

# **Montessori School of Pensacola**

## **Pandemic Policy - *phase one***

### **Updated 7/10/2020**

MSP will monitor local and state government, CDC and the Pandemic Severity Index guidelines for child care centers and schools regarding closures and social distancing recommendations. In addition, MSP will undertake the following practices:

- Parents will be asked screening questions before a child is permitted to enter a classroom. MSP reserves the right to require a child be tested, based on the answers to the screening questions. MSP is required to notify the Escambia County Health Department (ECHD) if a child is referred for testing.
- Any child with a confirmed positive test result will be excluded from school for 14 days or as long as is deemed necessary by the Escambia County Health Department.
- MSP will notify parents and staff of any confirmed cases, so that they may contact their doctors for guidance as to whether to take antivirals.
- MSP will comply with any and all state or local health department guidelines regarding school closures, cleaning and sanitization practices, reopening, and re-entry of students and/or staff who have tested positive.
- MSP will utilize School Cues (email and text) as the primary method of communicating school closures and other information. In the event of an extended closure, we encourage parents and teachers to utilize email to keep in touch.
- MSP reserves the right to close the school at any time that such action is deemed appropriate in order to minimize the transmission of disease and ensure the safety of children and staff.

### **Signs and Information**

Signs are posted at all entrances. Everyone entering a building must read them. They give clear and precise information on COVID-19, its symptoms, when not to enter the building, risk factors, information on our daily health checks, and other conditions of exclusion of students.

Additional signage will be posted throughout the buildings including handwashing procedural illustrations in each classroom and restrooms.

## **Family Responsibility**

Parents are strongly encouraged to keep their child home if the child is showing COVID-19 related symptoms. The child must stay home for an additional 72 hours after the fever and/or symptoms are gone and no medication has been given.

If a child becomes ill or exhibits any signs of COVID-19 while at school, the child will be sent home. The child will be isolated until they can be picked up. Timely pick up of an ill child is required. Emergency contact(s) must be available and kept up-to-date.

Any child with a fever of greater than 100.4 will be sent home and may not return until the fever is gone for 72 hours and no fever reducing medication has been given.

Families are asked to review and follow the CDC information and guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Families are expected to report any known exposure to COVID-19 positive individuals to the school. Parents will be referred to the Escambia County Health Department for further guidance.

Anyone, other than the parent, who is dropping off the child, must be able to answer the screening questions accurately on behalf of the parent on a daily basis.

If a child is sent home because of COVID-19 like symptoms that are unusual for them, any siblings of theirs will also be sent home.

If a parent keeps one child home for COVID-19 like symptoms that are unusual for them, the sibling must stay home as well.

Parents of Primary children are asked to practice CDC handwashing procedures at home with their child (wet hands, apply soap and rub for 20 seconds and rinse for 10 seconds).

It is critical that children in Primary classrooms be established in their bathroom independence.

## **Arrival/Dismissal**

It is ideal to have the same person drop off and pick up the child every day.

Children will be received at designated arrival locations by a staff member wearing a mask.

Parents dropping off and picking up their child on campus are required to wear masks.

Staff will sign children in and out each day.

No visitor or parent will be allowed in the classrooms, while school is in session. If a parent needs to enter the office, they will need to wear a mask.

Physical distancing guidelines will be followed during arrival and departure times. This may mean families need to remain in their vehicles until proper distancing can be followed.

Each child will be screened and have their temperature taken, daily, at a designated arrival location. Temperatures may be taken at other times throughout the day. Each child's temperature will be logged each day.

Children will wash their hands upon entering the building.

### **Groups and Outside time**

Group sizes will be smaller than usual. Every effort will be made to keep groups separate, as much as possible. Every effort will be made to have mixed ages groups. All curriculum areas will be available in each class space.

Groups may need to combine at the end of the day for Extended Care.

Each group will have its own designated classroom space and outside area.

Activities and lessons will be held outside whenever possible.

Outdoor space will rotate so that children receive a variety of play opportunities. **each week.** Equipment will be sanitized as required.

Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed, with an understanding of the limitations of physical distancing with young children.

There will be no field trips.

### **Staff**

Staff will be trained on all the new health procedures.

Staff will explain and model safety, physical distancing, handwashing, and hygiene procedures to students in an age-appropriate manner.

Staff members will have daily temperature checks, which will be logged.

No staff member may report to work if showing symptoms of COVID-19 or any illness.

For all Primary classrooms, the same staff member(s) will remain with their specified group throughout the day except for staff breaks and staff absentee coverage. In these instances, staff must wash hands following CDC guidelines before entering a new group, as well as, disinfect any items they may carry (pen, clipboard, tablet).

For Elementary and Middle school classrooms, teachers will remain with one group throughout the day. Teachers will rotate as necessary for curriculum delivery.

If soap and water are not available in an area, a supply of hand sanitizer with a minimum of 60% alcohol will be used. CDC recommends rubbing for at least 30 seconds to be most effective.

Masks will be worn by all Elementary and Middle School staff.

Staff will be instructed not to touch their mask throughout the day and take it home for washing daily. Multiple masks will be provided for staff by Administration.

Any staff member showing signs of illness will be isolated until their departure.

The school will report to families any known exposure to COVID-19 positive individuals while respecting the privacy of the individual.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

### **Child**

- Fever
- Cough
- Nasal congestion or rhinorrhea
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Myalgia
- Poor feeding or poor appetite

### **Child MIS-C**

(Multisystem Inflammatory Syndrome)

- Fever
- Abdominal pain
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

### **Adult**

- Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staff will be asked screening questions before they are permitted to enter the building. MSP reserves the right to require an employee be tested, based on the answers to the screening questions. MSP is required to notify the Escambia County Health Department if an employee is referred for testing.

Any person in a high-risk population is encouraged to stay home, not work in childcare settings and avoid entering the school buildings.

## **Children**

There will be regular and frequent hand washing with soap and water for children.

The sharing of materials will be minimized. When possible, individualized work will be provided.

All meals and snacks will be in the classroom or outside weather permitting.

During naptime in Toddler/Entry and rest time in Primary, children will be spread out as much as possible.

Masks will be worn by all students in Elementary and Middle school.

Elementary and Middle school students must come to school wearing a mask and must have an additional mask at school. A minimum of two layers is required, with three layers being recommended.

## **Food**

Lunches should be sent in a paper or plastic Ziploc bag.

Only a paper towel or napkin should be sent in as a replacement for a placemat.

No left-over food nor the lunch bag will be sent home. Everything will be thrown away or recycled after lunch time

Water bottles will be stored with lunch bags and will remain at school until Friday and then they will be sent home. Disposable water bottles can be sent in daily, if preferred over sending a reusable water bottle.

Middle School students will not be allowed to share food.

No “passing of the plate” option will be available if a child forgets their food.

Elementary and Middle School students must label their lunch boxes, water bottles and any other personal items. All personal items will be stored separately.

### **Cleaning and Disinfecting**

All surfaces will be cleaned and disinfected as required. At the end of the day, more extensive cleaning and disinfecting will take place.

Playgrounds will be disinfected as required.

Adequate cleaning and disinfecting supplies will be maintained.

Bathrooms and sinks will be sanitized as necessary.

CDC cleaning and disinfecting protocols will be followed to sanitize classrooms and playgrounds.