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## **COVID-19 PREPAREDNESS & RESPONSE PLAN**

### **How to Monitor staff, children, parents, and visitors for COVID-19?**

- Temperature checks will be done on all staff, children, parents, and visitors entering Lakes Area Montessori Grounds.
- If an individual has a fever of 100.4 or other symptoms, he/she will not be allowed to enter our school.
- LAMC will provide the necessary supplies for screening- wipes, touch & touchless thermometers, alcohol-based hand sanitizer, tissues, face masks/cloth face coverings, etc. The touch thermometer will be cleaned by an alcohol wipe/ between use.
- LAMC representative will ask the individual if he/she has felt unwell in the last 3 days (fever, shortness of breath, been around anyone with COVID-19).
- **Symptoms in children-** cough, temperature, difficulty breathing, cold, diarrhea and/ or vomiting.
- **Symptoms in adults-**temperature, cough, shortness of breath, difficulty breathing, change in smell /taste and diarrhea.
- LAMC representative will ask if the individual has been in close contact with a person who has COVID-19. If yes, he/she needs to self-quarantine for 14 days.
- LAMC representative will monitor symptoms throughout the day and send any symptomatic individuals home immediately as needed.
- Should an employee feel sick, she/she will need to remain home and self-isolate.
- If a child becomes ill, he/she will need to be placed in the office/staff room until a parent/guardian can pick them up.
- LAMC representative will need to notify the local health department and our licensing consultant if any individual-staff, parent, or child shows symptoms or test positive for COVID-19.

### **How LAMC will practice Social Distancing?**

LAMC will maintain consistent group sizes. Each class will have designated teachers for the day and week. Children will be encouraged to sit three to six feet apart when possible. Spacing between cots will be head-to-toe positioning. LAMC will limit non-essential visitors from coming into our school and all staff meetings will be conducted with less than 10 people.

### **How to ensure hygiene (including regular cleaning and disinfecting ?**

- LAMC staff will use robust cleaning protocols throughout the day.
- Staff will deep clean all areas used by the children at the end of each day.
- Staff will clean all materials/toys, especially when they have been in the child's mouth.

- Soft comfort items will not be used, if any will be used, they will be sent home with the child to wash and return.
- Use MDHHS “Things to Clean & Disinfect in Childcare Environments.”
- Encourage adults and children to cough with a tissue or sleeve.
- Implement CDC handwashing guidelines.
- Children 4 years old and below, are not required to wear a mask, but will need to if walking in hallways. (Toddlers are excluded from this rule).
- Staff will wear gloves when handling contaminants, changing diapers, cleaning or when serving food. Clean hands immediately after gloves are removed.

## **How LAMC will use safety equipment-including PPE, when appropriate?**

LAMC will provide cloth face coverings/masks (which will be required by each staff member to wear throughout the day), face shields, gloves, sanitizers ( if available), disinfecting wipes (if available), and the cleaning solution of bleach and water. These will be used as needed to protect all staff and for cleaning/disinfecting surfaces. Gloves are to be worn when handling contaminants, changing diapers, cleaning or when helping a child with his/her food.

## **Who provides cloth face coverings/masks to employees?**

LAMC will provide cloth face coverings/masks and face shields to all our employees. They are also permitted to wear their own face coverings.

## **What is LAMC’s policy regarding cloth face coverings/masks and when do staff, parents, visitors, and children need to be worn?**

LAMC requires all staff, parents, and visitors to wear a face covering/mask when entering the building and during their time in the school building. Children under 5 years of age are not be required to wear a face covering/mask, however, a mask is needed if they are walking in the hallways. Children under the age of 3 must not wear a face mask/face covering.

## **How will you communicate protocol for families and report symptoms/positive test and policies when children need to be excluded from school.**

- Families will be contacted via phone/email when a COVID-19 case is confirmed in our school. The family of the child with COVID-19 will be informed of the steps to take to keep their child home (until full recovery/14 days quarantined) and must be fever free for 72 hours without the use of medication that reduces fevers and no cough, vomiting or diarrhea and only return with a physician’s note.
- Any child with immunocompromised and chronic respiratory conditions should only return to school with a note from their physician.
- All children should be up to date with their vaccinations. Please plan with your child’s physician to complete all vaccinations in a timely manner as this information is required before the start of the school year.
- All other families will be informed via phone/email about the duration of the school closing of the next 14 days due to the COVID-19 case.
- Should you/family member become symptomatic or receive positive COVID-19 test results, you will need to notify our office and pick up your child immediately
- Lakes Area Montessori will also work with the Oakland County Health Department and decide on the duration of the quarantining time of the individual/family, and for how long the school should be closed.
- Any questions/concerns may be discussed with administration as needed.

## **Lakes Area Montessori Center has taken steps to prepare our facility for precaution of the exposure of COVID-19 by the following:**

- At the start of the teachers' shift and drop-off of the children, temperature checks will be done on all staff, children, parents, and visitors entering Lakes Area Montessori Grounds. Parents and Visitors will ONLY be allowed under necessary circumstances.
- Post signs to show proper social distancing and for wearing a mask.
- Placing tape/signs on the walls/floors to show the distance needed for walking in the hallway.
- If an individual has a fever of 100.4 or other symptoms, he/she will not be allowed to enter our school.
- LAMC will provide the necessary supplies for screening- wipes, touch & touchless thermometers, alcohol-based hand sanitizer, tissues, face masks/cloth face coverings, etc. The touch thermometer will be cleaned by an alcohol wipe/ between use.
- LAMC representative will ask the individual if he/she has felt unwell in the last 3 days.
- **Symptoms in children-** cough, temperature, difficulty breathing, cold, diarrhea and/ or vomiting.
- **Symptoms in adults-**temperature, cough, shortness of breath, difficulty breathing, change in smell /taste and diarrhea.
- LAMC representative will ask if the individual has been in close contact with a person who has COVID-19. If yes, he/she needs to self-quarantine for 14 days.
- LAMC representative will monitor symptoms throughout the day and send any symptomatic individuals home immediately as needed.
- Should an employee feel sick, she/he will need to remain home and self-isolate.
- If a child becomes ill, he/she will need to be placed in the office/staff room until a parent/guardian can pick them up.
- LAMC representative will need to notify the local health department and our licensing consultant if any individual-staff, parent, or child shows symptoms or test positive for COVID-19.

## **Resources to Support Children's Social/Emotional Needs:**

Once a child is ready to return to school, we encourage families to prepare their child for coming back to school by talking to him/her about going back to school and seeing their teachers, friends, wearing masks, washing hands, keeping distant from others around them, etc.... use the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html> for a guide of "Talking with Children about COVID-19".

## **How will LAMC isolate in case of symptoms or confirmed cases onsite?**

Once the child/staff member shows symptoms of COVID-19, he/she will be placed in the LAMC school office/staff room until a parent/guardian picks up the child or the staff member leaves the premises.

## **If a case is confirmed at LAMC, who will you contact ?**

Once symptoms and/or a case of COVID-19 is confirmed, LAMC representative will contact the Michigan Health Department and our licensing consultant from LARA.

## Communication with Staff members:

- Any staff with an underlying health condition or is at a higher risk is encouraged to consult their physician before returning to work. Also, all staff is encouraged to get tested for COVID-19 before returning to work.
- Staff will be asked if they have any concerns/questions about returning to work.
- Should a staff member exhibit a symptom of COVID-19 or receive a positive COVID-19 test result, they must report it to the office (Colleen or Suha) and isolate according to the requirements below.
- Any staff member who exhibits multiple symptoms of COVID-19, has been exposed or tests positive for COVID-19, she/he must stay home until she/he has been fever-free for 72 hours without the use of medicine that reduces fever, other symptoms have improved and at least 10 days have passed since the symptoms first appeared.
- Each staff member will be given a copy of the COVID-19 Preparedness & Response Plan. Refer to the plan for information regarding your Personal Protection Equipment (PPE).
- For steps Lakes Area Montessori Center is taking to ensure our facility is as safe as possible, see the COVID-19 Preparedness & Response Plan. Lakes Area Montessori has also hired a new cleaning service-Status Cleaning Solutions to maintain the cleanliness of the school.
- Executive Order 2020-36 will be shared with each employee about their rights regarding COVID-19 .
- Refer to the following website for any social emotional needs <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>.

## Staffing Plan:

- A training before the start of the school year regarding COVID-19 will be provided to all staff members.
- Ms. Colleen will be the staff member responsible for handling questions and any reporting about COVID-19 concerns. She may be contacted by home phone, cell phone, text, or e mail. See staff info handout.
- Each class will maintain their ratio according to the LARA guidelines.
- Each class will arrange their space in the classroom to ensure enough space for the children to work in. Try moving shelves, tables, limiting/rotating number of materials on the shelves, etc....
- During snack and lunch time, ensure each child has their own lunch/snack. Refrain from serving any food to the children.
- Should there be a need to quarantine a staff member, a substitute will be called to fill in for her position.
- All staff will be required to use the PPE provided by Lakes Area Montessori Center throughout the school day.
- All staff will be required to work together and maintain the cleanliness of the classrooms, bathrooms, kitchens, tables, chairs, bathrooms, doorknobs, counter tops, materials, any other areas or materials used by the children or other staff members.
- Cleaning bleach and water solution must be used for cleaning the above mentioned. We will have a supply of disinfecting wipes (if available) and other cleaning solutions (if available) to use as needed along with the bleach solution.
- Evening cleaning staff from Stratus Cleaning Solutions will be conducting school cleaning on his/her specified days.
- Any material, toy or object mouthed by the children will need to be removed and cleaned immediately.
- All children are to remain in their classrooms during the day, except when playing outside.
- Try to open windows as much as possible to allow for air ventilation.
- Children will only be using the water fountains to refill their own bottles. Ensure all water bottles are labeled with their first and last names.
- Outdoor play will be rotated between the classrooms. All outdoor equipment must be cleaned after each class use of the playground.

## **Drop off & Pick Up:**

- Each child's temperature will be taken upon arrival to the school. If at any time of the day the child exhibits signs of COVID-19, his/her temperature will be taken, and the parent/guardian will be informed and will need to pick up their child.
- For before care drop-off, one staff will be by the door allowing children in, the parent/guardian will not be allowed into the building. Another staff will take the child's temperature and inform the parent/guardian before they leave. The staff will also enter the time the child arrived.
- Two staff members (one being Ms. Colleen) will be conducting drop off procedures where one staff will take temperature while the other staff takes the child in.
- Any car seats brought into the building will need to be disinfected with a Clorox wipe and remain in the front entrance area.
- Each child will use the hand sanitizer/hand washing upon entrance into the classroom.
- Any material brought into the building must be sanitized with disinfecting wipes before placed in the office/classrooms.
- All bedding must be taken home and washed at the end of the week.
- For mid and afternoon pick-up, staff members will escort each child to their car. The parents are to remain in the car (except when buckling their child).
- Children who are picked up in aftercare will be dismissed by one staff and no parent can be allowed into the building. The staff will record the time the child was picked up. You may choose to call the school to inform the staff you are on your way, and they will have your child ready to go for you.

Please note, despite Lakes Area Montessori Center's effort to provide a safe environment for our children and staff, there is still a risk of infection. We encourage you to make the best judgment of yourself and/or your child's attendance that meets your family's needs.

For reporting of a COVID-19 case for children, family member or staff, please contact our school immediately at 248-360-0500. Anyone who has been exposed to the COVID-19 virus will not be able to attend school until they have followed the procedures mentioned above. A 14 day of quarantine period and a Physician's note stating he/she may return to school and does not have COVID-19 is required. We continue to work with LARA and the Oakland County Health Department to ensure safety for all involved.

This document will be updated as needed!

LAMC Administration

7/31/2020