

## COVID-19 PREPAREDNESS AND RESPONSE PLAN 2021-22 INTRODUCTION

We take seriously the implications of the COVID-19 pandemic and we have put in place the following as a Preparedness and Response Plan (the Plan). While no plan or protocol can eliminate exposure to COVID-19 or any communicable disease, adopting these procedures is in accordance with the State of Michigan and the child care licensing rules and guidelines as well as the Center for Disease Control (CDC) as a means to limit exposure. This is a fluid document and will be updated as new information is released by governing bodies.

### SCHOOL POLICIES & PROCEDURES

#### A. GENERAL RULES & PROCEDURES

1. Travel and field trips
  - Travel and field trips are reinstated with appropriate precautions taken.
  - In-house field trips are being conducted, with appropriate precautions taken. We use the outdoors as much as possible.
2. Masks
  - Children aged 24 months and older and all adults are required to wear a properly fitting mask covering both nose and mouth when in the school building.
  - Masks are not required when eating or drinking, and are optional (although recommended) outdoors.
  - Vented masks do not meet safety standards, and are not acceptable.
3. Self-Screening Procedure
  - Staff members and parents will self-screen daily for illness using the guidelines outlined by the CDC. Guidelines will be posted upon entry to the school.
4. Close Contact, Quarantine and Isolation
  - If it becomes known to the school that a child or staff member has been in close contact with a person who has COVID-19, that individual will follow the guidelines set forth by the CDC.
    - Quarantine and Isolation:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
    - If a student becomes ill or a positive COVID-19 case is reported:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>
5. Illness
  - Please refer to the Sick Child Policy/Health Care Policy
    - <https://dhmontessori.org/covid-19-information/>
  - Any staff member who begins to feel ill while working will be relieved of duty for that day with subsequent follow-up the next day to evaluate his or her suitability for return to work.
  - If a parent decides to keep a child home due to illness of any kind, the school must be notified.
  - To the extent any child develops symptoms that could be consistent with COVID-19 or other illness, it is the policy of the school to:
    - Immediately isolate the child and contact the parents for pick-up.
    - Require the child to continue wearing a protective mask.
    - Maintain the confidentiality of the child and parents where possible.
    - Utilize deep cleaning of areas where the child is known to have been and set aside toys or other materials that may have been contaminated.
    - Administration will follow-up with the parent as to the wellness of the child.
  - Any child confirmed to have COVID-19 will be prohibited from school until the criteria listed below have been met.
6. Return to School
  - For children and staff to be able to return to school we will follow the guidelines from the CDC.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>

7. Hand Sanitizer
  - In accordance with LARA guidelines, hand sanitizer with at least 60% alcohol content will be provided and available throughout the school for all age groups. Sanitizing stations will be at the entry of the school, in each classroom space, and various other locations around the school.
8. Delivery and Maintenance Personnel
  - Delivery personnel will be asked to leave items at the front door for staff wearing personal protective equipment (PPE) to retrieve.
  - Facility inspection and maintenance personnel will be screened, required to wear masks, and will not come in contact with children.
9. Required Notifications
  - If a child, or anyone a child has been in contact with, receives a positive COVID-19 test, families are required to inform the school and the local health department.
  - If a member of our school community tests positive, we are required to inform all parents of possible exposure. This will be conducted by phone or email from the administration. The infected person will remain anonymous.
  - Within 24 hours of knowledge, the school will notify the local health department and the Michigan Department of Health and Human Services as well as its licensing consultant if a child or staff member is confirmed to have COVID-19. However, confidentiality to third parties without a need to know will be maintained

## B. STAFF

1. Training
  - All staff will be trained on all COVID-related procedures.
  - Staff will be given a copy of this Plan and are required to review it.
2. Staff Safety Protocols
  - We will be providing gloves for use by all staff. Gloves will be disposed of after outdoor activities, handling garbage, any touching of a child, diapering, before and after meals, administering medication or ointment, etc. Staff may use their own masks, or wear one provided by the school.
  - Hand washing in accordance with the CDC recommendations will occur, at a minimum, upon entering the building, after touching any child, diapering, etc. and upon leaving, if not more frequently.
  - The school strictly observes required child-staff ratios and, where necessary, will use properly screened alternative staff if any staff member is out sick.

## C. CHILD DROP-OFF & PICK-UP PROCEDURES

1. General Procedures
  - Main doors will remain locked, except where fire or other safety is compromised.
  - Staff will assist with drop-off and pick-up.
  - Drop-off and pick-up of children will be by family members only unless a required exception is approved by the school.
  - Please see Dearborn Heights Montessori Center's Dropoff and Pickup Service
    - <https://dhmontessori.org/covid-19-information/>
2. Arrival and Child Screening
  - Children will be dropped off by parents only after the parent complies with the self-screening questionnaire and the child's temperature has been taken.
  - During drop-off, staff will walk to the car to greet each child. We ask that the child remain seated in the car.
  - A staff member will take each child's temperature using a contact-less thermometer prior to the child leaving the vehicle. A child with a temperature of 100.4 or over will not be admitted.
  - Staff receiving children in the morning will visually check for any signs or symptoms of illness.
  - Car seats must be left with the parents and not brought into the school.

## D. PREPARATION & USE OF SPACE

### 1. Signage

- Posters regarding procedures for entrance to the building, hand washing, preventing communicable diseases, masks, etc. will be posted in appropriate and conspicuous places throughout the school.
- Visual cues throughout the school will provide guidance on proper social distancing.

### 2. Group Management

- Children will be divided into groups and this group will be their core group. They will have a home base, eat lunch, and go outdoors with the same children. Each core group will have the appropriate number of adults to assist the group.
- Gymnasium use, where applicable, will be staggered.
- Three-foot distancing will be maintained between individuals, tables, and chairs, where possible.

### 3. Food Service

- Lunches brought from home will be eaten out of original containers.
- Staff will use gloves and a mask during food preparation and serving as well as dishwashing.

### 4. Children will sleep in a designated space.

- Cots will be positioned three feet apart, in alternating head-to-toe arrangement.
- Cots will be assigned to individual children, not shared, and sanitized after use.
- Bedding will be returned for laundering weekly.

### 5. General Safety

- Touchless trash cans with lids will be used in designated areas, and kept away from child access.
- Toys and objects that cannot be easily cleaned will not be used.
- In accordance with LARA guidelines, the school will ensure that ventilation systems operate properly, and increase circulation of outdoor air as much as possible.

## E. HYGIENE & CLEANING

### 1. Hand Washing

- The children wash their hands before eating, preparing or serving food; after toileting, coming in from outdoors, and handling body fluids. Children also wash or sanitize hands after playing in water that is shared by two or more people. We teach them how to avoid spreading germs. The children are taught correct hand-washing procedures.
- Staff wash or sanitize hands upon arrival; after greeting each child; before preparing, serving, and/or eating food; after use of the bathroom; and after each instance of handling soiled clothing, toilets, or body fluids. Adults also wash their hands before and after administering medication, after handling garbage or cleaning, and at any other time the need arises.
- Staff and children wash with liquid or foam soap and running water for at least 20 seconds, turn off the faucet with a disposable towel, and dry their hands with a disposable towel. In locations where water is not available, hand sanitizer containing at least 60% alcohol may be used.

### 2. PPE Disposal

- Used gloves and disposable masks will be immediately disposed of in a garbage bag which will be deposited into a dumpster or other approved receptacle outside the building.
- Any gloves or masks left in parking lots or playgrounds will be immediately removed.

### 3. Cleaning Frequency

- Janitorial staff and classroom support staff will be sanitizing classrooms and frequently used objects, such as doorknobs, sink handles, and light switches daily.
- Deep cleaning will occur at the end of every day, including the use of Lysol, bleach, or other approved sanitizer in concentrations recommended by the CDC.
- Janitorial staff will perform a complete cleaning and sanitizing of all used areas each evening after children are gone from the building. Each evening, every room is sprayed with Vital Oxide mist, with sanitizes all surfaces.