

Plans and operations for remaining open during the COVID-19 epidemic. Standard practices and policies put in place will remain in place beginning **July 1st, 2020**. These are the current guidelines and procedures through December 2020 and will be reassessed as needed.

Tempe Montessori School is following all safety mandates put in place via the CDC and AZ Health Department. Recommendations from the CDC and AZ Health Department have been taken into consideration and practiced as feasible and practical to the community of Tempe Montessori School.

The health and safety of all our staff, students and families remain our top priority. Rules, restrictions, guidelines and the health/ wellness and illness policy will be strictly enforced.

General Preparedness and Planning

Preventing the spread:

- **Wash hands with soap and water. The children wash their hands when they enter the classrooms and throughout the day.** They continue to wash their hands after using the restroom, before and after meals/playtimes and when coughing, sneezing, or putting their hands in their mouths.
- **Have hand sanitizer available when hand washing is not available.** Hand sanitizer bottles are located at every entry point in use at Tempe Montessori School. The children have plenty of access to soap and water. We ask parents to refrain from using hand sanitizer on the children's hands.
- **Clean and disinfect frequently touched surfaces. Surfaces must first be cleaned with soap and water and then sanitized with an approved cleaning solution by the EPA. Tempe Montessori School uses a child safe cleaner, soap, and water to clean and disinfect materials throughout the day.** Afternoon cleanings of all materials, frequently touched surfaces are done daily after the children leave the classroom with a bleach solution or DC green cleaner. Nightly cleaning and sanitation are done by our Janitorial staff.
- **Cover coughs and sneezes.** Hygiene Grace and Courtesy lessons are continued to be practiced daily.
- **Cloth face coverings are mandated in the city of Mesa.** See face mask section on page 2.
- **Have a clear and concise health and wellness policy (see TMS protocol and procedure) posted and signed by families and staff.** All families and staff have signed and agreed to the health/ wellness and illness policy put in place by Tempe Montessori School via the TMS disclaimer and protocol. Families and staff are committed to being as healthy as possible and are limiting their time and exposure outside of work/ school.

If someone becomes ill while on campus:

- Isolate the child and contact the parents. Parents have agreed to pick up within **45 minutes** of initial communication with the office.
- Any child sent home with illness or who becomes ill outside of school will remain home for **72 hours**. They **MUST** remain home and be **WITHOUT** fever/ symptoms for 72 hours (see CDC guidelines) before returning to campus.
- A child diagnosed with an illness including, but not limited to, (flu, strep, COVID, etc), may not return without a doctor's note, stating a clear 'Bill of Health'. The child's overall health is the responsibility of the parents. TMS will not be held responsible if a child or family member becomes ill while enrolled.
- It is recommended by the CDC that individuals at a higher risk for severe illness from COVID-19 (**older adults and people of any age who have serious underlying medical conditions**) consult with their medical provider to assess their risk of entering school.

Mask Considerations for children 6 and older:

- In accordance with City of Mesa mandates, **MASKS ARE MANDATORY** in ALL public settings.
- ALL Parents must wear a mask during pick up and drop off times.
- Elementary age children will wear masks in the classrooms and during times where social distancing is difficult.
- Staff will wear masks.
- If you or your child have a diagnosis that prevents wearing a mask, for instance, for safety reasons and/or sensory restrictions, special considerations will be made. Proper medical documentation will be needed. Please contact the office with more information.
- Cloth face coverings should not be worn on babies or younger children.

When is it feasible to wear a mask?

- Group lessons with more than one child or in an individual lesson.
- Teach children proper mask etiquette. How to put on and how to take off. If the mask becomes touched by anyone's hands it must be laundered and not be used until thoroughly cleaned or sanitized. Inappropriate use of a mask will spread more germs and potential illness. Wearing a mask all day in small areas such as cars or small buildings increases the productions of germs.
- Younger children may but are not required to wear a mask while on campus. If you would like your children to wear a mask, please send it with them.
- Masks should have a clean bag to store them in while taken off to eat/ drink.
- Names to be labeled somewhere on the child's mask.
- Children 2 and under will not wear a mask as it is a safety hazard listed by the CDC.
- Practical life lessons and hygiene lessons will be presented to the children to properly care for the mask.

Masks for All?:

- As stated above, masks will be worn by children 6 years and older, parents and staff.
- If your primary child has a mask and would wear a mask, they may do so.

Implementation of social distancing strategies:

- Parents signed a waiver understanding that in a school setting social distancing is always not possible but encouraged.
- Parents signed a waiver stating they are following CDC guidelines outside of the school setting and on the weekends. The TMS community will continue to work together and be mindful of each other by limiting their outside exposure.
- Avoid large mass gatherings.
- Remain out of large congregate settings.
- If possible, childcare classes should include the same group each day. The same childcare provider should be with the same group.
 - Each classroom has the same set of teachers each day.
- Stagger playground times.
 - Each age group has a different play time.
- During nap time, space out cots as much as possible and have children sleep head to toe. Remove sheets daily and put them in a bag with the child's name on it. Disinfect the cots and beds daily. Sheets can be used for 1-week duration and sent home to be laundered. If sheets become dirty from mucus or drool, change the sheets, and replace with fresh sheets. Tempe Montessori School will space out cots and have children sleep head to toe. All sheets are removed daily and placed in the child's cubby/ bin. If parents are able, provide a new sheet and blanket for daily use.
- Beginning August 3RD, 2020, all children enter through an assigned gate.
 - Nido and Toddler will enter through the Primary carport gate. (North end of campus)
 - Primary children will enter through the Middle gate. (Main gate) (carport available)
 - Elementary enter through the Elementary carport gate. (South end of campus) (carport available)
 - A staff member will be present to help walk your child to class.
 - Each classroom has one enter and exit door for the children.
- Stagger drop off and pick up times.
 - Families attending have staggered drop off between 7:30 and 8:30. If parents arrive at the same time, they will maintain social distancing.
- Pick up times are from 3:00-6:00pm.
 - Children leave at different times. While a parent is at the gate waiting for the admin to bring the child out, parents will stand back 6 feet or wait in their car.

Screen children upon arrival:

- **Parents must take their child's temperature before they arrive on campus. Children must have a normal temperature before coming to school.**
 - **Currently our Temperature cap is 100 degrees Fahrenheit.**
 - **Children must be in a normal temperature range to come to school.**
 - **If the temperature is in the 99-degree range but under the cap level, TMS will monitor it. If the temperature continues to rise, children will be sent home.**
- **Persons who have a fever of 100.00 or above will not be admitted into class or children who develop a temperature of 100.00 and higher will be sent home. Persons who are exhibiting any signs of illness, especially those of respiratory cough or shortness of breath will not be admitted.** Children with a family member with a contagious illness living in the home, will not be admitted into the campus.
- TMS will take the child's temperature upon arrival. TMS will use no touch infrared thermometer. Parents will need to wait for the temperature check before children will be permitted on campus. Temperature checks will continue to be done throughout the day in each classroom.
 - While taking temperatures, if the thermometer touches the skin, use a fresh pair of gloves for each child. Wash hands between every temperature check. If a sink is not available, use hand sanitizer.

Cleaning and Sanitation:

- Routinely clean, sanitize and disinfect surfaces and objects. TMS will continue to clean, sanitize and disinfect throughout the day.
- Use all cleaning products according to the label.
- Cleaning agents are EPA-registered.
- Nightly cleaning and sanitation from the janitorial service.
- Toys that have been placed in a child's mouth, need to be removed until thoroughly cleaned, sanitized, and disinfected.
- Machine washable cloth toys should only be used by one individual at a time. These toys need to be laundered before use from another child. If this is not possible, remove cloth toys from the classroom.

Hand washing:

- Upon arrival to the facility and after breaks.
- Before and after preparing food and drinks.
- Before eating or handling food or feeding children.
- Before and after diapering.
- After using the bathroom and toileting with the children.
- After coming in contact with bodily fluid.
- After handling animals or waste.
- After playing outdoors in the sand.
- After handling garbage.

If COVID-19 is confirmed in a child or staff member currently on TMS campus: These are direct recommendations and protocol from the CDC:

- If there is a confirmed case of COVID-19 on campus, the risk will be assessed with coordination from the local health officials. A potential 2-5-day building dismissal to clean/ disinfect/ and contact trace may occur.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation.
- Wait 24 hours if possible before cleaning or disinfecting to allow respiratory droplets to settle.
- Clean all areas used by the sick individual.
- If more than 7 days have passed since the sick person was in the facility, additional cleaning and disinfection are not necessary. Continue normal cleaning. Per usual.
- A person must obtain a doctor's clearance before being readmitted into work or school.
- Contact tracing will take place. Tempe Montessori School will contact the families who have been in contact with the confirmed ill person. **HIPPA** laws prevent TMS from sharing any identity, age, and gender. TMS will communicate quickly and effectively with families who have children that have been in direct contact with an ill person.
- Families who have come into direct contact with a person who has been positively diagnosed with COVID-19 will need to remain home for an isolation period. Families will report if any symptoms arise. Families will continue isolation for at least 14 days.
- A person who has been tested and any family members will continue isolation for at least 14 days or until a negative test result is given.