



DISCOVERY GARDEN MONTESSORI SCHOOL

COVID -19 Health and Safety Guidelines

Release date: July 20, 2020

COVID-19 Health and Safety Guidelines

Drop off

Toddlers:

- Drop off will happen at 8:30 – 8:45 am. Since procedures have changed, please allow ample of time when dropping off. We ask for your patience as we apply these procedures.
- A carline will form on Linwood St driving west to east and will stop in front of the door. A teacher will come to your car and unload your child. ALL children should exit in the passenger side.
- Parents also can park in our parking lot and walk to drop off children at the door on Linwood St. In this case the area in the sidewalk of the building be marked to clarify 6 feet of distancing while waiting at drop off. Please wear a facemask while waiting in line.
- Staff members will meet the parent and child at the porch. More than one staff member will be available at busy times.
- Contactless sign in: Staff member will sign in child for the day by visual identification of the parent. This will be entered into the school database. (Montessori Compass)
- Staff member will take your child's temperature with a contactless thermometer and record it. 100.4 F and higher is considered a high temperature. If a child has a high temperature, we will ask parents to wait 5 min and a second take will be done, if in the second take, it is still 100.4 F or above, the child should go home.
- Children remove shoes as they enter building and leave outdoor shoes on the designated shoe tray.
- When at all possible, the same adult should pick up and drop off each day.

Primary and Lower Elementary

- Drop off will happen at 8:15– 8:30 am. Since procedures have changed, please allow ample of time when dropping off. We ask for your patience as we apply these procedures.
- A carline will form inside our parking lot. As you enter the parking lot turn left and loop around the parking lot until you park in front of the door. A teacher will come to your car and unload your child. ALL children should exit through the pilot side.
- Parents also can park in our parking lot and walk to drop off children at the parking lot door. In this case the area in the sidewalk of the building be marked to clarify 6 feet of distancing while waiting at drop off. Please wear a facemask while waiting in line.
- Staff members will meet the parent and child at the porch. More than one staff member will be available at busy times.
- Contactless sign in: Staff member will sign in child for the day by visual identification of the parent. This will be entered into the school database. (Montessori Compass)
- Staff member will take your child's temperature with a contactless thermometer and record it. 100.4 F and higher is considered a high temperature. If a child has a high temperature, we will ask parents to wait 5 min and a second take will be done, if in the second take, it is still 100.4 F or above, the child should go home.
- Children remove shoes as they enter building and leave outdoor shoes on the designated shoe tray.
- When at all possible, the same adult should pick up and drop off each day.

Pick Up

- Pick up will happen at 12:00 – 12:15 pm for half day and 3:30 – 3:45 pm for full day. Parents will remain outside of the building either forming a line in the designated spaces or in a carline.
- Sidewalk line users will wear a face mask while lining up. Once at the front of the line, uncover your face, to be identified fully by staff.

- For car line users, we ask that you visibly display your carline tag on your front windshield and be ready to uncover your face from facemask or sunglasses for full identification.
- Staff members will meet the parent at the Linwood St. door for Toddlers and Primary and Lower Elementary at the parking lot door with their child. More than one staff member will be available at busy times.
- Contactless sign out: Staff members will sign out children for the day by visual identification of the parent. This will be entered into the school database (Montessori Compass).
- When at all possible, the same adult should pick up and drop off the child each day.

Access to the Building

- Access to the interior of the school will be limited to children and staff.
- All initial school tours will be held virtually. After this initial step, vetted prospective parents may observe/tour the school by appointment only.
 - All prospective parents will be screened at the entrance for temperature and complete the same self-certification for symptoms required daily for staff members.
 - All prospective parents will wear a mask when onsite.
 - Classroom observations will be completed through a window or, when not possible, through the doorway of the classroom.
 - Children will remain at least six feet away from prospective parents if observing through the doorway.
- Emergency service vendors (i.e. Plumber repair when the pipes are clogged) will be scheduled at nonoperational times if possible.
 - If immediate service is required:
 - Children will be removed from the area accessed by the provider
 - A staff member will always accompany the service provider
 - Areas and surfaces will be disinfected after completion service
 - Parents will be notified via email of the emergency service with details of repair required, the name of service provider/company, time of service call (start and end) and areas accessed.

Parent Health Screening Before Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home.

Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 100 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Note: for the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 24 hours.

Health Screening at Arrival – Children

Staff members will perform the following screening of all children at arrival:

Visual:

- Flushed cheeks
- Rapid breathing/difficulty breathing
- Fatigue
- Extreme fussiness

Verbal:

- Staff will ask parents if they have noticed any of the following symptoms in their child:
 - A cough
 - Shortness of breath
 - A sore throat
 - Fatigue
 - Body aches
 - Loss of taste or smell
 - Diarrhea
 - Has your child been given a fever reduced in the last 24 hours?
 - Are there any family members in your household with symptoms consistent with COVID 19?

Temperature:

- Upon arrival, a staff member will take each child's temperature using a contactless thermometer.
- If the child has a temperature of over 100° Fahrenheit, the staff member will verify the temperature with another thermometer.
- A child with a double verified temperature of over 100° Fahrenheit will not be admitted.
- Contactless thermometers will be used in all cases if possible.
- If a in ear/forehead thermometer is used, it will be disinfected with alcohol after each use
- Temperature of all children will be taken at drop off, and in the afternoon.

Health Screening at Arrival – Staff

- Upon arrival, all staff members will take temperature with a contactless thermometer.
- Staff members with a temperature of 100.4 Fahrenheit or more will be relieved of duty for the day.
- All staff members will sign a daily self-certification asking:
 - Do I have a cough?
 - Do I have shortness of breath?
 - Do I have a sore throat?
 - Do I have body aches
 - Are there any family members in your household with symptoms consistent with COVID 19?

Any affirmative answers to these questions will relieve the staff member of duty for the day.

Child Illness Policy & Procedure

Our sick child policy will be amended as followed:

- Children will be sent home when the following symptoms are observed:
 - Temperature is 100 degrees Fahrenheit or higher
 - Temperature will be taken at least two times, five minutes apart with two separate devices.
 - Cough - including a persistent dry cough without the documentation from a physician about an allergic condition

- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Note: The school reserves the right to send a child home for illness even in the absence of fever and regardless of a note from a physician.

If any other these symptoms are observed, the school will:

- Provide a face covering if not already on (subject to age of child)
- Remove the child to the isolation area with all belongings to go home
- Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
- If the child was in a classroom, we will open windows to increase air circulation, close off classroom areas used by the child to disinfect items of use (table, chair, etc.).
- Move the child to isolation room to lay down on cot or mat
- A staff member will wait with the child in the doorway of the isolation room.
- When a parent arrives, a staff member will bring the child and belongings to the door.
- A staff member will disinfect the cot/mat bedding of the room and open windows to air out the environment.

Returning to School:

If sent home, the child must be symptom free for 48 hours before returning to school without the use of a fever reducer. The minimum time at home will be two days from temperature (i.e. send home on Monday, return on Thursday at the earliest).

Admittance Policy for Children

Children will not be admitted to school if:

- In the previous 14 days, he/she has had contact with someone with a confirmed diagnosis of COVID-19.
- In the previous 14 days, he/she has traveled to another state or another country.
Note: if traveled within the state and into an area with high rate of infection, your child might be asked to quarantine at the schools' discretion.
- He/she is under investigation for COVID-19.

COVID-19 Off Site Exposure - Staff and Children

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days. Close contact means being closer than 6 feet apart for more than 15 minutes.

Definitions of Quarantine & Isolation

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are

infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Positive Case of COVID-19 in the Classroom Community Children or Staff

If COVID-19 is confirmed in a child or staff member in a classroom community, the following actions will be taken by the school:

- Notify the local public health department
- Contact Child Care Licensing to report the presence of COVID-19
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow up actions (quarantine, classroom closure, etc.) will be dictated by the public health department

Children or Staff with Positive Case of COVID-19 – Returning to School

Children and staff who have a positive diagnosis and who have stayed home (home isolated) can return to school/work when the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared, or negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).

Social Distancing

Children

As we return the classrooms to pre closure enrollment levels, we will follow the following social distancing procedures when feasible:

- Toddlers, Primary and Lower Elementary will remain in separate environments to contain any possible infection to that program
- Toddlers: Enter through the Linwood St door only and remain on the first floor of the building only. Each class (Tulips and Magnolias) will remain in stable groups including staff. Each class will have a designated room to use as an inside recess area.
- Primary and Lower Elementary: Enter through parking lot door. Sunflowers and Lower elementary use only the second floor of the building. Daisies uses only the classroom on the first floor. Each group has been assigned a separate room for Inside recess.
- Keep children in each classroom and in stable grouping separated by visual cues (on floor), desk/table assignment, rug area designated.

- Not mix groups of children during the day.
- Keep the same adults with the group (excluding floaters and substitutes to ensure the safety and supervision of children)
- Stagger playground times to keep the groups separate
- Children will be reminded to socially distance with positive redirection and role play about social distancing will occur daily at group/circle times

Staff

Staff is expected to maintain social distancing with each other while at work:

- Stay six feet apart
- Refraining from hugging, handshakes, high-fives, etc.
- Two staff members (maximum) are allowed in the staff room (and/or smaller rooms that are not classroom) for lunch breaks, etc.
- Staff is encouraged to eat outside/onsite or in their vehicle for lunches/breaks rather than going to the store, restaurant etc.

Napping

- Children will nap in their own classroom.
- Cots or mats will be 6 feet apart.
- Children will be positioned to sleep “nose to toes”.
- Bedding will need to be provided form home and it will be returned to heavy plastic bags after use.
- Cots or mats will be disinfected after use.

Operating Hours

- Operating hours will be 7:30 – 8:30 early bird 8:30 AM to 3:30 PM full time and 3:30 pm – 5:30 pm aftercare.
- Opening staff will prepare the environment from 7 AM to 7:30 AM to ensure protocols were met from the previous day and disinfect common surfaces. Early bird students will go directly to their classrooms to prevent mixing students from different groups.
- Closing staff will disinfect classroom environments from 3:30 PM to 4 PM, for those with no aftercare children and 5:30 pm – 6 pm for those with aftercare children.
- In aftercare same as early birds, children will remain in their same classrooms, to maintain stable groups.
- Janitors will service the building after 3:30 pm each day.

Meals and Snack

- Children will bring all lunches from home. Snacks will be provided by the school. Snacks will be served by teachers at a designated time. Self-serve snack will be temporarily suspended.
- Food preparation (an important part of the Montessori curriculum of practical life) will be temporarily suspended.
- Lunch will only be brought to school in disposable bags. All packaging and utensils must be disposable. Water bottles will be allowed to be used when outside.
- Lunchboxes, backpacks, thermoses, plastic containers etc. will not be brought to school.
- All food, bags and packaging will be disposed of before pickup.
- The school will provide disposable cups, utensils, and napkins for children to use during snack and lunch.

Face Coverings and Protective Equipment

- Children in the Infant and Toddler classrooms will not wear face coverings at school.
- Parents with children in the Primary classroom (ages 3-6 years) are asked to bring a face covering for the child to have onsite with his or her items. Face coverings will not be required but may be used at the parent or teacher's discretion depending on the age and maturity level of the child.
- All staff will wear a face covering while working indoors and outdoors when not able to maintain 6 ft apart.
- Gloves will be used while disinfecting surfaces, materials and objects.

Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth.

Five Steps to Wash Your Hands the Right Way

Staff are expected to follow and instruct children to follow these steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean towel

Notes:

- After assisting children with handwashing, staff should also wash their own hands.
- Upon arrival, children will be required to wash their hand. The back of the child's hand will be stamped afterwards to serve as a visual cue for handwashing throughout the day; stamps should be faded or gone by pickup.
- Children will wash hands as a group at a minimum of 3 times a day.
- Hand sanitizer will be provided for staff (at level out of reach of children) to use as needed.

Disinfecting

- Common areas (will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) three times a day:
 - Adult bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
 - Staff room
 - Keypads
 - All door handles (inside and out)
 - Sign in tablet
 - Computer and monitor
 - Phone

- Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, after lunch and at the end of the day:
 - Tables and chairs
 - Shelves
 - Cubbies
 - Door handles
 - Bathroom sink faucets
 - Toilet handles
 - Paper towel dispensers
 - Tricycle handles and seats
 - Commonly used outside toys
 - Grab bars on playground equipment
 - Manipulative materials: Children will return materials to a “not ready shelf”, where staff will disinfect and return to regular shelves.

Notes:

- Materials and toys that cannot be disinfected will not be used.
- Towels, cloths and other porous materials will be single use only and laundered after use.
- Books and other paper materials are not considered a high risk for transmission and do not require disinfection unless mouthed.

Community Events & Gatherings

- The following events will be modified to online if possible and will only happen if we can ensure the safety of the community.
 - All school community events (i.e. Coffee House)
 - Onsite parent teacher conferences and meetings (will be held remotely)
 - Parent observations of the classroom
 - Field trips

Transparency & Communication

- Log records of daily disinfecting will be available for parents to view as a scanned PDF and linked in the weekly email
- Parents and staff will be informed via email of updated versions with at least 24 hours' notice.

Questions? Concerns? Suggestions? Please contact Cynthia@DGMontessori.org

NOTES AND ADDENDUMS

Parent Acknowledgement:

I recognize that keeping our school community healthy is everyone’s responsibility, including my own. I agree to:

- Follow the health and safety guidelines contained in this document and within the Discovery Garden Montessori School Parent Handbook
- Pick my child up as quickly as possible should he/she show any symptoms of COVID-19
- Continue to practice social distancing when outside of the school
- Reinforce proper personal hygiene with my child(ren) at home
- Alert school administration of:
 - any potential exposure my family may have had to COVID-19
 - any suspected or confirmed COVID-19 in my immediate family and household

I understand and acknowledge that until there is a COVID-19 vaccination available, there is no way to completely eliminate the risk of exposure to COVID-19 except for social isolation. By choosing to send my child or children to school, I accept all risk and responsibility should any member of my household get sick and I release Discovery Garden Montessori School of any liability as such.

Child 1’s Name	Child 2’s Name (Sibling)
Parent or Guardian Name	Parent or Guardian Name
Parent or Guardian’s Signature	Parent or Guardian’s Signature

Please note this document must be signed by all parents or guardians for each child at Discovery Garden Montessori School before they will be allowed to return to or start school

COVID-19

Health Protocols Symptoms of COVID-19 Clinical features are fever or signs/symptoms of lower respiratory illnesses. Symptoms may include:

- Fever ● Cough
- Shortness of breath ● Loss of smell and taste
- Chills ● Muscle Pain
- Sore Throat ● CDC website updates the list of COVID-19 symptoms as we learn more.