



Bergamo Montessori School

COVID -19

**Health & Safety Guidelines for
Early Childhood Programs**

Release date: June 19, 2020



COVID-19 Health and Safety Guidelines for Early Childhood Programs

Drop off

- Parents will drop off children at the front door to limit access to the interior of the building.
 - In extreme heat or rain, a staff member may institute a car line drop off or a staff member may come to your parked car to retrieve your child.
- The area in front of the building will be marked with tape or other placeholders to clarify six feet of distancing while waiting at drop off.
- Staff members will meet the parent and child at the front door. More than one staff member will be available at busy times.
- Contactless sign in: Staff member will sign in child for the day by visual identification of the parent. This will be entered into the school database.
- When at all possible, the same adult should pick up and drop off the child each day.

Pick Up

- Parents will provide a projected schedule for pick up times to help us prepare each child for pickup.
- Parents will call the school at **916-399-5891** when they are 15 minutes away from the school. The child will be prepared for pickup in the lobby after the 15 minute window.
- Staff members will meet the parent at the front door with the child. More than one staff member will be available at busy times.
- Contactless sign out: Staff members will sign out children for the day by visual identification of the parent. This will be entered into the school database.
- When at all possible, the same adult should pick up and drop off the child each day.

Access to the Building

- Access to the interior of the school will be limited to children and staff.
- All initial school tours will be held virtually. After this initial step, vetted prospective parents may observe the classroom by appointment only.
 - All prospective parents will be screened at the front desk for temperature and complete the same self certification for symptoms required daily for staff members.
 - All prospective parents will wear a mask when onsite.

- Classroom observations will be completed through a window or, when not possible, through the doorway of the classroom.
- Children will remain at least six feet away from prospective parents if observing through the doorway.
- Emergency service vendors (i.e. HVAC repair when the unit is not working) will be scheduled at non operational times if possible. If immediate service is required:
 - Children will be removed from the area accessed by the provider.
 - A staff member will accompany the service provider at all times.
 - Areas and surfaces will be disinfected after completion service.
 - Parents will be notified via email of the emergency service with details of repair required, the name of service provider/company, time of service call (start and end) and areas accessed.

Parent Health Screening Before Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home.

Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 100 degrees fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Note: for the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 24 hours.

Health Screening at Arrival - Children

Staff members will perform the following screening of all children at arrival:

Visual:

- Flushed cheeks

- Rapid breathing/difficulty breathing
- Fatigue
- Extreme fussiness

Verbal:

- Staff will ask parents if they have noticed any of the following symptoms in their child:
 - A cough
 - Shortness of breath
 - A sore throat
 - Fatigue
 - Body aches
 - Loss of taste or smell
 - Diarrhea
 - Has your child been given a fever reduced in the last 24 hours?
 - Are there any family members in your household with symptoms consistent with COVID 19?

Temperature:

- Upon arrival, a staff member will take each child's temperature using a contactless thermometer.
- If the child has a temperature of over 100° fahrenheit, the staff member will verify the temperature with another thermometer.
- A child with a double verified temperature of over 100° fahrenheit will not be admitted.
- Contactless thermometers will be used in all cases if possible.
- If a in ear/forehead thermometer is used, it will be disinfected with alcohol after each use
- Temperature of all children will be taken at drop off, before lunch and at 3 PM.

Thermal Temperature Scanning

To speed up the process of monitoring the temperatures of children and staff, the school has purchased a thermal scanning kiosk which will be stationed in the lobby. When installed and delivered, this machine will:

- Scan the temperature of the subject with a thermal camera
- Provide a reading within 2 seconds, with a notification if over 100 degrees fahrenheit
- Use facial recognition technology to identify the subject
- Log the record of the scan in a database for reference

All readings over 100 degrees fahrenheit will be duplicated with a second thermometer. Parents may choose to opt out of this scanning for their child, if desired.

Health Screening at Arrival - Staff

- Upon arrival, all staff members will take temperature with a contactless thermometer.
- Staff members with a temperature of 100.4 fahrenheit or more will be relieved of duty for the day.
- All staff members will sign a daily self certification asking:
 - Do I have a cough?
 - Do I have shortness of breath?
 - Do I have a sore throat?
 - Do I have body aches
 - Are there any family members in your household with symptoms consistent with COVID 19?

Any affirmative answers to these questions will relieve the staff member of duty for the day.

Child Illness Policy & Procedure

- Our sick child policy will be amended as followed:
 - Children will be sent home when the following symptoms are observed:
 - Temperature is 100 degrees fahrenheit or higher
 - Temperature will be taken at least two times, five minutes apart with two separate devices.
 - Cough - including a persistent dry cough without the documentation from a physician about an allergic condition
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea

Note:: The school reserves the right to send a child home for illness even in the absence of fever and regardless of a note from a physician.

- If any other these symptoms are observed, the school will:

- Provide a face covering if not already on (subject to age of child)
 - Remove the child to the isolation area with all belongings to go home
 - Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
 - If the child was in a classroom, we will open windows to increase air circulation, close off classroom areas used by the child to disinfect items of use (table, chair, etc.).
 - Move the child to isolation room to lay down on cot or mat
 - A staff member will wait with the child in the doorway of the isolation room.
 - When a parent arrives, a staff member will bring the child and belongings to the door.
 - A staff member will disinfect the cot/mat bedding of the room and open windows to air out the environment.
- Returning to School:
 - If sent home, the child must be symptom free for 72 hours before returning to school without the use of a fever reducer. **The minimum time at home will be three days from temperature (i.e. send home on Monday, return on Friday at the earliest).**

Admittance Policy for Children

Children will not be admitted to the school if:

- In the previous 14 days, he/she has had contact with someone with a confirmed diagnosis of COVID-19.
- In the previous 14 days, he/she has traveled to another state or another country.
- He/she is under investigation for COVID-19.

COVID-19 Off Site Exposure - Staff and Children

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days. Close contact means being closer than 6 feet apart for more than 15 minutes.

Definitions of Quarantine & Isolation

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine

should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Positive Case of COVID-19 in the Classroom Community - Children or Staff

If COVID-19 is confirmed in a child or staff member in a classroom community, the following actions will be taken by the school:

- Notify the local public health department
- Contact Child Care Licensing to report the presence of COVID-19
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow up actions (quarantine, classroom closure, etc.) will be dictated by the public health department

Children or Staff with Positive Case of COVID-19 - Returning to School

Children and staff who have a positive diagnosis and who have stayed home (home isolated) can return to school/work when the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared, or negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).

Social Distancing

- Children

We will bring previously enrolled children back into the classroom over the course of six weeks to adjust to new procedures. As we return the classrooms to pre closure enrollment levels, we will follow the following social distancing procedures when feasible:

- Early Childhood, Lower Elementary and Upper Elementary students will remain in separate environments to contain any possible infection to that program
 - Early Childhood: Lobby and first floor of building. Enter through the front door only
 - Lower Elementary: Second floor of building. Enter through back stairway only (no access to lobby)
 - Upper Elementary: Dutra House classroom. No access to main building or lobby
- Keep children in each classroom and in the smallest grouping possible separated by physical barriers or visual cues (on floor)
- Not mix groups of children during the day
- Keep the same adults with the group (excluding floaters and substitutes to ensure the safety and supervision of children)
- Stagger playground times to keep the groups separate
- Children will be reminded to socially distance with positive redirection and role play about social distancing will occur daily at group/circle times

- Staff

Staff is expected to maintain social distancing with each other while at work:

- Stay six feet apart
- Refraining from hugging, handshakes, high-fives, etc.
- Two staff members (maximum) are allowed in the staff room (and/or smaller rooms that are not classroom) for lunch breaks, etc.
- Staff is encouraged to eat outside/onsite or in their vehicle for lunches/breaks rather than going to the store, restaurant etc.

Napping

- Children will nap in their own classroom.

- Infants (who sleep on an individual schedule) will be separated in the napping area. Bed boxes are assigned for each child and may be moved to ensure distancing.
- Cots or mats will be three feet apart.
- Children will be positioned to sleep “nose to toes”.
- Bedding will be returned to heavy plastic (large ziplock) bags after use. Bags will remain open (not sealed) for air circulation.
- Cots or mats will be disinfected after use.

Operating Hours

- Operating hours will be temporarily changed from 7:30 AM to 5:30 PM.
- Opening staff will prepare the environment from 7 AM to 7:30 AM to ensure protocols were met from the previous day and disinfect common surfaces.
- Closing staff will disinfect classroom environments from 5:30 PM to 6 PM.
- Janitors will service the building after the building is empty for the day.

Meals and Snack

- Children will bring all snacks and lunches from home. Communal snacks from the school will not be served.
- Food preparation (an important part of the Montessori curriculum of practical life) will be temporarily suspended.

Face Coverings and Protective Equipment

- Children in the Infant and Toddler classrooms will not wear face coverings at school.
- Parents with children in the Primary classroom (ages 3-6 years) are asked to bring a face covering for the child to have onsite with his or her items. Face coverings will not be required, but may be used at the parent or teacher's discretion depending on the age and maturity level of the child.
- All staff will wear a face covering while working indoors.
- Gloves will be used while disinfecting surfaces, materials and objects.

Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors

- After handling garbage
- Before and after touching your eyes, nose, or mouth.

Five Steps to Wash Your Hands the Right Way

Staff are expected to follow and instruct children to follow these steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean towel

Notes:

- After assisting children with handwashing, staff should also wash their own hands
- Upon arrival, children will be required to wash their hands. The back of the child's hand will be stamped afterwards to serve as a visual cue for handwashing throughout the day; stamps should be faded or gone by pickup.
- Children will wash hands as a group at a minimum of 3 times a day.
- Hand sanitizer will be provided for staff (at level out of reach of children) to use as needed.

Disinfecting

- Common areas (will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) three times a day:
 - Adult bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
 - Staff room
 - Procure check in machine
 - Keypads
 - All door handles (inside and out)
 - Computer and monitor
 - Phone
 - Front desk (horizontal surfaces)
- Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, after lunch and at the end of the day:

- Tables and chairs
- Shelves
- Commonly used materials and objects
- Cubbies
- Door handles
- Bathroom sink faucets
- Toilet handles
- Paper towel dispensers
- Tricycle handles and seats
- Commonly used outside toys
- Grab bars on playground equipment

Notes:

- Materials and toys that cannot be disinfected will not be used.
- Towels, cloths and other porous materials will be single use only and laundered after use.
- Books and other paper materials are not considered a high risk for transmission and do not require disinfection unless mouthed.

Community Events & Gatherings

- The following events will be suspended until further notice:
 - All school community events (i.e. Ice Cream Social)
 - Onsite parent teacher conferences and meetings (will be held remotely)
 - Parent observations of the classroom
 - Field trips

Transparency & Communication

- Log records of daily disinfecting will be available for parents to view as a scanned PDF and linked in the weekly email
- Parents and staff will be informed via email of updated versions with at least 24 hours notice

Questions? Concerns? Suggestions? Please contact Matt@BergamoSchools.com



Bergamo Montessori School

Disinfecting Checklist: Office & Common Areas

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

| ITEM | AM | MID | PM |
|---|-------------------|-------------------|-------------------|
| | INITIAL WHEN DONE | INITIAL WHEN DONE | INITIAL WHEN DONE |
| Adult bathroom: faucets | | | |
| Adult bathroom: toilet handle | | | |
| Adult bathroom: sink | | | |
| Adult bathroom: towel dispenser | | | |
| Front door handles (inside + out) | | | |
| Classroom door handles (inside + out) | | | |
| Front door keypad (outside) | | | |
| Procare touch screen | | | |
| Front desk: all horizontal surfaces | | | |
| Computer mouse | | | |
| Computer keyboard | | | |
| Computer monitor | | | |
| Phone - front desk (receiver and base) | | | |
| Phone - classrooms handheld | | | |



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Disinfecting Checklist: Infant Classroom

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

| ITEM | AM | MID | PM |
|---|----------------------|-------------------|----------------------|
| | INITIAL WHEN DONE | INITIAL WHEN DONE | INITIAL WHEN DONE |
| Child tables (all) | | | |
| Child chairs (all) | | | |
| Changing table (in addition to after use) | | | |
| Shelves | | | |
| Cubbies | | | |
| Materials on shelves | | | |
| Counter (all horizontal surfaces) | | | |
| Cabinet pulls | | | |
| Toilet handles | | | |
| Sink faucets - child | | | |
| Sink faucets - adult | | | |
| Towel dispenser | | | |
| Ipad - Transparent Classroom Use | | | |
| Tricycles | After use only (MID) | | After use only (MID) |
| Outdoor play objects/toys | After use only (MID) | | After use only (MID) |
| Outdoor play equipment | After use only (MID) | | After use only (MID) |



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Disinfecting Checklist: Toddler Classroom

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

| ITEM | AM | MID | PM |
|-----------------------------------|----------------------|-------------------|----------------------|
| | INITIAL WHEN DONE | INITIAL WHEN DONE | INITIAL WHEN DONE |
| Child tables (all) | | | |
| Child chairs (all) | | | |
| Nap mats/cots) | After use only (MID) | | After use only (MID) |
| Shelves | | | |
| Cubbies | | | |
| Materials on shelves | | | |
| Counter (all horizontal surfaces) | | | |
| Cabinet pulls | | | |
| Toilet handles | | | |
| Sink faucets - child | | | |
| Sink faucets - adult | | | |
| Towel dispenser | | | |
| Ipad - Transparent Classroom Use | | | |
| Tricycles | After use only (MID) | | After use only (MID) |
| Outdoor play objects/toys | After use only (MID) | | After use only (MID) |
| Outdoor play equipment | After use only (MID) | | After use only (MID) |



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Disinfecting Checklist: Primary Classroom ROSSO

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

| ITEM | AM | MID | PM |
|-----------------------------------|----------------------|-------------------|----------------------|
| | INITIAL WHEN DONE | INITIAL WHEN DONE | INITIAL WHEN DONE |
| Child tables (all) | | | |
| Child chairs (all) | | | |
| Nap mats/cots | After use only (MID) | | After use only (MID) |
| Shelves | | | |
| Cubbies | | | |
| Materials on shelves | | | |
| Counter (all horizontal surfaces) | | | |
| Cabinet pulls | | | |
| Toilet handles | | | |
| Sink faucets - child | | | |
| Sink faucets - adult | | | |
| Towel dispenser | | | |
| Ipad - Transparent Classroom Use | | | |
| Tricycles | After use only (MID) | | After use only (MID) |
| Outdoor play objects/toys | After use only (MID) | | After use only (MID) |
| Outdoor play equipment | After use only (MID) | | After use only (MID) |



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Disinfecting Checklist: Primary Classroom BLU

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

| ITEM | AM | MID | PM |
|-----------------------------------|----------------------|-------------------|----------------------|
| | INITIAL WHEN DONE | INITIAL WHEN DONE | INITIAL WHEN DONE |
| Child tables (all) | | | |
| Child chairs (all) | | | |
| Nap mats/cots | After use only (MID) | | After use only (MID) |
| Shelves | | | |
| Cubbies | | | |
| Materials on shelves | | | |
| Counter (all horizontal surfaces) | | | |
| Cabinet pulls | | | |
| Toilet handles | | | |
| Sink faucets - child | | | |
| Sink faucets - adult | | | |
| Towel dispenser | | | |
| Ipad - Transparent Classroom Use | | | |
| Tricycles | After use only (MID) | | After use only (MID) |
| Outdoor play objects/toys | After use only (MID) | | After use only (MID) |
| Outdoor play equipment | After use only (MID) | | After use only (MID) |

Notes and Addendums