



Valley Forge Kinder House Montessori School

Phoenixville Campus

COVID -19

Health & Safety Guidelines

Release date: July 7, 2020

**This booklet outlines the guidelines Valley Forge Kinder House will be following
COVID-19 Health and Safety Guidelines**

Dear Parents,

This book outlines the policies and procedures we are putting in place to maintain a safe environment for your children. Please read through each portion carefully. As the school year approaches we ask that you talk through these changes with your children.

As ever, our goal is to provide a genuine, quality Montessori program in an environment that is safe, caring and supportive to the children. We must put the health of your children first, thus some changes will occur, such as putting a hold on food preparations. As you read through the booklet you will see where changes have been made. With these adjustments in place we believe we can continue to provide your child with a true Montessori experience in a safe environment.

***VFKH will resume a normal schedule on Tuesday, September 8th.
Phasing-In will begin on September 8th and end on September 16th.***

Regards,

VFKH Montessori Administration

These guidelines are subject to change based on Government and CDC recommendations. Change will be communicated with parents.

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Questions? Concerns? Suggestions? Please contact susankelly@vfkf.org

Operating Hours

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

Drop off

- All students are to be accompanied to the door by an adult. Parents and students should be wearing a face covering/mask.
- Students and their parent will form a line along the sidewalk with a 6 foot distance from the next family. There will be markers placed to indicate the spacing. Siblings should line up together.
- Parents will drop off children at the front door to limit access to the interior of the building.
- Faculty members will meet the child at the front door. More than one faculty member will be available at busy times.
- Faculty will screen the child, with parent assistance, prior to admitting the child. (See pg. 5 for more information)
- Parents should exit by walking down the steps to ensure they maintain an appropriate distance from the line.
- When at all possible, the same adult should pick up and drop off the child each day.

Pick Up

- Parents will form a line along the sidewalk, maintaining 6 feet distance from one another.
- Faculty members will meet the parent at the front door with the child for the 11:45, 1:00, 2:55 and 3:15 pm dismissals. More than one faculty member will be available at busy times.
- When at all possible, the same adult should pick up and drop off the child each day.

Extended Care

For **Early Bird**, parents are asked to call 15 minutes before arrival. A faculty person will meet them at the door.

For dismissal, **Kinder Kammer** parents will provide a projected schedule for pick up times to help us prepare your child. Please call 15 minutes before your arrival so your child/ren will be ready to be dismissed. Children will be dismissed at the front door.

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

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

Visual:

- Flushed cheeks
- Rapid breathing/difficulty breathing
- Fatigue
- Extreme fussiness

Verbal:

Faculty 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 faculty 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.
- Temperature of all children will be taken at drop off, before lunch and at 3 PM.

Health Screening at Arrival - Faculty

- Upon arrival, all faculty members will have their temperature taken with a contactless thermometer.
- Faculty members with a temperature of 100.4 Fahrenheit or more will be relieved of duty for the day.
- All faculty 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 faculty member of duty for the day.

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.
- If they do not pass the verbal OR visual OR temperature screening upon arrival

Children will be admitted to the school if:

- They do not display any of the visual signs of COVID 19 AND
- Their parent answers negatively to all verbal screenings AND
- They do not have a temperature above 100°F

Access to the Building

- Access to the interior of the school will be limited to children and faculty.
- Vetted prospective parents may observe the classroom by appointment only.
 - All prospective parents will be screened at the front door for temperature and complete the same self-certification for symptoms required daily for faculty members.
 - All prospective parents will wear a mask when onsite.
 - Classroom observations will be completed from the doorway of the classroom.
 - Children will remain at least six feet away from prospective parents if observing through the doorway.

Face Coverings and Protective Equipment

- Following state guidelines, students are required to arrive with a face covering.
- Exceptions include: any child who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a face covering without assistance.
- Parents are asked to send an extra face covering with their child's extra clothing.
- All faculty will wear a face covering while working indoors.
- Gloves will be used while disinfecting surfaces, materials and objects.

Social Distancing

Children

We will bring enrolled children back into the classroom over the course of nine days 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:

- Primary and Elementary students will remain in separate environments to contain any possible infection to that program
 - Primary: Pause to be screened at the main door. Enter through the door. Change shoes. Proceed to classroom for handwashing.
 - Elementary: Pause to be screened at the main door. Enter through door and walk down the hall way. Change shoes, then wash hands and proceed to classroom.
- 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

Faculty

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

- Stay six feet apart
- Two faculty members (maximum) are allowed in the smaller rooms for lunch breaks, etc.
- Faculty is encouraged to eat outside/onsite or in their vehicle for lunches/breaks rather than going to the store, restaurant etc.

Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and faculty 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

Faculty 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, faculty should also wash their own hands
- Upon arrival, children will be required to wash their hands.
- Children will wash hands as a group at a minimum of 3 times a day.
- Hand sanitizer will be provided for faculty (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
 - 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
 - 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.

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, 5 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
- 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 faculty member will wait with the child in the doorway of the isolation room.
- When a parent arrives, a faculty member will bring the child and belongings to the door.
- A faculty 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 or other symptoms (i.e. send home on Monday, return on Friday at the earliest).**

COVID-19 Off Site Exposure - Faculty and Children

If a faculty member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that faculty 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.

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

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

- Notify the school as soon as possible. (Identity will remain confidential in all school notices)
- Follow the guidance of health officials

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

- Notify the local public health department
- Contact necessary authorities 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

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).

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

Children and faculty 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 faculty 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 approved COVID-19 test.

Napping

- Primary children will nap in the Kinder Kammer room.
- Cots will be three feet apart.
- Children will be positioned to sleep “nose to toes”.
- Bedding will be returned to heavy plastic (large Ziploc) bags after use. Bags will remain open (not sealed) for air circulation.
- Cots or mats will be disinfected after use.

Meals and Snack

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

Community Events & Gatherings

The following events will be suspended until further notice:

- All school community events (i.e. School Social, Elementary BBQ)
- Onsite parent teacher conferences and meetings (will be held via phone or Zoom)
- Parent observations of the classroom
- Field trips

Transparency & Communication

- Log records of daily disinfecting will be available for parents to view upon request.
- Parents and faculty will be informed via email of updated versions.
- The Parent Log Book will not be used at this time. Parents are to email Mrs. Kelly regarding: changes in arrival or dismissal time, permission for pick-up, medicine permissions, etc. Notes should be sent prior to 8am on the pertinent day.