

The Happy Children's Montessori

COVID 19 Handbook
Updated July 29, 2020

This handbook is to inform the Happy Children's Montessori community of the guidelines stated in the [Ready Schools, Safe Learners](#) publication, including the requirements, and recommendations for school reentry. These are the policies and procedures that HCM will adhere to during the time of the COVID-19 pandemic.

We require Staff and Parents to follow the stated guidelines and to ask questions when needed. Reentry this Fall will look like nothing we have ever done before, yet with complete cooperation, we can safely welcome children back to campus. Learning new procedures takes time, especially for children who are grounded in routine and tradition. Children will never be excluded from instruction, disciplined for struggling to learn, and/or disciplined for struggling to adhere to new procedures for how the school operates.

Prevention and Planning

HCM will meet all requirements set forth by *Oregon Ready Schools, Safe Learners*, written in concert with OHA and ODE in response to the public outbreak of COVID-19. These guidelines are specific to schools and don't follow the same guidelines as counties' or guidelines for the general public. Knowledge about COVID-19 is shifting and evolving based on science; guidelines will be adjusted based on the most up-to-date information, and in conjunction with health authorities.

Cleaning and Disinfecting

All door handles, sink handles, sinks, countertops, playground equipment, and shared materials will be cleaned, sanitized, and disinfected frequently. All environments, including classrooms, restrooms, and shared spaces, will be maintained and disinfected daily or between use as much as possible in accordance with CDC guidance..

Hygiene

Frequent and thorough hand washing is the primary prevention measure against the spread of communicable diseases. Hand sanitizer stations will be located outside the classroom. As always, children will be instructed to wash hands upon arrival, before and after eating, before and after recess, being outside, using the bathroom, using tissues and touching faces and nose.

Screening

Children and staff will stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. The four symptoms (cough, fever/chills, shortness of breath, or difficulty breathing) determined by OHA to be significant concerns in regards to COVID-19 will be assessed by parents before leaving for school. If your child has any of these symptoms, please contact [HCM](#) at 503-693-6531 and keep your child home for 72 hours after the fever is gone (without fever-reducing medicine), and other symptoms are improving. Please monitor siblings and other family members closely. To be clear:

Children and Staff must stay home if they, or anyone in their homes have COVID-19

symptoms:

cough

fever and/or chills

shortness of breath

difficulty breathing

Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19.

In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. Per Oregon Health Department and Oregon Department of Education Communicable Disease Guidelines, we must also exclude from campus any child or adult exhibiting:

fever

skin rash/sores

difficulty breathing/shortness of breath

concerning cough

diarrhea

vomiting

headache

jaundice

concerning eye symptoms

behavioral change

major health event

any student requiring more care than HCM Staff can provide

If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure that the person is not contagious.

Staff members can self-screen and attest to their own health.

Arrival and Departure Procedures:

Upon arrival, before children get out of their cars, they will be visually assessed by staff for the four symptoms. If a child has any of these symptoms, parents will be asked to take them home and not return to school for 72 hours after the fever is gone (without the use of fever-reducing medicine), and other symptoms are improving. Additionally, before leaving their car, each child's temperature will be taken using a non-touch thermometer. If a child presents with a temperature of 100.4F or higher, parents will be asked to take them home without returning to school for 72 hours after the fever is gone (without the use of fever-reducing medicine).

Anyone displaying or reporting the primary symptoms of concern while at school will be isolated and sent home as soon as possible. Parents must arrange for their child to be picked up within 30 minutes of such a call, either by them or by a designated emergency contact on record with HCM.

Staff will greet the children while still in the car at the start of each day and return the children to their cars after school each day. Staff will also sign in each child as he or she arrives each day.

Visitors

HCM will restrict non-essential visitors from campus. If a visitor is essential (parent), they must arrive wearing a face covering, wash or sanitize hands upon entry and exit, have their temperature read and be screened for the four visual symptoms (cough, fever/chills, shortness of breath or difficulty breathing). All visitors must adhere to 6 foot physical distancing.

All visitors will be restricted from school who have known to have been exposed to COVID-19 within the preceding 14 calendar days. We ask that anyone experiencing symptoms or illness not visit school for any reason. We know communication between home and school is always important and that meeting can be very necessary. To comply with guidelines, we ask that all visitors make appointments.

Face Coverings

All adults who are within six feet of children and/or staff will wear face coverings. Face coverings are now required for all students from 5 years old and up.

Isolation

Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Children who develop any illness symptoms while at school must be isolated in a designated isolation area, with adequate space, staff supervision, and symptom monitoring until they can go home. It is imperative that parents and/or emergency contacts make it their priority to come pick-up their child if called to do so promptly. Parents must arrange for their child to be picked up within 30 minutes of such a call, either by them or by a designated emergency contact on record with the Office. This is for the wellbeing of your child.

Classroom

Workspaces (tables, desks, rugs) within the classrooms will be assigned to children to adhere to guideline requirements. Teachers will modify and/or change assigned spaces to meet the needs of children. Whenever a change is made to a workspace, diligent cleaning practices will be implemented before the next user. Doors and windows, when possible due to children's safety and weather, will be left open.

Montessori Materials within the classroom will be available for all children to use. Some will be shared, and others that are not easily cleaned will be made and used by only one child. Diligent cleaning practices will be used on materials between uses. When possible, children will have their individual supplies (aprons, pencils, erasers, etc.) that will remain at their assigned workspace. Shared equipment (climbing structures, slides) will be cleaned before use each day.

HCM will no longer provide a snack. To ensure all requirements surrounding food are met, we ask that each family provide snack for their child. Refrigerator space is not available, so please plan for your child to bring a snack in a lunch box. Each child will be asked to bring a water bottle to be used throughout the day. All personal items brought from home must be clearly labeled with a child's name.

Each child will bring his or her own placemat.