

# Montessori Pathways School / Summer Camp

## COVID-19, Phase 3 and 4 Reopening Protocol

June 1, 2020

Because of the Coronavirus/Covid-19 pandemic, we are all living through some trying times. To date, Illinois has not seen significant transmission of COVID-19 in childcare settings, which is encouraging evidence that childcare can be provided safely. Public health experts emphasize, however, that there is much we still do not know about this new virus, how it spreads, and what effects it has on children. Therefore, Illinois is implementing a cautious approach that appropriately balances the need to greatly expand childcare with the need for prudent restrictions that lessen the risk of spreading the coronavirus.

Please be assured that we at Montessori Pathways School (MPS) take the safety and health of our students, including your child, and our staff very seriously. Because of this, we have implemented protocols and practices in accordance with guidelines from the Centers for Disease Control and the Illinois Department of Health and Environment.

The safety and health of our students, faculty, staff, and families will lead how and where we learn and operate. Our belief in our mission and our many years of experience and expertise will ensure the quality and high standards of our instruction

### General Health

#### Minimum Guidelines

- ✓ Stay home if sick
- ✓ Face coverings over the nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate.
- ✓ Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
- ✓ Hand hygiene
- ✓ Cleaning and Sanitizing

### Health and Safety Guidelines:

#### Daily Staff and Students' Health Screening

##### Temperature as an Indicator.

1. Parents must measure their child(ren)'s temperature in the morning prior to bringing them to school. If the child's temperature is 100 degrees or greater, he or she must be kept at home until fever free for 48 hours, in the absence of fever-reducing medications (per DHEC Guidelines).
2. Keep your child home if your child is experiencing any symptoms of sickness (temperature, cough, sneezing, fatigue, rash, vomiting, diarrhea, pink eye, etc...)
3. MPS staff member will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
4. MPS staff member will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
5. MPS staff member will take the temperatures of all students using a contactless thermometer upon arrival at school. **Parents should wait while their child is under the screening.** If the child's

temperature is 100 degrees F or greater, an MPS staff member is not allowed to accept this child and the child will be sent home with parents immediately.

6. MPS staff member will take the temperatures of all students using a contactless thermometer during the day (every 2 hours). If the child's temperature is 100 degrees F or greater, an MPS staff member will mask the student immediately, isolate him/her from others, and notify the office. The office will use emergency contact numbers to call a parent or caregiver to return to school and pick up the child as soon as possible.
7. Faculty and Staff members will measure their temperature at home and remain there if they have a temperature of 100 degrees F or greater or any other symptoms of sickness.
8. All staff members will have their temperatures taken upon arrival at school each day. The same procedures as described above apply to staff members.
9. All staff and student temperatures will be recorded daily.

### **Drop Off and Pick Up Procedure\* (wearing a mask for parents and teachers is required)**

*~ Parents or guardians are not allowed to enter the building or playground during the pandemic. ~*

Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

#### Carpool line (scheduled) arrival / dismissal

- Arrival - teacher picks up child(ren) from the car and escorts them to the front door
- Dismissal – teacher brings the child(ren) to the car

#### All Day Program or mid-day (not scheduled) arrival / dismissal

- Arrival - park your car in the school's parking lot, bring your child to the front door, ring the bell, and leave as soon as your child is in and supervised by the teacher. Do not enter the building.
- Dismissal – park your car in the school's parking lot, come to the front door, ring the bell, and wait outside until your child is getting ready to go home. To make this process faster, you can call the school 5-10 min prior to arrival.
- Do not enter school.

#### Back yard arrival / dismissal

- Arrival - park your car in the school's parking lot, bring your child to the gate and leave as soon as your child is supervised by the teacher
- Dismissal – park your car in the school's parking lot, come to the gate, and wait until your child is released.
- Do not enter school's playground.

*No contact with other kids or staff during arrival or dismissal please. All notes, questions, or concerns should be addressed via email or phone call.*

### **Hand Hygiene**

1. All students and staff are required to wash their hands with soap and water for no less than 20 sec. upon arrival.
2. Hand washing should be done every hour by everyone present at school.
3. In addition, everyone will practice hand washing:

- Each time when entering the building after recess or other outside trip
- Before using any work or material from the shelf
- Right after using any work or material from the shelf
- Before and after serving meal (for staff)
- Before and after each meal
- Before and after touching face
- After using bathroom
- After blowing nose, coughing, or sneezing
- Before and after health screening (for staff)
- Before and after using gloves for any purpose, including cleaning and disinfecting
- As necessary

## **Social Distancing**

To reduce the spread of infection:

1. Parents and guardians must follow the school's "Drop off and Pick Up Procedure" and will not be permitted to enter the school building, walk their children to the classroom door, or enter the school's playground.
2. Parents are required to practice social distancing and wear a mask for drop off/pick up.
3. No visitors or volunteers, except officials or maintenance workers (mask is required), are allowed in the building while social distancing is required.
4. Faculty and staff are required to wear a face covering over their nose and mouth when within 6-ft. of others (cloth masks preferred) at all times on campus.
5. Students are recommended to wear a face covering over their nose and mouth when within 6-ft. of others (cloth masks preferred) at all times on campus. In this case, we ask parents to practice wearing a mask at home before sending them to school to prevent frequent touching of the face and mask.
6. Parents provide at least two masks for each child. These masks should be washed at the end of each day and worn on alternate days.
7. During outdoor play, face coverings for children and staff are optional.
8. Faculty and Staff members will avoid congregating in common areas.
9. Classroom Teachers and Extended Day Teachers will make every effort to ensure students maintain work areas 6 feet apart from their nearest neighbor.
10. No more than 10 Primary or Elementary students in each classroom are allowed during the first 4 weeks after re-opening. The same MPS staff member will be kept with the same group of children to the extent possible.
11. After 4-weeks of re-opening operation, no more than 15 kids in primary or elementary classes are allowed until further notice.
12. Primary or Elementary students will work in separate, assigned spots (regular or floor tables). Using work rugs will be limited. The rugs must be washed after each use.
13. Spots for group presentation or line time should be marked on the floor or carpet keeping 6 feet distance apart.
14. No community shared supplies should be used. Each student will have personal plastic pencil box with lid and plastic basket filled with school supplies (pencils, markers, glue stick, scissors, water paint, paint brush) that will be kept in their assigned work spot.

15. If practical, children from the same household should be within the same group.
16. The groups will be static as much as possible and will be taking turns for going outside.
17. There will be 2 adults per classroom or one adult per classroom with a “floating” staff member between 2 classrooms depending on the class sizes. One staff person per room is permissible at the start/end of day as long as ratios are met.
18. Staff will be limited to working with one group of children. A “floating” staff member is permitted between no more than 2 rooms if smocks/overgarments are changed between rooms.
19. Outdoor activities will be increased as much as possible. Activities requiring physical exertion and/ or exertion of voice should take place outdoors. Kids will be regularly switching between indoor and outdoor activities.
20. No swimming activities, field trips, or school-wide events while social distancing is required.
21. Waving and smiles will replace hugging, handshaking, high fives and other forms of physical contact until further notice.
22. Children’s naptime cots will be spaced out as much as possible, 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread. Nap items should be washed weekly. Nap staffed animals will not be allowed until further recommendations.
23. More space will be provided between cubby areas/storage spaces to help prevent the mixing of children’s belongings.

## **Food Preparation and Meal Service Changes**

1. No self-serve snacks until further notice. Snack (fruits or vegies) will be served by teachers or parents can provide individually packaged snacks that is placed in labeled Zip-lock for disposal.
2. Children cannot assist with snack preparation.
3. Since no family style lunches are allowed at this time, the school will not be able to provide complimentary hot lunches as we usually do (until the requirements are relieved)
4. Parents are required to send their PEANUT/NUT FREE healthy cold lunch from home. No sweets and juice please.
5. Milk and water will be provided.
6. Lunch and all necessary disposable utensils should be placed in one labeled Zip-Lock. All leftovers and utensils will be placed in Zip-Lock and disposed after lunch.
7. Lunch should not require re-heating. If refrigerating is required, a “Refrigerate” note should be written on the zip-lock next to the child’s name.

*We will be happy to return to our family style lunches as soon as it is allowed.*

## **Water Bottles**

Water bottles should be sent with kids for recess time daily and they will be sent home at the end of each day for cleaning, sanitizing, and refilling.

**Water bottles must have a flip top lid** to cover the “mouth part” and protect it from constant touching.

## School / Summer Camp Bags

Reusable school bags are not permitted until further notice. Any items that need to be sent to school (such as dirty/soiled clothes) will be sent home in a disposable bag. A replacement should be sent to school in a new disposable bag.

All students' projects will be collected at school and sent home at the end of Summer Camp attendance or when a specific amount is collected during the school year (approx. once a week) in a disposable bag.

## Sunscreen / Insect Repellent

1. Since there is no swimming activities this summer, we will not be applying sunscreen at school. If parents wish, they can apply sunscreen at home before coming to school.

**Sunscreen should not be applied on child's forehead to avoid failure of temperature screening.**

2. Insect DEET FREE (labeled) repellent may be sent to school and will be applied per parents' request.

## Cleaning and Sanitizing

1. The school will continue to provide cleaning services that follow CDC requirements at the end of each day.
2. Prior to re-opening, staff members are required to attend an in-service training on COVID-19 information and new protocols (how it spreads, requirement for face masks, hand washing requirements, material sanitizing, proper cleaning techniques, food prep and service, what to do if a child displays symptoms).
3. Classroom and office staff will intensify cleaning and disinfecting efforts, including but not limited to frequently disinfecting items that are touched often (doorknobs, faucets, light switchers, tables, chairs, counters, etc.), with a required chlorine solution (*4 teaspoons bleach per quart of water. Bleach solutions will be effective for disinfection up to 24 hours*)
4. Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
5. Air circulation in the areas will be increased by opening screened windows as much as possible.
6. Air Purifier with UV Sanitizer will be used in every classroom, office, and hallway.
7. Shared materials will be cleaned after each use. Students will be returning used materials to a designated cleaning/sanitizing area. Materials will be returned to the shelf only after being cleaned, sanitized, and air dried.
8. All permissible items will be regularly washed in our commercial high temperature sanitizing dishwashing machine.
9. There are a lot of unique Montessori materials in our classrooms that can be easily ruined by constant cleaning and sanitizing. Materials that are not safe for sanitizing will be removed from the shelves for a while or quarantined in the basement for several days after each use.
10. Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
11. If the school will operate on a split schedule, all materials handled will be disinfected between morning and afternoon sessions (as well as at the end of each day).

12. Per CDC, outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

### **If someone is or becomes sick**

1. Any MPS staff member who is experiencing any symptoms of illness while at school will be sent home immediately and recommended to seek a health care specialists' consultation.
2. Any student who is experiencing any symptoms of illness will be removed from the group and isolated in a designated area (front lobby) on a bench or cot. The child's parents will be contacted immediately and required to pick up their child from school as soon as possible, but no later than in 2 hours.
3. Surfaces in the isolation room or area and used items will be cleaned and disinfected after the sick child has gone home.

### **Keep our school informed**

The faculty and students' parents of Montessori Pathways School are required to notify the school in the following cases:

- a) If they or members of their families are / were / or will be traveling outside of USA or Illinois.
- b) If they or members of their families are diagnosed with COVID-19
- c) If their child who is currently enrolled in our program is diagnosed with any communicable or complicated disease such as COVID-19, Influenza, Strep, Pink Eye, Head-Foot-Mouth, Chicken Pox, Croup, Mums, Head Lice, Pneumonia, etc.

### **If COVID-19 is confirmed in a child or staff member (CDC recommendations):**

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

McHenry County Health Department will be notified for further guidance. The school might be closed for 2-5 days depending on MCHD recommendation. Distance learning will be provided to our students if emergency school closure is required during school year.

### **Returning to School:**

- Students and staff members with confirmed COVID-19 can return to school only with official health care specialist's approval.
- Students and staff members with sick contacts at home who have been diagnosed or evaluated for COVID *should remain in mandated quarantine at home for recommended periods* before they are able to return to normal activities. Such protocols are important given that individuals can continue to shed the virus for 7-21 days after initial infection. Returning to school will be possible **only with official health care specialist's approval.**

## **If school closure will be required by state due to increased level of pandemic**

We all understand that the school operation will not be the same at least for a while. Depending on our community's level of respect, responsibility, and ability to follow the state's requirements, the level of the pandemic can be lower or higher.

We ask all of our school community members to remember about their own health and safety, and the health and safety of the people around them. Please follow all school's rules and requirements regarding health and safety to avoid frequent school closures.

If school closure will be required during Summer Camp, the program will be cancelled for the required period and parents will be released from payments for the closure period.

If school closure will be required during the School Year, distance learning will be provided by the school's faculty.

### **Tuition during school closure:**

During distance learning, all parents will be responsible for School Day tuition or for Morning program tuition if your child was initially enrolled in the Morning program.

Before and After school care tuition will be waived for the closure period.

If parents will refuse to pay tuition for distance learning program during emergency school closure, their children will be automatically un-enrolled from the school until the end of the school year and their spot will be offered to families on the wait list.

We ask parents to remember that our private school relies on tuition. It does not rely on government funding, so when parents don't pay their tuition because their kids are home schooling due to the pandemic, it causes a shortfall.

Switching to distance learning does not mean the school reduces its expenses such as teachers and other support specialists' (like school's accountant or attorney) salary, rent, property taxes, insurance, maintenance, landscaping, utility bills, official inspection fees, membership fees, etc.

Conversely, distance learning requires additional expenses in online and technical support.

As your family chose Montessori Pathways School for your child's education, we are counting on your family's understanding, cooperation, and support in saving our school for your child's education and for the future.

## **Epilogue**

We are counting on a close and trusting partnership between the school and community in order to ensure understanding, cooperation, and support in COVID prevention and mitigation strategies. Clear and open communication is vital to overall success. Such stringent mitigation strategies are designed not only to protect the students but also to protect the more vulnerable members of the school community and staff.

The policies outlined above will continue to evolve as the country moves through the phases of reopening, and as impacts of initial reopening regulations become understood. Montessori Pathways School will continue to monitor state and federal changes and notify parents of any changes to this document.

Parents will initial and sign an agreement that they will support faithfully the measures outlined above before their children may attend school.

**Additional Resources (check these links in electronic version):**

[Child Care, Schools, and Youth programs](#)

[Symptoms of COVID-19](#)

[How to protect yourself and others](#)

[What to do if you are sick](#)

[How to care for someone who is sick](#)

[Quarantine and Isolation](#)

[IDPH Testing Guidance](#)

[IDPH FAQs](#)

---

**Montessori Pathways School / Summer Camp  
COVID-19, Phase 3 and 4 Reopening Protocol  
from June 1<sup>st</sup>, 2020**

Please read this protocol attentively, sign, and return this part of page to school prior to your child's first day attendance.

I / We \_\_\_\_\_,  
(Parents/Guardians' name)

have read this protocol, agree and support faithfully the measures outlined above.

Parents/Guardians

Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_