



Montessori In Motion
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(415) 472-5622

**MONTESSORI IN MOTION
COVID19 PLAN AND GENERAL PREPAREDNESS**

SICK CHILDREN/STAFF ARE REQUIRED TO STAY HOME:

- We cannot stress the importance of keeping your child home if they are sick; this protects everybody's safety and health. Children who have a fever of 100.4 degrees must be fever free for 72 hours without of use of fever reducing medications.
- If your child is sick or becomes sick at school, parents will be notified right away, and the child will need to be picked up promptly.
- Children or staff sent home with any COVID related symptoms will not be permitted to return without a doctor's note indicating that they can return.
- **SIGNS OF ILLNESS:** fever (100.4 degrees), rapid breathing, shortness of breath, flushed cheeks, fussiness, runny nose, congestion, sore throat (per CDC COVID-19).
- All staff have been tested for COVID-19 prior to returning to Montessori in Motion and will continue to be regularly tested.
- We encourage families and children be tested for COVID- 19.

FAMILY MEMBERS AND CLOSE CONTACTS:

- If a family member or close contact has COVID-19 Symptoms (e.g., fever, coughing, shortness of breath) you are required to disclose this information to the school ASAP.
- We will contact the Health Department/Licensing Department to determine what course of action to take.

SCREENING PROCEDURE UPON DROPOFF:

- Director or School Administrator (Crystal or Josh) will take child's temperature upon arrival to the facility.
- If your child has a fever of 100.4 degrees or above or other signs of illness, they will not be permitted to enter the classroom and will be asked to return home. They must be fever free for 72 hours without of use of fever reducing medications.
- Parent will confirm that child does not have fever, cough, or shortness of breath, sore throat, runny nose, congestion or if any medication has been given in the last four hours (ibuprofen, acetaminophen, etc.).
- A visual inspection to look for signs of illness will occur which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- If there is any doubt about a child, we will ask them to stay home for 24 hours.

DROP OFF/PICK UP/SIGN IN:

DROP OFF:

- **All drop-offs and pick-ups will take place on the side entrance of the playground. Please do not enter playground.** It will be clearly marked. To minimize the spread of germs, we ask that parents not enter the schoolgrounds.
- All parents/guardians/Teachers/Students are required to wear a clean mask or face covering while on the property. (Children will be strongly encouraged to wear a mask as much as possible.)

- A handwash station will be provided on the playground so children can clean their hands prior to entering the school.
- Only one parent/guardian should handle the drop off or pick up.
- Maintain 6 feet social distancing from other parents/children signing in. Look for the indication marks to stand while waiting your turn.
- Parents/guardians will sign in/out each child with the provided contactless tablet located on the playground side gate and staff a member will escort your child to the child's classroom or playground.

PICK UP:

- All parents/guardians/Teachers/Students are required to wear a mask or face coverings while on the property.
- Parents/guardians will sign in/out each child with the provided contactless tablet located on the playground side gate and staff a member will escort your child to the child's classroom or playground.
- Only one parent/guardian should handle the drop off or pick up.
- Parent to pick up child on the side gate entrance to the playground.
- Maintain 6 feet social distancing from other parents signing out Look for the indications marks to stand while waiting your turn.
- Child to use outdoor handwash station prior to leaving the school.

PLAN IF CHILD BECOMES SICK AT SCHOOL WITH ANY COVID SYMPTOMS:

- If your child becomes sick while at school the parent will be notified promptly to pick up their child.
- Parents have a 1-hour grace period to pick up their child.
- An isolation cot will be used in the classroom to keep the child isolated and a mask will be put on the child.
- The room and area will be cleaned and disinfected once the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member.
 - Areas used by the sick person will be closed off.
 - All outside doors and windows will be opened to increase circulation in those areas.
 - We will wait up to 24 hours to clean and disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - All areas will be cleaned and disinfected used by the child or staff, such as classrooms, classroom work, bathrooms, playground equipment.
 - If more than 7 days have passed since the person who is sick has been at the school, additional cleaning and disinfecting is not necessary.
 - We will continue routine cleaning and disinfection.
 - We will take direction from the CDC, Marin Public Health and Community Care Licensing on the closure procedures and duration.

REPORTING

- If a student, household member, caregiver, or close contact is diagnosed or suspected to have COVID-19, please report to Crystal or Josh immediately.
- We will hold information in confidence but will relay exposure to each member of the student's group.
- In addition, all groups will be informed but dismissal may only apply to the directly exposed group.
- Following CDC guidelines, we will likely dismiss students and staff of the exposed group for 2-5 days. The initial short-term dismissal allows time for the local health officials to gain a better understanding of the situation impacting the school and for the staff to clean and disinfect the

affected facilities. MIM will work with the local health officials, Marin Public Health to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of the virus.

SOCIAL DISTANCING STRATEGIES:

- Classrooms will include the same group of ten children each day, and the same teachers will remain with the same group each day. This will limit the introduction of new germs to the germ pool.
- Classroom layouts will be reorganized to induce children to utilize social distancing.
- Every child will have their own bin of pencils, crayons, colored pencils, Montessori rug, and table/chair-work space.
- Playground times will be staggered to allow one classroom at a time on each play yard space.
- At nap time, cots will be spaced out 6 feet apart and children will be placed head to toe to further reduce the potential for any virus spread.

RESTROOM POLICY

- Children will use the restroom in groups of four.
- Children will be asked to wear facemasks in the restroom.
- Two children will use the two toilets while the other two children sit apart on bathroom bench to wait their turn.
- Staff will disinfect the toilet after each individual use.
- All children will wash hands.
- Staff will disinfect the counter, sink, and fixtures after the children exit the bathroom.

CLEANING DISINFECTING POLICY:

- We will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched. This will include schoolwork, doorknobs, light switches, classroom sink handles, countertops, cots, toilet training potties, desks, chairs, cubbies, and playground structures.
- We will use EPA Safer Choice fragrance-free household disinfectants.
- All cleaning materials will be kept secure and out of reach of children.

DIAPERING PROCEDURE:

- Staff to wash their hands and child's hands before changing diaper.
- Put on gloves.
- Clean the child.
- Remove trash (soiled diaper and wipes).
- Replace diaper.
- Wash child's hands.
- Clean up diapering station.
- Wash hands.

SCHOOL CLOSURE DUE TO PUBLIC HEALTH EMERGENCY/POWER OUTAGE/NATURAL DISASTER

- If the school is forced to shut down due to a public health emergency/power outage/natural disaster for more than 30 days, we reserve the right to charge a holding fee of half of your normal rate until the school reopens. We do not prorate for school closures.
- The school will offer remote learning during the shutdown.
- If our school reopens and you decide to keep your child home from our program, you will be charged half of your normal rate until you return.
- As a childcare provider, we need to maintain our operational costs and keep our teachers employed in order to keep our doors open for your children to return and to provide childcare.

Resources:

- California Department of Social Services, Community Care Licensing, Child Care Page: <https://www.cdss.ca.gov/inforesources/child-care-licensing>
- California Division of Occupational Safety and Health (Cal/OSHA): <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>
- California Coronavirus (COVID-19) Resources: <https://covid19.ca.gov/>
- California Department of Pesticide Regulation Health Schools Act information: <https://apps.cdpr.ca.gov/schoolipm/>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Please sign below and **return only this page** to the school:

CHILD'S NAME: _____

I have read and understand the COVID-19 Plan and General Preparedness of Montessori in Motion

Both parent signatures are required

PARENT SIGNATURE

DATE

PARENT NAME (PRINT)

PARENT SIGNATURE

DATE

PARENT NAME (PRINT)