

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

Who will be allowed on campus:

- Tempe Montessori School employees and students.
- Developmental/ Educational personnel providing services to children.
- Maintenance and janitorial personnel.
- State licensing/ Regulators/ Inspectors.
- Tours on a limited basis and will be on campus and outside of any classrooms.
- Emergency medical personnel.

All persons entering campus must pass a health check (temperature in a normal range, no signs of respiratory illness or shortness of breath) and must wear a mask for the duration of time on campus with the exclusion of **emergency medical personnel**. If there is an emergency on campus, they will be permitted to enter campus without hesitation.

Tempe Montessori School is proud to support our working families and provide a stable and quality learning environment for all. We will do our best to ensure that every family, student and employee is healthy while on campus and enforce all policies and procedures put forth in this document. Tempe Montessori School will comply with mandates and directives given by the Arizona Department of Health Services, Maricopa County, and the CDC. We must all work as a community to do our part and limit the spread of COVID-19 and keep our communities and most vulnerable as healthy as possible. All TMS employees and TMS families must commit to maintaining best practices. It is the responsibility of the parents and Tempe Montessori School employees to read, know and follow the rules implemented by TMS. Parents and employees not in compliance with TMS policies and procedures will be asked to find alternate schooling for their family.

Please review and sign the TMS policies and procedures.

How to help prevent 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 and Maricopa County. Masks/ face coverings of the mouth and nose must be worn in all indoor and outdoor settings.** 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:

- TMS will 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 at least **72 hours**. They **MUST** remain home and be **WITHOUT** fever/ symptoms for 72 hours 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.

Masks for children 6 and older:

- In accordance with City of Mesa mandates and the Maricopa County, **MASKS ARE MANDATORY** in ALL public settings. **Public settings include, indoor and outdoor common areas.**
- 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. Both indoor and outdoors.
- If you or your child have a diagnosis that prevents wearing a mask, for instance, for safety reasons and/or sensory restrictions, special considerations may be made. **Proper medical documentation will be needed. Please contact the office with more information. Without proper medical documentation from a healthcare provider, masks usage is required.**
- 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.
- Teaching children proper mask etiquette will include. 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. Spacing between desks, tables and floor rugs will be done as much as possible. This can mean anywhere from 3 to 6 feet in distance. Accommodations are being made to extend the outdoor patio usage during the mornings in the Summer months.
- Parents signed a policy and procedure disclaimer agreement 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. The TMS policy and procedure disclaimer agreement must be signed before your child may attend class.
- Avoid large mass gatherings and remain out of large congregate settings. All meetings such as TIPSS and TEMPO meetings will be held virtually.
- 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. We have included a daily health check to complete before arriving at school. If 'YES' is answered to any of these questions, children will not be permitted on TMS campus.**
 - **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 a COVID-19 test is confirmed in a child or staff member on TMS campus:

- 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.
- Health officials may recommend a 10-14 day isolation period for students/ employees with direct exposure to the COVID-19 positive patient. Parents and employees need to be prepared to keep their children home, isolated, contact their health care providers for further guidance and watch for symptoms. Tempe Montessori School will follow directives given by the local health officials.
- Areas will be closed off that were used by the person who is sick for a period of time for cleaning and sanitation.
- Open outside doors and windows to increase air circulation.
- Wait 24 hours if possible before cleaning or disinfecting to allow respiratory droplets to settle.
- Initial cleaning and disinfection will be done by the TMS administration using an EPA approved cleaning agent. Janitorial service will continue daily cleaning duties.
- 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.
- 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 of a confirmed case of COVID-19 on TMS campus.
- Families who have come into direct contact(Direct contact is defined as, within 6 feet for a prolonged period of time of more than 15 minutes) 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. Isolation is dependent on the last point of contact with the positive COVID-19 case. The contagion period is typically 48-72 hours before first symptoms of illness occur. Symptoms typically show 5 to 6 days after exposure but can take up to 10 days to present.

Tempe Montessori School, Ltd.

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*"The hands are the
instruments of Man's
intelligence"
Dr. Maria Montessori*

Founded in 1978

- A person who has been tested for any reason (including but not limited to illness, work, travel, possible exposure) and any family members will continue isolation for at least **10-14** days. Isolation begins the date that symptoms onset and ends after 72 hours of symptoms subsiding without the aid of medication. If a person is asymptomatic, the isolation period begins from the test date. A person who has received a test for reasons other than illness, or direct exposure can return when a negative test result is given.

Name: _____

Date: _____

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Have you or a family member been diagnosed with COVID-19 in the last two weeks or have you or a family member taken a test and results are pending?	Yes ___ No ___
Have you or your child had close personal contact with anyone who has been diagnosed with a positive COVID-19 test.	Yes ___ No ___
Are you or your child currently experiencing any of the following symptoms or experienced them in the last 72 hours?	Fever and chills Yes ___ No ___ Persistent Cough- wet or dry Yes ___ No ___ Shortness of breath Yes ___ No ___ Difficulty breathing Yes ___ No ___ Fatigue or general malaise Yes ___ No ___ Muscle or body aches Yes ___ No ___ Headache Yes ___ No ___ Sore throat Yes ___ No ___ New loss of taste or sense of smell Yes ___ No ___ Nausea or vomiting Yes ___ No ___ Diarrhea Yes ___ No ___

Note: This list does not include all possible symptoms. We will update the list as new information is provided by the CDC. If you answer YES to any of the above questions, you may not enter Tempe Montessori School. If your child's symptoms are linked to a pre-existing condition such as asthma, allergies, etc. your child may come to school if they have proper documentation from a health care provider explaining the symptoms are not related to COVID-19.