



Montessori Training Centre of British Columbia

Student Policies in effect September 1st , 2020.

Preamble: The Montessori Training Centre of BC has developed new student policies and procedures in accordance with Federal and Provincial Health and Safety Guidelines, Worksafe BC, and the PTIB to ensure the safe re-opening of the training centre during the COVID-19 global pandemic. The following policies and protocols came into effect as of May 15th, 2020 and remain in effect as of September 1st, 2020. They will be reviewed and revised accordingly when needed.

Travel

In accordance with Federal and Provincial Travel Guidelines, a student enrolled in a Montessori Training Centre of BC course who travels outside of Canada, must self-isolate for 14 days upon their return to Canada. A student must take this into consideration when making travel plans throughout the year. Students will not be permitted to attend in person lectures or supervised practice hours, or observation and practicum hours until the 14-day isolation period has expired, and students remain symptom free.

All incoming International Students must make appropriate travel plans to allow for early arrival and a 14-day self-isolation period prior to courses beginning.

Health and Hygiene

In accordance with the guidelines set forth by the Provincial Health Minister of BC and Worksafe BC, the following policies and practices have been put into place and must be adhered to:

- 1) Students must stay home if they are feeling ill, especially if you are experiencing any cold or flu symptoms. The Montessori Training Centre of BC will send a student home who displays symptoms of cold, flu and illness. Students who are ill must self-isolate for a minimum of 10 days from the onset of the symptoms and until symptoms have completely resolved.
- 2) If a student is dwelling in the same home as someone who has had a confirmed or clinical case of COVID-19 and is self-isolating at home, that student may not attend class until the infected person has fully recovered, and the student has remained symptom free. It is strongly recommended that students consider getting tested for COVID-19 if they have been exposed to or are experiencing symptoms of COVID – 19.

Students who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

Entry & Exit Protocol:

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- 1) All students are required to sanitize their hands upon entry and exit of the environment and are encouraged to do so frequently throughout the day.
 - Enter the building through the main entrance (observe 2 metre physical distancing)
 - Follow signage directing the traffic flow
 - Sanitize hands upon entry and follow directional arrows either to your workspace
 - When exiting the building, follow directional arrows.
 - Sanitize hands before exiting.

- 3) All students will be asked a series of monitoring questions (i.e. Have you been in contact with someone who has tested positive for COVID-19, etc.) upon entering the school each day. This information will be recorded and kept on file

- 4) **Washroom Protocol:**
 - Students may line up for the washroom along the hallway at one of the physically distanced markers along the wall.
 - There may be no more than 3 people in line at a time
 - Once finished using the washroom, wash hands and dry with paper towel
 - Using the sanitizing spray available, spray down the toilet seat and handle, sink taps, light switch and doorknob; leave to air dry

- 5) Students should wash their hands frequently throughout the day, but especially at the following times: When they arrive and before they go home; before eating and drinking; after using the washroom; after sneezing or coughing into hands

- 6) Students are expected to sneeze or cough into a tissue or into their elbow

- 7) Students are asked to bring their own nonmedical mask to class to use when speaking with others face to face

- 8) **Lunch Protocol:**
 - Use the entrance and exit and following the direction arrows on the floor
 - Go first to the sink and wash hands

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- Dry hands with paper towel and throw in garbage
- No cloth towels or dishcloths
- Bring light lunches
- Bring own utensils and reusable containers; disposable plates and utensils will be available if needed
- Any dishes washed will be left to air dry
- No recycling
- Seating: eat at your table or outside
- When you are finished, sanitize your table, chair and any surface touched

Physical Distancing and Safety

Physical distancing (2 metres apart) will be practiced and observed at all times.

- 9) Markers have been placed along the walls to indicate appropriate physical distancing measures and arrows have been placed along the floors to direct traffic flow.
- 10) Spaced seating will be adhered to during lectures and practice times. Students must use the same workspace each day
- 11)
- 12) Frequent sanitizing of high touch surfaces: Student are expected to assist in the sanitizing of their workspace, as well as materials used throughout the day with the individualized sanitized cloth provided to each student

Preventative Measures:

The Montessori Training Centre of BC has taken the following actions to establish best practices for return to the training centre for students, faculty and staff. These practices and protocols are aligned with Federal and Provincial Health Guidelines, Worksafe BC, and PTIB.

- Holding training in a larger location to offer physical distancing
- Increased cleaning and sanitizing schedule of the training centre and the Montessori materials
- Acquired additional cleaning and sanitizing supplies
- Eliminated shared food and drink stations

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- Marked traffic flow patterns and physical distancing markers
 - Reconfigured seating arrangements and workstations to allow for more physical distancing
 - Reduced class sizes to ensure enough space for physical distancing
 - Reduced the amount of people accessing the training centre for deliveries, etc.
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- The Montessori Training Centre of BC may provide disposable masks and gloves if supply is readily available
 - The Montessori Training Centre of BC has purchased noncontact thermal thermometers to assist with regular screening of students
 - The Montessori Training Centre of BC has purchased air purifiers placed throughout the training centre

Liability

As the Montessori Training Centre of BC is taking all suggested precautionary and preventative measures as outlined by Worksafe BC, the PTIB, and the Federal and Provincial Public Health Officers to prevent the spread of COVID-19 in our facility, the Montessori Training Centre of BC cannot be held liable if a student or staff member becomes infected with COVID-19.

The Montessori Training Centre of BC is obliged to send home a student or staff member who shows cold or flu like symptoms, or any other symptom identified as a COVID-19 symptom. This will be determined in daily monitoring checks and as the need arises.

Reporting unsafe working/studying conditions

If a student should witness or identify that there is an unsafe working or studying condition in the environment, the student must report the situation immediately to the Executive Director, Erin Higginbottom. Please contact Erin directly or via email: erin@mtcbc-ami.org

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