

Fountain Valley Montessori COVID-19 Safety & Protocol Plan

Entry and visitation procedures for enrolled families:

➤ Parent communication with FV staff

- Mass Emails
- Personal conversations- phone calls and in person meeting with the teacher by prior appointment
- “COVID-19 Safety Protocol & Practices” letter
 - This letter was sent to all families on May 1st, 2020. Parents or caregivers have been mandated to sign this letter prior to their children attending our facility.
 - Letter is included in the Enrollment packet for new families
 - A poster has been posted at facility entry on June 1st, 2020, titled, “FVM COVID-19 Policy for Parents”
- Signs have been posted at facility entrance with visitor policy.
- Parents and caregivers have been notified that all visits should be as brief as possible.
- Participants have been notified about COVID-19 policies.
 - Visitations are limited to tours ONLY. Visitors touring must wear masks. All tours booked by prior appointment.

➤ Parent drop off Protocol

- Caregivers and parents are required to use the touchless tablet for signing in and signing out children at drop off and pick up
- Parents and caregivers are asked to wash their hands and assist in washing the hands of their children before dropping off, prior to coming for pick up and when they get home.
- Hand sanitizers are located near all entry doors and other high traffic areas, out of reach of children.
- Daily symptom screening (+/-) temperature checks are done for all children at drop off and at regular intervals through the day
 - If anyone has a temperature of 100.4° or higher, they must be excluded from the facility.

➤ COVID Plan and Updates

- Facility provides ongoing updates about COVID-19 to participants, staff, and responsible parties.
 - Updates via email, signs, and posters.
- Avoid family or cafeteria-style meals, ask staff to handle utensils, keep food covered to avoid contamination.
- Each child will bring their own lunch and snack from home. No food from the school will be provided.
- A plan has been developed to immediately notify children’s authorized representative if symptoms develop or if COVID-19 exposure occurs.
- The facility has a specific plan for participants who develop symptoms of acute respiratory illness while in day program, including when to call 911.

- A plan has been developed to accept back children following guidelines as per OCDPH.
- A plan has been developed to communicate with parents to test and isolate symptomatic children at home for COVID-19.
 - If a staff member or student is diagnosed by a doctor having COVID-19 or any other pandemic illness, the classroom will be fully cleaned and disinfected
 - A plan to supervise and monitor children in isolation at all times has been developed.

The following protocol and ongoing training has been designed for all staff:

➤ **Administration Communication and Updates for Staff**

- Staff Memos, emails, posters, & monthly meetings.
 - Informative posters have been posted in break room.
 - Monthly staff meetings with updates are conducted by directors.
- An alternate staffing plan has been developed to account for shortages.
 - We always have one extra staff member to cover an absence of a teacher in a classroom, as well as a director and assistant director to help as needed.
- Sick children and staff will be separated from others until they can go home. A “sick room” has been identified.
 - “Sick room”- is the director’s office.
- adequate supplies are provided and within easy reach for children, including tissues and no-touch trash cans.
- A single bathroom will be designated for any child or staff member that is symptomatic and /or asymptomatic.
 - This will be the men’s bathroom.
- Trash bins and hand washing stations are located throughout the facility.
- Proper cleaning and disinfection of environmental surfaces have throughout the day.
- Commonly touched surfaces are cleaned and disinfected at least once a day.
- Signs are posted throughout the facility to encourage participants, staff, or parents to report acute respiratory illness to staff.
- Signs are posted throughout facility to promote handwashing, cough/sneeze etiquette, and social distancing.
- Hand washing stations or alcohol-based hand sanitizer are available in every classroom.
- Sinks are well stocked with soap and paper towels for handwashing.

➤ **COVID Prevention Policies**

- All staff and children are encouraged to wear a face mask or shield during work hours.
- Prior to your shift, please have your temperature taken.
- Please wash your hands before your shift and throughout the day.
- Masks, gloves, and hand sanitizer are available to you provided by the school.
- If you are feeling ill, please stay home. Please refer to the sick pay poster located in the workroom as well as the sick pay policies listed in our employee handbook.
- If you have a respiratory illness, please monitor your symptoms and take a COVID test before coming to school

➤ **Containment & Mitigation Strategies**

- Please monitor your students for signs of illness and take regular scheduled temperature checks throughout the day.
- Please assist your students with washing hands and socially distancing.
- Please provide spaces for smaller groups of children to work.
- Put name tags on children's desks.
- Arrange desks to be a minimum of 6 feet apart and remove extra chairs.
- Suspend using drinking glasses in the toddler room).
- Please disinfect all materials after each worktime.

- Napping equipment is positioned with head-to-toe orientation.
- Refer to daily schedule for schedule handing washing times and staggered outside play times
- No refrigeration or reheating of children's lunches.
- Staggered outside playtime has been arranged to limit the number of children who are together as much as possible.
- Hand washing is encouraged by children and staff through education, scheduled time for handwashing, and the provision of adequate supplies.
- Children's bathrooms:
 - sanitize the sink and toilet handles before and after each child's use.
 - Teach children how to use a tissue when using the handle to flush
 - Wash hands for 20 seconds and use paper towels to dry hands thoroughly.

Communication with the Community

- ◆ California Department of Public Health (<https://www.cdph.ca.gov/>)

General Information : (916) 558-1784

COVID-19 Information : 1-833-4CA4ALL (1-833-422-4255)

Address : PO Box 997377 MS 0500 Sacramento, CA 95899-7377

- Internal group activities have been limited to foster social distancing practices.)
- All activities/field trips that take children into public or crowded places have been canceled.
- A plan has been developed to notify DPH if any children or staff develop symptoms.

If a child or staff member does become diagnosed with COVID-19 or any other pandemic illness, they may only return to school after 5 days, symptom free and with a negative COVID test or after 10 days, symptom free, with or without testing or by following the current mandate as per OCDPH

- We will continue to encourage the flu vaccine for those personnel over 6 months of age who have not had it this season to reduce illness.

