

## **Montessori Children's House General Preparedness and Planning for preventing the spread of COVID19 in our environment.**

Montessori Children's House will implement and maintain the following policies and procedures, under the guidance of the CDC and Minnesota Department of Health, for the health and safety of the staff and children in our care, for the duration of the COVID19 Disease outbreak.

### **Staff will take everyday preventive actions:**

Staff members will practice safe social distancing and hygiene practices when not at work to minimize the chance of bringing the virus into the school community.

Staff members will inform administration and will not come to school when sick or have family members living in the same household who are sick. Staff will not return to work until criteria has been met to discontinue home isolation.

Staff will have their temperature taken and answer required health questions for our records upon arrival.

Staff will wash hands with soap and water for 20 seconds upon arrival at school, before and after handling food and water, before and after physically interacting with individual children, after using the bathroom, before and after cleaning and disinfecting the school, and before and after donning protective gloves for any reason.

Staff will cover mouth and nose with a cloth face covering while indoors with children and other staff members. Staff will cover coughs and sneezes with an arm or tissue while outdoors and wash hands after a tissue is used. Staff also have the option to wear face masks outdoors.

Staff will clean and disinfect frequently touched surfaces throughout the day and will thoroughly clean and disinfect the school at the end of the day using enhanced methods.

### **Social Distancing**

If possible, MCH classes will include the same group of children each day, and same staff with the same group each day.

There will be no special event, such as field trips and family events.

Field trips and special events will be in virtual format where appropriate.

MCH will limit the presence of nonessential visitors.

In case MCH offers in-house field trips, the presenter will be screen and will be held in small group setting. Social distance will be maintain and cleaning and sanitizing will occur between groups.

If intermixing of groups is necessary, MCH will limit the number of groups that intermix. Whenever possible, MCH will hold outdoor activities and encourage children to spread out. Staff may take children on a walk but will avoid areas that are densely populated. Visual cues or barriers will be added to direct traffic flow and distancing for example- tape " Xs" on floor to let children know where they should sit/ stand.

### **Playground**

Children will spend most of their time outdoors (weather permits). If multiple groups are outside at the same time, 6 feet of open space will be maintained between play areas. Handwash will be done immediately after outdoor playtime.

### **Cleaning playground and equipment**

Routine cleaning and disinfecting of outdoor play area and equipment will take place every day, High-touch surfaces will be disinfected in between groups. Containers for clean and unused equipment will be label/color coded.

### **Parents will take everyday preventative actions:**

Families will practice safe social distancing and hygiene practices when not at school to minimize the chance of bringing the virus into the school community.

Parents will inform administration and will not send a child to school who is sick or has family members living in the same household who are sick. Unfortunately, while we normally allow children with mild colds/allergies to attend, we will be unable to do so until the COVID19 virus is over. The experts are uncertain about how the virus is presenting in children and we will be proactive, out of an abundance of caution, to protect our entire school community. Children shall not return to school until criteria has been met to discontinue home isolation.

Parents will practice and reinforce good hygiene skills of covering coughs and sneezes with your arm, teaching and requiring children to properly use a tissue, on their own, to clean their own nose, and good hand washing practices so that the child is prepared to do so at school. While not required, parents may supply a face mask for their child to use when indoors should they choose to do so.

### **Children are encouraged to wear cloth face covering. Parents can help children practice at home how to reliably wear, remove, and handle the cloth face coverings.**

Face covering guidance is available here

<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**When a confirmed case has entered a school, regardless of community transmission** MCH will implement short term closure procedure, if an infected person has been in a school building.

All MCH families, staff, and community members must report to Head of MCH if they have confirmed case of Covid-19.

When a confirm case is reported , they will be asked to share information relevant to contact tracing and school cleaning needs, such as:

- The date they first experienced symptoms
- The testing date and location
- The date test results were received
- The last day they were at school
- The area(s) of school where they have spent extensive time, both in the last two (2) days (for contact tracing) and over the last seven (7) days (for cleaning purposes)
- The identities of MCH students, and staff with whom they have had close contact.

Close contact is defined as being within six (6) feet of the infected person for a period of 15 minutes or more within 48 hours prior to the development of symptoms, or had direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on, shared utensils, kissed, etc.)

Once a case has been confirmed, MCH will act promptly to mitigate virus spread.

MCH will work with MDH to conduct contact tracing. In addition, MCH will use this information to monitor for potential outbreaks and assess cleaning needs.

**When a community member notifies the school of a confirmed case, MCH contact tracer will:**

- Notify MCH families and staff at MCH with whom they have had close contact. The name of the individual with COVID-19 and identifying details will not be used in this notice. These individuals will be required to quarantine.
- Determine if any additional notices are required. For example, if a school area needs to be closed for cleaning, individuals who work/live in that area will be notified. Again, the name of the individual with COVID-19 will not be used in the notice.
- Provide the individual and other impacted individuals with information related to required isolation or quarantine. Determine what, if any, additional cleaning is required.

#### **Privacy and Confidentiality**

- MCH will treat medical information received by the contact tracer as confidential and will share information only as needed to ensure compliance with public health guidelines, directives and this plan. Names of impacted individuals will never be shared in public communications.
- All community members and staff are expected to help maintain the privacy and anonymity of individuals who have been diagnosed with COVID-19 or are

quarantining due to COVID-19 exposure. Individuals who are able to identify the individual based on the circumstances are expected to be discreet. For example, it is OK to share you are quarantining due to a direct contact with an individual with COVID-19, but do not share the individual's name. We want to be respectful and supportive of all community members and staff through this crisis.

- **Coordination with State and Local Health Officials**
- The confirmed COVID-19 diagnosis will be reported to local and/or state health authorities by the health care provider that conducted the test, including the Center for Well-Being if it conducted the test. MCH may also share the information provided by community and staff directly with MDH. MCH will work closely with state and local health officials on any recommended measures to reduce the spread of COVID-19. MCH community members and staff who have been in direct contact with a person with a confirmed diagnosis may be contacted by both MCH and state or local health officials as part of contact tracing efforts.

#### **Procedure if staff or children become sick at school:**

If a staff member becomes sick at school, they will isolate themselves immediately away from the rest of the staff and students and wait until a replacement arrives.

If a child becomes sick at school, staff will immediately isolate the child away from the other students with one staff member remaining with the child. Parents will be contacted and expected to come immediately to pick up their child.

Staff members and/or children who become ill, will be expected to stay at home until they have met the criteria to discontinue home isolation.

All families and staff members in attendance will be made aware of anyone becoming sick at school.

#### **Procedure to report child or staff not attending school due to illness:**

Parents are expected to call the school to report their child's absence from school and will be asked detailed questions if the absence is due to an illness. We are required to report COVID19 illnesses to the Minnesota Health Department.

Staff member are expected to call administration if they are not able to attend and will be asked detailed questions if the absence is due to an illness. We are required to report COVID19 illnesses to the Minnesota Health Department.

Staff members and students may not return to school until they have met the criteria to discontinue home isolation.

### **Criteria to discontinue home isolation:**

Staff members and children may return to school when the following is met:

**If testing is not possible to see if you are still contagious**, you can leave home when these three things have happened:

1. there has been no fever for at least 72 hours (that is three full days of no fever without the use of any medicine that reduces fevers AND
2. other symptoms have improved (cough and shortness of breath) AND
3. at least 7 full days have passed since the symptoms first appeared.

**If you will be tested to see if you are still contagious**, you can leave home after these three things have happened

- You no longer have a fever (without the use medication that reduces fever)
- other symptoms have improved (cough and shortness of breath)
- you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop should be made with their guidance. MCH may ask for a written notice from a doctor for confirmation.

### **What children should bring to school/ Procedure for meals and snack:**

As a precautionary measure, we will not be serving any food or milk. We will supply water all day long.

Parents will supply their child with a **snack and water bottle** for the morning, in addition to **lunch** if your child is staying for the full day.

Meals will be served to one small group of children at a time, with cleaning and sanitizing occurring in between groupings. In case of large group size, children will be separated in two groups.

Parents will supply a **beach towel** for their child to sit on for snack and lunch. It will allow us to keep the children appropriately social distanced while remaining together for snack and meal times. The towel will be sent home as needed for cleaning during the week and on the last day your child attends for the week.

Your child's belongings will be kept in a plastic tub labeled with his or her name. Each child will have their own plastic tub to store his/her belongings in while at school. We will not be using

the refrigerator until further notice – please pack your child’s lunch container with an ice pack if food needs to be kept cool.

Please send your child to school with a **full set of extra, weather appropriate clothing** to be kept in the plastic tub at school.

Please send an **extra sweater or light coat** for cool mornings/days.

**Please apply sunscreen and bug spray on your child before they arrive at school.** In order to minimize contact, we will not be applying sunscreen or bug spray on children unless they stay for extended daycare.

### **Drop off Procedure:**

**Please wait patiently in your car with your child until you can pull all the way to the top of the driveway. With our new health check requirements, we can only assist one family at a time. Parents are not allowed to walk their children up to the school nor are we allowing parents into the school at this time.**

Please park your car at the top of the driveway. Take your child out of the car, along with their belongings and wait for a staff member next to your car.

The staff member will take your child’s temperature using a temporal thermometer and ask a few health questions for our records. If all is well, the staff member will accompany your child to the backyard and assist them with placing their belongings in their bin before going into the school to wash hands. All children will be supervised when using the bathroom and washing hands to assure proper handwashing for 20 seconds with soap and water.

Your child will be escorted back outside to work and play

### **Pick up Procedure:**

**Please wait patiently in your car until you can pull all the way to the top of the driveway.**

Please park your car at the top of the driveway. Exit your car and wait for a staff member to walk your child out to you. Please do not come to the door or the back gate. If you are arriving at an unscheduled time, please call the school to alert us that you are waiting.

While we do not expect the children to be able to understand and consistently follow the new social distancing rules, staff members will be doing their very best to minimize physical contact

between children. For that reason, we will be spending as much time as possible outdoors, weather permitting. If we need to spend time indoors, we will be limiting the areas of the upper classroom keeping social distancing in mind as much as possible.

Staff members will be cleaning and disinfecting the school and materials, with intensified methods, at the end of every day, in an effort to keep everyone healthy and safe.

The health and safety of the children, families, and staff have always been important to MCH and are even more of a priority with the COVID19 virus impacting our daily lives. Please let us know if you have any concerns or questions.

Thank you,  
MCH Administration and Staff

Please read, sign, and return the bottom portion to school when bringing your child on the first day.

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Child's Name

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Parent Name and Signature Date