

*As part of our commitment to reopen the building and offer onsite programming, Redeemer Montessori School (RMS) has established new policies and procedures to prioritize the safety of our students, parents/guardians, teachers, staff and their families, and take steps to minimize the risk of exposure to COVID-19.*

*These policies are effective beginning on August 17th, 2020.*

**Please read each item carefully and sign and date the document below.**

Families please review and return to Shanon Flowers via email [sflowers@redeermontessori.org](mailto:sflowers@redeermontessori.org) before your first day of attendance.

### **Child & Family Illness**

Parents/guardians will keep child and any siblings that attend RMS home if the child is ill, if they have a temperature *equal to 100 degrees Fahrenheit or more*, or if they are currently exhibiting, or have in the past 72 hours exhibited two or more of the following CDC symptoms of COVID-19:

- Chills
- Repeated shaking with chills
- Cough
- Sore throat
- Diarrhea
- Vomiting
- Nausea
- New loss of smell or taste
- Muscle Pain or Body Aches
- Difficulty Breathing or Shortness of Breath

Children may return only when they have been free of COVID-19 symptoms for **72** hours or with a note from a health care provider saying the child is COVID-19 free.

Parents/guardians will keep the child home if, within the last **72** hours, **anyone** living in the same home as the child has had a temperature equal to *100 degrees Fahrenheit or greater* or has experienced two or more COVID-19 symptoms (as described above).

If anyone in the home tests positive for COVID-19, or if the child or someone living in the home has knowingly been in **close contact** (detailed below) with someone who has tested positive for COVID-19, parents/guardians will notify the school and will keep the child home.

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For clarity, **close contact** is defined as:

1. Being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask or face shield); or
2. Being within 6 ft for a cumulative duration of 15 minutes or more while not wearing a mask or a face shield.

if one or both of these incidences occurred in the last 14 days or at the same time the infected individual was infectious.

Children who have experienced **close contact** with a lab confirmed Covid-19 person will return only when they have been free of COVID-19 symptoms for 14 days, there have been no additional household COVID-19 positive tests, and with a note from a health care provider that the child is COVID-19 free.

**Families are expected to report any known close contact exposures to COVID-19 positive individuals to the school immediately.**

If a child becomes ill while at school, they will be appropriately isolated from other children (with Shanon or Leah) until a parent/guardian can pick up the child. Any child who becomes ill while at RMS must be picked up within 45 minutes of notification.

For context:

Sick child will be isolated in a comfortable place and all persons with the child will be shielded and masked. Parents will be notified as soon as possible of child's condition and are required to pick up sick child and any siblings within 45 minutes of notification.

### **Staff Member & Teacher Illness**

Staff members and teachers will have pre-shift screening, and this will be documented. No staff member or teacher may report to work if they are ill, if they have a temperature of *100 degrees Fahrenheit or more*, or if they are currently exhibiting, or have in the past 72 hours exhibited two or more of the following CDC symptoms of COVID-19:

- chills
- repeated shaking with chills
- cough
- sore throat
- diarrhea
- Vomiting or nausea
- new loss of smell or taste
- severe muscle pain
- Difficulty breathing, or shortness of breath.

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Staff members and teachers may return only when they have been free of COVID-19 symptoms for **72** hours and with a note from their health care provider stating that they are COVID-19 free.

Any staff member or teacher showing signs of illness will leave campus immediately and seek COVID-19 testing. The school will report to families any known exposures to COVID-19 positive individuals while respecting the privacy of the individual.

Employees who have symptoms must notify Administration and seek a COVID-19 test.

Staff members / teachers may not report to work if within the last **72** hours, anyone living in their household has had a temperature over 100 degrees Fahrenheit or has experienced two or more COVID-19 symptoms (as described above).

If anyone in the home tests positive for COVID-19, or if the staff member, teacher, or someone living in the home has had **close contact** (described above) with someone who has tested positive for COVID-19, the staff member/teacher will notify the school and will stay home for 14 days. Staff members/teachers will return only when they have been free of COVID-19 symptoms for 14 days and with a note from a health care provider that the staff member/teacher is COVID-19 free.

### **Exclusion Criteria**

No student, staff member, or teacher will be permitted **inside** the building if they have symptoms of illness, a fever of 100 degrees Fahrenheit, or if they are currently experiencing, or have experienced, two or more symptoms of COVID-19 (as set forth above). If an individual is excluded due to COVID-19 symptoms, they will not be permitted back on the premises until they have been free of COVID-19 symptoms for 72 hours and/or provide staff with documentation from a health care provider that the child/employee is COVID-19 free.

There is a mandated, 14-day quarantine exclusion from campus for any child or staff member in a household or who has knowingly been exposed to someone who has tested positive for COVID-19. Confirmed COVID-19 cases will be immediately reported to the Public Health department and RMS will follow all physicians' orders regarding the case.

### **Arrival/Dismissal**

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Interactions between staff and parents should be brief and should only occur **outside** during health screenings. All non-health related communication that requires more than brief interaction should be conducted remotely via email or app messaging. (further details for correspondence will follow).

### **Arrival**

- The parent/guardian will be responsible for walking the child to the classroom's Back Door. No staff will reach inside a car to help remove children or belongings under any circumstances.
- Parents and children 10 years or older will be required to wear a mask
- Elementary students younger than 10 years of age should wear a face covering: (i.e. shield)
- Parent/guardian and child joins line queued up for the Health Screen Station and stands on 6 foot distancing markers
- Parents/guardians wait their turn for their child's health screen
- Parent understands that a child with a 100 degree fever will not be admitted to campus and may not return without being symptom free for 72 hours.

### **Dismissal**

- Children will be dismissed outside to parents
- Parents will observe social distancing outside between staff and other parents.
- Parents will be wearing a mask or face covering
- Children will be sent to parents from back door one at a time to minimize contact
- Parents must pick children up within 15 minutes of dismissal

### **Health screen protocol**

- Staff member reviews the Health Screen with parent/guardian
- Staff member takes the child's temperature
- Parent/Guardian acknowledges that they meet the conditions of health screen on the app on their phone
- RMS will be adding "hugging posts" for children to use as visual markers that it's time to say goodbye to parents for the day
- After goodbye time, child disinfects hands, and enters classroom where the second teacher is present.
- After placing all personal belongings away, child thoroughly washes hands and begins their school day

## **Policies**

Parents will sign your child in and out utilizing our App. Parents will abide by their child's assigned pick up and drop off time and by RMS exclusion and quarantine criteria. Parents will follow all public health recommendations and requirements. Parents will wear face covering during these transitions. Unnecessary items will not be brought onto campus. This includes the storing of car seats and strollers. Nebulizer treatments will not be administered by RMS staff. Parents may come to campus for a prescheduled visit to administer treatment off campus.

## **As a parent I agree**

- I will not enter the building.
- I will only bring my child if the child and everyone in our home is healthy and symptom free, with no known exposure to COVID-19.
- I will arrive at RMS for drop off and pick up at my child's designated drop off and pick up time.
- If I am unable to make my drop off time I will contact the school to see if there is a teacher to facilitate an alternative drop off time that day, (if not my child will not attend RMS that day).
- Fever reducers (Tylenol, for example) will not be given to my child on any day of attendance, regardless of reason for fever reducer.
- If my child shows signs of illness during care, I or another approved parent/guardian will retrieve my child within 45 minutes of being notified that they are ill.
- I will always wear a face mask when I am on campus.
- I will wait my turn and practice proper social distancing while dropping off or picking up.
  
- Upon arrival at RMS each day, I will wait while a RMS staff member asks the daily screening questions and takes the child's temperature.
- I will explain the drop-off procedures to my child ahead of time.
  - Tip: use the walk/drive as your "goodbye time."
  - If you have any drop-off routines/rituals, talk about how those will be different, and ask for suggestions from your child.
  - Make sure your child understands that you will be staying outside, and that a staff member will be taking their temperature and bringing them inside.
- I will thoroughly wash my and my child's hands before dropping off, prior to picking up, and as soon as we return home.
- I will designate one parent/guardian to do drop off and pick up each day.

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### **Before the first day of school:**

- I will practice washing hands with my child at home to familiarize them with proper hygiene (20 seconds, water soap, scrub)
- I will practice saying goodbye to them outside the building
- If my child is wearing a mask or a face shield I will familiarize them with it prior to the first day of school to ensure that it is comfortable and wearable for them.

Face shields for children too young to wear a mask are **highly encouraged** and can be purchased here:

<https://www.shieldpals.com/>

Amazon also has a variety of child sized face coverings for sale. (\*\* For students of Toddler House and Children's House continued wearing of coverings is not required, but we do ask that the students are familiar so that in the event of a sick child, students aren't afraid or upset by being asked to wear a shield prior to a family member arriving to campus to pick up student\*\*)

### **Building:**

Each classroom will use their **back door** as an entry and exit point, and designated outside time. Work time will be held outside when possible. If it is necessary for an outside area to be shared there will be a staggered schedule with complete and thorough sanitizing of equipment and toys between groups.

Activities that require projection of voice and/or physical exertion will only take place outdoors with a minimum of 6 feet between each person understanding the limitations of physical distancing with young children.

Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed. There will be no field trips that involve mixed groups or other outside groups. There will be no trips off campus where others may congregate. Each group is staffed so that if one teacher is absent, the group may be led by one teacher temporarily. However if a group does not have a required ratio of teaching staff assigned to the group, class time for that group may be canceled for particular given day(s).

### **Working with Children**

Children will be monitored at all times. There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used, a staff member will monitor its usage. Age appropriate face coverings for students are encouraged, and are required for all adults and children 10 or older. Staff will model and encourage age-appropriate physical distancing. The sharing of materials will be minimized. If materials are shared, **they will be disinfected between uses** and staff and students will wash their hands before and after usage. Used materials will be kept separate until they are sanitized and put back into circulation for use. An adequate supply of materials will be maintained to minimize the need for sharing materials.

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(Children will be provided individual, labeled units of glue, paint, etc) Children's naptime mats will be spaced out as much as possible with 6 feet being optimal, and arranged so that children are placed head-to-toe instead of face-to-face to further reduce the potential for viral spread.

### **Meals & Snacks**

All meals and snacks will be brought from home in a lunchbox marked with the child's name. Lunches will be packed in easy open containers and eaten out of their lunch box. Each lunch box will contain daily:

- a large easy open container like [this](#)
- two smaller containers each with a pre-portioned snack for two designated snack times.
- one water bottle filled with water and an optional water bottle filled with milk

*Please remember that snacks and lunches cannot include nuts.*

### **Naptime**

Parents of napping children will be required to provide one jumbo Ziploc flexible Tote for nap mat materials. They may be purchased from the office for 9 dollars or in store. In lieu of a king sized pillow case, Children's House classes request a flat or fitted crib sheet, a blanket and travel pillow. We also request 4 complete changes of clothing. Toddler house may continue to use sleeping bag style nap mats but must still purchase a jumbo Ziploc bag from the store or the office.

[https://www.amazon.com/Ziploc-727132-Flexible-Totes-Jumbo/dp/B003UEMD1M/ref=sr\\_1\\_6?dchild=1&keywords=jumbo+ziplock+storage+bags+for+clothes&qid=1595278035&sr=8-6](https://www.amazon.com/Ziploc-727132-Flexible-Totes-Jumbo/dp/B003UEMD1M/ref=sr_1_6?dchild=1&keywords=jumbo+ziplock+storage+bags+for+clothes&qid=1595278035&sr=8-6)

### **Health & Sanitation Practices**

Staff will use the RMS COVID-19 Daily Health & Sanitation CHECKLIST. Windows will remain open as much as possible with increased air circulation. Fans facing out from the windows will be utilized in classrooms, in lieu of air conditioning when possible. If there is inclement weather and temperatures that exceed 90 degrees Fahrenheit, as mandated by state licensing, the windows will be closed and air conditioning turned on.

Outdoor learning environments will be encouraged and utilized more with cooler temperatures.

Teachers will remain with a single group of children throughout the day. Staff members and teachers must wash hands frequently using soap and water including before and after eating, assisting a child with eating, providing a child with assistance toileting, and changing diapers or

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soiled clothing. If soap and water are not available in an area a supply of hand sanitizer with at least 60% alcohol will be used.

Face coverings are required for all staff.

### **Community Wellness & Safety Pledge**

I have signed the **Community Wellness & Safety Pledge** and it is on file with the school. I understand that my commitment to the safety guidelines is essential for the health of my child, my family, and the RMS community.

This situation is fluid and subject to change per federal, state, local authority and recommendations, and program needs. I understand failure to follow RMS COVID-19 Policy may result in termination of my child's enrollment or in a RMS staff member's or teacher's employment.

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Signature

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Date