



8605 Richardson Road, Walled Lake, MI 48390

Tel: (248) 360-0500

admin@lakesaremontessori.com

Lakes Area Montessori Center

Preparedness & Response Plan for Elementary Class

Lakes Area Montessori will begin school on September 2nd, 2020. Please see below of how school will be conducted throughout Phases 4, 5, and 6 of the MI Return to School Plan.

HOW TO MONITOR STAFF, CHILDREN, PARENTS, AND VISITORS FOR COVID-19?

COVID-19 is spread from person to person. Especially between people who are close in contact through respiratory droplets produced when an infected person coughs, sneezes or talks. Also, through touching contaminated surfaces or objects that have the virus on it and then touching the mouth, nose, or eyes. Parents are encouraged to check their child's temperature before coming to school.

- 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 to staff for screening and utilizing- sanitizing wipes, thermometers, alcohol-based hand sanitizer, tissues, face masks/cloth face coverings, etc. The 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, sore throat, headache, muscle pain, 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 test positive for COVID-19 or exhibit signs and symptoms of COVID-19, or if they have been advised by their healthcare provider to self-quarantine, they will need to inform the LAMC Administrator and remain home to self-isolate for 72

hours (3 full days) without the use of fever reducing or other symptom altering medicines and at least 10 days have passed since the symptoms first appeared .

- 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 and SPACING?

- 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 desks will be arranged and face in one direction.
- All Kindergarten and Elementary students will have their own chair pocket to hold their own school supplies.
- Signs will also be placed in and out of the classroom to show spacing between people.
- LAMC will limit non-essential visitors from coming into our school and all staff meetings will be conducted with less than 10 people.
- If a parent needs to drop off anything for their child, they will need to call the office and inform the office staff of the time they are coming and the staff member will meet them at the entrance and take the item to the child.

HOW TO ENSURE HYGIENE (INCLUDING REGULAR CLEANING AND DISINFECTING ?

- LAMC staff will use robust cleaning protocols of all touched surfaces throughout the day.
- Staff will deep clean all areas used by the children at the end of each day.
- Use MDHHS “Things to Clean & Disinfect in Childcare Environments.”
- Encourage adults and children to cough with a tissue or sleeve.
- Teachers will allow students time for frequent handwashing throughout the day- upon arrival to school, before and after snack, before and after lunch, after using the bathroom, after outdoor/indoor paly, before and after administering medication, after handling any bodily fluid/cuts.
- Implement CDC handwashing guidelines. (Wash hands with soap and water for at least 20 seconds).
- Children under 5 are not required to wear a mask.

CLEANING- Lakes Area Montessori has hired Stratus Cleaning Solutions Company to clean the building. They provide a cleaning service that promotes safety and wellness of staff and children. All cleaning protocols and products meet industry standards and recommendations set by governmental health organizations. These standards apply to classrooms, offices, common

areas and hard surfaces (including counter tops, cupboards, light switches, knobs, handles, windows, and doors) in the building. LAMC will also provide 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.

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.

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.

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 to get medical attention immediately. All the areas where the employee works, or the child was at will be disinfected and deep cleaned in accordance with the guidance of the CDC.

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".

FACIAL COVERINGS- In Phase 4, facial coverings are required for all staff and children 5 years of age and up. Elementary students are required to wear their face covering in the classroom, hallways, and common areas; Kindergarten children may remove their mask if they remain in their classrooms unless they are in hallways or in common areas of the school.

- In Phase 4, all staff and students are required to wash their hands/use hand sanitizer (with at least 60% alcohol level) before beginning the school/workday.
- LAMC will provide supplies including soap, paper towels, gloves for staff, masks for staff, face shields for staff, tissues and informational signs that teach and reinforce handwashing with soap and water for at least 20 seconds.
- Spacing and movement- Students in the Elementary classes will be spaced as far apart as possible, with their desks facing in the same direction.
- In Phase 5, facial coverings are required for all staff and Elementary students to wear in the classrooms, hallways, and common area. Face coverings are recommended for children 5 year of age and up. Exceptions are made for anyone who cannot medically tolerate a facial covering, is incapacitated, or is unable to remove the covering without assistance. Students may use their own homemade facial coverings (which must be washed daily) or disposable level-one, basic surgical masks which must be disposed of at the end of each day.
- In Phase 5, it is required that staff and students wash their hands or use sanitizer before beginning the school/workday. We will provide flexibility in scheduling to allow for handwashing. Students will continue to be monitored and trained on the proper hand washing techniques using the CDC guidelines. Spacing and movement. Students in the Elementary classes will be spaced as far apart as possible, with their desks facing in the same direction. Desks/tables will be moved or re-arranged as needed.
- In Phase 6, LAMC will continue to conduct temperature checks and questionnaires pertaining to COVID-19 for all staff, children, parents, and visitors. Staff and children may wear a mask in the school if they choose to. Handwashing/hand sanitizer will still be required.

LARGE GATHERINGS- LAMC will not have large gatherings in or outside the school. In Phase 4, indoor gatherings/meetings will not be conducted. In Phase 5 and 6 we will assess the situation and decide whether indoor/outdoor events will take place or not. Recess may be conducted outside whenever possible with appropriate distancing and limiting to one class in each area at a time (LAMC has three playground areas where each class can utilize). In Phase 5 & 6, up to two classrooms will be allowed to have recess outside at the same playground.

We currently have Clorox Wipes and a bleach solution (approved by LARA) that we will utilize to clean throughout the day.

Drop off & Pick Up:

- Two staff members (one being Ms. Colleen) will be conducting drop off procedures starting at 8:15 am, where one staff will take temperature while the other staff takes the child in.
- 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.
- For before care drop-off (7:00 am), one staff will be by the door allowing children in, the parent/guardian will not be allowed into the building. The 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.
- 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 upon entrance into the building.
- Any material brought into the building must be sanitized with disinfecting wipes before placed in the office/classrooms.
- pick-up (starting at 2:50 pm), one staff member 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 (between 3:30-6:00 pm), will be dismissed by one staff and no parent be allowed into the building. The staff will record the time the child was picked up.
- We encourage the same parent or designated person to drop off/pick-up their child every day. ID will be checked if a new person is picking up the child/ren.
- Parents must also practice social distancing and not leave their cars while in line to socialize with other individuals in their cars.

REMOTE LEARNING- Should we have to temporarily close due to another COVID-19 outbreak; Lakes Area Montessori will move forward to remote learning. Teachers will be able to utilize their classrooms to conduct live/recorded lessons through Zoom/YouTube and add Freckle.com, and other Educational sites which best fit the learning of our students and their abilities. More detailed information will be shared with the LAMC families regarding remote learning. During the remote learning, daily attendance, academic progress, and assignments will be carefully monitored to ensure each child is consistent with his/her education needs.

Please note, any of the above-stated information is subject to change in the case we are redirected differently by Governor Whitmer. We ask that you remain flexible and understanding as this is a challenging time for everyone involved.

Lakes Area Montessori
July 31, 2020