



**APPENDIX A:  
Documentation of Medical  
Consultation**

3945 Matchette Rd.  
Windsor, Ontario N9C 4C2  
T: 519.977.2200  
F: 519.977.2201  
<http://school.jmccentre.ca>

**Parent/Guardian Parent Verification of Medical Consultation - John McGivney School  
Authority (JMSA)**

*This form is to be completed for all JMSA students prior to school entry in September, 2021.*

I am the parent/guardian of \_\_\_\_\_ (child's name). I hereby verify that I have consulted with my child's medical practitioner during the summer of 2021, regarding the safety of a return to school for my child, given my child's unique health circumstances and risks associated with COVID-19.

Based on consultation with my child's medical practitioner:

\_\_\_ It has been determined that my child will be attending school in September and will be participating in classroom learning activities at JMSA School.

\_\_\_ It has been determined that my child will not be attending school in September and will not be participating in classroom learning activities at JMSA School.

**Parent/Guardian signature:** \_\_\_\_\_

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

**Comments**

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## APPENDIX B: Parent COVID Attestation

3945 Matchette Rd.  
Windsor, Ontario N9C 4C2  
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<http://school.jmccentre.ca>

### Parent/Guardian Covid Attestation

Dear Parent/Guardian;

We are requesting your review and signature acknowledging the factors involved in the spread of COVID-19, and that JMSA School will implement strategies and practices **to reduce but not eliminate the risk of COVID-19.**

COVID-19 spreads from person to person most commonly through respiratory droplets (e.g) generated by coughing, sneezing, laughing singing or talking, during close (i.e. within 2m) or prolonged (i.e. lasting more than 15 minutes and may be cumulative) interactions. COVID-19 can be spread by infected individuals who have mild symptoms or who have not yet or who may never develop symptoms. COVID-19 can also be spread by touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands. **COVID-19 can cause more severe illness among people who have compromised immune systems or other underlying medical conditions.**

The risk of COVID-19 can be reduced but not eliminated by implementing and practicing preventive strategies. These include:

- Social distancing where physically possible;
- Use of physical barriers;
- Screening of students' temperature upon school entry and as needed;
- Daily self screening of staff for symptoms;
- Practicing frequent hand hygiene (student and staff);
- Use of classroom cleaning and disinfecting protocols, including the cleaning/disinfecting of high touch surfaces a minimum of 2x daily;
- Staff use of Personal Protective Equipment (PPE) including masks;
- Strategies to minimize sharing of school materials/resources;
- Decreasing the number of student social interactions (cohorting each class).

**We will be practicing preventive practices at JMSA School to the best of our ability. It is important that parents/guardians understand:**

- **The physical space limitations in the school environment will not permit social distancing between students at all times.**
- **Due to the young age and developmental level of many students, children may have difficulty understanding and practicing social distancing and refraining from sharing toys/resources.**

We are requesting that you acknowledge that you are aware of the preventive strategies practices being implemented by JMSA School, as well of the remaining risks associated with COVID-19.

Sincerely,



Brenda Roberts-Santarossa  
Principal

I \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
(student name) have read and understood this letter.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# COVID-19 screening tool for employees and essential visitors in schools and child care settings

Version 1: August 26, 2021

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

## Screening questions

### 1. Are you 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 you already have.

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<b>Fever and/or chills</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills.		

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<b>Cough or barking cough (croup)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 you already have)		

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<b>Shortness of breath</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)		

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<b>Decrease or loss of taste or smell</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have		

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<b>Tiredness</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)		
If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild fatigue that only began after vaccination, select "No."		

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<b>Muscle aches</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unexplained, unusual, or long-lasting (not related to sudden injury, fibromyalgia, or other known causes or conditions)		
If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild muscle aches/joint pain that only began after vaccination, select "No."		

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### 2. Did you receive your final (or second in a two-dose series) COVID-19 vaccination dose more than 14 days ago, or have you tested positive for COVID-19 in the last 90 days and have since been cleared?

If YES, skip questions 3, 4, 5.

- 3. Is anyone you live 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 headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No."
- 4. In the last 10 days, have you 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, have you received a COVID Alert exposure notification on your cell phone?**  Yes  No  
If you already went for a test and got a negative result, select "No."
- 6. In the last 14 days, have you travelled outside of Canada and been advised to quarantine as per the federal quarantine requirements?**  Yes  No
- 7. Has a doctor, health care provider, or public health unit told you that you 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, have you tested positive on a rapid antigen test or a home-based self-testing kit?**  Yes  No  
If you have 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.**
- You must isolate (stay home) and should 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 you need a COVID-19 test.
    - Other people in your household must stay at home until you test negative, or are cleared by your public health unit, or are diagnosed with another illness. Household members who are fully immunized 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.**
- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
  - You can return to school or child care after the individual with symptoms tests negative and 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.**
- You 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 you need a COVID-19 test. You can only return to school/child care after 10 days, even if you get a negative test result, as long as you do not develop any symptoms.
    - 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 immunized or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

- If you develop symptoms or test 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.**

- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
  - If you test negative (you do not have the virus), you can return to school/child care.
  - If you test positive (you have the virus), you need to continue isolating and can return only after you are cleared by your local public health unit.
- If you 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 immunized 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.**

- You must isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.
- Follow the advice of public health. You can return to school/child care after you have completed your federal quarantine requirement.
- If you develop symptoms and/or test 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.**

- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
- Follow the advice of public health. You can return to school/child care after you are cleared by your local public health unit.
- If you develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
  - Other people in your household must stay at home until you test negative, or are cleared by your public health unit. Household members who are fully immunized 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.**

- You must isolate (stay home) and should not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get a COVID-19 test.
  - If you test negative (you do not have the virus), you can return to school/child care.
  - If you test positive (you have the virus), you need to continue isolating and can return only after you are cleared by your local public health unit.
- If you develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Other people in your household must isolate until you test negative on a PCR test or are cleared by your local public health unit. Household members who are fully immunized 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, you may go to school/child care. Follow your school/child care provider’s established process for letting them know about this result.**

**Note: post immunization symptoms**

- If you have received a COVID-19 vaccination in the last 48 hours and have mild fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, you are to wear a surgical/procedure mask for your entire time at work (indoors and outdoors).
- Your mask may only be removed to consume food or drink and you must remain at least two metres away from others when your mask has been removed. If the symptoms worsen, continue past 48 hours, or if you develop other symptoms, you should leave work immediately to self-isolate and seek COVID-19 testing.

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: \_\_\_\_\_

# 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: \_\_\_\_\_





## APPENDIX F: School Cleaning & Disinfecting Checklist

3945 Matchette Rd.  
Windsor, Ontario N9C 4C2  
T: 519.977.2200  
F: 519.977.2201  
<http://school.jmccentre.ca>

### **JMSA Enhanced Protocol for School Cleaning and Disinfecting Checklist**

*This enhanced cleaning and disinfecting protocol will be implemented between **1 pm – 4 pm** daily by a contracted facility staff member. It is in addition to regular facility staff cleaning and disinfecting duties (twice daily high touch surface cleaning; regular nightly cleaning and disinfecting)*

#### **1. SCHOOL OFFICE**

- Wipe down light switches and door handles in main school office
- Check Kleenex box supply
- Electronic devices (e.g. computer keyboard, phone)

#### **2. SCHOOL CLASSROOMS AND BATHROOMS**

**Start in School Classroom and Bathroom Closest to the School Office. Work through all School Classrooms and all Student Bathrooms.**

##### **CLASSROOMS**

Clean all classroom high touch surfaces/areas including:

- door handles
- light switches
- classroom tables/desks
- keyboards
- phone handles
- Clean classroom countertop, backsplash, and sink
- Wipe inside of microwave
- Wipe garbage lid
- Sweep classroom floor
- Mop classroom floors, disinfectant, and rinse at end of school day

##### **SCHOOL BATHROOMS**

Clean all bathroom high touch surfaces/areas including:

- door handles
- light switches
- toilet rails
- change tables
- taps
- sink and counter
- Sweep bathroom floor

- Toilet handles
- Mop bathroom floor at end of school day

**3. MULTI PURPOSE KITCHEN**

- Wipe all counter surfaces and sink
- Sweep floor

**4. SCHOOL HALLS AND LOBBY**

- Disinfect student rails (**school area only**)

**5. SCHOOL GARBAGES: Empty garbage in all student bathrooms and multipurpose kitchen at 1 pm.**

**6. SCHOOL ENTRANCE DOORS**

- At **3:30 pm**, check proper locking of School Entrance doors.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## APPENDIX G: Guideline: Infection Prevention and Control - Learning Tools/Toy Cleaning

3945 Matchette Rd.  
Windsor, Ontario N9C 4C2  
T: 519.977.2200  
F: 519.977.2201  
<http://school.jmccentre.ca>

### JOHN MCGIVNEY SCHOOL AUTHORITY (JMSA)

SECTION: Health and Safety

GUIDELINE: COVID 19 Infection Prevention and Control – Learning Tools/Toy Cleaning

DATE: July 10, 2020

#### INTRODUCTION

Learning tools/toys can be a reservoir for potentially pathogenic microorganisms that can be present in saliva, respiratory secretions, feces or other body substances. Outbreaks associated with toys have been described in the literature.

Learning tools/toys are considered non-critical/semi-critical devices (touch intact skin and mucous membranes) and therefore require low/intermediate level of disinfection.

#### COVID-19

This policy and procedure has been developed to reflect recommended practices and requirements arising in response to the COVID-19 pandemic.

#### POLICY

All learning tools/toys must be thoroughly cleaned and disinfected prior to being used. JMSA will use recommended best practices for toy cleaning as outlined in the Public Health Ontario PIDAC: Best Practices for Environmental Cleaning for Prevention and Control of Infections in Health Care Facilities April 2018. <https://www.publichealthontario.ca/-/media/documents/b/2018/bp-environmental-cleaning.pdf?la=en> and COVID19 Guidelines for Child Care in Windsor and Essex County.

JMSA will also take infection prevention and control practices into consideration in the purchase of learning tools/toys and materials to be used.

- Learning tools/toys to be purchased should:
  - be smooth, nonporous and able to withstand rigorous mechanical cleaning;
  - not retain water;
  - have parts that can be cleaned.
- **Only learning tools/toys that are washable and made of hard, non porous materials may be used. Books shall be bagged and removed from circulation for 7 days following use by one child.**
- Learning tools/toys that cannot be washed/ cleaned (i.e. Plush toys) will not be utilized in the School.
- Donated learning tools/toys must meet the same standards as purchased.
- Learning tools/toys with damaged, cracked or broken parts must be discarded.

#### PROCEDURE FOR CLEANING LEARNING TOOLS/TOYS

## General Instructions

1. All learning tools/toys used in classrooms are to be cleaned daily and before being stored.
2. The School will use approved non-toxic disinfectants. Disinfectants will be available in all classrooms and rooms used by staff and/or students.
3. Learning tools/toys to be cleaned by school staff are to be placed in a dirty toy bin. The dirty toy bin will be kept separate from the clean toy area.
4. Staff must follow the designated cleaning procedures.
5. Note: Learning tools/toys may be washed in the dishwasher as it is commercial grade.

## Cleaning Instructions - Learning tools/toys and Play Surfaces

1. All learning tools/toys should be inspected for damage, cracked or broken parts prior to cleaning.
2. Damaged, cracked or learning tools/toys with broken parts or that are soiled and are unable to be cleaned should be discarded.

### Cleaning After Each Use:

1. The following require cleaning and disinfecting after each use:
  - **Learning tools/toys, play surfaces and high touch areas** (tables, other surfaces) must be cleaned, disinfected and rinsed thoroughly after each use.
  - **Learning tools/toys that have been mouthed or come into contact with a child's saliva or other secretions**; oral motor toys must be cleaned, disinfected and rinsed thoroughly after each use.
  - High-touch surfaces of **shared electronics** (e.g., keyboards, touchscreens) to be cleaned and disinfected after each use.
  - High-touch surfaces of **playhouses/ climbers**.
2. Cleaning and Disinfecting Procedures:
  - Clean visibly soiled learning tools/toys first with dish detergent prior to disinfection.
  - Disinfect using Virox spray or Virox wipe: allow to remain wet for 5 minutes.
  - Rinse with clean water.
  - Allow to air dry or dry with a clean towel prior to reuse or storage.

### Cleaning on a scheduled basis:

- toy storage bins/ boxes
- cupboards/ shelves

## Responsibilities

Cleaning and disinfecting of learning tools/toys and electronics is the responsibility of school staff. Cleaning and disinfecting of play surfaces and high touch surfaces is the shared responsibility of school staff and day and night cleaning staff.



**APPENDIX H:  
School Staff COVID  
Cleaning and Disinfecting  
Chart**

3945 Matchette Rd.  
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**JMSA School Staff COVID-19 Cleaning and Disinfection Chart**

Student Bathroom	What To Do	After Each Use	2-3 times per day	Weekly
Change Table Mat	Clean & Disinfect	X		
Toilet Hand Rails	Clean & Disinfect	X		
Hand sink	Clean & Disinfect		X	
Child Toys/Resources	What To Do	After Each Use	2-3 times per day	Weekly
Mouthed toys/items	Clean & Disinfect	X		
Electronics (SBS, Computer keyboard, iPad GoTalk)	Clean & Disinfect after use by one child	X		
Toys	Clean & Disinfect after use by one child	X		
OT, Math, or Technology Kit Resources	Clean & Disinfect after use by one child	X		
Books	Bag and store. Do not return to circulation for 7 days.	Single child use only		
Individual Sensory Bins	Bag and label for use by same child	Single child use only		
Outdoor Play Equipment and Toys	Clean & Disinfect	Must be cleaned between groups		
Plush toys and dress up clothes	Not to be used at this time			
Natural items (stones, sticks, beads, pinecones)	Not to be used at this time			
Sleeping Items	What To Do	After Each Use	2-3 times per day	Weekly
Vinyl bean bag chairs/mats	Clean & Disinfect	X		

Hospital bed	Clean and Disinfect mat surface. No shared pillows or sheets	X		
<b>Personal Items &amp; Hygiene</b>	<b>What To Do</b>	<b>After Each Use</b>	<b>2-3 times per day</b>	<b>Weekly</b>
Bibs and cloth facecloths and towels	Launder	X		
Washable hospital gowns	Launder	X		