

Guadalupe Montessori School- COVID-19 Safety Planning Protocol

SY20/21

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FACILITY PHONE NUMBER: (575) 388 - 3343

Local Department of Health (DOH)	(575) 538-5318
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff- Marilyn Payan	Marilyn.Payan@state.nm.us 575-343-0406
County Emergency Manager- Gilbert Helton	ghelton@grantcountynm.gov office 575-574-0065; cell 575-313-7722
Early Childhood Lead- Heather Castello	hdcastello@unm.edu 505-328-8753

Entry Plan

Arrival, Health Screening, and Daily Health Checks

Person Responsible- Director of Student Nutrition and Wellness

Staff:

Staff must be fully masked upon entering the building. Immediately after arriving at the school, staff must wash hands, then take their temperature and log it in the appropriate temperature logs. Each class has their own log for the guides and assistants. All administrative and food service staff will log their temperature in the front foyer log provided. All equipment used will be thoroughly sanitized by every staff member after each use.

Students:

All students that are 3 years or older are required to arrive at the school wearing approved face coverings or masks. Each class will have staggered drop-off times and locations to avoid congregation and cross contamination of each class/pod and their respective families.

Staff members will sign students in to avoid cross contamination. Pens and pencils should not be shared and will be sanitized regularly when used.

The initial daily screening will be conducted by a trained staff member outside the building. Screenings must be conducted safely and respectfully. All health information and daily temperatures must be logged in the individual student log provided. Confidentiality should be maintained at all times.

Individuals with any of the following symptoms or scenarios will be excluded from the school:

- Have a fever of 100.4F(38C) or higher, or have been given a medication to lower a fever.
- Have experienced symptoms of respiratory illness in the last 14 days, including cough and shortness of breath.
- Have been in contact with someone confirmed to have COVID-19 in the last 14 days.
- Have traveled to an area with widespread community transmission of COVID-19 in the last 14 days.
- If students develop any of the following symptoms during the school day they will be sent home and families asked to follow the NMDOH recommendations for diagnosis and quarantining. Symptoms include:
Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell.

Please see the GMS student screening and Personal Protective Equipment Protocol for more detailed information.

Departure Procedures-

Person responsible- Director of Student Nutrition and Wellness

The school will schedule staggered pick-up times to avoid congregation and cross contamination of each class/pod and their respective families. Procedures will be designed for each classroom to allow for physical distancing during pick-up times. Temperatures will be taken again at the end of the day as a courtesy so that families can be notified if their child has developed a fever, and appropriate steps can be taken.

Preventative Plan

Handwashing & Hygiene

- Frequent hand washing with soap and water for a minimum of 20 seconds will be practiced. Handwashing upon arrival is required of all staff and students, when entering the building/classroom, before meals or snacks, after outside time, before and after diapering or after providing any other close care, after going to the bathroom and prior to leaving for home at the end of the day. Instruction and supervision will be given to all children, to ensure they are using proper hand washing techniques. If soap and water are unavailable an alcohol-based hand sanitizer can be used, with a minimum of 60% alcohol. Supervision will be provided when children use hand sanitizer to prevent excess use and ingestion.

Additional key hygiene practices will be used by staff and taught to children. These include:

- Avoid touching your eyes, nose and mouth.
- Wear cloth face coverings (see below for more detail).
- Cover your cough or sneeze with a tissue, throw tissue in the trash and wash hands thoroughly.

Face Coverings and Mask Use

All State mandates and requirements will be followed. Students and staff will be educated on the correct use of masks. Students and staff will be educated on why they are wearing their masks, how germs spread and how to minimize their risk.

Cloth masks of appropriate size are required for everyone in a child care facility or school that is 3 years of age or older. Children between the age of 3 and 5 will be supervised if they are wearing a mask. If a child cannot remove the mask on their own even if they are over the age of 3, they should not wear a mask. Masks should fit correctly, fully covering the nose and mouth without gaps and stay in place without needing adjustments. Children should not wear masks during nap time or when eating. All staff need to use their professional judgement in deciding when a mask should be removed from a child. Signs of concern would include discomfort, frequent face/mask touching or chewing and spitting inside the mask or if the mask becomes visibly wet (wet masks should be replaced with a new one). When masks are not in use, they should be stored in the individual labelled bags provided for each student. Students should be supervised when taking off their masks and storing them, to avoid cross contamination. Masks should be sent home and laundered daily.

Deep Cleaning and Sanitizing

All classrooms will be deep cleaned daily and heavy traffic areas will be regularly sanitized throughout the day. This would include, playground and garden equipment, toys and surfaces, especially doorknobs, light switches and restrooms. All other heavy use surfaces will be sanitized often including water dispensers, desks and tables and any hands-on learning items.

Personal Protective Equipment

Please refer to the “GMS Protective Personal Equipment Protocol” for detailed information about PPE use and expectations.

Guidelines for Talking to Children about Health and Safety

GMS will integrate lessons related to health and safety practices and developing skills into the Grace and Courtesy and Practical Life elements of the Montessori Curriculum. This would include how to wash hands, put on a mask, return used materials for sanitizing, move past classmates with appropriate distance, etc. Educators will use simple, clear, factual language to help children understand how germs spread (and how to reduce that spread), practice new skills, and build an understanding of the reason behind the changes in routines and practices. Care will be taken to create a calm and reassuring environment, respect privacy, and instill values of community and care for the common good.

Physical Distancing

Distancing Space

Precautions will be taken to ensure that the recommended six feet of physical distancing is observed at all times when practicable. Furniture will be arranged to support appropriate distancing, and visual reminders such as markers and signage will be used as much as possible. Programming will incorporate outdoor learning and recreation as much as possible, and provisions will be in place to increase the fresh air circulating through indoor spaces.

Group Sizes and Ratios

Groups will be designated into cohorts that will not be mixed or combined. For our preschool programs, ECECD maximum group sizes and ratios will be observed. In our Elementary class, PED guidance regarding classroom occupancy and group sizes will be followed.

Meals

All meals will be served in the classroom. Trained adults will supervise the serving of food to ensure that there is no cross contamination. Students will be spread out to six feet apart when eating meals and lunch will be served in small, staggered groups. Cleaning and sanitizing will occur before and after food is served.

Suspected and Confirmed COVID Cases

Notification

All staff and families will be notified if there is a confirmed case of COVID19 within the staff or enrolled children, as the facility will be closed to air out and then for deep cleaning.

If there is a suspected case, close contacts of the person will be notified and be on standby until test results are obtained. If there is a positive case the school will contact the NMDOH epidemiologist at 505 827-0006, who will identify the close contacts that need to be tested or quarantined. All Staff and families of enrolled children that refuse testing will be excluded from the program for 14 days.

Deep Cleaning and Disinfecting

If there is a confirmed case of COVID19 at the facility, GMS will work with the NMDOH to confirm the course of action necessary. The first step is that the facility will be closed immediately and left to air out for 24 hours. After airing out, the recommendations for cleaning and disinfecting found in the guidance from the ECECD will be followed, and the facility will reopen once given approval from the NMDOH and the ECECD.

Changes in Business Operations

If there is a confirmed case, child care services will be suspended and the program will be temporarily closed to implement cleaning protocols. GMS will restrict the abilities of individuals to receive services if it is required or recommended by the ECECD or DOH based on positive test results, symptoms, confirmed exposure, and/or high contagion risk.

As Director of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.