

BRUSH CREEK MONTESSORI SCHOOL

COVID-19 PLAN

August 23, 2020

OVERVIEW

As stay-at-home orders are lifted for multiple industries to promote California's economic recovery, the need for childcare and other supports for working families will increase. Every childcare program must have a plan in place to minimize the spread of COVID-19 and to ensure the safety of children, providers, and families.

As programs begin to reopen and other programs transition from emergency child care for essential workers to enhanced regular operations, all providers, including Brush Creek Montessori School, must apply new and updated policies and requirements and must update their emergency preparedness plan. Social distancing with young children is a challenging effort. However, the recommendations set forth aim to keep children and providers safe and healthy, while ensuring children are in a nurturing and responsive environment. Parents may also be concerned about the safety of returning children back to care. We at BCMS know it is important to maintain frequent communication with families about the policies and practices implemented in programs to keep everyone safe. This ongoing communication will aid in supporting young children with this new transition and social and physical distancing practice. The state recognizes this health crisis is a fluid situation and is coordinating joint efforts with state and local agencies to provide support, as well as current information and guidance that is responsive to questions and suggestions from providers, families, and stakeholders. BCMS will continue to monitor updated guidelines and information posted at <https://covid19.ca.gov>. These guidelines and considerations are based on the best available public health data at this time, and the practical realities of managing a child care program; as new data and practices emerge, the guidance will be updated. The state has provided funding and materials to support child care programs to access cleaning supplies and essential protective gear, such as masks. BCMS has contacted our local childcare resource and referral agency to learn more about what resources are currently available. BCMS used The California Department of Social Services (CDSS), who worked in collaboration with the California Department of Education (CDE) to develop this plan based on their guidance.

COMMUNICATIONS

BCMS will communicate with families on an ongoing basis to share information and guidelines with parents and staff. This will most often occur through electronic mail (email) to up-to-date email accounts provided by the parents, in their preferred language (via Google Translate).

All BCMS staff will be trained and directed to communicate the following to parents:

Enhanced sanitation practices

Physical distancing guidelines

Proper use, removal, and washing of face coverings

Personal hygiene

Screening practices COVID-19 specific exclusion criteria.

BCMS will also utilize the Emergency Response application called REMIND, a platform that sends a recorded voice and text message to families' cell phones. BCMS will collect up-to-date information from families. **PLEASE TEXT THE MESSAGE: @bcmsoffice to 81010**

KEEPING THE VULNERABLE SAFE

BCMS aims to protect and support staff, children, and their family members who are at higher risk for severe illness:

-Older adults, or anyone who have compromised immune systems should contact their health care provider to determine if they should stay home.

Families should consult the CDC website for more information, and to develop their own plan for keeping members of the family who are at higher risk safe.

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html

ESSENTIAL PROTECTIVE EQUIPMENT AND SUPPLIES

FACE COVERINGS: The BCMS staff will wear face coverings (surgical masks, cloth masks) at all times when on campus, unless outside and more than 6 feet distanced from the nearest person. Face shields may also be worn. If students or staff forget or do not own a face covering, the school will provide single-use face coverings.

BCMS will never place face coverings on babies or children under 2 because of danger of suffocation. Children aged 2 years and older should wear face coverings, (and will be encouraged to), especially when indoors or when a six-foot physical distance from others cannot be maintained.

GLOVES: BCMS staff will wear single-use gloves for tasks such as serving food, handling trash, or using cleaning and disinfectant products. Children are not required to wear gloves.

HAND SANITIZER: BCMS will use sanitizers that contain at least 60% ethyl alcohol (preferred) or at least 70% isopropyl alcohol (a neurotoxin and eye irritant). BCMS WILL NOT use any products that contain methanol, which has demonstrated long-lasting adverse health affects. Children may use hand sanitizer if hand washing with soap and water is not immediately available, as frequent hand washing is more effective than the use of hand sanitizers. Hand sanitizer may be used under adult supervision only and must be kept out of children's reach. BCMS staff will call Poison Control if consumed: 800-222-1222. Sanitizer must be rubbed into children's hands until completely dry. Hand sanitizer is not recommended for children under 24 months.

DISINFECTANT CLEANING PRODUCTS: BCMS will provide training and required protective equipment per manufacturer's recommendations to staff in order for them to use these products. These products must and will be kept out of children's reach. Children at BCMS will not sue disinfectant cleaning products. BCMS will adhere to The Healthy Schools Act, which requires that anyone using disinfectants at childcare centers complete annual California Department of Pesticide Regulation-approved training. Online training can be found by going to <https://apps.cdpr.ca.gov/schoolipm/>. These certificates will be kept in staff's file.

CLEANING

In order to slow the spread of Covid-19, BCMS will more rigorous cleaning routines that are thought to help stop the spread of the virus. To that end, BCMS will:

Introduce fresh outdoor air as much as possible, for example by opening windows and/or doors. When cleaning, BCMS staff will air out the space before children arrive. The BCMS staff will do thorough cleaning when children are not present. When using air conditioning, BCMS will use the setting that brings in fresh air. BCMS will replace and check air filters and filtration systems to ensure optimal air quality.

BCMS will implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles.

The staff at BCMS will designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.

BCMS will have multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day or provide individually labeled bins with material and belongings for each child. Materials that may be put in a child's mouth should be cleaned and sanitized. BCMS will ensure materials that are difficult to clean (e.g. soft toys) are either removed from the classroom or carefully monitored for use by individual children only.

When choosing cleaning products, BCMS will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

To reduce the risk of asthma related to disinfecting, the school will aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program. BCMS will avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

The staff at BCMS will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the chemical hazards, manufacturer's directions, proper ventilation, on Cal/OSHA requirements for safe

use and as required by the Healthy Schools Act training (for child care centers only).

Workers using cleaners or disinfectants must wear gloves, eye protection, and other protective equipment as required by the product instructions.

All products must be kept out of children's reach.

HYGIENE

BCMS will implement and enforce strict hand washing guidelines for all staff and children. The staff and students will wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Staff will teach the students to sing a 20-second song while children wash

The staff at BCMS will use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing.

The staff at BCMS will teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. The staff will model and practice hand washing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

All personal items will be labeled and kept in a separate bag/bin to ensure personal items are separate from others. Personal toys and blankets should either be sent home with the family each day or washed daily by the provider, if child naps. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

ARRIVAL PROCEDURES

When a parent/caregiver is entering the campus, they should wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and as soon as they get home.

Parents/caregivers should meet at the Office Kiosk for health screening, before drop-off of children whenever possible and to be as brief as possible. (If parents

are using childcare in the afternoon, the afternoon childcare staff will perform a health screen on the adult picking up). Parents should not enter the classroom environments, but if parents/caregiver must enter, they will enter and exit the room one person at a time to allow for social and physical distancing. Parents and students will need to wear face coverings when dropping off and picking up. Parents/caregivers should bring their own pens when signing children in and out. When that is not possible, BCMS will collect pens immediately after a single use, deposit them in the cleaning area, and provide a sanitized pen.

BCMS has installed hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.

BCMS will take steps to reduce contact between children and adults, including other children's parents during pick-up/drop-off, classroom visits, and volunteers. If possible, and to the greatest extent possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk.

BCMS has staggered arrival and drop off times:

AMBER COHORT: Drop off: 8:15-8:30, Pick Up: 1:15-1:30

REDWOOD COHORT: Drop off: 8:45-9:00, Pick Up: 1:45-2:00

ELEMENTARY: Individual Schedules

Families will stand a minimum of 6 feet apart while waiting to drop off or pick up their child(ren).

DAILY HEALTH SCREENING

BCMS will implement screening procedures for all staff and children before they enter the facility. All individuals will be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. BCMS will exclude anyone who has an affirmative response on any of these points.

BCMS will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The staff of BCMS will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.

BCMS will take the parent's and children's temperature each morning with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it will only be used when a fever

is suspected. Thermometers will be properly cleaned and disinfected after each use. BCMS will monitor staff and children throughout the day for signs of illness; send home children with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms after isolating from the general room population and notify parents.

BCMS must exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff will discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.

The students' parent/caregiver will transport anyone sick home or to a healthcare facility, except in an emergency and emergency medical care is required.

Sick staff members and children may not return until they met CDC criteria to discontinue home isolation. (See Below)

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

CORONAVIRUS SYMPTOMS

A student, parent/caregiver or staff member should not come to school and continue to monitor health if they have any of the following symptoms:

Fever

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

PROTOCOLS FOR OUTBREAK (OR SUSPECTED OUTBREAK) AT BCMS

BCMS will Implement the necessary processes and protocols if and when an outbreak occurs, in accordance with CDPH guidelines.

If a student or staff member of BCMS is ill and/or demonstrates any of the symptoms of Covid-19, they should contact the school and remain home and continue to monitor symptoms. If symptoms worsen, they should contact their medical provider and possibly be tested for Covid-19.

Students or staff who develop symptoms of Covid-19 while at school will be isolated from the community (adults will go home, students will stay in isolation room until they can be picked up). To the greatest extent possible, the privacy of the staff or student will be protected, in accordance with the ADA. Persons who become ill with Covid-19 will only be identified to authorized personal, in accordance with current law, in order to prevent the further spread of the illness. Families and staff at the school will be notified if a positive case of Covid has occurred at the school, and which cohort(s) were affected.

Staff and students who are ill should remain home and not return to school until:

10 days have passed since symptoms first began

AND

24 hours have passed without a fever without the help of fever-reducing medication

AND

other symptoms of Covid-19 are improving: some symptoms of Covid-19 can linger for weeks or months.

If a student, family member of a student living in their home, staff member, or family of a staff member living in their home tests positive for Covid-19, they should immediately report this to the school in order for further action. If a positive case of COVID-19 is reported to the school, the following will occur:

The people in the cohort(s) related to the person who tests positive will stay home for a minimum of 72 hours, up to 14 days, depending on guidance from local County Health Officer.

The administration will contact the County Health Officer to determine if other cohorts at the school will also need to stay home.

BCMS, in partnership with the County Health Officer will investigate the COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. The protocols will be updated as needed to prevent further cases.

CLEANING AFTER SUSPECTED OR CONFIRMED CASE OF COVID-19:

If there is a suspected or confirmed case of Covid-19 in a classroom environment the BCMS staff will do the following:

Close off areas visited by the ill persons.

Open outside doors and windows and use ventilating fans to increase air circulation in the area.

Wait 24 hours or as long as practical before beginning cleaning and disinfection.

BCMS will hire a professional cleaning team to do a deep clean/disinfecting of the classroom. **Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.**

WHO NEEDS TO QUARANTINE?

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months, should remain apart from the community at large for 14 days.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again.

People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

See CDC recommendations for “When to Quarantine”:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

GROUP SIZE AND STAFFING

Children remain in groups as small as possible (no more than 12 students). Should these guidelines differ from local health ordinances, BCMS will follow the stricter guidance.

BCMS understands that it is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.

CLASSROOM SPACE/PHYSICAL DISTANCE

The BCMS staff will arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible. For napping, BCMS staff will place cots, cribs, and mats 6 feet apart, with heads in opposite directions. The staff will use opportunities to reduce time spent indoors by bringing children outside, weather and air conditions permitting while maintaining physical distancing. The staff at

BCMS will offer more opportunities for individual play. The staff will plan activities that do not require close physical contact between multiple children. BCMS will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area. BCMS will ensure all outdoor play equipment is cleaned and disinfected between use by different groups of children. The staff will develop spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand.

MEAL TIMES

BCMS will utilize more tables to spread children out or use name cards to ensure adequate spacing of children. Staff will practice proper hand washing before and after eating.

The staff will not allow children or staff to share or touch each other's food. Staff will immediately clean and disinfect tables after meals. The staff at BCMS will avoid family-or cafeteria-style meals and keep food covered to avoid contamination. Students should manipulate their own food containers, whenever possible. If necessary, staff will help students open and close containers while wearing gloves. BCMS will have students eat outside whenever possible.

RESOURCES

- California Department of Social Services, Community Care Licensing, Child Care Page: <https://www.cdss.ca.gov/inforesources/child-care-licensing>
- California Division of Occupational Safety and Health (Cal/OSHA): <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>
- California Coronavirus (COVID-19) Resources: <https://covid19.ca.gov/>
- California Department of Pesticide Regulation Health Schools Act information: <https://apps.cdpr.ca.gov/schoolipm/>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>