

**CHILDTOWNE MONTESSORI SCHOOL (CMS)
COVID 19 IMPACT ON AND PREPAREDNESS FOR THE 2020-21 SCHOOL YEAR
SCHOOL PROCEDURES**

NOTE: All information included herein applies to all CMS programs during the 2020-21 school year. All program changes, suspensions, procedures, etc. will be revisited throughout the school year and for every subsequent school year.

GENERAL

- CMS will continue to follow the CDC guidelines to prepare for a safe September opening.

GENERAL PROGRAM CHANGES

- The enrichment programs are suspended until further notice and those topics will be provided within the curriculum.
- Field trips and in-person group events are suspended until further notice. Virtual events will be considered.

PARENT WAIVER

- A parent waiver will be sent via docusign, which must be read and signed by August 1, 2020.

COMMUNICATION WITH PARENTS, PARENT MEETINGS, OTHER INFORMATION

- All changes and any necessary future changes will be communicated with parents in a variety of ways (e.g., virtual meetings, emails, etc.)
- All parent meetings will be virtual (e.g., back to school night, conferences, etc.)
- A virtual mandatory parent meeting will be held prior to the start of the school year that will address information for the 2020-21 school year. Parents will be required to confirm their attendance and understanding of topics discussed during the meeting prior to their children's arrival.
- CMS will create appropriate video models when deemed necessary for certain procedural changes (e.g., temperature checks and arrival procedures) in an attempt to alleviate anxiety and concerns.
- Visitors will be limited. In lieu of parent observations, each child will have a google photo album established and each parent will be granted access to his/her child's album. Photos and/or videos taken throughout the year will be saved to each child's photo album where parents can view at any time.
- If an emergency closure or any other closure is necessary, CMS will use the "Remind" system to communicate to all parents.
- It is the parent's responsibility to keep emergency contact information up to date at all times.
- CMS will continue to encourage well visits, screenings, and immunizations.

ARRIVAL/DISMISSAL

- The RING doorbell system will be relocated to the outdoor vestibule. There will be limited access inside the building. Please see attached forms for detailed drop off and pick up procedures.

SCREENING FOR ALL PERSONS ENTERING BUILDING

- Before allowing entry into the school building, we will screen all individuals, including taking the temperature of each person upon arrival at the school every day. Individuals who meet any of the following criteria will be denied entry for 14 days, or until the person presents

medical verification of a NEGATIVE Covid 19 test, or a letter from their physician stating they are symptom free and not contagious:

- o A temperature of 100.4°F or above;
 - o Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
 - o In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19;
 - o is under investigation for COVID-19; or is ill with a respiratory illness; or
 - o In the previous 14 days has traveled internationally to countries OR domestically to states or counties with widespread, sustained community transmission.
- CMS staff members will check and record temperatures daily upon arrival and again in the afternoon, using touchless thermometers.
 - CMS staff members will check and record all student temperatures upon arrival using touchless thermometers before allowing entry into the building. (A separate Arrival Procedure will provide details)
 - CMS staff members will wear face masks provided by CMS during screening.
 - In addition to temperature checks, CMS staff members will also be diligent in identifying any of the following symptoms specific to COVID 19 as well as any other symptoms of contagious illnesses (e.g., flu, stomach virus, etc.):

SYMPTOMS OF COVID 19

- o Fever greater than or equal to 100.4
- o Shortness of breath or difficulty breathing
- o Diarrhea
- o Chills
- o Muscle pain
- o Sore throat
- o Loss of taste/smell

SYMPTOMS OF MULTISYSTEM INFLAMMATORY SYNDROME (MIS-C)

- o Fever – prolonged or persistent
- o Rash
- o Conjunctivitis (redness of the white part of eye)
- o Stomachache, vomiting, diarrhea
- o Tongue is redder than usual
- o Swollen areas of body

SOCIAL DISTANCING

- When possible, the same groups of children will be kept together with the same teachers.
- Seating, materials and new classroom procedures will be created.
- Outdoor time, outside play, and open windows will be highly encouraged.

ITEMS BROUGHT TO SCHOOL

- Restrict the use of bookbags, diaper bags and any toys or items from home. As much as possible have parents bring supplies in disposable bags on a weekly basis. If supplies need to be exchanged, use gloves and avoid contact as much as possible.
- The sound of the week program is suspended to reduce outside materials entering the building.
- Extra sets of clothing must be provided and changed seasonally. All clothing must be brought in a zip lock bag clearly labeled with the child's name.
- For children enrolled in the nap program, "lovies" and other plush items will not be accepted. Instead, if necessary, parents are asked to provide a "wipeable lovie." All nap items should be

brought in a large zip loc bag labeled with the child's name.

- With the exception of kindergartners (because they ride the bus), backpacks will not be accepted.

MEALS AND SNACKS

- We will not be serving family style meals or snacks.
- All snacks will be provided by CMS.
- Children that bring lunch will send all items in a labeled, disposable zip lock bag. Lunch bags, boxes, containers, etc. will not be accepted. The bags will be placed in the appropriate bin at drop off and the bins will go directly into the refrigerator.

PPE

- CMS will continue to monitor supplies and ensure adequate access to necessary supplies (e.g., masks, gloves, and gowns)
- CMS staff will be required to wear a facemask when encountering persons at arrival and dismissal and any other times deemed necessary to mitigate exposure. Masks for staff will be provided by CMS.
- CMS staff will be required to wear other PPE (e.g., gloves, gowns, etc.) when necessary.

HYGIENE

- Additional sinks have been installed at CMS to allow for increased hand washing. Each CMS classroom has a new sink with hot and cold water. Hand washing will be required before and after eating snack and lunch as well as after toileting or any other time it is deemed necessary (e.g., sneezing, hands in mouth, on face, etc.)
- A hand sanitizer station (supervised by staff) will be available in the All Purpose Room (APR), Outside the double doors, and in each classroom. They will be used for transitions like coming in from the playground.
- Hand sanitizer will be used and supervised by staff at any other time deemed appropriate, in conjunction with hand washing.
- Specific work and other activities typically offered in the classroom that increase the risk of sharing germs will be suspended (e.g., blindfolding activities, communal clothing).
- Children will also wash hands in between work choices.
- Each classroom will have its own designated bathroom stall.

CLEANING, SANITIZING, SUPPLIES

- We will be cleaning and sanitizing any high contact surfaces throughout the day, hand washing frequently and thoroughly cleaning the school nightly or prior to open.
- CMS will ensure we have adequate access to necessary supplies.
- CMS will use contactless trash cans for each classroom.
- Weather permitting, windows will be open to promote air circulation.
- Specific cleaning instructions (timing, areas, specific steps) will be established for teachers to follow each day under normal circumstances.
- Specific cleaning instructions (timing, areas, specific steps) will be established for teachers to follow if a person in the facility becomes ill (e.g., need to wait 24 hours to sanitize surfaces until all droplets have settled).
- Lunch, snack plates and cups will be disposable.

LIMITED VISITORS

- CMS will prohibit any person except the following from accessing the school: staff; persons with legal authority to enter, including law enforcement officers; Child Care Licensing staff, and CPS staff; professionals providing services to children; children enrolled at the school; parents who have children enrolled at school under limited circumstances; and therapists like speech, OT, PT and TSS.
- Note: We are still seeking guidance on protocols surrounding access for Early Intervention specialists.
- Student observations will be recorded and made available to parents via video.

PROCEDURES IF PERSON (CHILD OR STAFF) BECOMES SICK

- Establish an isolation area: portico area. (CMS intends to install a bench).
- CMS Staff member puts on mask, gown, gloves and stays with child.
- Child wears mask, if possible.
- Parent comes immediately and is responsible for contacting health care provider.
- Increase ventilation to affected areas.
- Clean and disinfect affected areas (specific step by step guidelines are forthcoming)
- Establish virtual ongoing communication with parents.
- If an emergency closure or any other closure is necessary, CMS will use the "Remind" system to communicate to all parents.
- If a student or staff member is confirmed positive COVID, students and staff will be dismissed for 2-5 days and CMS will coordinate with local health officials.

EXCLUSION CRITERIA AND RETURN TO CARE

If suspected of having COVID but not tested, the person cannot return until all of the following criteria are met:

1. No fever for 72 hours without medicine
2. Other symptoms have subsided
3. At least 10 days since symptoms first appeared

If tested and confirmed of having COVID, cannot return until all of the following criteria are met:

1. No fever for 72 hours without medicine
2. Other symptoms have subsided
3. Had two negative tests in a row at least 24 hours apart from each other

COUGHS

- (Per State and Local guidance) If a child has a cough but otherwise behaves normally (e.g., no fever, chills, vomiting, etc.), testing and exclusion is not recommended

POTENTIAL EXPOSURE DEFINITION AND REQUIREMENTS

- Household contact or within 6 feet of contact for 10 minutes with a confirmed case or suspected case. This includes any exposure during the period of time 48 hours prior to showing symptoms.
- Must report to PA dept of health at 877-724-3258 and OCDEL (These agencies continue to track childcare cases).