



## COVID-19 Mitigation Plan August 19, 2020

### **Overview**

The purpose of this plan is to ensure the safety of all students, staff, and families. With the spread of the coronavirus or COVID-19, Windsor Montessori School and Discovery Center remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned.

During the facility's closure a complete cleaning and disinfection procedure was conducted by our contracted janitorial service and all carpets were cleaned. This service will continue nightly as usual.

The director or designee is responsible for overseeing the implementation of this Plan and set a good example by following the Plan at all times. This involves practicing good hygiene and school wide safety and prevention practices. The director will ask for and monitor the same behavior from all employees.

This Plan is based on the most current information available from the CDC, DPH, OEC (Office of Early Childhood), and the Windsor Health Department and may be changed and amended based on further information.

A copy of the Mitigation Plan will be provided to staff and families. Staff will be trained in following these guidelines, and new/revised Policies and Procedures.

Staff will explain and model safety, physical distancing, hand washing, and hygiene procedures to children in an age-appropriate manner.

### **Signage and Information**

Signs are posted at the entrance. They give clear and precise information on COVID-19, its symptoms, when not to enter the building, location of hand sanitizer, and other conditions of exclusion of children.

Additional signage is posted throughout the building including hand washing procedural illustrations in each restroom.

### **Family Responsibilities**

Parents are required to keep child(ren) home if ill. Families must follow the illness and exclusion policy of the school.

Families are asked to review and follow CDC information and guidance related to COVID-19.  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Families are expected to report any known exposures to COVID-19 positive individuals to the school.

Any child with a fever of 100 degrees or higher will be sent home and asked not to come back until the fever is gone for 24 hours without fever reducing medication.

If child becomes ill while at school s/he will be appropriately isolated until they can be picked up. Timely pick up of ill children is required. Within one hour or less.

Parents must provide extra clothes for their children in case they must change after getting their own secretions or excretions on their clothes.

CT Travel Advisory regulations will be strictly enforced if families travel to or from a state considered to have a high rate of positive COVID-19 cases. All families will be required to complete a 14 day quarantine prior to returning to school. Impacted states change weekly, for current info go to the following websites;

<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-Ct>

<https://portal.ct.gov/coronavirus/travel>

### **Drop-Off and Pick-Up**

Children will be brought to the designated drop-off location by their parent. All members of the family are required to wear a mask. After the completion of the daily health screening a staff member wearing a face covering will escort the child to the assigned group.

Each child will be signed into the program by the staff conducting the health screening. Children's temperatures will be taken, and drop-off person will be asked if the family has traveled to an impacted state listed on the Ct Travel Advisory website. <https://portal.ct.gov/coronavirus/travel>

The number of visitors will be limited. If anyone needs to enter the building, they will need to wear a face covering and will be screened.

There is a staggered Drop-Off and Pick-Up schedule. Physical distance guidelines will be followed during the Drop-Off and Pick-Up which may include children remaining in vehicles until there is space in the line.

Families must choose 1 of the following schedules.

- o 7:30 am -- 4:30 pm
- o 8:00 am -- 5:00 pm
- o 8:30 am – 12:00 pm
- o 8:30 am – 3:30 pm

All families must adhere to their scheduled times-if you need a schedule change it may be requested in writing to the director. Families should designate one person to handle drop-off and pick-up each day.

Hand hygiene stations are in place, either soap and water or hand sanitizer.

### **Group Size and Outside Time**

Group size will be no more than 14 children with no mixing of groups. For infants and toddlers, group size remains at 8 students per group.

When possible, each group will have its own restroom as well as its own inside classroom space.

Activities will be held outside when possible. If it is necessary for an outside area or gym to be shared there will be a staggered schedule with complete and thorough sanitizing of equipment between groups.

Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.

There will be no field trips unless the health risk is lifted. Groups may take a walking field trip off campus but cannot go where others may congregate. For all hikes and walks social distancing regulations will be followed.

### **Staff Responsibilities**

Staff members will evaluate their personal health prior to coming to work. A pre-shift temperature check will be conducted if necessary.

No staff member may report to work if showing symptoms of illness.

The same staff member(s) will remain with their group throughout the day except for providing, staff breaks, absentee coverage, and/or attending to a child's accident or injury.

In these instances, staff must wash hands following CDC guidance before entering a new group.

Staff must wash hands frequently using soap and water including before and after food preparation, assisting a child with personal hygiene, eating, and changing diapers.

If soap and water are not available in an area, a supply of hand sanitizer with at least 60% alcohol will be used.

Face coverings need to be worn by all employees except for eating or drinking. In these specific instances physical distancing of at least 6 feet is required.

Staff will be instructed not to touch the face covering and take it home for washing daily.

Staff should bring a change of clothing and to wear over-sized, loose-fitting button-downs in case a child gets any secretions or excretions on their clothes.

Staff with long hair are advised to keep their hair up.

Any staff member showing signs of illness will be isolated until their departure. All staff will report cases of COVID-19 to the center director or designee.

The school will report to families any known exposures to COVID-19 presumptive or positive individuals while respecting the privacy of the individual.

If there is a known exposure without contact within the Montessori Community the center director or designee will refer the individual to the Local Health Department for evaluation of risk and protocol. To protect the privacy of the individual the director will follow the recommendation of the Windsor Local health Department.

Employees who have symptoms should notify their supervisor and stay home. Employees will be referred to Windsor Health Department for evaluation and contact tracing.

People with COVID-19 have had a wide range of symptoms reported –ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and the Windsor Health Department.

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

### **Working with Children**

Children will be monitored at all times.

There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used staff must monitor its usage. This includes before and after diapering a child and/or preparing bottles.

Staff will model and encourage age-appropriate physical distancing.

The sharing of materials between groups will be minimized. (Playground balls/gym equipment)

If materials are shared between groups, they are to be disinfected between uses and staff and students are to wash their hands before and after usage.

Toys that cannot be cleaned and disinfected have been removed from use at this time.

Toys that can be cleaned and disinfected will be kept in individual classrooms, or cleaned and disinfected before moving to another classroom for use.

Materials will be sanitized throughout the day with the final cleaning at the end of the day.

An adequate supply of materials will be maintained.

All meals and snacks will be in the classroom or outside weather permitting.

Placement of cots or cribs for naptime are as far apart as possible (ideally at least 6 feet apart) with children sleeping head to toe.

All children should bring extra changes of clothes in case their child needs to change after getting their own secretions or excretions on their clothes.

### **Cleaning and Disinfecting**

All contact surfaces will be cleaned and disinfected regularly.

Areas/items to be cleaned include: Tables, chairs, doorknobs, light switches, countertops, handles, sinks, faucets, toys and restrooms.

Adequate cleaning and disinfecting supplies will be maintained.

CDC cleaning and disinfecting protocols. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

### **Informational Links:**

State of CT Coronavirus <https://portal.ct.gov/Coronavirus>

Ct Office of Early Childhood <https://www.ctoec.org/wp-content/uploads/2020/05/OEC-COVID-19-Guidance-for-Child-Care.pdf>

Germ Prevention Strategies <https://www.healthychildren.org/English/health-issues/conditions/prevention/Pages/Germ-Prevention-Strategies.aspx>

When to Keep Your Child Home from Child Care <https://www.healthychildren.org/English/family-life/work-play/Pages/When-to-Keep-Your-Child-Home-from-Child-Care.aspx>

What You Should Know About COVID-19 to protect yourself and others  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

When and How to Wash Your Hands <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Talking with Children about Coronavirus <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

### **Pledge to Follow the Mitigation Plan**

By signing below, I agree to abide by all the terms and guidelines outlined in this Mitigation Plan.

I understand the importance following this Plan as it relates to the overall safety of all children and staff.

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Date

I \_\_\_\_\_ the parent/guardian of

\_\_\_\_\_ agree to follow the following drop off/pick up schedule.

Families must choose 1 of the following drop-off/pick-up schedules.

- o 7:30 am -- 4:30 pm
- o 8:00 am -- 5:00 pm
- o 8:30 am --12:30 pm
- o 8:30 am -- 3:30 pm