

DEARBORN HEIGHTS MONTESSORI CENTER
PLYMOUTH-CANTON MONTESSORI SCHOOL
LIVONIA MONTESSORI SCHOOL

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Re-opening Date: _____

INTRODUCTION

Pursuant to the Order of the Governor of the State of Michigan and the Department of Licensing and Regulatory Affairs (LARA), we are re-opening our school as of the above date. Our school takes seriously the implications of the COVID-19 pandemic and we have put in place the following as a Preparedness and Response Plan (the Plan). While no plan or protocol can eliminate exposure to COVID-19 or any communicable disease, adopting these procedures is in accordance with the State of Michigan and the child care licensing rules and guidelines as well as the Center for Disease Control (CDC) as a means to limit exposure. This is a fluid document and will be updated as new information is released by governing bodies.

SCHOOL POLICIES & PROCEDURES

A. GENERAL RULES & PROCEDURES

Both in-house field trips and travel are suspended until further notice.

2. Masks

- Masks are required to be worn by any adult entering the school. Masks will be worn by children where symptoms are revealed and as part of isolation prior to pick-up by the parents.
- Masks will be provided to all staff and will be required to be worn during any transition times and time away from their designated “home base.” Examples include car line, restroom use, lunch transition, outdoor transition, or any other time they leave their home base or are with children who are not part of their normal group.
- Toddler, preschool, and kindergarten children will not be required to wear a mask. Wearing masks encourages face touching by young children, which negates any benefit of wearing a mask. Elementary-aged children (grades 1-8) will be required to wear masks during transition times. Children are encouraged to bring their own masks to school each day. If children do not have masks of their own, they will be provided with one.

3. Parents will be provided with the following:

- A letter from the school explaining what they should expect from the school and what the school expects from them.
- A copy of this Preparedness and Response Plan.

4. Screening Forms/Self-quarantine

Staff members and parents will complete their respective screening forms each day. If it becomes known to the school that a child or staff member has been in close contact with a person who has COVID-19, that individual will self-quarantine for 14 days.

5. Illness

- Any staff member who begins to feel ill while working will be relieved of duty for that day with subsequent follow-up the next day to evaluate his or her suitability for return to work.
- If a parent decides to keep a child home due to illness of any kind, the school must be notified.
- To the extent any child develops symptoms that could be consistent with COVID-19 or other illness, it is the policy of the school to:
 - ~ Immediately isolate the child and contact the parents for pick-up.
 - ~ Require the child to wear a protective mask.
 - ~ Maintain the confidentiality of the child and parents where possible.
 - ~ Utilize deep cleaning of areas where the child is known to have been and set aside toys or other materials that may have been contaminated.
 - ~ Administration will follow-up with the parent as to the wellness of the child.
- Any child confirmed to have COVID-19 will be prohibited from care until the criteria listed below have been met.

6. Return to School

For children and staff to be able to return to school we will follow the guidelines from LARA and the Wayne County Health Department:

- If a staff member or child has a fever or cough, they must be fever free for 72 hours before returning.
- If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay at home:
 - ~ Until they have been fever-free for at least 72 hours without the use of medicine, other symptoms have improved, and...
 - ~ At least 10 days have passed since their symptoms first appeared, OR they have received two negative tests in a row, 24 hours apart.

7. Hand Sanitizer

In accordance with LARA guidelines, hand sanitizer with at least 60% alcohol content will be provided and available throughout the school for all age groups. Sanitizing stations will be at the entry of the school, in each classroom space, and various other locations around the school.

8. Delivery and Maintenance Personnel

- Delivery personnel will be asked to leave items at the front door for staff wearing personal protective equipment (PPE) to retrieve.
- Facility inspection and maintenance personnel will be screened, required to wear masks, and will not come in contact with children.

9. Required Notifications

- If a child, or anyone a child has been in contact with, receives a positive COVID-19 test, families are required to inform the school and the local health department.
- If a member of our school community tests positive, we are required to inform all parents of possible exposure. This will be conducted by phone or email from the administration. The infected person will remain anonymous.
- Within 24 hours of knowledge, the school will notify the local health department and the Michigan Department of Health and Human Services as well as its licensing consultant if a child or staff member is suspected to have or is confirmed to have COVID-19. However, confidentiality to third parties without a need to know will be maintained.

B. STAFF

1. Training

- All staff will be trained on all procedures.
- Staff will be given a copy of this Plan and are required to review it.
- Staff are required to watch the *Caring for Children in Group Care During COVID-19* video published by the National Center on Childhood Health and Wellness.
<https://eclkc.ohs.acf.hhs.gov/video/caring-children-group-settings-during-covid-19>

2. Staff Screening

- All staff must have a negative COVID-19 test prior to commencing work at the school.
- Staff will engage in self-screening by completing the required form each day before reporting to work at the school.
- Staff temperatures will be taken upon entry.

3. Staff Safety Protocols

- We will be providing masks and gloves for use by all staff. Gloves will be disposed of after outdoor activities, handling garbage, any touching of a child, diapering, before and after meals, administering medication or ointment, etc.
- Handwashing in accordance with the CDC recommendations will occur, at a minimum, upon entering the building, after touching any child, diapering, etc. and upon leaving, if not more frequently.
- The school strictly observes required child-staff ratios and, where necessary, will use properly screened alternative staff if any staff member is out sick.

C. CHILD DROP-OFF & PICK-UP / ACCESS TO PREMISES

1. General Procedures

- Main doors will remain locked, except where fire or other safety is compromised.
- To the extent possible, staff assisting with drop-off and pick-up will be limited to the same people.
- Staff members will clean their hands after each child's arrival and dismissal.
- Drop-off and pick-up of children will be by family members only unless a required exception is approved by the school.
- Parents must wear a face mask upon arrival, for both drop-off and pick-up.
- Parents will not be allowed to remain on school grounds.
- Visitors will not be allowed in the school building without proper approval.

2. Arrival and Child Screening

- Children will be dropped off by parents only after the parent completes the parent / child screening form and the child's temperature has been taken.
- During drop-off, staff will walk to the car to greet each child. We ask that the child remain seated in the car.
- A staff member will take each child's temperature using a contact-less thermometer prior to the child leaving the vehicle. Temperature will be checked again before lunch and at the end of the day. A child with a temperature of 100.4 or over will not be admitted.
- Staff receiving children in the morning will visually check for any signs or symptoms of illness.
- Car seats must be left with the parents and not brought into the school.

3. Late Arrival

Late arrival must be scheduled in advance with the office. Please follow the procedure below.

- ~ Contact the school and indicate the exact time of the child's late arrival.
- ~ At the prearranged arrival time, please pull up to the curb and wait.
- ~ A staff member will observe the arrival area at the prearranged late arrival time and assist the child with the regular arrival procedures.

4. Dismissal

- Dismissal for all students will be curbside. Children will stay in their home base until their name is called. Younger children will be escorted to the cars.
- To pick up children from day care or latchkey after class, parents must pull up to the curb and call the office. Children will be released from the school once proper identification has taken place. Younger children will be escorted to the car.

D. PREPARATION & USE OF SPACE

1. Signage

- Posters regarding procedures for entrance to the building, handwashing, preventing communicable diseases, masks, etc. will be posted in appropriate and conspicuous places throughout the school.
- Visual cues throughout the school will provide guidance on proper social distancing.

2. Group Management

- Children will be divided into groups and this group will be their core group. They will have a home base, eat lunch, and go outdoors with the same children. Each core group will have the appropriate number of adults to assist the group.
- Staff will be instructed to limit or eliminate the use of common spaces.
- Outdoor time will be rotated between groups of children, and/or take place in separate areas of the playground.
- Gymnasium use, where applicable, will be staggered.
- Six-foot distancing will be maintained between individuals, and cots, tables, and chairs, where possible.

3. Food Service

- Children will not participate in snack or lunch preparation or retrieval. Lunch and snack will be served by staff only. Snack items will be in single servings and served by staff to students.
- Lunches brought from home will be eaten out of original containers.
- Staff will use gloves and a mask during food preparation and serving as well as dishwashing.

4. Nap

- Children will sleep in a designated space.
- Cots will be positioned six feet apart, in alternating head-to-toe arrangement.
- Cots will be assigned to individual children, not shared, and sanitized after use.
- Bedding will be returned for laundering weekly.

5. General Safety

- Touchless trash cans with lids will be used in designated areas, and kept away from child access.
- Toys and objects that cannot be easily cleaned will not be used.
- In accordance with LARA guidelines, the school will ensure that ventilation systems operate properly, and increase circulation of outdoor air as much as possible.

E. HYGIENE & CLEANING

1. Child Handwashing

- Children will be required to wash their hands with soap and water before and after every transition, as well as before and after bathroom use. They will also be required to sanitize their hands between each new work.
- Children will be required to wash hands with soap and water before and after playground use.

2. PPE Disposal

- Used gloves and disposable masks will be immediately disposed of in a garbage bag which will be deposited into a dumpster or other approved receptacle outside the building.
- Any gloves or masks left in parking lots or playgrounds will be immediately removed.

3. Cleaning Frequency

- Janitorial staff and classroom support staff will be sanitizing classrooms and frequently used objects, such as doorknobs, sink handles, and light switches, three times each day.
- Deep cleaning will occur at the end of every day, including the use of Lysol, bleach, or other approved sanitizer in concentrations recommended by the CDC.
- Janitorial staff will perform a complete cleaning and sanitizing of all used areas each evening after children are gone from the building.
- Playground equipment will be cleaned and disinfected each night.

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PARENT ACKNOWLEDGEMENT RELATED TO COVID-19

Dearborn Heights Montessori Center, Livonia Montessori School, and Plymouth-Canton Montessori School are re-opening per the Executive Order of the Governor of the State of Michigan dated June 1, 2020 as applicable to child care centers. We are truly looking forward to welcoming the children back, but also know that opening our doors carries increased responsibility for maintaining a safe and healthy environment. This has always been our goal, but the COVID-19 virus requires heightened vigilance and extra precautions. Therefore, through consultation with experts, a set of protocols has been developed; it accompanies this communication. In partnership with families, we are planning for everyone to stay safe and well.

WHAT CAN YOU EXPECT FROM US?

Our schools take very seriously the safety of anyone coming into contact with others on our sites including children, parents, staff, and visitors. We have carefully reviewed the State of Michigan's Guidelines for Safe Child Care Operations During COVID-19 (revised June 2, 2020) as well as the Center for Disease Control's (CDC's) Guidelines for Administrators of US K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) (collectively "Guidelines").

Based on available evidence as referred to by the CDC, children do not appear to be at higher risk for COVID-19 than adults. While some children and infants have been sick with COVID-19, adults make up most of the known cases to date. There is no way to completely eliminate the risk of contracting COVID-19, but our school remains highly sensitive to the importance of following stringent procedures to limit the risk to the maximum extent possible.

We have trained all of our staff on the Guidelines and will continue to do so throughout the crisis. However, similar to all businesses and community activities, there is risk of an exposure to contracting COVID-19. This also goes for influenza ("flu") and other communicable diseases or conditions. Although we are utilizing significant procedures to avoid transmission, by bringing your child to us for care and education, you are assuming such a risk of transmission given that there is no way to eliminate entirely such an exposure.

All staff are required to complete a self-screening form every day that discloses body temperature as well as other information about COVID-19 symptoms and exposures. All staff present in the school have received a negative COVID-19 test.

We have drafted a specific COVID-19 Preparedness and Response Plan document which we are including with this letter. These are rules and standards we are adopting to limit the transmission of COVID-19 at our school. Please become familiar with this Plan and let us know if you have any questions or comments.

Drop-off and pick-up of children create a greater degree of exposure for transmission, and we outline those procedures in the Preparedness and Response Plan. We also ask that you help us by having the same person pick up and drop off your child when at all possible.

WHAT ARE WE EXPECTING FROM PARENTS?

We are asking for your help in this minimization of exposure effort by:

- Completing the attached form every day you bring your child to the school. This helps us identify any heightened potential to exposure of the virus.
- Understanding Covid-19 and children. The CDC offers a good resource on this that we ask you to become familiar with. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- Observing any arrival and dismissal times and procedures applicable to you.
- Limiting the time on the school premises to that which is reasonably necessary to drop off or pick up your child.
- Limiting the persons dropping off and picking up your child to select persons in your family.
- Taking care to wear protective masks while on the school property.
- Taking the temperature of your child before bringing him or her to the school. We will also have no-touch electronic thermometers that will be used prior to entering the school building.
- Keeping your child at home when he or she is sick and if the child's temperature is higher than normal.
- Strictly following social distancing of at least six feet between yourself and others, and teaching your child to do the same.

We are asking parents to sign this document as an acknowledgement of the above information. We encourage you to bring any issues to our attention and we are, of course, open to any suggestions from you on ways in which we can keep our school safe.

I understand and agree to the above.

Signature: _____

Name (Printed): _____

Date: _____

Child Name: _____

COVID-19—EMPLOYEE SELF-SCREENING

Date: _____

Temperature at arrival for work: _____
(no-touch thermometer available at school entrance)

Employee Name: _____

Please complete the following questions, selecting an answer for each.

1. Have you experienced a fever, cough, sore throat, diarrhea, and/or had difficulty breathing in the past 14 days?
 No Yes
2. Within the last 24 hours have you had a body temperature of 100.4 F / 38C or greater?
 No Yes
3. Have you or a family member living with you traveled by airplane within the past 14 days?
 No Yes
4. Have you or a family member living with you traveled outside of Michigan within the past 14 days (other than to and from work, during work, or to provide necessary services for yourself or your family such as groceries, medical supplies, gas etc.)?
 No Yes
5. To your knowledge, have you been in close contact (within 6 feet for 15 minutes at a time) with a person who has been confirmed positive for COVID-19 or is waiting for test results?
 No Yes
6. Have you or a family member living with you been instructed to self-quarantine within the past 14 days by a health care provider?
 No Yes

Note: If you answered “Yes” to any questions, please do not report to work, and alert an administrator immediately for further discussion.

By signing this form, I am agreeing that the above information is accurate.

Employee Signature

Date

Employee Name (Printed)

COVID-19—CHILD SCREENING AND INDEMNIFICATION FORM

Date: _____

Most recent temperature of child: _____
(no-touch thermometer available at school entrance)

Child Name: _____

Please complete the following questions, selecting an answer for each.

1. Has your child experienced a fever, cough, sore throat, diarrhea, and/or had difficulty breathing in the past 14 days?
 No Yes
2. When you took your child's temperature within the past 2 hours, was the temperature 100.4 F / 38C or greater?
 No Yes
3. Have you or your child traveled by airplane within the past 14 days?
 No Yes
4. Have you or your child traveled outside of Michigan within the past 14 days (other than to and from work, during work or to provide necessary services for yourself or your family such as groceries, medical supplies, gas etc.)?
 No Yes
5. Have you or your child been in close contact (within 6 feet for 15 minutes at a time) with a person who has been confirmed positive for COVID-19 or is waiting for COVID-19 test results?
 No Yes
6. Have you been instructed to self-quarantine within the past 14 days by a health care provider?
 No Yes

Note: If you answered "Yes" to any questions, please alert us immediately. We may not be able to accept your child for care.

By signing this form, I am agreeing that the above information is accurate. In consideration for accepting my child, I hereby agree to indemnify, defend and hold harmless the school and its employees of and from any liability, claim, or demand arising out of or related to COVID-19 or other communicable disease or condition. I am assuming such risk.

Parent Signature

Date

Parent Name (Printed)