
- Withdrawal from the program will follow the standard withdrawal policy in the Parent Handbook.

## Covid-19 Vaccination Policy

### Purpose

Phoenix Montessori School is committed to safeguarding the health, well being, and safety of our employees, children, their families, and the community at large. Under the *Occupational Health and Safety Act* (OHSA), the school is obligated to take all reasonable precautions to protect the health and safety of workers in the workplace including hazards posed by infectious disease such as COVID-19 and associated variants.

Due to the close proximity of staff to children, parents and other staff members, staff are at increased risk of contracting COVID and for this reason, we strongly recommend as per TPH that all staff obtain their first and second doses of the COVID vaccine at their earliest opportunity.

During the pandemic Phoenix Montessori School is taking additional steps to protect our employees by implementing a temporary vaccination policy based on the guidance and recommendations from the Federal Ministry of Health, Public Health, Health Canada, and the Public Health Agency of Canada. The COVID vaccines have been approved for temporary emergency use and are considered an effective intervention in reducing the impact and spread of Covid-19 in the workplace.

### Procedures

Phoenix Montessori School will assist employees by providing time off to get vaccinated.

Phoenix Montessori School will provide required paperwork to assist employees to book vaccinations.

Employees will be required to provide proof of vaccination for their personnel files.

Employees who are vaccinated will still be required to wear PPE until such time as Phoenix Montessori School is directed by Public Health, the Ministry of Education, and the Government of Ontario that the school no longer requires these safeguards.

As per government mandate, any employee who is not fully vaccinated will need to be prepared to undergo Rapid Antigen Testing on site at the school at least once a week or as much as 3 times a week. If a positive result is returned, said employee will be asked to return home and get a PCR test at a local testing centre. The employee will need to remain in isolation until a negative test result is obtained from the test centre. If the result is positive, then reporting to TPH will commence and staff and families will be advised that there has been a positive case reported in their cohort.

### Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form as per Phoenix Montessori School's Work-Place Accommodation Policy. The Centre may require documentation to support this request.

August 31, 2021

Accommodations will be assessed based on the following:

- the ability to maintain the health and safety of others in the workplace as well as
- the operational needs of the organization.

Please note that the accommodation offered may result in changes to your duties (including location) and/or hours of work or the requirement to continue to wear PPE when vaccinated staff may no longer need to wear PPE.

### **Confidentiality**

Phoenix Montessori School will ensure the information regarding those employees who are unable to be vaccinated will be kept confidential.

Employees and parents will be reminded not to question other employees regarding their vaccination status as this information is considered confidential medical information. The school will not provide this confidential information to parents or staff.

### **Important Note**

Currently, COVID vaccinations are mandatory in licensed childcare organizations. Covid vaccinations for workers in childcare will require proof of vaccination be kept in the employee's file and the centre will comply with all mandated requirements.

This policy may be modified at anytime based on legislative changes or at the discretion of the centre.

# COVID-19 screening tool for students and children in school and child care settings

Version 1: August 26, 2021

Students and children must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy) \_\_\_\_\_

## Screening questions

### 1. Is the student/child currently experiencing any of these symptoms?

The symptoms listed here are the symptoms most commonly associated with COVID-19. Our guidelines for children and adults continue to evolve as we learn more about COVID-19, how it spreads, and how it affects people in different ways.

Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

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**Fever and/or chills**  Yes  No  
 Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills

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**Cough or barking cough (croup)**  Yes  No  
 Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)

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**Shortness of breath**  Yes  No  
 Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)

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**Decrease or loss of taste or smell**  Yes  No  
 Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have

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**Nausea, vomiting and/or diarrhea**  Yes  No  
 Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have

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**2. Did the student/child receive their final (or second in a two-dose series) COVID-19 vaccination dose more than 14 days ago, or have they tested positive for COVID-19 in the last 90 days and have since been cleared?**  Yes  No  
 If YES, skip questions 3, 4, 5.

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**3. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?**  Yes  No  
 If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No."

4. **In the last 10 days, has the student/child been identified as a “close contact” of someone who currently has COVID-19?**  Yes  No  
If public health has advised you that you do not need to self-isolate, select “No.”
5. **In the last 10 days, has the student/child received a COVID Alert exposure notification on their cell phone?**  Yes  No  
If they already went for a test and got a negative result, select “No.”
6. **In the last 14 days, has the student/child travelled outside of Canada AND:**  Yes  No  
  - **been advised to quarantine as per the federal quarantine requirements**
  - AND/OR
  - **is the student/child under the age of 12 and not fully vaccinated?**
If travel was solely due to a cross border custody arrangement, select “No.”
7. **Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)?**  Yes  No  
This can be because of an outbreak or contact tracing.
8. **In the last 10 days, has the student/child tested positive on a rapid antigen test or a home-based self-testing kit?**  Yes  No  
If the student/child has since tested negative on a lab-based PCR test, select “No.”

## Results of screening questions

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

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

**!** **If you answered “YES” to question 3, do not go to school or child care.**

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- The student/child can return to school or child care after the individual with symptoms tests negative, is cleared by your local public health unit, or is diagnosed with another illness.
- Contact your school/child care provider to let them know about this result.

**!** **If you answered “YES” to question 4, do not go to school or child care.**

- The student/child must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test. The student/child can only return to school/child care after 10 days, even if they get a negative test result, as long as they do not develop any symptoms.
  - Siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- If the student/child develops symptoms or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.



- !** **If you answered “YES” to question 5, do not go to school or child care.**
- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
  - Visit an assessment centre to get them a COVID-19 test.
    - If they test negative (they do not have the virus), they can return to school/child care.
    - If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.
  - If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
    - Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
  - Contact your school/child care provider to let them know about this result.

- !** **If you answered “YES” to question 6, do not go to school or child care.**
- The student/child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.
  - If the student/child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the [Government of Canada's website](#).
  - If the student/child develops symptoms and/or tests positive, contact your local public health unit or doctor/health care provider for more advice.
  - Contact your school/child care provider to let them know about this result.

- !** **If you answered “YES” to question 7, do not go to school or child care.**
- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
  - Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
  - If the student/child develops symptoms, contact your local public health unit or doctor/health care provider for more advice.
    - Siblings or other people in your household must stay at home until the student/child tests negative, or is cleared by your public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
  - Contact your school/child care provider to let them know about this result.

- !** **If you answered “YES” to question 8, do not go to school or child care.**
- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
  - Visit an assessment centre to get them a COVID-19 test.
    - If they test negative (they do not have the virus), they can return to school/child care.
    - If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.
  - If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
  - Siblings or other people in your household must isolate until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by the local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.
  - Contact your school/child care provider to let them know about this result



**If you answered “NO” to all questions, your child may go to school/child care. Follow your school/child care provider’s established process for letting staff know about this result.**

As per regular protocols, all sick individuals with any symptoms of illness should stay home, and seek assessment from their regular health care provider if required. Individuals with severe symptoms requiring emergency care should go to their nearest emergency department. If an individual develops symptoms outside of the list above, the Public Health Unit may recommend other measures including testing based on an assessment of the individual's symptoms and exposure history.

**Public Health Ontario – Contact Tracing**

**Answering these questions is optional.** This information will only be used by Public Health officials for contact tracing. All information will be deleted in 28 days.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone or Email: \_\_\_\_\_

**Parent or Guardian COVID-19 Handbook RECEIPT and WAIVER Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook “COVID-19” 2021-2022 Edition, which contains the policies and procedures for Phoenix Montessori School while in the process of reopening during the ongoing pandemic. After reading the handbook, please complete this form and return it to the school via email prior to your child’s return.

This form will be a waiver for the entrance screening procedures each day your child attends. It will be kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

*Lori Priolo*

Principal  
Phoenix Montessori School

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I, \_\_\_\_\_ (print your name), the parent/guardian of  
\_\_\_\_\_ (print child’s name), hereby acknowledge receipt of PHOENIX ’s  
Parent Handbook COVID-19 Edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook. I acknowledge and understand that the services, sanitary practices, screening processes provided by Phoenix during the Covid-19 Pandemic are as safe as possible for my child(ren). I waive any liability of Phoenix Montessori School, its administration and staff as a result of contracting a communicable disease.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_