

**MONTESSORI SCHOOL OF GREATER LAFAYETTE COVID-19 MITIGATION
PLAN August 14, 2020**

Due to the spread of the coronavirus or COVID-19, Montessori School of Greater Lafayette (hereinafter “MSGL”) must remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned while helping the children learn and grow in as natural an environment as possible. The purpose of this Mitigation Plan is to identify and implement reasonable steps to take to help ensure the safety of students, staff, and families at the school. The administration is responsible for overseeing the implementation of this Plan and making any amendments thereto as the situation concerning this health emergency changes which it seems to do with regularity.

During the facility’s closure a complete, deep cleaning and disinfection procedure was conducted by our contracted janitorial service. Another deep cleaning has been conducted the week of August 10th to prepare for the reopening of the school. Our normal cleaning procedures will continue regularly and be supplemented by nightly disinfection throughout the school.

The administration will set the example by practicing good hygiene and schoolwide safety and prevention practices. The administration will seek the same behavior from all employees and will monitor actions accordingly.

This Plan is based on the current information available from the CDC, OSHA, the State of Indiana, and the Tippecanoe County Health Department and may be changed and amended based on further information from any of these entities.

A copy of the Mitigation Plan will be provided to staff and families.

Staff will be trained in following these guidelines and the Mitigation Plan. Staff will explain and model safety, physical distancing, handwashing, and hygiene procedures to students in an age-appropriate manner.

Informational Signage will be posted at the entrance to campus to help ensure compliance with this Mitigation Plan. They will give clear and precise information on COVID-19, its symptoms, when not to enter the building, risk factors, information on our daily health checks, and other precautions being taken to protect the students and staff.

Additional signage will be posted throughout the building including hand washing procedural illustrations in each classroom and restrooms.

Informational links thought to be helpful to our families regarding COVID-19 may be shared via email or posted on the school website or MSGL Families Facebook Page.

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MSGL is AN ACCREDITED SCHOOL OF THE AMERICAN MONTESSORI SOCIETY

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

Family Responsibilities

Parents of children in any of the Early Childhood Programs or in the Elementary Program shall ensure that their children come to school in an appropriately sized face covering each day and that they have several spare coverings with them as well. **Toddler students are encouraged to wear masks, but are not required to do so.**

Families are asked to review and follow the following Indiana Health Department and CDC information and guidance when determining the need for and the length of quarantining a child from school in potential COVID-19 cases:

I think or know my child has COVID-19, and he/she has symptoms

The child can be around others after:

- **10 days since symptoms (see above list of symptoms) first appeared and**
- **24 hours with no fever without the use of fever-reducing medications and**
- **COVID-19 symptoms have improved (for example, cough, shortness of breath)**

Most people do not require testing to decide when they can be around others; however, if your child's healthcare provider recommends testing, they will let you know when he/she can resume being around others based on his/her test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for "My child was severely ill with COVID-19 or has a severely weakened immune system (immunocompromised) due to a health condition or medication. When can He/She be around others?"

My child tested positive for COVID-19 but had no symptoms

If your child continues to have no symptoms, he/she can be with others after 10 days have passed since he/she had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your child's healthcare provider recommends testing, they will let you know when your child can resume being around others based on his/her test results.

If your child develops symptoms after testing positive, follow the guidance above for "I think or know my child had COVID-19, and he/she had symptoms."

My child was severely ill with COVID-19 or has a severely weakened immune system (immunocompromised) due to a health condition or medication. When can he/she be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your child's healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if your child can resume being around other people based on the results of his/her testing.

Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before your child can be around others.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone currently with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months and
- has recovered and
- remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.

MSGL asks that any attendees from a household of a child attending MSGL that contains anyone who has come from or has recently traveled anywhere internationally or to a domestic area considered by state and local health authorities as a “hot-spot” for the coronavirus outbreak affirm with the administrative staff that the child has abided by the 14-day quarantine procedure as provided by the CDC before coming to school.

Families are expected to report to the Executive Director of the school any known exposures of household members to COVID-19 positive individuals. The Executive Director shall only use this information in accordance with the recommendations of the local health department.

Any child with a fever above 100 degrees Fahrenheit or other symptom of a contagious illness should not be sent to school and will be sent home and asked not to return to MSGL until the fever or other symptom has abated for 24 continuous hours without the use of medication so long as the fever or symptom was not accompanied by a configuration of other COVID-19 symptoms as listed above. If the child experiences several such symptoms, the child should quarantine as set out above in the “I think my child has COVID-19” section.

If a child becomes ill while at school, he/she will be appropriately isolated until he/she can be picked up. Prompt pick up of ill children is required. An ill child must be picked up within 30 minutes of a parent receiving the phone call advising of the illness. It is imperative that the

family ensures that the school has accurate contact information for the persons responsible to retrieve their child from school and that the person be immediately reachable at any given time.

MSGSL Protocols for When a Positive COVID-19 Result is Reported

If a person reports concern about a positive COVID-19 case but cannot name the testing facility that performed their test, did not have an official test, or are reporting symptoms only, or suspect they have COVID-19, MSGSL will:

- o Refer the person to their health care provider for guidance
- o Ask the person to stay at home until they have spoken with their health care provider and provided MSGSL verification of the health care provider's recommendation regarding when it is safe to return to the school
- o Will not give medical advice or conduct an investigation but will refer the person to their health care provider for such information.

If the person reporting a positive COVID-19 case has the name of the testing facility that performed their test and received confirmation from a health care professional that they have tested positive for COVID-19, MSGSL will do the following:

- o Record in a confidential file the name of the testing facility and the date the test was done
- o Record in a confidential file the name of the person
- o Record in a confidential file the contact information for the person (best phone number)
- o Ask the person to stay at home until they have spoken with their health care provider and received instructions as to when it is safe to return to school
- o Report a confirmed positive COVID-19 test to: the local health department (LHD).

If the person reporting a positive COVID-19 case is a staff member, MSGSL will inform the employee of the school sick leave policy, of any supports or benefits that might be available to employees

Once the school has notified the Tippecanoe County Health DEpartment of a confirmed case of COVID-19 with the information listed above, the local health department will: Contact the person confirmed with COVID-19, inform direct contacts regarding their possible exposure, and give instructions to those involved with the confirmed case. The local health department will contact the school if more information is needed. The local health department will contact and instruct the individuals involved with the confirmed case regarding the next steps needed for the health of those individuals. MSGSL will consult with the Local Health Department and follow its recommendations regarding closing any portion of the school for a period of time as recommended by the Local Health Department due to the COVID-19 exposure on campus.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 24 hours (that is three full days of no fever without the use of medicine that reduces fevers); **and**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); **and**
- At least 10 calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); **and**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); **and**
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and preferably have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

Drop-Off and Pick-Up

No visitors will be allowed on campus grounds inside the fenced areas or in the buildings. Therefore, we will implement a carline for drop-off and pick-up of all children. The precise details of the carline have been published to all families. During all transition times staff members will wear a face covering. The student will be screened for health, including but not limited to a temperature check which must read below 100 degrees Fahrenheit.

If a parent needs to enter the campus, they will need to be admitted at the office by administrative staff. It is preferable that the parent contact office staff in advance to schedule an appointment to come on campus. The parent must provide and wear their own face covering and will be screened for health including, but not limited to, a no contact temperature check.

There will be a staggered Drop-Off and Pick-Up schedule for the car line. Physical distance guidelines will be followed during the Drop-Off and Pick-Up which will include children

remaining in vehicles until met by the staff member. Early Arrival at 7:30 to 8:00 am, Toddler to Drop-Off at 8:00 to 8:15 am in the MSGL parking lot, Early Childhood classes to Drop-Off at 8:20 to 8:45 am in the MSGL parking lot, and Elementary to Drop-Off at 8:30 to 8:45 am on Sharon Road. Each child will be screened at the car and receive a no contact temperature check. Each child and staff member's temperature will be logged each day and at other times during the day if a fever is suspected. Note: These logs and other required record keeping are essential. They will be maintained by the administrative staff at all times and will be kept confidential.

Group Size

MSGL will maintain its historical standard classroom group sizes with a 1:6 teacher/student ratio in the Toddler classroom 1:12 teacher/student ratio in Early Childhood classrooms. There will be 2 teachers for the Toddler and 2 teachers for the Early Childhood students. Students will remain in the same groupings together throughout the day except those that need to transition to an aftercare program at the end of the academic day (3:00 pm). Because we will not be transitioning students throughout the day, all three afternoon Early Childhood classes will be the standard multi-age Montessori classes rather than our normal special offerings of Spanish, Science, and Extended Day Kindergarten which are cancelled for this year.

Activities will be held outside as much as possible. The outside area will be shared according to a staggered schedule with basic sanitizing of equipment between groups. Activities that require projection of voice and/or physical exertion must only take place outdoors with an understanding of the limitations of physical distancing with young children.

Physical distancing will be encouraged, practiced, and modeled to the fullest extent practicable given our unique needs, and will be done in an age-appropriate manner. Staff will model and instruct as needed.

There will be no field trips or other outside people entering campus. There will be no trips off campus where others may congregate.

Staff Responsibilities

Staff members will have pre-shift screening, and this will be logged. No staff member may report to work if showing symptoms of COVID-19. Staff must wash hands following CDC guidance before entering a new group, as well as, disinfect any items they may carry (pen, clipboard, tablet, computer). Staff must wash hands frequently using soap and water including before and after food preparation, assisting a child with eating, and changing diapers. If soap and water are not available in an area, a supply of hand sanitizer with at least 60% alcohol will be used. Face coverings need to be worn by all employees except for eating and/or playing a musical instrument. In these specific instances physical distancing of at least 6 feet is required. Staff will be instructed not to touch the face covering and to take it home for washing daily. Any staff member showing signs of illness will be isolated until their departure. The school will

report to the local health department any known exposures to COVID-19 positive individuals while respecting the privacy of the individual.

Employees who have symptoms that are not attributed to any other health conditions shall notify their supervisor and stay home. People with COVID-19 have had a wide range of symptoms reported as noted above – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

This above referenced list is not all possible symptoms. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met (see above **Return to School After Exclusion**), in consultation with healthcare providers.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions as set out above.

Working with Children

There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used, staff must monitor its usage. Staff will model and encourage age-appropriate physical distancing and use of face coverings. The sharing of materials will be minimized but will occur. If materials are shared, they are to be disinfected between uses to the fullest extent practicable and staff and students are to wash their hands before and after usage. Used materials will be kept separate to the fullest extent practicable until the used materials are sanitized. Any shared items or materials will be cleaned between uses to the fullest extent practicable. An adequate supply of materials will be maintained.

Staff members will plate each student's food when the children have a snack. Multiple students are not to use serving utensils. Prepackaged snacks are an option.

Children's naptime mats will be spaced out as much as possible with 6 feet being optimal. Children will be arranged head-to-toe instead of face-to-face to further reduce the potential for viral spread.

Cleaning and Disinfecting

All surfaces will be cleaned and disinfected regularly. This is to be done throughout the class time. Areas/items to be cleaned include: Tables, chairs, doorknobs, light switches, countertops, handles, sinks, faucets, and student works. Adequate cleaning and disinfecting supplies will be maintained. The cleaning requiring the extensive use of disinfecting products will be done when children are not present, and the facility aired out before children return. If disinfection occurs while children are present, staff will wipe the area again with water to remove any residue.

Encouraged Best Practices

Any person in a high-risk population is encouraged to stay home, not work in school or childcare settings, and avoid entering for drop off or pick up. As indicated by the CDC this includes:

People 65 years and older

- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Pledge to Follow the Mitigation Plan

By signing below, I agree to abide by all the terms and guidelines outlined in this Mitigation Plan. I understand the importance following this Plan as it relates to the overall safety of the children and staff. An electronic signature is sufficient.

Signature _____ Date: _____

Printed Name: _____