



## Chapman Montessori School

### Infectious Disease (Covid-19) Preparedness Plan

Chapman Montessori School's primary concerns are for the health and safety of staff, and the children in our care. We all must share the responsibility of engaging in preventive practices, and refraining from coming to work when symptoms, as identified by the Centers for Disease Control ("CDC") for that particular infectious disease.

#### Methods to Prevent the Spreading of an Acute Respiratory Illness

- Staff is instructed to adhere to the CDC prevention practices for [cough and sneeze etiquette](#) and [hand hygiene](#). Appropriate supplies are available in the workplace, including hand soap and alcohol-based hand sanitizer (60-95% alcohol).
- Staff cleans high touch surfaces at least twice daily with a [disinfectant](#).
- Staff is required to stay home and contact their physician if they suspect they have been displaying symptoms of Covid-19. If they are able to work from home, they should notify their supervisor, who can determine if teleworking is feasible.
- Staff should not return to work until they no longer require medication to manage their fever and cough. During a pandemic situation, you are not required to provide a note from your health care provider to validate your return to work.
- Staff who are well but who have a sick family member at home with Covid-19 should notify their supervisor and refer to the CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- If Staff members need to care for a friend or family member that does not reside at their home, staff may use their sick or annual leave for their absence.
- Prior to making any travel arrangements, staff should consult with their supervisor to determine if travel should be delayed.

#### Preparing for an Outbreak:

- Management should maintain a staff team list with contact numbers.
- Management should be aware of the critical functions within their area and identify essential duty staff to support those tasks in the event of an outbreak. In all instances, there should be a person identified as a back-up in the event the essential duty staff/point of contact is not available. In general, there should be staff cross-trained to perform essential functions so the workplace can maintain its operations even when key staff are not present.
- Essential duty staff are those who have been pre-identified to perform the critical functions during an infectious disease event. Those staff should be notified of their responsibility and should ensure they have the proper equipment in place to follow through on those activities as required.



## Chapman Montessori School

- Staff that come down with symptoms while at work should notify their supervisor immediately and prepare to leave the workplace. If necessary, staff should take measures to avoid coming in contact with other staff and children.
- If an employee is confirmed to have the infectious disease, managers should inform fellow staff of their possible exposure to the infectious disease in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- A staff member with symptoms and who feels they can work should notify their supervisor, who can determine how to facilitate a telework arrangement until the employee is no longer contagious. In this instance, no formal remote work agreement is necessary.
- While out sick, employees can designate others to maintain communication regarding their health status with their managers.

### **When an outbreak occurs**

- Chapman Montessori will follow emergency guidelines as announced by the CDC. If those guidelines are announced after business hours, and include the need to close the office, management will inform members of their team and activate the phone tree to ensure staff is notified. The main office phone line will be updated on the office closure status.
- Staff that have provided their cell phone number will receive a text alert notifying them of the closure status and other relevant updates.
- If the facility is open, but the schools your children attend are closed, and you are not able to locate back-up childcare, you should advise your supervisor.

### **Returning to the facility**

Once the closure is lifted, staff will be informed by their management and are expected to return to work as normally scheduled.

### **Health & Safety Procedures to follow:**

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, Chapman Montessori want to assure you that we are monitoring the situation closely. Based on information we have at this time; we will continue to operate Chapman Montessori School to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Effective May 06<sup>th</sup>, 2020 and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:



# Chapman Montessori School

## Check-In and Pick-Up

- Families will be greeted at the Main Gate where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the center (Corridor/Classrooms/restrooms). Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren). Make sure to sign in, after reading the statement on the sign in sheet every day. Statement covers the following questions:
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?If your answer is YES to any of these questions, please do not drop off your child/children at the school.
- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/childcare area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

## Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No program tours will be given until further notice to reduce the number of visitors in the building.

## Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.



# Chapman Montessori School

## Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of  $>100.1$  while at childcare, will be isolated from other children until they can be picked up.
- Until further notice, all outside vendor programs will be suspended.

## Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if  $>100.1$  as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

## Tuition

- No vacation weeks will be allowed to be used by families during this time period.
- As long as we are open and your child is enrolled, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you are able to work from home and choose to keep your children at home, you will be required to pay all of your normal weekly/monthly tuition.

## Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email/Text message.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy.