



childpeace
M O N T E S S O R I S C H O O L

COVID-19 Policy and Procedures

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Due to the nature of the pandemic, changes are inevitable and Childpeace will provide clear communication in a timely manner regarding any changes to policy or protocols.

Changes in this version have been marked in *green italics* to help track changes.

COVID-19 Policy and Procedures

We will adhere to these general health and wellness policies from the Oregon Health Authority (OHA). Employees and children may not come onto campus, including entering any school building if they have one or more of the following symptoms:

- Signs of new cold or illness: clear runny nose, feeling unwell, lethargic
- Fever of over 100°F in the last 72 hours
- Diarrhea or vomiting in the last 72 hours
- Persistent cough
- Stiff neck or headache with one or more of the above symptoms
- Shortness of breath or difficulty breathing
- Complaints of severe pain

In addition, OHA maintains a list of daycare-restricted and school-restricted diseases including but not limited to chickenpox, scabies, staph, and strep infections. In some cases, we may need to notify the local Health Department of any outbreaks.

Social-Emotional Health

It is important to recognize that COVID-19 impacts employees and students differently based on race, age, culture and/or role. Attending to the well-being of everyone in the school community is a necessary prerequisite when planning our 2020-21 school year.

We will address mental, social, and emotional health and familiarize employees with resources and strategies to recognize and acknowledge stress and trauma students, families, and employees have experienced and may continue to feel during the school year with the goal to normalize the experience and prioritize time to process.

Home Health Screenings & Preventative Measures

Prior to arriving at Childpeace each day, we ask families and employees to complete a health assessment to maintain a safe environment for our community. If you answer YES to any of the questions on our health assessment, you may **not** come onto campus nor enter any school building. If a child's symptoms are linked to a pre-existing condition such as asthma, allergies, etc. the child may come to campus if they have a doctor's note explaining the symptoms are not related to COVID-19.

As we are balancing the need for quality education and health and safety, we are guided by the **Oregon Department of Education’s Guiding Principles for Collective Action and Leadership and Key Principles for Reducing Potential Exposures:**

Guiding Principles for Collective Action and Leadership

- **Ensure safety and wellness.** The decision to return to school settings must be driven by health and safety considerations. In planning, prioritize basic needs such as food, shelter, and wellness and create the conditions to support mental, social, and emotional health of students and staff.
- **Cultivate connection and relationship.** Quality learning experiences require deep interpersonal relationships and a learning environment where people are seen, known, and loved. Especially in the midst of returning to school settings from an extended school closure, supporting students and families should begin with connection and relationship.
- **Center equity.** In Oregon, based on data released by OHA, non-white racial and ethnic groups are disproportionately impacted by COVID-19 as compared to their white peers. Recognize the disproportionate harm and impact that COVID-19 has caused for certain communities. Apply an equity-informed, anti-racist, and anti-oppressive lens to promote culturally sustaining and revitalizing educational systems that support every child.
- **Innovate.** The complex circumstances in which learning is currently situated requires ongoing reflection and iteration to assure deep learning for every student.

Key Principles for Reducing Potential Exposures

The mainstays of reducing exposure to the coronavirus and other respiratory pathogens are:

- Physical distancing — minimizing close contact (<six feet) with other people.
- Hand hygiene — frequent washing with soap and water or using hand sanitizer.
- Cohorts — conducting all activities in small groups that remain consistent over time with minimal mixing of groups.
- Protective equipment — use of face shields, face coverings, and barriers.
- Environmental cleaning and disinfection — especially of high-touch surfaces.
- Isolation of sick people and quarantine of exposed people.
- With the above considerations foremost, outdoor activities are safer than indoor activities.

Daily Wellness Screening

In order to lower the risk of the spread of illness within our community, each day before a child comes onto campus, a Childpeace employee will administer to them a brief daily wellness screening. An employee will sign in each child at arrival and sign them out at dismissal. These

detailed records are required to be kept for the purpose of contact tracing, should someone be diagnosed with COVID-19 in our community.

The procedures for the daily screening signing:

- Prior to arrival in the classroom, an employee will conduct a wellness screening and visually check for any of the symptoms listed under our “COVID-19 Illness Policy and Procedures” section and take each child’s temperature using a contactless thermometer.
- Students will apply hand sanitizer at the point of entry to the building. Once in their classroom, they will be directed to wash hands for 20 seconds.
- The employee will then record what time the child arrived on campus, who dropped them off, and mark that a wellness screening was completed. At departure, an employee will sign out the child by recording what time they left and who picked them up. An employee will direct every child to thoroughly wash their hands before leaving the classroom at the end of the day.
- At MMM, cohort logs will also contain names and phone numbers of all Childpeace/MMM employees who interact with a cohort or an individual student.

Our goal is to minimize risk for every member of our community and to work to keep everyone as healthy as possible. Thank you in advance for your patience and support as we work through this new process.

Protocol if a Child or Employee Gets Sick while at Childpeace

If a child exhibits any COVID-like symptoms, they will be taken to a designated isolation room within their building until a parent or guardian can pick them up. An employee will remain with the child until a parent or guardian arrives. The employee will wear a mask, use gloves, and maintain as much distance as possible while providing care and comfort.

School employees will maintain logs for every student who enters the isolation room, regardless of whether they are treated or sent home. Logs will include:

- Date and time of isolation
- Name of supervising employee
- Name of student
- Reported symptoms/reason for isolation room visit
- Actions taken (e.g., parent contacted, care given, time of pick up, etc)

If an employee exhibits any COVID-like symptoms, they will go home immediately. If the employee was supervising children, another employee will immediately cover their supervising responsibilities.

Any student or employee exhibiting COVID-19 symptoms will be asked to stay home and seek testing. If the student or employee does seek testing, they will be asked to stay home for a minimum of 10 days after the onset of symptoms and for 72 hours after resolution of both fever and cough, **unaided by medications**. If the student or employee seeks testing and receives a negative result, they may return to campus 72 hours after the resolution of symptoms.

If a student or employee tests positive for COVID-19, they will need to quarantine for a minimum of 14 days. If a student or employee is exposed to a confirmed or possible and unconfirmed case of COVID-19, 14 days of quarantine will be required. The school will report any confirmed or presumptive cases of COVID-19 to the local public health authority and seek guidance from those authorities regarding the scope and duration of any quarantine, isolation, cleaning, or possible closure. The school retains the right to close the building to ensure adequate cleaning is done.

The School will communicate:

- With families, if their child has been in close contact with someone on campus who then tested positive for COVID-19
- With employees, if they have been in close contact with someone on campus who has tested positive for COVID-19
- With the entire school community if a classroom community has been closed temporarily due to COVID-19 exposure.

Face Coverings

We have based our policy on face coverings/masks on guidance from OHA and the Oregon Department of Education (ODE), and ODE Early Learning Division (ELD) which is consistent with the Centers for Disease Control and Prevention (CDC) and can be found [here](#). We will also be following updated regulations from the Governor's Office as they are released.

Face coverings are required and will be provided for all faculty on our campuses when working with children. All employees will wear a face covering in common areas or whenever they cannot keep six feet from others.

All students ages five and up are required to wear a face covering while on campus. Students wearing face masks should follow recommendations from the [CDC](#).

TC, CH, TT students under age five: According to OHA and ELD, *children under age five are not required to wear face coverings.* A child may wear a face covering in a child care setting if the child:

- Is over two years old
- Is able to remove the face covering without assistance
- Is able to avoid touching the face covering
- Is able to replace the face covering when visibly soiled and each day

Face masks are **not** recommended for:

- Students who have a medical condition that makes it difficult for them to breathe with a face covering;
- Students with a disability that prevents them from wearing a face covering;
- Students who are unable to remove the face covering independently;
- Students while sleeping.

All students and employee face masks should be washed or thoroughly cleaned daily.

In some cases, plastic barriers may be used in place or in addition to face masks, for example, for social-emotional related instruction that would benefit from a more direct view of the Guide's face. When plastic barriers are used, they will be cleaned and sanitized.

Sanitation

Childpeace will be following the [Cleaning and Sanitation Guidelines](#) as outlined by the ELD and CDC. In addition to following those guidelines, Childpeace's efforts will also include:

- Ensuring bathrooms and other common areas are cleaned more frequently during the school day.
- Using an electrostatic mister when available to sanitize the building at the end of each school day (this technology ensures that even the hard to reach places are coated evenly and effectively).
- Routinely cleaning, sanitizing, and disinfecting surfaces that are frequently touched, including classroom materials using an [EPA approved cleaner](#) (assistants will clean materials between each use).
- HVAC rooftop units run with the highest MERV filtration level and dampers are set to bring in and filter as much outside air as possible.

- Laundering all machine washable cloth materials between use by different children and limiting their use to one individual at a time.
- Since books, and other paper-based materials such as mail or envelopes, are not considered high risk for transmission they do not require additional cleaning or disinfection procedures.
- Bedding for children who nap at school will be kept separate and be stored individually. Cots and mats will be labeled for each child. Bedding will be sent home twice a week for laundering unless it is a shortened week.

Physical Distancing Strategies

TC, CH, TT: The school understands that young children likely will have a more difficult time adhering to distancing guidelines while on campus. Young children learn by engaging with their environment and their peers. The school will employ the following strategies for minimizing the risk of a spread of COVID-19 within our community:

- Communities will consist of stable groups of no more than 10 children. Stable means that the same 10 or fewer children and their consistent caregiver(s) are in the same group each day.
- Children will not change from one group to another during the day.
- Groups will not mix with each other.
- The guide and assistant will remain with a single group each day. In the case of illness, a designated substitute for the group will assist with caregiving.
- Each child will have a designated work table and floor space so that children can be spaced out.

EL: Each learning community will be based in our six LE and UE Classrooms that will be enrolled at capacity as classroom spaces meet ODE ratio and physical distancing requirements.

- All activities and instruction support physical distancing, striving to maintain at least six feet between individuals.
- We minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, etc.
- We will model, teach, and reinforce physical distancing and hygiene practices until they become an expected and accepted way of being on campus. In other words: we will provide instruction, and will not employ punitive discipline. The LE program will utilize the clubroom space outside of the classrooms as designated extension space for each group.
- The UE program will utilize playroom and hallway spaces as designated extension space for each group.

- Childpeace will plan the majority of the EL school day around the cohort goal of minimizing risk by keeping classroom groups intact whenever and wherever possible.
- Students will not be allowed to visit other classrooms in a fluid manner.
- Staffing will consist of the classroom Guide and classroom Assistant.
- Additional employees will be assigned according to the needs of the community.
- Each child will have a designated work space each day in order to observe physical distancing. These spaces will rotate each day after cleaning to create diversity and according to lesson planning.
- Physical activity and recess options will be provided that allow gross motor activity while maintaining as much distancing as possible.

MMM: Metro is creating four self sufficient classroom spaces that meet the ODE requirement to establish a minimum of 35 square feet per person when determining room capacity, calculating only usable classroom space.

- All activities and instruction support physical distancing, striving to maintain at least six feet between individuals.
- Students will be part of stable cohorts. Cohorting refers to a consistent group of students that stays together for the duration of the school day. Our cohorts will consist of approximately 12 students each, plus Guides. Each cohort will spend the day in their designated classroom space, except for outdoor activities.
- We minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, etc.
- We will model, teach, and reinforce physical distancing and hygiene practices until they become an expected and accepted way of being on campus. In other words: we will provide instruction, and will not employ punitive discipline.

Hand Hygiene

Washing hands helps to keep people healthy and prevent the spread of infections from one person to the next. All children and employees will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Between using each classroom material
- 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, including after sneezing and coughing
- After playing outdoors
- After handling garbage

Please see the CDC's recommendations for [How and When to Wash Your Hands](#).

For times when hand washing is not feasible, the school will provide alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizer can quickly reduce the number of germs on hands in many situations.

Vulnerable/High-Risk Groups

Based on currently available information and medical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors.

Visitors

For the health and safety of our employees, families and community during the COVID-19 outbreak, Childpeace is limiting visitor entry into the building. Thank you for your understanding.

Only these individuals may enter Childpeace Montessori School's buildings:

- Employees
- Essential maintenance personnel
- State licensing/Regulators/Inspectors
- Emergency medical personnel

All other visitors are subject to approval by the Head of School before entry is permitted.

All authorized visitors must follow the procedures outlined below:

- Take their temperature before coming to Childpeace.
- Wash hands following posted handwashing procedures.
- Sign-in, record their name, date, time-in, and phone number (for contact tracing). Use a pen from the cup marked 'clean' to sign-in and place the pen in the cup marked 'dirty' when done.
- Answer Childpeace's COVID-19 Wellness Checklist Questions in the presence of an employee.

Additional Guidelines:

- Only employees may admit a visitor to campus. Visitors will be accompanied by an employee at all times and asked to follow the above procedures upon entering the building.
- All mail deliveries must be left outside the front door with an employee present.

- The employee who answers the door must be sure to follow the six feet physical distancing protocol from OHA.
- Parents/caregivers are encouraged to consider video/phone meetings for conferences and other meetings.

Parent Agreements

A Family Agreement will be sent to all families who are enrolled in our programs.

- By enrolling, families agree to practice physical distancing for their student as much as possible to maintain the health and safety of our Childpeace children, employees, and community.
- Families also agree to obtain a doctor's note if their student has a pre-existing condition such as asthma symptoms similar to COVID-19 symptoms in order to attend Childpeace.
- Parents and guardians also commit to keep their student(s) home if they exhibit symptoms and will report any confirmed or presumptive cases of COVID-19 to Childpeace immediately.