

## **Carden Conservatory Covid-19 Five Point Health and Safety Plan**

This health and safety plan outlines measures to be taken to reduce the risk of exposure and transmission of COVID-19 at Carden Conservatory for parents, students and staff.

The plan consists of five key elements:

1) Education and Communication 2) Health Checks 3) Social Gathering Limits and Small Class Size 4) Social Distancing / PPE 5) Cleaning and Sanitization

### **1) Education and Communication:**

Carden Conservatory will be reinforcing the general rules and preventive measures for reducing the risk of COVID-19 transmission with parents and staff ahead of returning to school through email communication. Continued communication of updated information through email on a daily and weekly basis as needed through the school administration to each family. These generally accepted and recommended measures include:

- Staying home when sick
- Covering mouth and nose with flexed elbow or tissue when coughing or sneezing
- Washing hands with soap and water frequently
- Frequent cleaning of touched surfaces and objects
- Physical distance: especially avoiding close contact with others who are sick
- Avoid large gatherings, keep your bubble of contacts small
- Avoid common greetings and physical contact like handshakes and hugs
- Avoid touching of eyes, nose, and mouth before properly washing hands

Specific measures at Carden Conservatory:

- i. Parents will be advised of the expected behavior for themselves and their children via email communication.
- ii. Signage will be posted on campus indicating sign in and out procedures, traffic patterns, and health screening protocols.
- iii. Students will participate in learning activities at the start of each session to remind them about social distancing, cleaning, no sharing of food, drink or personal belongings, and general hygiene.
- iv. Snack and lunch times will maintain the students staying within their groups, maintaining social distancing, and with no food warm-ups allowed for items brought from home.
- v. Staff will be trained in general and Carden Conservatory specific COVID 19 risk reduction for themselves and for the students, receive daily health screenings and reminded to stay home if they have any symptoms.

### **2) Health Checks:**

Carden Conservatory will be implementing before, during, and after the school day protocols to ensure the health and safety of all students and staff.

- i. Prior to school start, parents will be reminded that if their child is exhibiting any signs of illness that they should not come to school.

- ii. During school, all participants will be required to undergo a daily health check which includes active symptom screening for any signs of illness or general feeling of unwell.
- iii. Parents will be contacted and reminded to immediately advise us if their child begins to exhibit any form of illness. This information will be communicated to local health authorities for action. Testing will be recommended.
- iv. Any staff or student that exhibits health concerns at camp will be immediately isolated for evaluation and sent home. Testing will be recommended.
- v. Students and staff with close contact with confirmed COVID-19 case will be sent home, and asked to quarantine for 14 days. Testing will be recommended. Student may join virtual lessons/classroom. Staff and students of this cohort will switch to distance learning.
- vi. Students and staff with confirmed COVID-19 case will be sent home, and asked to quarantine for 14 days. School administration (Shagha Ghonouie-School Director) will be the point of contact to identify contacts of confirmed case, and ask that they quarantine for 14 days. School director will also be in touch with the local health department (OCHCA). Recommend testing for contacts. Additional sanitization of exposed classroom and areas conducted. Staff and students of this cohort will switch to distance learning.

### **3) Social Gathering Limits and Small Class Groupings:**

In addition to Carden Conservatory limiting participation to gathering size restrictions, each class group will stay together for the entire school day duration which 1) limits a student's exposure to a small number of classmates and, 2) facilitates contact tracing if a child in the class group does become sick.

- i. Carden Conservatory class size will be restricted to the government ordered allowed limit (for the jurisdiction within which the school is operating). It is anticipated that limits may change as time progresses and Carden Conservatory will adjust its operational procedures accordingly.
- ii. Individual classes will remain small and will stay together for the entire time.
- iii. Recess, lunch, PE, and other group activities will be staggered between smaller groups, with additional time between each group allotted for sanitization.
- iv. Students will stay within their designated classroom and areas, and teachers and staff will come to them (rather than students changing rooms) as much as possible, to limit students' exposure.

### **4) Social Distancing / Personal Protective Equipment (PPE)**

Health experts and authorities agree that Social Distancing should be encouraged whenever possible and to use alternative PPE measures when distancing or use of physical barriers is not feasible.

Carden Conservatory has modified its operational policies to support and manage social distancing between individual students, and each class from other classes. Each student will be spaced from other students in their own class, and each class will be distanced from other classes.

Additionally:

- Individual class meeting spots will have one large numbered area per class, set out at well-spaced intervals around the facility grounds. Instructors will wait at their designated area to greet their class.
- Areas will be spaced out on the ground around the areas for the students. Each child will be assigned their own space for drop off, pick up, etc. There will be no sharing of food or belongings.
- Specific procedures have been developed to manage the drop off and pick up activities. Parents will be directed via signage and staff instructions on how to safely drop off and pick up their children. These include:
  - Health check sign in lines with reminders for maintaining six feet apart.
  - Sanitizing the sign in and sign out for parents.
  - One-way traffic flow of parents from parking lots, through sign in, child drop off and return to parking lots.
  - One parent per child will be allowed for drop off and pick up, and parents will be required to leave the area immediately and before the start of class times, with no non-essential visitors allowed.
  - Parents will only be allowed on campus during school hours, with the permission of the administration.
- Requirements for PPE, such as face coverings will abide by local health authority guidelines.
- Staff will be issued PPE and required to wear face coverings both inside and outside with the students.
- Other PPE (e.g. gloves) will follow regional health guidelines.
- Face coverings for children will follow regional health guidelines, and if not required by mandates, will be at the discretion of each family, but is recommended for children in 3<sup>rd</sup> grade and up.

## **5) Cleaning and Sanitization**

Site, participant and staff cleanliness will be of the utmost importance. Staff will be trained in cleaning protocols and implement them into their regular activities.

- i. Carden Conservatory will have at least one “Keep It Clean” station per classroom, equipped with sanitizer, antiseptic wipes, and other approved cleaning supplies. These stations are for personal cleaning and for the cleaning of personal belongings as required.
  - Each class will have regularly scheduled visits to the station as part of the school day.
  - These stations are supplemental to washroom facilities where hand washing will be enforced for bathroom breaks and before snacks and meals.
- ii. Additional sanitizing/cleaning areas will be set up for sign in.
- iii. Classroom specific equipment, which will be collected in a distinct “Dirty” bin during the school day. Any dirty items will be cleaned and sanitized before being made available again for use in “Clean” bins.
- iv. Scheduled cleaning of high touch surfaces (like tables and counter-tops) three times per day and thorough environmental cleaning of facilities and equipment once per day.
- vi. Medical grade air purifiers will be placed in all classrooms.

vii. All windows and doors will remain open to maintain air flow.