



COVID-19 Safety Policies

Effective Date: May 18, 2020

Updated August 3, 2020

OVERVIEW

Due to the current COVID-19 pandemic, Montessori School of Iowa City (MSIC) developed the following COVID-19 Safety Policies to provide a safe environment for our students, teachers, staff and their families. The health and safety of our students, teachers and staff and their families is our top priority.

This is a living document. The policies will be evaluated by our MSIC COVID-19 Sub-Committee on at least a monthly basis and any changes or updates will be announced by the Head of School.

STATEMENT OF INTENTION

MSIC created these policies after careful consideration of credible information from scientific, scholarly and government resources. We relied most on guidance from the CDC and the Johnson County Public Health Department.

It is the intention of MSIC to create policies that best protect our community of students, teachers, staff and their families as we navigate through this global pandemic. It is important to MSIC that you keep this greater community in mind not only as you or your child navigate through the School, but also as you or your child navigate through the world. We have come to understand that the choices we make about travel, wearing masks, safety precautions and social distancing may not just impact ourselves, but our greater community. As we open the School, please keep our greater community in mind.

I. Policy Regarding Safety Procedures

Building Protection and Preparedness	Building access is permitted to staff, children, and emergency personnel only. Adults are required to wear face covering (cloth face mask, face shield, cloth gator) (at all times) while in common areas such as the lunch room, playground, classrooms, multi-purpose room, snack room, and/or the music room. Parents, guardians, and visitors will need to wait outside behind the awning unless an emergency situation arises where their child’s health is at risk. <i>If an emergency situation arises and an adult must enter the School, you are</i>
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	<p><i>required to wear a face covering in the School. If you don't have one, we will have disposable masks at the front desk, but please don't use that supply as a substitute for your own face covering. (added 8/3/2020)</i></p> <ul style="list-style-type: none"> ● Same person drop-off/pick-up is encouraged ● A sanitizing station is located outside ● Children are screened prior to entering the building ● <i>Children must wear a mask while being screened and while entering the School. (added 8/3/2020)</i> ● Classrooms have staggered times for parent drop-off ● All children and staff entering the building will exchange outdoor shoes for indoor shoes
Drop-off Procedure	<p>Parents will park their car and support their child through the drop-off procedure as outlined below. Adults <i>must wear a face covering</i> (cloth face mask, face shield, cloth gator) while waiting to check their child in. A check-in station will be implemented with a physical barrier. <i>(italics added 8/3/2020)</i></p> <ul style="list-style-type: none"> ● Parent/guardian will use hand sanitizer ● Parent/guardian will support the child to use hand sanitizer ● <i>Children must wear a face covering while being screened and while entering the School. (added 8/3/2020)</i> ● <i>Parent/guardian must wear a mask while approaching the screening area. (added 8/3/2020)</i> ● <i>Parent/guardian may not congregate around the School entrance. (added 8/3/2020)</i> ● A visual inspection of the child will be made for signs of illness such as flushed cheeks, rapid breathing, difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. ● The staff member will wear disposable gloves and if no contact is made with the child and a non-temporal thermometer is used, the staff member will not need to change gloves in between each screening. ● The child's temperature will be taken by the staff member who will reach around the partition, keeping his/her face behind the barrier at all times. If the child's temperature reads 100.4 or more, the child will be sent home. ● The thermometer will be wiped clean with an alcohol wipe in between each child. The same wipe may be used as long as the wipe remains wet. ● Parents/guardians will not be permitted into the building unless an emergency situation arises and their child's health is at risk ● The child will carry his/her personal belongings if possible ● The child will be escorted to his/her classroom by a staff member ● Once the child enters the building, he/she will be directed to wash his/her hands with soap and water in the classroom ● The child will change from his/her outdoor shoes to wear his/her indoor shoes. ● If a child is being dropped off between 7:30 - 8:15, the back-up assistant teacher will escort/support drop-off
Dismissal/Pick Up Procedure	<p>Children will gather their personal belongings and wash their hands with soap and water in the classroom prior to exiting the room. Social distancing measures will be implemented as much as possible when transitioning from the classroom to the front entrance.</p> <ul style="list-style-type: none"> ● Children who attend the after school program will be dismissed from the classroom first. When they enter the after school program, they will hang

	<p>their belongings on a hook labeled with their name.</p> <ul style="list-style-type: none"> ● Classrooms begin dismissal at 3:15. If you need to pick your child up sooner than 3:15, please call the office. ● Staff will be positioned outdoors and will walkie talkie to the classrooms so teachers can prepare the child for dismissal. Once the child's parent has entered the parking lot, the child will be escorted by staff out the door. ● Children will be encouraged to carry their own belongings and walk on the designated line in the hallway ● <i>Primary and Elementary children will be required to wear a face covering while walking from their classroom to their parent/guardian's car. (added 8/3/2020)</i> ● The parent/guardian may stay next to their car or park their car and walk to the front entrance, but will be advised to practice social distancing measures. Parent/guardians are required to wear a face covering if they are outside of their car. Parents may not enter the building unless an emergency situation arises and their child's health is at risk. ● Teachers will walk the child to the front door, and make contact with the parent/guardian for no longer than 10-15 seconds to ensure a rapid pickup routine..
<p>Preparedness and Protection for Staff</p>	<ul style="list-style-type: none"> ● Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, sneezing, coughing, or wiping the nose. ● If soap and water are not readily available, use hand sanitizer with at least 60% alcohol. ● Avoid touching the face - specifically the eyes, nose, and/or mouth with unwashed hands. ● Maintain distance from others as much as possible. ● Wear a face covering over your nose and mouth. ● Wipe down any dirty surface with soap and water prior to sanitizing ● Sanitize all surfaces as frequently as possible - this includes sinks, faucets, handles, tables, doorknobs, light switches, chairs, countertops, bookshelves, learning materials ● Use gloves when sanitizing objects and surfaces ● Wear gloves when supporting a child who may be secreting bodily fluids ● Wear gloves when applying medicines, sunscreens, or lotions (Universal Precautions and First Aid) ● Staff with underlying medical conditions (e.g., asthma, compromised immune system, etc) will have an emergency plan on file. <ul style="list-style-type: none"> ○ What are the employee's typical symptoms of his/her underlying medical condition(s)? ○ Has the employee been admitted to the hospital for the underlying medical condition(s)? ○ How often has the employee been admitted to the hospital? ○ If a colleague or child is presumed ill and was in contact with the employee, the employee will be sent home for 2-5 days ○ If the employee is presumed ill, the employee will be directed to the isolation area (see the procedure below) and/or excused from work.
<p>Preparedness and Protection for Children</p>	<ul style="list-style-type: none"> ● Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, sneezing, coughing, or wiping the nose. ● If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used with adult supervision ● Remind children to refrain from touching their face with unwashed hands

	<ul style="list-style-type: none"> ● Children will throw away their tissue after use ● Support children to maintain distance from others as much as possible ● Children <i>are strongly encouraged to wear a face covering during the day if they are in the primary classrooms or elementary classroom. Children in the primary and elementary classrooms must wear a face covering during drop-off and pick-up procedures (italics added 8/3/2020)</i> ● Children will eat pre-served meals, rather than family-style servings ● Lunchroom tables will seat no more than 4 students at a time ● Student blankets and belongings will be stored separate from others' belongings ● Children with underlying medical conditions (e.g., asthma, compromised immune system, etc) will have an emergency plan if presumed ill with COVID-19. <ul style="list-style-type: none"> ○ What are the child's typical symptoms of his/her underlying medical condition(s)? ○ Has the child been admitted to the hospital for the underlying medical condition(s)? ○ How often has the child been admitted to the hospital? ○ If a peer is presumed ill and was in contact with the child, the child will be sent home for 2-5 days ● If the child is presumed ill, the child will be directed to the isolation area (see the procedure below).
<p>Mask Requirements for Children, Teachers and Staff</p>	<ul style="list-style-type: none"> ● Primary and Elementary children <i>must wear a face covering during drop-off and pick-up procedures. (added 8/3/2020)</i> ● Primary and Elementary Children <i>are strongly encouraged to wear a face covering during the school day (italics added 8/3/2020)</i> ● <i>Children must arrive at School each day with at least two face coverings (one worn at entry and one clean face covering to wear upon exit of School)</i> ● <i>Children are encouraged to bring a small bag in which to place their face covering and keep it clean during times when face coverings cannot be worn (e.g. eating snacks, lunch, nap time) (added 8/3/2020)</i> ● Adults must wear a face covering at all times (indoors and outdoors)
<p>Handwashing for Children and Teachers</p>	<p>Proper handwashing means using warm water, soap, and disposable towels. First, turn on the water. Then, pump 1-2 squirts of soap into the palm of your hand. Rub the soap all over the top, bottom, sides, in between the fingers, and under your fingernails for at least 20 seconds. Rinse with warm water. Dry your hands with a towel and use the towel to turn off the water. Wash your hands:</p> <ul style="list-style-type: none"> ● Upon entering the building ● before/after handling food, feeding a child, or eating ● After using the toilet, changing a diaper, or helping a child use the bathroom (following a diaper change, the caregiver's and child's hands should be washed and the diaper changing surfaces should be disinfected). ● After helping a child wipe his nose or mouth or tending to a cut or sore ● After playing in sandboxes ● Before and after playing in water that is used by other children ● Before and after staff members give medicine ● After handling waste baskets or garbage
<p>Hallway Transitions</p>	<ul style="list-style-type: none"> ● Hilary, Nafissa, and Caitlin will use east hallway ● Kathy, Beth, and Molly will use the west hallway

	<ul style="list-style-type: none"> ● Children will follow the line on the floor to their classroom (showing them to stay on the right side of the hallway) ● One classroom will use the hallway at a time
Lunchroom	<p>Students will practice social distancing as much as possible and will engage in the following procedures:</p> <ul style="list-style-type: none"> ● Two different lunch rooms will be used so that classrooms can successfully cohort throughout all times of the day ● Children will wash hands prior to and immediately after eating ● Adults will wash hands prior to serving food ● Meals will be plated for each child ● Children will sit 4 or less at each table ● Paper products may be used to reduce the spread of infectious disease ● Sinks for food preparation will not be used for any other purpose ● Children will be encouraged to stay in their seat until they are excused ● Children may eat lunch in their classroom, rather than the cafeteria ● Children will not have extra servings of food
Classroom	<p>Social distancing measures will be utilized as much as possible in addition to frequent hand washing.</p> <ul style="list-style-type: none"> ● Children will wash hands upon entering the classroom ● Surfaces and objects will be routinely disinfected ● Children will place dirty objects in a bucket for soap/water washing and sanitizing ● Children will have their own locker, if available ● If possible, children’s belongings will hang where they are not in contact with other childrens’ belongings ● Playdough will not be used in the classrooms ● Paintbrushes, writing utensils, and scissors will be disinfected as often as possible ● Anything soft that cannot be wiped clean will not be available for use in the classroom (pillows, stuffed animals) ● Children will have their own individual bin for sensory work ● Dress-up clothes and puppets will not be available ● As much as possible, children will use their own work rug ● Children will eat pre-served snacks, no more than two children per table ● <i>Children may have a designated snack day. Any snacks brought to school must be pre-packaged and unwashed. No grapes. No homemade snacks (added 8/3/2020)</i> ● Children will sit at the gathering line with space between them and their neighbor. Children may wear a face covering (cloth face mask, face shield, cloth gator) while at gathering. ● Objects may not be passed around the gathering circle, rather, they are placed in the center of the gathering circle for classroom viewing purposes ● Children will use designated line spots when lining up so that there is space in front of them as well as behind them ● When a class exits the room for whole group transitions, the last teacher in line will wipe the handle with a disinfectant wipe
Outdoor	<p>One classroom will be allowed on the grassy area at a time (West side of</p>

<p>playscape/</p>	<p>the building)</p> <ul style="list-style-type: none"> ○ Children will be reminded to use the wash/rinse buckets after they use a toy or outdoor item. ○ When a child wants to use a toy/item, he/she will select a clean toy/item from the rinse/dry bin. ○ Children will line up on a line near the front door on a designated dot spot (spaced evenly between the person in front and the person behind) ○ When children are in line, they will wash their hands with hand sanitizer ○ After using the outdoor area, the last teacher in line will wipe the handle used with a clorox disinfectant wipe. ○ When children enter the classroom, they will wash their hands at the sink with soap and water <ul style="list-style-type: none"> ● One classroom will be allowed on the outdoor playscape at a time ● (Southeast of the building) <ul style="list-style-type: none"> ○ Children will be reminded to use the wash/rinse buckets after they use a toy or outdoor item. ○ When a child wants to use a toy/item, he/she will select a clean toy/item from the rinse/dry bin. ○ Children will line up on a line near the front door on a designated dot spot (spaced evenly between the person in front and the person behind) ○ When children are in line, they will wash their hands with hand sanitizer ○ After using the outdoor area, the last teacher in line will wipe the handle used with a disinfectant wipe. ○ When children enter the classroom, they will wash their hands at the sink with soap and water
<p>Multi-purpose room and Snack/Creative Room</p>	<ul style="list-style-type: none"> ● One classroom will be allowed in the multi-room at a time <ul style="list-style-type: none"> ○ Children will use hand sanitizer upon entering the classroom ○ Children will be encouraged to sit 6 feet apart from one another ○ Children will use a box of designated classroom materials (scissors, coloring pencils, markers, tape, glue stick) at the drawing table. After the classroom is finished using the multi-purpose room, classroom materials will be wiped with disinfectant by the teacher ○ Items that are soiled will immediately be placed into a separate container for disinfecting. They will be disinfected and returned to their proper location at a later time. ○ Tables will be wiped down with disinfectant after classroom use ○ Children will line up on the designated dot spots (providing space in front of the child and space behind the child). ○ When children are in line, they will wash their hands with hand sanitizer ○ The last teacher in line will wipe the door handles with a disinfectant wipe ● One classroom will be allowed in the snack/creative room at a time <ul style="list-style-type: none"> ○ Children will use hand sanitizer upon entering the classroom ○ Children will be encouraged to sit 6 feet apart from one another ○ Children will use a box of designated classroom materials (scissors, coloring pencils, markers, tape, glue stick) at the drawing table. After the classroom is finished using the multi-purpose room,

	<ul style="list-style-type: none"> ○ classroom materials will be wiped with disinfectant by the teacher ○ Items that are soiled will immediately be placed into a separate container for disinfecting. They will be disinfected and returned to their proper location at a later time. ○ Tables will be wiped down with disinfectant after classroom use ○ Children will line up on the designated dot spots (providing space in front of the child and space behind the child). ○ When children are in line, they will wash their hands with hand sanitizer ○ The last teacher in line will wipe the door handles with a disinfectant wipe
<p>After School Program</p>	<p>Children will enter the classroom, hang up their belongings, and use hand sanitizer upon arrival. If weather permits, they will go outside for outdoor play (see outdoor playscape procedures).</p> <ul style="list-style-type: none"> ● If weather permits, snack may be served outdoors, using paper products for dishes ● Preventative measures will be taken as outlined above in the multi-purpose room procedures ● Preventative measures will be taken as outlined above in the snack room/creativity room procedures ● <i>Parents/guardians must call the School and notify the School that they are outside and ready for pick-up. Teachers will help the child gather his/her belongings and escort the child to the front door. Parents/guardians may remain in their car or exit with a face covering, but may not congregate around the front door. (updated 8/3/2020)</i>
<p>If a Child is Presumably ill with COVID-19</p>	<p>The child will be directed to the isolation area so that symptoms can be assessed and parents can be notified. The Head of School will support and assess the child's health until the parent/guardian arrives. If the Head of School is not available, the On-Site Supervisor will be relieved by the music/spanish teacher. The on-site supervisor will fulfill the following responsibilities.</p> <ul style="list-style-type: none"> ● The child will use hand sanitizer upon entering the isolation area. ● The Head of School will use hand sanitizer in addition to a face covering and gloves prior to assessing the child's health. ● The Head of School will wear a face covering when assessing and supporting the child's health. ● If the child is older than 2 years of age, the child <i>must</i> wear a face covering (cloth face mask, face shield, cloth gator) <i>(italics added 8/3/2020)</i> ● The Head of School will take the child's temperature ● The Head of School will encourage the child to rest on the mat until the parent/guardian arrives. ● The child may be offered water to promote fluid intake ● If the child displays emergency symptoms, the Head of School or staff member available will call 9-1-1 <ul style="list-style-type: none"> ○ Trouble Breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to arouse ○ Bluish lips or face <p>*Notify the operator that the child has, or could potentially have COVID-19 If possible, have the child wear a face covering (cloth face mask, face shield, cloth gator) until help arrives.</p>

<p>If a Staff Member is Presumably Ill with COVID-19</p>	<p>The staff member will be directed to the isolation area to assess symptoms. If presumed ill with COVID-19, the staff member will be excused to self-isolate at home for 2-10 days. Symptoms may appear 2-14 days after exposure to the virus. These symptoms include:</p> <ul style="list-style-type: none"> ● Cough ● Shortness of Breath <p>Or at least 2 of these symptoms:</p> <ul style="list-style-type: none"> ● Fever ● Chills ● Repeated Shaking with Chills ● Muscle Pain ● Headache ● Sore Throat ● New Loss of Smell or Taste <p>Emergency Symptoms Include:</p> <ul style="list-style-type: none"> ● Trouble breathing ● Persistent pain or pressure in the chest ● New confusion or inability to arouse ● Bluish lips or face <p>*Notify the operator that the staff member has, or thinks they have COVID-19. If possible, put a cloth mask or face covering over their mouth and nose until help arrives.</p>
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Appendix A CDC Report: Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age

- **Blood disorders** (e.g., sickle cell disease or on blood thinners)
- **Chronic kidney disease** as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because kidney disease, or is under treatment for kidney disease, including receiving dialysis
- **Chronic liver disease** as defined by your doctor (e.g. cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because liver disease or its under treatment for liver disease.
- **Compromised immune system** (immunosuppression) (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, received an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV or AIDS)
- **Current or recent pregnancy** in the last two weeks
- **Endocrine disorders** (e.g., diabetes mellitus)
- **Metabolic disorders** (such as inherited metabolic disorders and mitochondrial disorders)
- **Heart disease** (such as congenital heart disease, congestive heart failure and coronary artery disease)
- **Lung disease** including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema or other chronic conditions associated with impaired lung function or that require home oxygen)
- **Neurological and neurologic and neurodevelopment conditions** (including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury)

II. Policy Regarding Confirmed or Suspected COVID-19 Infection

A **Confirmed COVID-19 infection** is where an individual receives a positive test for COVID-19 and/or is diagnosed by a medical provider with COVID-19.

A **Suspected COVID-19 infection** is where: (a) an individual is experiencing symptoms of COVID-19 (as defined by the CDC) and is seeking a medical diagnosis; or (b) where the individual has had a potential exposure, which means being a household contact or having close contact within 6 feet of an individual where that household member or individual: (i) has a confirmed COVID-19 infection or (ii) with an individual experiencing symptoms of COVID-19 (as defined by the CDC) and is seeking a medical diagnosis. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

A. Policy Regarding Confirmed COVID-19 Infection

This policy concerns steps that MSIC will take if a student, teacher or staff has a confirmed COVID-19 infection. A confirmed COVID-19 infection is where an individual receives a positive test for COVID-19 and/or is diagnosed by a medical provider with COVID-19.

Responsibilities of the Individual or Individual's Parent/Guardian

- (1) Notification of MSIC: The individual or their parent/guardian must call the Head of School immediately to inform the Head of School (Terrah Taggart) of the confirmed case. If the Head of School is not available, please inform the Office Manager (Judy Rouse).
- (2) If the individual is at School, the individual must return home as soon as possible.
- (3) If the individual is at home, the individual must stay home and not come to School per the below response plan.

Responsibilities of MSIC

- (1) Notify the School of the positive case without disclosing private/medical/confidential information.
 - (a) MSIC will post the confirmed COVID-19 case on it's door per DHS requirements.
 - (b) All teachers, staff and families will receive an initial notification of a confirmed case. All notifications will be sent via email.
- (2) Each classroom that had exposure to the individual within the previous 48 hours, will receive additional notifications, as necessary.
- (3) Confidential information will be maintained per legal requirements.

Response Plan

Cleaning

- (1) If it has been less than 7 days since the diagnosed individual has been in the school, each classroom with exposure to the diagnosed individual will close immediately.
 - (i) We will wait 24 hours before cleaning and disinfecting to minimize potential exposure for the contracted cleaning service.
 - (ii) We will hire a qualified cleaning service to conduct the cleaning of all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
 - (iii) During this waiting period, we will take action to increase air circulation to the School i.e., open windows and outside doors).
 - (iv) Close off the classroom used by the diagnosed individual.
 - (v) Clean and disinfect. If a child is confirmed ill, gather all of the child's belongings (inside shoes, extra sets of clothes, personal items in locker, blanket, etc.) and place them in an air-tight bag that can be sent home for disinfection.
- (2) If it has been 7 days or more since the sick individual was in the classroom, additional cleaning and disinfection is not necessary. We will continue routinely cleaning and disinfecting all high-touch surfaces in the school.

Home Isolation Requirements

- (1) MSIC will close the classroom of the diagnosed individual for 14 days since the last day of exposure to the diagnosed individual and ask that all students in that classroom home isolate for 14 days since the last day of exposure to the diagnosed individual.
- (2) If two or more siblings attend MSIC, but in different classrooms, if one classroom is subject to the School's home isolation requirement, all siblings are required to home isolate for 14-days regardless of the classroom the sibling attends.

Requirements for Diagnosed Individual

The diagnosed individual will be asked to home isolate for 14 days and will not return to MSIC until the individual provides a note from their medical provider certifying that they can safely return to MSIC.

B. Policy Regarding Suspected COVID-19 Infection

This policy concerns steps that MSIC will take if a student, teacher or staff has a Suspected COVID-19 infection.

A **Suspected COVID-19 infection** is where: (a) an individual is experiencing symptoms of COVID-19 (as defined by the CDC) and is seeking a medical diagnosis; or (b) where the individual has had a potential exposure, which means being a household contact or having close contact within 6 feet of an individual where that household member or individual: (i) has a confirmed COVID-19 infection or (ii) with an individual experiencing symptoms of COVID-19 (as defined by the CDC) and is seeking a medical diagnosis. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Responsibilities of the Individual or Individual's Parent/Guardian

- (1) Notification of MSIC: The individual or their parent/guardian must call the Head of School immediately to inform the Head of School (Terrah Taggart) of the suspected case. If the Head of School is not available, please inform the Office Manager (Judy Rouse).
- (2) If the individual is at School, the individual must return home as soon as possible.
- (3) If the individual is at home, the individual must stay home and not come to School per the below response plan.

If a student, teacher or staff has a household member with COVID-19 infection or suspected COVID-19 infection or has been in closed contact with such an individual, it is extremely important to notify the Head of School so that precautions may be taken for the greater MSIC community.

Suspected COVID-19 Infection Response Plan

Requirements of MSIC

The School will remain open and no additional cleaning will occur.

Requirements for Individual with Suspected COVID-19 Exposure

- The suspected exposed individual will be asked to home isolate for 14 days or until clarity is brought to the situation, whichever is sooner.

Tuition

If a classroom is closed due to COVID-19, a student will receive a discount towards tuition for that missed time.