

FHM School COVID policies

Preparedness and Planning

In order to ensure that all areas, materials, furniture, and equipment used at the center are properly cleaned, sanitized, or disinfected Forest Hills Montessori has hired a cleaning company to clean and disinfect every morning before the program opens at 8:00 and every afternoon after the program closes at 5:30. Teachers will clean and disinfect their classroom materials, furniture, equipment, surfaces and floors twice daily.

Cleaning supplies, hand soap and paper goods are routinely purchased online and delivered off site. The program will continue to order their soaps, cleaning and paper supplies through BJ'S. The director will take weekly inventory of all cleaning and paper supplies.

Solution used for cleaning is a EPA registered disinfectant. When a EPA disinfectant is not available, a bleach solution will be used. Bleach solutions are mixed and disposed of the same day.

Each classroom will safely label and store all cleaning, sanitizing, and disinfectant solutions out of children's reach. All teachers are made aware of where the solutions are stored. *In the preschool classroom the cleaning supplies are place in the locked closet. *In the Toddler Room supplies are kept in a high cabinet.

Children will be moved from the area that is being cleaned or disinfected.

Hand sanitizer containing 60% alcohol will be appropriately placed throughout the center. A hand hygiene station is set up at the entrance, so that staff and children can sanitize their hands before entering.

Staff Daily Cleaning Schedule for each classroom

8:00 Lead Teacher prepares cleaning solutions for the day and safely stores them.

10:30 Assistant Teacher will spray disinfectant and wipe all the materials, furniture, equipment and door handles. The bathroom will be cleaned with disinfectant. Soap and paper towels will be refilled.

1:30 Lead Teacher will spray disinfectant and wipe all the materials, furniture, equipment and door handles. The bathroom will be cleaned with disinfectant.

5:30 Assistant Teacher will properly dispose of all trash and debris. Soap and paper towels will be refilled. Bleach cleaning solution discarded.

FHM will follow EEC's guidelines regarding cleaning and disinfecting.

Forest Hills Montessori has prepared the classrooms and materials to be used by children to minimize sharing and promote distancing. We have removed all items that cannot be easily washed (e.g., stuffed animals, pillows) or that encourage children to put the toy in their mouth (e.g., play food, pretend utensils). Play dough and sensory tables have been removed.

To ensure that children's belongings do not touch, F.H.M. has issued a large nylon bag to each child. All of the child's belongings must be kept in this bag in the child's cubby.

Teacher's store their belongings in a classroom closet.

Teachers will be responsible to refill water bottles and sanitize the water bubbler handle after use.

To increase air circulation the classrooms will use ceiling fans.

FHM will screen all staff and children before they are permitted to enter the building following the requirements set forth by our licensing body.

A. Daily Screening:

(1) All individuals must enter through the front door.

(2) The designated screening area will be at the front door of the classroom.

(3) Health check responses will be recorded and maintained on file.

The Lead Teacher will verbally screen children and parents asking the questions below. If any responses below are “yes”, the child will not be allowed to enter the building. The child must then return home with their parent or caregiver.

(a) Today or in the past 24 hours, have you or any household members had any of the following symptoms?

- Fever (temperature of 100 F or above), felt feverish, or had chills?
- Cough?
- Sore throat?
- Difficulty breathing?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Fatigue? (Fatigue alone should not exclude a child from participation.)
- Headache?
- New loss of smell/taste?
- New muscle aches?
- Any other signs of illness?

(b) In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

(c) Staff will make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Confirm that the child is not experiencing coughing or shortness of breath. In the event a child is experiencing shortness of breath or extreme difficulty breathing, we will call emergency medical services immediately.

(4) All staff, parents, children, and any individuals seeking entry into the program space will be directed to self-screen at home, prior to coming to the program for the day.

(a) Self-screening shall include checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100 F or above or any other signs of illness will not be permitted to enter the program.

(5) Parents and staff will sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given children medicine to lower a fever. **Individuals who decline to complete the screening will not be permitted to enter the program space.**

B. Regular Monitoring: Staff will actively visually monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting. Children who appear ill or are exhibiting signs of illness will be separated from the larger group and isolated until able to leave the facility.

FHM will use a non-contact or temporal thermometer to check temperatures if a child is suspected of having a fever (temperature above 100 F). Special care will be taken to disinfect

the thermometer after each use.

Isolation and Discharge of Sick Children

A. We have a designated area outside of the classroom where sick children can comfortably wait for their parents to pick them up. A separate bathroom is made available for use by sick individuals only. Both the bathroom and the space will be sanitized after use. The assistant teacher will be in charge of watching sick children until they are picked up from the program. Others will be made aware not to enter the isolation space without proper PPE.

If any child or staff appears to have severe symptoms, we will call emergency services immediately. Before transferring to a medical facility, we will notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.

In the case that a staff member or child becomes sick the director will provide coverage. Contact information for the local board of health is posted on the bulletin board in each classroom and office.

Face masks will be made available to children and staff who become symptomatic, until they leave the facility.

Those being discharged due to suspected infection will use the rear exit of the school.

B. If a Child Becomes Symptomatic: If a child becomes symptomatic, FHM will follow the protocols as above (A), contact the child's parents and have the child picked up as soon as possible.

C. If a Staff Becomes Symptomatic: If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected in a staff member, follow the requirements on how to handle symptomatic individuals.

D. If a Child or Staff Contracts COVID-19: Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.

Involved parties will:

- a) Determine the date of symptom onset for the child/staff.
- b) Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began.
- c) Identify what days the child/staff attended/worked during that time.
- d) Determine who had close contact with the child/staff at the program during those days (staff and other children).

(1) Individuals testing positive for COVID may return to class after a full 10 days have passed since the initial positive testing results AND they are fever free, without medication, for 24 hours AND they have proof of a negative PCR test.

E. Notifying Required Parties: In the event that FHM experiences an exposure, we will notify the following parties via email.

- (1) Employees and families about exposure but maintain confidentiality.
- (2) Local board of health if a child or staff is COVID-19 positive.
- (3) Licensing agencies if a child or staff member has tested positive.

(4) The program will consult the local (Boston) board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services

F. Quarantine Following Exposure or Close Contact: In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed. (1) If a child or staff has been exposed to COVID-19, regardless of whether the individual is asymptomatic, the child or staff will not be permitted to enter the program space and will be sent home. **Exposed or close contact asymptomatic individuals may return to the program upon presentation of a PCR test with a negative result no sooner than 5 days after the initial exposure.** This means that a PCR test must be taken on the 5th day after exposure. A negative result will allow return to the program on day 6 after initial exposure or close contact.

EEC IMPORTANT CLARIFICATION: It is the responsibility of the sick or symptomatic individual, NOT the program, to communicate with the local board of health to confirm their date for return to care following a COVID-19 positive test or identification as a close contact. Once the individual is approved to return to care, they may report back to the program. Programs should not expect to be provided documentation of return to care dates by the local board of health, or the Department of Public Health.

Hygiene and Health Practices

A. Handwashing facilities: Facilities with soap, water and disposable paper towels are readily accessible to all children and staff. Handwashing instructions are posted above every hand washing sink. When hand washing is not available the staff and children will use 60% alcohol hand sanitizer. Hand sanitizer is kept out of children's reach and staff supervise use. Parents must use our web application for sign in.

B. When to Wash Hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and children are frequently reminded that they must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands after the following:

- (1) Upon entry into and exit from program space;
- (2) When coming in to the program space from outside activities;
- (3) Before and after eating;
- (4) After sneezing, coughing or nose blowing;
- (5) After toileting and diapering;
- (6) Before handling food;
- (7) After touching or cleaning surfaces that may be contaminated;
- (8) After using any shared equipment;
- (9) After assisting children with hand washing;
- (10) Before and after administration of medication;
- (11) After contact with face mask or cloth face covering;
- (12) Before and after changes of gloves.

C. Cover Coughs or Sneezes: Children, families, and staff should avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the age of the child).

7. Personal Protective Equipment (PPE) and Face Masks and Coverings

All staff is required to wear a face covering and a smock during the program day. Face mask or covering can be removed ONLY when 6 feet of social distancing is possible. In accordance to EEC's guidelines FHM encourages the use of masks for children 2 and older. Children will be closely supervised while wearing a mask.

FHM requires all parents/caregivers wear a mask or face covering when on the premises and at all times during drop-off and pick-up. FHM will regularly remind families and staff that all individuals are encouraged to adhere to recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.

Information and training will be provided to all staff on proper use, removal, and washing of cloth face coverings and other PPE.

Forest Hills Montessori will use EEC's guidelines on Exceptions to Use of Face Masks/Coverings.

FOREST HILLS MONTESSORI DOES NOT PROVIDE TRANSPORTATION.

Food Safety

Tables and chairs will be cleaned and disinfected after each meal. Children will wash their hands before and after each meal. Meals and snacks are provided by the parents.