



## COVID-19 Health & Safety Precautionary Measures & Guidelines

In our efforts to keep our school community healthy and in keeping with the CDC and AZ Department of Health Services guidelines Inspire Kids Montessori will be implementing the following guidelines in these areas:

- I. General Preparedness and Planning
- II. Social Distancing Strategies
- III. Parent Drop-Off and Pickup Procedures
- IV. Children Screening Upon Arrival
- V. Cleaning and Disinfecting
- VI. Caring for Infants and Toddlers
- VII. Healthy Hand Hygiene Behavior
- VIII. Food Preparation and Meal Service
- IX. Sick Policy and Procedures
- X. Liability Waiver

### **I. General Preparedness and Planning:**

#### **Facilities Cleaning, Sanitizing and Disinfecting:**

- Physical campus has been deep cleaned, sanitized and disinfected by cleaning professionals twice.
- As recommended by the Arizona Department of Health Services, we will be using bleach-and-water solution and a hospital grade germicidal cleaner/cleaning solution.
- Routine Schedule for Cleaning, Sanitizing and Disinfecting will continue throughout the day, including when the students are at recess and at the end of the day.
- We will continue to adhere to the AZ Childcare licensing policies unless otherwise notified by the AZ Department of Health Services.

#### **IKM Teachers:**

- All staff have educated themselves on the prevention of respiratory viruses, including COVID-19, which includes basic hand washing, respiratory hygiene (coughing and sneezing), and implementation of proper protective equipment.
- Masks, gloves and other protective equipment will be provided for the teachers to use.
- Staff members will follow the cleaning schedule to clean surfaces and objects that are frequently touched or used by the children.
- Staff who are symptomatic with respiratory illness will be isolated and immediately sent home.
- Staff who tested positive or who have a family member that has tested positive for COVID-19 will notify IKM. In turn, we will notify the local health department and our parents. We will further inform parents and teachers upon receiving guidelines from CDC.

#### **IKM Visitors:**

Visitors must sign visitor logs in case contact tracing becomes necessary, and must remain in the lobby.

## **II. Social Distancing Strategies:**

- The children will stay in the same group and same classroom, and be cared for by the same teachers each day.
- The children will have recess at a different time or at a different playground.
- During nap time, the cots will be spaced out as much as possible.
- The number of the children in each group will be determined by CDC and AZ AZDHS
- Any events and Special events such as the Spring Performances and Kindergarten Graduation will be done virtually.

## **III. Parent Drop-off and Pick-up Procedures**

### **Drop-off Procedures:**

- Parents will drop off and pick up their child through the playground.
- During drop-off parent's and child's temperatures will be taken and will be asked screening questions
- Children will be provided with hand sanitizer or taken to wash hand upon entering the facility

### **Pick up Procedures:**

- Children will be picked up from the playground:
  - ❖ If students are not in the playground, parents will knock on the front door when there are no teachers present in the playground.
  - ❖ If the students are in the playground, parents will signal one of the teachers and wait for their outside of the side gate.
- All check-ins and -outs will be done by the school administrator.

## **IV. Children Screening upon Arrival:**

- Parents' and children's temperatures will be taken upon arrival.
- Parent/guardian will be asked to confirm that the parent and the child do not have fever, shortness of breath or cough the night before.
- Teacher 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.
- A child may not stay at school if he/she they or his/her parents or any other family members:
  - ❖ have fever or symptoms of a respiratory infection such as cough, sore throat, or shortness of breath.
  - ❖ traveled to affected areas within the last 14 days
  - ❖ have had contact with an individual with COVID-19.

## **V. Cleaning and Disinfecting:**

- Routine cleaning, sanitizing and disinfecting will be scheduled and followed through.
- Surfaces and objects that are frequently touched will be cleaned, sanitized and disinfected. This will focus on the tables, chairs and materials in the classroom. This may also include cleaning door knobs, light switches, classroom sink handles, countertops, cots, bathrooms, desks, chairs, cubbies, and playground structures.
- Different Sanitizer and Disinfectants, including hospital-grade germicidal solutions and EPA-registered disposable wipes, will be used.

### **Cleaning and Sanitizing School Materials & Toys:**

- School materials and toys will be cleaned and sanitized daily.
- School materials and toys that the children have placed in their mouths or are contaminated by body secretions or excretions will be set aside and placed in a soapy water container until they are cleaned by the teacher.
- Machine washable cloth toys will be laundered each day.
- Children's books, like other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### **Cleaning and Disinfecting Bedding:**

- Only sheets and blankets placed in an old pillowcase or a washable bag are allowed at school.
- Bedding will be sent home and cleaned weekly.

## **VI. Caring for Infants and Toddlers:**

- Infant teachers and students will wash their hands before and after feeding
- Infants' and toddlers' parents need to provide the teachers with multiple changes of clothes on hand.
- The children should be changed if there are secretions on their outfit, and they should wash their hands afterward.
- Soiled clothes should be placed in a plastic bag or washed in a washing machine.

## **VII. Healthy Hand Hygiene Behavior:**

- All children and staff will engage in hand hygiene at the following times:
  - Upon arriving at the school and after breaks
  - Before and after eating or handling food, or feeding children
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors
  - After handling garbage.
- Wash hands with soap and water for at least 20 seconds. For adults: If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

- Assist children with handwashing, including toddlers who cannot wash hands alone.

### **VIII. Food Preparation and Meal Service:**

- Beginning on Monday, May 18 students will bring lunch from home in a lunch box. Please pack just enough for one day.
- All IKM teachers have Food Handling Certification and will follow the proper food handling procedure.
- School will provide the morning and afternoon snacks. Parents have the option of packing them. If so, please send daily portions only. No extra food will be stored at school.
- Teachers will wash hands before serving the meal and after helping children eating.
- Teachers will ensure that children wash hands prior to and immediately after eating.

### **IX. Sick Policy & Procedure**

- IKM staff will monitor all children for signs and symptoms of new respiratory infections.
- Parents must pick up their child immediately when the child is sick
- Children or staff who are symptomatic with respiratory illness will be isolated immediately and sent home.
- If a child or a staff member has COVID-19 exposure and symptoms criteria, we will contact the Local Health Department Immediately. They will help assess the situation and provide guidance for further actions.
- Professional cleaning crew will clean and disinfect all areas if a COVID-19 case has been identified.

### **X. Liability Waiver:**

**By sending their children to school, parents release and agree to hold harmless Inspire Kids Montessori and its staff members from all illnesses, actions, claims, damage resulting from their child's attendance at IKM.**