



# COVID -19

## Health & Safety Guidelines

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## **COVID-19 HEALTH AND SAFETY GUIDELINES**

Franklin Montessori School, using the resources of OSSE, the CDC and the DC Department of Health, has been diligently working on a plan that allows us to safely deliver in- person learning. Our plan has been in an extreme state of evolution as we have worked with official agencies to develop guidelines and policies that incorporate best public health practices with best educational practices. This plan is, of course, subject to change and all decisions will be made in collaboration with the appropriate health officials who can help determine levels of COVID-19 community transmission and the capacities of the local public health system and healthcare systems. However, we are confident that we currently have a solid foundation for a plan that moves us safely towards a return to normalcy.

Our plan is outlined below. A few items we would like to call out:

- 1. School will start September 1<sup>st</sup> as planned, with reduced group size.**
- 2. Children and staff will be placed in a cohort group (classroom community). Those groups will not mix and will be as self-contained as possible. We will limit the number of adults who interact with children.**
- 3. Children who have symptoms of Covid-19 or have been exposed to Covid-19 will be excluded from school until it is safe for them to return per Returning to School guidelines.**
- 4. If a child in a cohort group has been exposed to or has Covid-19, the entire cohort group may be excluded from school until it is safe for them to return, per DC Health determination.**
- 5. Parents are to take their child's temperature prior to bringing them to school every morning. If they have a temperature, they should not be brought to school. A Health and Temperature Screening will take place for each child upon arrival at school.**
- 6. Parents will be asked to supply a mask for their child. It is recommended that children 2 and up wear facemasks. All staff is required to wear facemasks.**
- 7. Extensive cleaning and hand washing throughout the day will take place on a set schedule.**

### **What may be different when we re-open?**

- Ratios/Staffing
- Drop off and pick up procedures
- Daily Health Checks
- Exclusion Criteria
- Space for ill children and staff
- Vigilant Hygiene
- Personal Protective Equipment (PPE)
- Physical distancing
- Meals and snacks

### **RATIOS AND STAFFING AND GROUP SIZES**

- Children and staff will be placed in a cohort group (classroom community). Those groups will not mix.
- To the extent possible, we will keep the same children and staff together and will include children from the same family in the same cohort.
- There will be no mixing of cohorts on the playground, or during Early Arrival and Extended Day.

## **DROP OFF**

- **Extended Arrival Window:** Primary arrival window is 8:00am-9:00am. Twos arrival window is 8:30am-9:00am. Infant arrival window is 8:00am-8:30am. If in Early Care (7:30 – 8:30am) Primary students will go to their classroom and Twos students will go to T-2.
- **Contactless sign in:** Staff member will sign in child for the day by visual identification of the parent.
- **Temperature and symptom screening** will be conducted daily on each child upon arrival to the school. Screening logs will be kept. Parents are to take temperature prior to arrival.
- Due to limiting the number of adults interacting with the students, **students arriving after 9:00am will not be admitted.** Exceptions are made for doctor or dentist appointments. Please notify the office if/when this applies to your child.

## **PICK UP**

- Staff members will meet the parent at the assigned door with the child where the child was dropped off in the morning.
- **Contactless sign out:** Staff members will sign out children for the day by visual identification of the parent.

## **ACCESS TO THE BUILDING**

- Access to the interior of the school will be limited to children and staff.
- **School Tours:** All in-person school tours will be suspended until further notice.
- **Emergency service vendors** (i.e. HVAC repair when the unit is not working) will be scheduled at non-operational times if possible. If immediate service is required: All vendors will be screened and will wear masks prior to entering the building.
  - o Children will be removed from the area accessed by the provider.
  - o A staff member will accompany the service provider at all times.
  - o Areas and surfaces will be disinfected after completion service.

## **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 100.4° Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Complaints of stomach pain
- 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 and enter data into health log:

### **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:
  - Has your child had any symptoms (e.g., sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday? Or in past 14 days if new or returning from absence?
  - 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?
  - Has your child had close, prolonged contact with anyone known to have COVID-19 or who has symptoms of COVID-19 (e.g., fever, sore throat, nasal congestion, runny nose, cough, headaches, body aches, fatigue/malaise, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday? Or in past 14 days if new or returning from absence?

### **TEMPERATURE:**

- Upon arrival, a staff member will verify each child's temperature via a picture of the temperature taken by the family.
- If the child has a high temperature of over 100.4° Fahrenheit, the staff member will verify the temperature with another thermometer.
- A child with a double verified temperature of over 100.4° Fahrenheit will not be admitted.
- Contactless thermometers will be used in all cases if possible.
- If an in ear/forehead thermometer is used, it will be disinfected with alcohol after each use.

## **HEALTH SCREENING AT ARRIVAL - STAFF**

- A health screening will be performed for all Staff members and data will be entered into the health log:
- 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:
  - Have you had any symptoms (e.g., sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday? Or in past 14 days if new or returning from absence?
  - Are there any family members in your household with symptoms consistent with COVID 19?
- Have you had close, prolonged contact with anyone known to have COVID-19 or who has symptoms of COVID-19 (e.g., fever, sore throat, nasal congestion, runny nose, cough, headaches, body aches, fatigue/malaise, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday? Or in past 14 days if new or returning from absence?

**Any affirmative answers to these questions will relieve the staff member of duty for the day and guidelines from OSSE, the CDC and the DC Department of Health will be followed for re-admittance.**

## **CHILD OR STAFF ILLNESS POLICY & PROCEDURE**

- Our sick child/staff policy will be amended as followed:
  - Children/staff will be sent home when the following symptoms are observed:
    - Temperature is 100.4° 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 children/staff home for illness even in the absence of fever and regardless of a note from a physician.**

- If any of the above symptoms are observed, the school will:
  - o Remove the child to the isolation area with all belongings to go home.
  - o Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
  - o If the child was in a classroom, we will close off classroom areas used by the child to disinfect items of use (table, chair, etc.).
  - o A staff member will wait with the child in the doorway of the isolation room.
  - o When a parent arrives, a staff member will bring the child and belongings to the door.
  - o A staff member will disinfect the cot/mat bedding of the room.
- For Staff- the staff member will be sent home immediately and the cleaning and disinfecting procedures will be carried out for any area and materials with which the staff member was in contact.

**Returning to School:** Students/staff members can return after at least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved with a note from their doctor confirming it is not COVID-19 and is something else (allergies, cold, etc.) for long-term symptoms or a negative COVID-19 test result.

**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, we will contact DC Health who will decide and inform us how to proceed. Close contact means being closer than 6 feet apart for more than 15 minutes.

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 school will take the following actions:**

- 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 classroom 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 will follow the guidance from DC Health on how and when they are permitted to return on a case-by-case basis.

#### **The school will report absences using the protocol set by the CDC and OSSE:**

- We will contact our local public health department immediately once we are aware of a confirmed COVID-19 case among staff or children.
- The local health department will provide guidance on when the infected person can return to school and if the school or classroom community needs to close.
- The duration of the closure due to COVID-19 illness may be dependent on staffing levels, outbreak levels in the community and severity of illness of infected individual.

## **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.

## **UPDATED CLASSROOM PROCEDURES:**

### **OPERATING HOURS & CLASSROOM PREPARATION**

- School will start September 1<sup>st</sup>, as planned. Operating hours will be 7:30 AM to 6:00 PM.
- Closing staff will disinfect classroom environments at the end of the day.
- Janitors will service the building after the building is empty for the day.

### **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 eyes, nose, or mouth

### **FIVE STEPS TO WASH YOUR HANDS THE RIGHT WAY**

Staff is 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 hand washing, staff will also wash their own hands.
- 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.) after use:

- Adult bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
- Staff room
- All door handles (inside and out)
- Computers and monitors
- Phone
- Front desk and Hall Deck (horizontal surfaces)

Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, before and after lunch and at the end of the day:

- Tables and chairs
- Shelves
- Commonly used materials and objects
- Cubbies
- Door handles
- Bathroom sink faucets
- Toilet handles
- Paper towel dispensers
- Commonly used outside toys
- Grab bars on playground equipment

**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.
- Children will have their own box of supplies.
- Materials that cannot be disinfected will not be used.

## **SOCIAL DISTANCING**

### Children

- One child is permitted to use an activity/lesson/material at a time.
- We will not mix cohorts during the day.
- We will keep the same staff members with the cohort (excluding floaters and substitutes to ensure the safety and supervision of children).
- We will stagger playground times to keep the cohorts separate, the playground will be disinfected between cohorts.

Children will be reminded to socially distance with positive redirection and role-play about social distancing will occur daily at group/circle time.

## **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 six feet apart and children will be positioned to sleep “nose to toes”.
- Cots will be disinfected after use.

## **MEALS AND SNACK**

- Teachers will serve children snack. Snack will be prepackaged and easy to open fruit (clementine, banana). Children will still have the option of milk or water to drink with each snack/meal.
- Food preparation by the students (an important part of the Montessori curriculum of practical life) will be temporarily suspended.

## **FACE COVERINGS AND PROTECTIVE EQUIPMENT**

- The children enrolled in the Toddler and Primary classrooms are asked to wear a facemask. To prevent the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) recommends the use of cloth face coverings in childcare settings when feasible. This guidance has been developed by the District of Columbia Department of Health (DOH) and the Office of the State Superintendent of Education (OSSE) to assist childcare providers with implementing the use of cloth face coverings within their programs. The use of cloth face coverings is not a substitute for other infection control measures including social distancing, frequent hand washing, and cleaning of frequently touched surfaces within the child care setting.

**For more information about this topic, click on the link below:**

<https://osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery>

- All staff will wear a facemask.
- Gloves will be used while disinfecting surfaces, materials and objects.

## **COMMUNITY EVENTS & GATHERINGS**

**The following events will be suspended until further notice:**

- All school community events (i.e. Back to School Picnics, Curriculum Nights)
- Onsite parent teacher conferences and meetings (will be held remotely)
- Parent observations of the classroom
- Field trips