

ARRIVAL AND DEPARTURE

In order to provide a secure setting for the children and staff at Learning My Way Montessori, we are requesting that all family members maintain social distancing from other families. Child health screenings will take place on an individual family basis.

In order to provide for social distancing upon arrival and departure, we are asking families to follow these steps:

Arrival:

1. Parent and child(ren) arrive on school property and call or ring the doorbell when outside. Please limit the drop off to a single adult and only children who are enrolled in our program. Please have all items for each child in a single bag.
2. The parent and child(ren) will enter on a staggered schedule within a single unit by staying on the guided, spaced path at least 6 feet from other families. Adults must wear a mask during drop-off and pick-up.
3. When a family's turn has arrived, the parent and child will sanitize their hands. A staff member will be present in protective gear (face mask, face shield and gloves) to ask pre-screening questions of the family and to check the temperature of arriving children with a non-contact thermometer.
4. Children will be escorted to their classroom cubbies by a staff member with their belongings. The parent will never enter the building.

**If you arrive outside of your scheduled time frame and do not immediately see any other families entering the building, please ring the doorbell to alert the staff of your arrival if it is not past the cut off time of 9:00 am.

Departure:

1. Parents are required to schedule a time to pick up their child. If you are picking up early please call the school at least 10 minutes prior to your arrival.
2. The parent will ring the doorbell to alert staff of their arrival. The staff will respond via intercom and bring the child(ren), with their daily belongings to the front door.
3. Parents will wait on the guided, spaced path at least 6 feet from other families.

Parents should expect arrival and departure routines to take longer especially during peak times. We appreciate your patience.

HEALTH POLICIES

The health of all children and staff attending Learning My Way Montessori is very important. By monitoring each child's health status, teachers will be able to maintain a healthy environment for the entire class. Any child or staff member who is ill will not attend school.

During this re-opening phase and until further notice, temperature screenings and a visual check will be completed upon arrival for all children. In addition, families will be asked screening questions. Should a child arrive in the morning showing symptoms of COVID-like illness, the school will be unable to accept him/her. These screenings will also take place for staff on a daily basis. We encourage staff and families to take temperatures before leaving home as well in order to self-determine the ability to pass this screening.

Screen Children and Staff for Symptoms of COVID-19:

A daily screening checklist will be administered to staff and parents/ caregivers upon either arrival. The daily check includes:

- **Fever:** Every staff-member and child coming to the site will have their temperature checked each morning at the facility. If either child or staff-member has a temperature of 100.0 or higher, they will remain home.

Temperature monitoring:

1. A designated staff-member wearing a mask and gloves can use a no-contact (temporal) thermometer to take temperatures on all staff and children. The no-contact thermometers will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.

Note: oral thermometers will not be used for daily on-site temperature screening.

- **Symptoms:** A designated staff-person will administer the brief daily COVID-like illness symptom checklist to all staff and parents/ caregivers upon arrival. If the child or staff member has symptoms, the child or staff-member will return or remain home.

COVID-like illness is defined as cough, shortness of breath, or any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell.

- **Visual Inspection:** we will we 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, and confirm that the child is not experiencing coughing or shortness of breath.
- **Exposure:** Every staff member and parent/ caregiver will be asked if they or their child have been exposed to anyone with a confirmed case of COVID-19 in the past 14 days. If the answer is yes, the child or staff member will return home.

Plan for When Someone Becomes Sick:

- Staff who develop symptoms of COVID-like illness (cough, shortness of breath, or any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell) will immediately be sent home. If they need to be picked up, they will wait in a designated isolation room.
- If children develop symptoms, they will be brought to a designated isolation room while waiting to be picked up. The staff member waiting with the child will wear a surgical mask and also gloves.
- A letter will be given to caregivers explaining why the child is being dismissed and criteria for returning to the facility.

- If a child or staff member in a classroom has COVID- like illness:
 - They can return to school if
 1. Initial COVID-19 testing is negative and individual meets the center's normal criteria for return after an illness OR
 2. A clinician has evaluated the child and documented an alternative diagnosis OR

For children who were not tested for COVID: All of the following are true:

1. At least 10 days since the onset of symptoms **AND**
2. until fever free off anti-fever medications for 3 days **AND**
3. symptoms are improving.

- If a child or staff member has a confirmed diagnosis of COVID-19 we will:
 - Call the Philadelphia Department of Public Health for further instructions.
 - All children and staff in the same classroom or who have come in close contact with (defined as greater than 10 minutes of interaction less than 6 feet away) quarantine at home for 14 days. Anyone who develops symptoms during that time will contact their healthcare provider to request testing.
 - In accordance with [PDPH guidance](#), the COVID positive individual will remain home until all of the following are true:
 1. at least 10 days since the onset of symptoms **AND**
 2. until fever free off anti-fever medications for 3 days **AND**
 3. symptoms are improving.

- Cleaning/Disinfecting after a COVID or COVID-like illness we will:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas when no children are present.
 - Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, and common areas.
 - Clean and disinfect surfaces in your isolation room or area and in the classroom the sick child or staff members were in after the sick child or staff member had gone home.
 - Encourage staff and parents to talk to their own and their children's healthcare providers about their individual risk factors for COVID-19 and the risks of working at or attending a childcare facility.

Ensure the facility has updated contact information for all staff and families and the ability to rapidly communicate information.

We will still Promote Social Distancing but implementing the following:

- The rest mats will be 2 feet apart while laying children nap in head-to-feet positioning.
- All nonessential visitors and volunteers will be restricted.
- All field trips and excursions including the use of public playgrounds are cancelled.
- The same teachers will be with the same children.
- Signs will be posted alerting employees to maintain distance and avoid eating near or across from each other.

Pick-up and Drop-off:

- Parents will be using the Brightwheel app to avoid the use of a pen.
- All parents will wear masks at pick-up and drop-off.
- Parents will be given updates on their children electronically or by phone to limit direct contact with parents as much as possible.

To avoid over- crowding during pick-up and drop-off times we will:

- Stagger arrival times and drop off times will be assigned for families.
- Have a designated staff-member greet children outside as they arrive and escort them to their classroom and escort children to exit the building during drop-off.
- Families are required to wait 6 feet apart while waiting to drop off their children and complete a daily health screen.
- No storing of children's personal booster seats.
- Encourage families to have the same parent or designated person drop off and pick up the child every day.

Additional Food Safety Procedure:

- Plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Sinks used for food preparation will not be used for any other purposes.
- Staff will ensure children wash hands prior to and immediately after eating.
- Staff will wash their hands before preparing food and after helping children to eat.

- Staff will wear gloves while preparing food.

We will Intensify Cleaning and Disinfection Efforts by doing the following:

- Clean and disinfect frequently touched surfaces at least daily. This includes tables, chairs, doorknobs, light switches, remote controls, countertops, handles, desks, phones, keyboards, toilets, faucets, strollers, and sinks.
- Wipe off any playground equipment or indoor play space equipment between usage by different classrooms of children.
- All toys will be washed at least daily.
- Set aside all toys that need to be cleaned in a container marked “soiled toys” and we will wash toys that have not been mouthed with soapy water and air dry before the next use.
- Toys that have been mouthed will be set aside until cleaned by someone wearing gloves using EPA-approved disinfectant.
- Removed all plush toys or toys that require laundering from the classroom.
- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keeping each child’s bedding separate, and storing in individually labeled bins, cubbies, or bags. Cots are labeled for each child. Bedding that touches a child’s skin will be cleaned weekly.
- Only use [cleaning products](#) that are EPA-approved for use against COVID-19.
- Keep each child’s belongings separated and in individually labeled storage containers and cubbies.

Hand Hygiene:

Hand hygiene will be practiced at the following times:

- Entry to the facility at handwashing stations or using hand sanitizer and after

breaks.

- Before and after eating or assisting children with meals and bottles.
- Before and after preparing food, bottles, and drinks.
- Before and after medication administration.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coughing, sneezing, or blowing their nose.
- After playing outdoors.
- After coming in contact with bodily fluids.
- After handling garbage.

We will perform hand hygiene by washing hands with soap and water for at least 20 seconds.

Use Personal Protective Equipment (PPE):

- All staff will wear masks whenever in the facility except during meals
- We will use masks daily.

Note masks will not be placed on:

- **Babies and children younger than 2 years old.**
 - **Anyone who has trouble breathing or is unconscious.**
 - **Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.**
 - **Children during naptime.**
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- **Staff:** Our staff will wear face coverings when present inside the building.
 - **Children:** Our children will be given a mask each day to use.

Parents will wear masks at pick-up and drop-off.

Staff will wear gloves when preparing food.