

# HEARTPRINTS MONTESSORI



## Heartprints Montessori's COVID-19 Guidelines

Updated 7/1/2020

### Everyday Preventive Actions

- **Wash hands** often with soap and water
- If soap and water is not readily available, use **hand sanitizer** with at least **60% alcohol**
  - Always wash hands with soap and water if hands are visibly dirty
  - Remember to supervise young children when they use hand sanitizer
- **Cover your cough and sneezes**
- Stand **6 feet** away from people when possible

### Hygiene of Staff and Children

- **Staff and children** will have their temperature taken **every morning**
- **Staff** will wear clean **aprons** every day and **face shields** or a **mask**
- Children and staff must wear **clean clothes** and have a **change of clothes** on hand
- Belongings to children such as **lunch boxes**, containers, & special items must be regularly cleaned
- Staff and families must **replace** change of clothes the following day
- If a staff member or child **does not arrive** to school with **proper hygiene**, they will be asked to go **home** and return when they **meet this criteria**

### Prevent the spread of COVID-19

- Staff, families, and children need to **stay home when sick**
- If a child is home sick, we recommend any **siblings** who also attend Heartprints **stay home** as well (it is likely the illness can spread since siblings are in close quarters at home)
- We ALL need to be **vigilant for symptoms** and communicating when someone becomes sick
- **Isolation plan** if someone is sick until they go home:
  - **Isolation** cot in loft of Primary Room, corner of Toddler Room, unused classroom or outside classroom in hallway (with teacher supervision)
- If COVID-19 is **confirmed** in anyone:
  - **Close off areas** used by person who is sick
  - **Open outside doors/windows** to increase air circulation
  - **Wait** up to **24 hours** or longer before disinfecting
  - **Clean** and **disinfect** all areas used by sick person
- **Plan ahead** to ensure our school has **adequate supplies** for hygiene and cleaning
- Close off area that the infected person used for a period of time

- We will **monitor** and **plan** for **absenteeism** among staff
- **Limit nonessential visitors**
  - Virtual tours will be conducted
  - Festivals, holiday events, and special performances are cancelled or made virtual

## Social Distancing

- Children stay in **same groups** throughout day in **separate rooms**
- **Sleeping mats** need to be at least **6 feet** apart at nap time and **placed head to toe**
- **Children** will spread out at **tables** to socially distance while eating snack and lunch (preferably sitting at separate tables or sitting diagonally at a table)
- Children will have their own designated work rugs and work space marked on the floor
- **Staff** and **visitors** stand **6 feet** apart from one another

## Parent Drop-Off and Pick-Up

- **Parents must wear a face mask** at drop-off and pick-up
- **Children** and **parents** must **wash their hands** in the school bathroom **before** dropping off child
- **Drop off** at **outer** Toddler and Primary Room doors only, Transition may enter lobby area to access their door
- **Parents** must **stay at the door** and may not enter room, parents may line up **6 feet** behind each other
- Staff will place **child's backpack** and **belongings** in outside **hallway at pickup**
- Parents are **not allowed on playgrounds** and must drop off and pick up at gate to **playground**
- **Sign-in station** moved **outside**
  - **Sign-in iPad** will be moved **outside** for staff and parents
  - **Hand sanitizer** will be placed next to iPad
  - Cup for sanitized and cup for dirty pens
  - Parents and staff to line up **6 feet** apart
- Ideally, **same parent** or designated person should drop off and pick up child every day
  - If possible, older people or those with serious underlying medical conditions should not pick up children because they are more at risk

## Screen Children Upon Arrival

- Persons who have a **fever of 100.4 degrees or above** OR other **signs of illness** should not be admitted
- If a child develops a fever between **99 and 100.4 degrees**, the child's parents will be informed
- Use **protective measures** to screen child:
  - **Wash hands** with soap and water
  - **Wear PPE:** gloves and mask
  - Make a **visual inspection** of child for signs up illness
    - Runny nose
    - Flushed cheeks
    - Rapid breathing or difficulty breathing
    - Fatigue
    - Extreme fussiness
  - Use sanitized or no-touch thermometer to **take child's temperature**

- **Change** gloves and **sanitize** thermometer between children

## Clean and Disinfect

- Use **disinfectant spray/wipes** or a **bleach-and-water solution** (0.1% solution; 1:50 dilution mixed daily)
  - **Clean** surface/object with **soap-and-water solution first**
  - **Spray** disinfectant and **let sit** for as long as directions on bottle or bleach suggests
  - **Wipe** with disposable paper towel
  - Disinfectant should **not** be used near children
- **Intensified schedule** for cleaning and disinfecting
- **Routinely clean, sanitize, and disinfect** surfaces and objects that are **frequently** touched
  - Toys, materials, and games
  - Especially toys that can be put in the **mouth**
  - Other **hard surfaces** including tables, chairs, changing station, door knobs, toilets, urinals, sinks, stools, and floors can be disinfected
  - Even objects/surfaces **not ordinarily** cleaned daily
    - Light switches
    - Classroom sink handles
    - Cubbies
    - Playground equipment
    - Nap pads
- **Toys** that **cannot** be cleaned and sanitized should **not** be used
- **Toys** children have **placed in mouths** or contaminated with body secretions should be **set aside** (“yuck bucket”) and **washed** and **sanitized**
- **Toys** in one room or for one group **should not be shared** unless they have been washed and sanitized
- **Board** books may be **wiped**, other **paper-based** materials are **not** considered high risk for transmission and do not need additional cleaning
- Clean and disinfect **bedding**
  - Mats and bedding are kept **separate** in each child’s own **labeled** bag
  - Bedding is washed weekly
  - Mats are cleaned and sanitized weekly

## Healthy Hand Hygiene Behavior

- All children, staff, and families should engage in hand hygiene at the following times:
  - **Arrival to the facility and after breaks**
  - **Before and after preparing food or drinks**
  - **Before and after eating or handling food, or feeding children**
  - **Before and after administering medication or medical ointment**
  - **Before and after diapering**
  - **After using the toilet and helping a child use the bathroom**
  - **After coming in contact with bodily fluid**
  - **After handling animals or cleaning up animal waste**
  - **After playing outdoors or in sand**
  - **After handling garbage**

- Wash hands with soap and water for at least **20 seconds**
- **Assist children** with handwashing, staff and parents should also wash their hands
- **Posters** with hand washing steps are placed near every sink in the school

## Toddler Care

- **It is important to comfort crying, sad, and/or anxious toddlers, and they often need to be held**
- When **washing** or **holding** very young children, staff can protect themselves by:
  - Wear an **apron**
  - **Long hair up off the collar** in a ponytail or updo
  - Children and staff have a change of clothes at center
  - Wash **hands, neck, and anywhere touched by child's secretions**
  - **Secretions = change clothes** (for child and staff)
  - Contaminated clothes goes in plastic bag

## Diapering

- Staff and child **wash hands BEFORE beginning**
- Follow safe **diaper changing procedures** (posted in changing area):
  - Prepare (**includes putting on gloves**)
  - Clean child
  - Remove trash (soiled diaper and wipes)
  - Replace diaper
  - Wash child's hands
  - Clean up diapering station
  - Wash hands
- After diapering:
  - **Staff and child wash hands**
  - Disinfect diaper area
- Cloth diapers
  - They should **not** be rinsed or cleaned in the facility
  - Soiled cloth diapers and its contents should be placed in plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents

## Food Preparation and Meals

- **Children wash hands** prior to and immediately after eating
- **Staff wash hands** before preparing food and after helping children eat
- Staff should **use a barrier** as tongs, gloves, or other utensils to **prevent direct hand contact** with food
- **Kitchen** areas should continue to practice **routine cleaning** and **sanitizing**
- Children spread out at tables to eat (preferably sitting at separate tables or sitting diagonally at a table)

## Vulnerable/High Risk Groups

- Staff members who are **elderly** or staff and children at **high risk** for complications are encouraged to **stay home**:

- 65 years or older
- People with heart disease, diabetes, lung disease, or underlying health conditions
- AZDHS recommends **children** should **not be watched by individuals** that are at **higher risk of complications** from COVID-19

## Exclusion Criteria

- **If we identify a case:**
  - **Inform** people who might have been exposed
  - Continue to safely **clean** and **disinfect** the person's area
  - Connect with the **local health department**
  - Put our **infectious disease outbreak plan** into action
- Staff members and children should be excluded from school if they are sick
  - If staff or children have **tested positive for COVID-19**, they should remain under home isolation precautions for 7 days from specimen collection OR until 72 hours after fever is gone and symptoms of acute infection resolve, whichever is longer
  - If staff or children have **fever with cough or shortness of breath and have tested negative for COVID-19**, they should stay home away from others until 72 hours after fever is gone and symptoms of acute infection resolve
  - If staff or children have **fever with cough or shortness of breath and have not been tested for COVID-19**, they should stay home away from others until 72 hours after fever is gone and symptoms of acute infection resolve.
  - If staff or children have other non-compatible symptoms and have not been tested for COVID-19, they should stay home until 24 hours after all symptoms are gone without the use of medicine
- Our facility is only allowing **essential visitors**
  - **Signs posted** instructing visitor to not enter if they have symptoms
  - Visitor must **sign log** for tracing if necessary
  - **Visitor will be asked** about and restricted if they answer "yes" to:
    - Fever or symptoms of respiratory infection (eg, cough, sore throat, or shortness of breath)
    - Contact with an individual with COVID-19
  - Visitors movement through facility will be **limited**
- If a child or staff has a laboratory **positive** COVID-19 test or we are **concerned** a child or staff member meets exposure and symptoms criteria, the **local health department** will be contacted
  - Staff, parents, and volunteers will also be notified

## Liability Waivers

- Staff and families are required to sign liability waivers upon returning to school

Adapted from information from [CDC](#) and [AZDHS](#)