



COVID-19 Policies

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Introduction

The policies and procedures listed below were created with guidance from the health department and CDC to keep our students, families, and staff safe and healthy. Due to mandates and licensing requirements, as well as recommendations for best practices, the policies and procedures listed below are mandatory for all staff, students, and families. Thank you for helping us help you and your family.

Novel Coronavirus is thought to spread mainly between people who are in close contact with one another (within about 6 feet), as well as through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, SMA has implemented many new safety measures for families, children, and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Physical Distancing Strategies

- Parents are required to drop children at the door.
- Parents/visitors entering the school are required to wear masks and use sanitizer before entering the school.
- Teachers are required to wear masks during drop off and pick up.
- Teachers are encouraged to wear masks during the day.
- Children are divided into groups of less than 10.
- Classes will include the same group each day, and the same teachers should remain with the same group each day.
- We will be dividing the classroom into various sections which will be self-sufficient for students to work on a given section at a time. We are thinking about more ways to innovate on how we can create self-sufficient shelves to let children work on their lesson plans with all the materials in one place instead of being spread across the room.

- Children are required to wash hands after using each section. We will continue to practice the hand washing procedures that we currently follow.
- We will reduce the number of children that can be on the playground at a given time.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Alter daily group activities that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and movement.

Infection Control and Sanitation Practices

Washing hands and sanitizing surfaces are the most important things we can do.

- Frequent hand washing with soap and water for at least 20 seconds will be required. There will be required handwashing upon arriving at the program, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. If soap and water are not readily available, you must use an alcohol-based hand sanitizer with at least 60% alcohol.
- Students, families, and staff will be reminded to avoid touching their eyes, nose, and mouth with unwashed hands and to 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).
- All snacks and lunch must be provided by parents/guardians for their child.
- Follow a schedule for cleaning and disinfecting throughout the day. Surfaces and objects that are frequently touched, such as doorknobs, light switches, faucet handles, etc. will be routinely cleaned throughout the day.
- Outdoor playgrounds generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on outdoor playgrounds is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. However, SMA will routinely clean high-touch surfaces made of plastic or metal. Cleaning of wooden surfaces or ground coverings such as sand and mulch is not recommended.
- Avoid sharing personal items.

Guideline for onset of illness at SMA

- If a child becomes sick during the day. The first teacher will take the child to the back room and keep the child comfortable until the family can arrive.
- The second teacher will immediately call the child's family and request an immediate pick up.

Guidelines for onset of illness while at home

Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with COVID-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that SMA will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Family member

- If caring for a sick household member, follow recommended precautions and monitor your own health.
- Have the person stay in one room, away from other people, including yourself, as much as possible.
 - If possible, have them use a separate bathroom.
 - Avoid sharing personal household items, like dishes, towels, and bedding.

- Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
- If the sick person can't wear a cloth face covering, you should wear one while in the same room with them.
- If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
 - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
 - If laundry is soiled, wear disposable gloves, and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

If SMA has a case of Covid-19

- SMA will notify families and staff of the exposure.
- SMA will report the confirmed case to the local health department and follow their specific guidelines.
- SMA will report the confirmed case to the state Department of Public Health.
- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19.
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member.
- Wait as long as is practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection

Returning after suspected signs of COVID-19

A staff member or child who has signs of suspected or confirmed COVID-19 can return to the facility when:

- At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.

AND

- At least 10 days have passed since signs first showed up.

If a person believes they have had close contact with someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work, childcare, school, or public places for 14 days.

In case of any mandatory stay home order

If there should be another mandatory closure due to any reason:

- We will provide childcare at school for families who need care as soon as it is safe to do so.
- For students staying home, we will move the instruction to virtual learning. We will have 2 virtual circles per week and teachers will provide material that children can work at home.
- If families choose to keep children home 50% monthly tuition will be charged.
- If families choose to discontinue attending school for any reason, last month's deposit cannot not be returned. Families can use the deposit to attend any summer camps or any other camps at school.

Health Screening

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees.

- Drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- The same parent or designated person should drop off and pick up the child every day.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- Staff will wear a mask and gloves while checking child's temperature
- Show the temperature to the parent and write in the correct column the child's temperature.
- Check if the child has any COVID-19 symptoms.
- Check if the child could have been exposed to anyone with COVID-19 symptoms.
- Staff must enter the information and sign.

Center Family Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email by the director as well as face to face from teachers.

These policies and procedures are subject to change in order to comply with the health and safety requirements set by the Governor, Washington State Department of Health (DOH), The Washington State Department of Children, Youth, and Families (DCYF) and Seattle & King County (Public Health).

Student Arrival Health Questionnaire

If your child has **any symptoms** on this form, we cannot allow your child/family to enter until your symptoms have resolved.

If you, a member family living with your child, or your child has traveled outside the state of WA please notify us for additional guidance

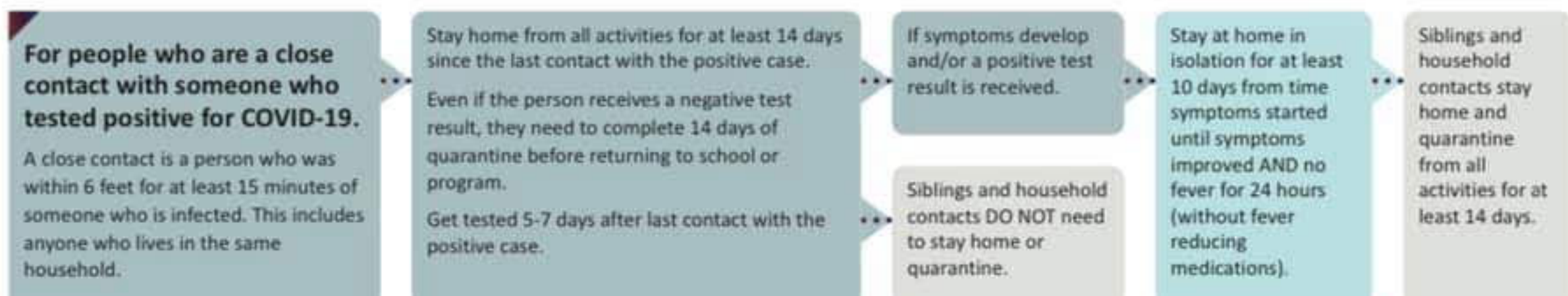
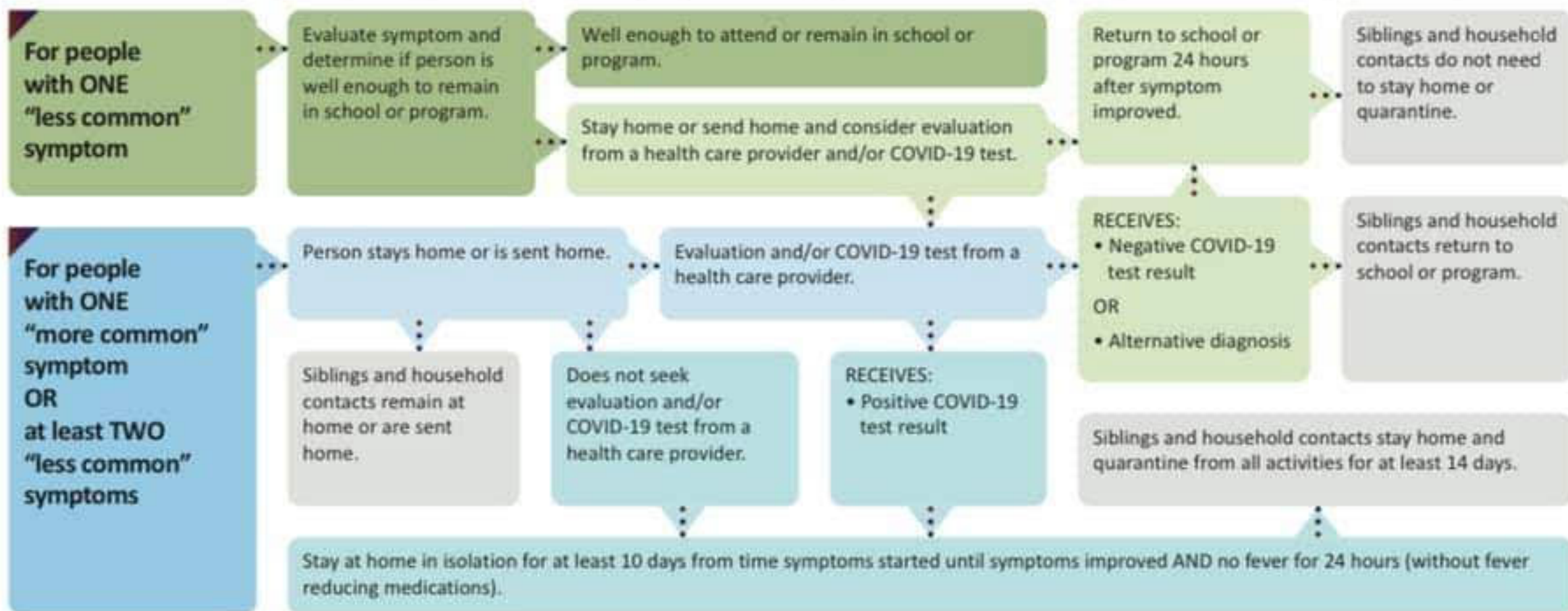
Date	Drop off Time & Parent	Close contact with person diagnosed Covid-19 (Y/N)	Cough/Shortness of breath or difficulty breathing/ Chills/ Repeated shaking with chills/Muscle pain Headache/ Sore throat/ New loss of taste or smell (Y/N)	Fever 100 or greater (Y/N)	Staff Signature

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

• **More common:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.

• **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



Acceptance of COVID-19 Policies

Stellar Montessori Academy COVID-19 Policies

I have read and fully understand Stellar Montessori Academy's policies and procedures for Covid-19. I also understand that this document can be changed at any time to comply with health and safety requirements.

I understand that COVID -19 is a global pandemic and I release Stellar Montessori Academy LLC from liability for any unintentional exposure or harm due to COVID-19.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules and guidelines set by the Governor, Department of Health and King county public health at any given time.

Parent Signature

Date

Parent Signature

Date