



COVID-19 Preparedness Plan

Cathedral Hill Montessori School

Cathedral Hill Montessori School (CHMS) is committed to providing a safe and healthy environment for all our staff and children. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff members and families are responsible for doing their part in implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our school, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of ourselves, each other, and our school.

All community members are responsible for implementing and complying with all aspects of this Preparedness Plan. All other existing program policies and procedures must be followed unless otherwise indicated in this document.

Cathedral Hill Montessori School's staff members are our most important assets and we are serious about the safety and health of our whole community. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by hosting virtual meetings and sharing documents to review reopening plans and procedures as well as the associated health protocols and cleaning procedures. Staff suggestions and feedback have been requested during that process and have been incorporated into this plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19. We have compiled the latest, best practice recommendations for childcare programs dealing with COVID-19 and adapted them for use at CHMS. This plan will address:

- health policies and screening processes for staff and children;
- prompt identification and isolation of sick persons;
- if someone tests positive for COVID-19;
- hygiene and respiratory etiquette;
- personal protective equipment (PPE);
- arrival and dismissal procedures;
- engineering and administrative controls for social distancing;
- housekeeping - cleaning, disinfecting and decontamination;

- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Since COVID-19 is a novel virus, information and recommendations change rapidly. Any new COVID-19 information that comes from MDH or CDC will be examined by our team of staff and administration. We will update these policies and procedures as recommendations change. Staff and families will be informed of any changes. After a change or new policy is implemented, our administrative team will monitor compliance to ensure it is being implemented and practiced correctly and safely.

These policies are written based on best practice recommendations from CDC, MDH and Health Consultants for Child Care. Each item in this document is recommended as best practice, yet our school is unique as to what will work best in our individual program. We have given careful consideration to try to implement as many recommended policies as possible since they are considered best practice and will aide in slowing the spread of COVID-19 in our program and the community.

General Information

Cathedral Hill Montessori School (CHMS) will comply with any and all state or local health department guidelines regarding cleaning and sanitization practices and recommended safe practices. CDC guidance can be viewed here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.

CHMS will comply with any and all state or local health department guidelines regarding school closures, reopening, and reentry of students after infection with the disease.

We will open and operate to serve children and families when:

- We are confident that an adequate amount of supplies are available to support routine cleaning, sanitation and disinfection, hand hygiene and adequate PPE to protect staff and children.
- We are able to ensure we have enough staff to care for children.
- We are able to adjust our program to ensure smaller group sizes when possible.
- We are able to allow extra time for cleaning and disinfecting.
- We are able to provide sufficient training to our staff to maintain these policies and procedures.

CHMS will expect families and staff to adhere to all of the guidelines contained in this plan as well as guidelines specific to each classroom environment. This includes compliance with all CDC and MDH recommendations for physical distancing for the whole family, wearing masks in public indoor spaces or when physical distancing is not possible, hand hygiene, staying home when symptomatic, and quarantining for a minimum of 14 days after exposure to a known COVID-19 case.

CHMS will utilize email as the primary method of communicating school closures and other pertinent information related to operational changes.

CHMS reserves the right, at the sole discretion of the Board of Directors, to close the school at any time that such action is deemed appropriate in order to minimize the transmission of the disease.

During possible school closures, CHMS will do its utmost to remain connected to students and families. When reasonably practical, and within a reasonable amount of time to plan and configure, CHMS will continue to develop and present home learning opportunities.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Staff members age 65 or older or with serious underlying health conditions are requested to talk to their healthcare provider to assess their risk and to determine if they may work during this time.

Parents of children enrolled that have underlying health conditions should contact the Head of School to determine if it is advisable for the children to attend child care during this time.

Health Policies and Screening for Staff and Children

The following policies and procedures are being implemented to assess employee’s and children’s health statuses prior to their on-site shifts and for staff and families to report when they are sick or experiencing symptoms. It is critical that exclusion policies for ill individuals are strictly enforced. If you are unsure if you or your child might be sick, we ask you to please err on the side of caution, and stay home or keep your children home.

We will be following a new protocol for health screening for illness upon arrival and dismissal for staff and children. PPE (face mask and gloves) will be worn by staff when performing health screenings. Further information can be viewed here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>. The screening process will apply to staff and children and includes taking one’s temperature with a non-contact thermometer and asking the parent or guardian several questions:

CHMS Health Screening Checklist									
Week of 5/18-5/22									
Child’s Name	Temperature		Cough/ short breath?	Chills or digestive symptoms ?	Fatigue or muscle pain?	Loss of smell/ taste?	Headache ?	Sore Throat?	Contact w/ known exposure ?
Child or Staff Member									
Monday	Arrival:	Dismissal:							
Tuesday	Arrival:	Dismissal:							
Wednesday	Arrival:	Dismissal:							
Thursday	Arrival:	Dismissal:							
Friday	Arrival:	Dismissal:							

Staff and families are encouraged to self-monitor for signs and symptoms of COVID-19 with the following guidance:

KC CARE HEALTH CENTER **Check Your Symptoms** sources: WHO, CDC, NIH

COVID-19	FLU	ALLERGIES
fever	sudden fever	sneezing
dry cough	cough	cough
difficulty breathing	headache	red, watery, or itchy eyes
fatigue	muscle & joint pain	runny or stuffy nose
<p>Less common: aches, runny or stuffy nose, sore throat, or diarrhea</p> <p>Note: some people with coronavirus might not develop any symptoms</p>	sore throat	
	runny or stuffy nose	

Staff or children who have a temperature at or above 99.4 degrees or are exhibiting any of the above symptoms will be sent home until symptom-free for 48 hours without the use of medication. Any person exhibiting these symptoms will be isolated from the group until they are able to leave the premises.

When a child or staff member develops any symptoms of illness consistent with COVID-19 (new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever, chills, muscle aches, headache, sore throat, loss of taste or smell) we will do the following:

- Isolate the person in the upstairs lobby while they wait to be picked up or until they are able to leave the program on their own. Bring all belongings that will go home. Ensure there are hygiene supplies available, including cloth masks, facial tissues, and alcohol-based hand sanitizer.
- Have the child lie down on a cot until the parent arrives.
- Immediately call, or assign someone else to call, the parent.
- Siblings of a child exhibiting COVID-19 symptoms will be sent home as well, but do not have sibling wait in isolation area for parent pick-up.

- Staff who are monitoring the individual with symptoms should practice social distancing when possible.
- When parent/guardian arrives, bring the child to the pick-up person at the main entrance.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Launder all bedding.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (individual work space, cot, recently used materials, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.
- Sick children and staff will not be allowed to return to the program until they have met the exclusion criteria described below.

For symptoms consistent with COVID-19, it is imperative to reference the exclusion criteria from MDH to determine when individuals may return. If staff or children have been exposed to anyone with confirmed COVID-19, they must go home and self-quarantine for 14 days. Any instance of outbreak of COVID-19 within the school community will result in an immediate closure of a minimum of 14 days. Cathedral Hill Montessori School will consult with city, state, and federal health officials to conduct contact tracing if necessary before reopening.

If COVID-19 is confirmed in a child or staff member, CHMS will, at minimum:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

If a child, staff or family member contracts COVID-19, their identity must be kept private and may not be publicly shared with anyone.

The MDH Exclusion Decision Tree must be followed as this will help to slow the spread of COVID 19. If you have questions about the decision tree, please call the Minnesota Department of Health, Infectious Disease Epidemiology Prevention and Control Division at 651-201-5414 or 1-877-676-5414. Administrative staff will keep an illness log to track symptoms, primary and secondary exposures.

Symptoms consistent with COVID-19 include: new onset or worsening cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell. According to the MDH Exclusion Decision Tree, someone with a new onset or worsening cough OR shortness of breath or at least two of the following symptoms: fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell must stay home for at least 10 days from symptom onset, and for 3 days with no fever and improvement of respiratory symptoms—whichever is longer. (Fever should be gone for 3 days without using fever-reducing medicine). This means they are excluded for at least 10 days unless there's an alternate diagnosis from a health care provider. For example, if you have these symptoms for 7 days, you need to stay home 3 more days with no fever for a total of 10 days. Or, if you have a fever and coughing for 8 days, you need to stay home 3 more days with no fever for a total of 11

days. Because the Exclusion Decision Tree states “whichever is longer,” for any of these symptoms of an undiagnosed origin, the minimum time to be excluded is 10 days. Diagnosed origins, such as an ear infection, will follow the health care provider recommendation and the Hennepin County Infectious Disease Manual as normal; see the MDH Exclusion Decision Tree:

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

[What to do if you're waiting for COVID-19 test results \(PDF\)](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf)
www.health.state.mn.us/diseases/coronavirus/waiting.pdf

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis *without* a lab test OR people with symptoms consistent with COVID-19 *without* a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](http://www.hennepin.us/daycaremanual) (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



To clarify, here are the action steps CHMS will take in the following scenarios:

A. Symptoms - Children

- i. Child is isolated in the office or front lobby area and goes home as soon as possible, and the isolation area is cleaned and disinfected.
- ii. Materials touched by that child in the classroom are thoroughly cleaned and disinfected.
- iii. Child may return only after meeting criteria described.

B. Symptoms - Staff

- i. Leave the classroom as soon as possible and get tested for COVID-19.
- ii. Stay home until symptom free for 72 hours or negative test result
- iii. Staff who are feeling ill may be asked to work from home, and may return only after meeting criteria described.

C. Exposure - Staff & Children

- i. If a staff member or child has been identified as in close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days per the CDC guidelines or until a negative test result. Close contact means being closer than six feet for more than 15 minutes with a person who was infectious.

D. Positive Case of COVID-19 in a classroom

- i. If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community—as well as any siblings in other classrooms—will be required to self-quarantine for 14 days per the CDC guidelines.
- ii. Distance learning may be initiated.
- iii. The appropriate public health authorities will be notified.
- iv. The classroom/office space will be thoroughly disinfected.

Who is considered a close contact to someone with COVID-19?

For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact to a person with COVID-19, you should closely monitor yourself for any [symptoms of COVID-19](#). You do not need to self-quarantine.

Who needs to quarantine?

Anyone who has been in close contact with someone who has COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

More details can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Family Illness Policy

- Any child registering a fever of 99.4 or above will be immediately sent home and not be allowed to return until they have been fever-free without medications for 48 hours.
- Any child experiencing vomiting and/or nausea will be immediately sent home and not allowed to return until vomiting has stopped for at least 48 hours.
- Any child experiencing any sort of cough or respiratory illness (with or without a fever) will be sent home immediately and will not be allowed to return until the cough has subsided for at least 48 hours.
- Any child complaining of sore throat or showing signs of a sore throat (with or without a fever) will be sent home immediately and will not be allowed to return until symptom free for at least 48 hours.

- If anyone in the child's household has a confirmed case of COVID-19, the child will not be allowed to return to school until after 14 days of quarantine and only if the child is symptom free. The case will be reported to local authorities who will oversee the child's reentry.

If a child has a fever and they have no other symptoms, they may return to child care after they've been fever free for 48 hours without the use of fever reducing medications. However, if the child has two or more symptoms such as a fever of 101 and a sore throat, they must be out the 10 days minimum unless the child goes to the doctor with the fever and sore throat and receives an alternate diagnosis from the health care provider, such as strep throat. In that case the child can return based on the health care providers determination or the Hennepin County Infectious Disease Manual. Parents are implored to be on the lookout for signs of illness and keep their children home when they are sick.

It is very important that when your child is going to be absent, you communicate it to the school. We are required by the MN Department of Health to keep an illness, symptom and exposure log. Please report all absences to sam@chmschool.org or by calling 651-222-1555. Report any symptoms to the school when a child is absent. Symptoms to report are: temperature, cough, shortness of breath, loss of smell or taste, muscle pain, chills, headache, sore throat. Additional symptoms should also be reported.

If your child has had a primary or secondary exposure to a confirmed COVID-19 case you must report this to the school.

If a student or staff member reports a confirmed case of COVID-19, the Head of School will contact all exposed staff persons and families of their exposure and require them to self-quarantine for 14 days. The school will close for at least 5 business days before recalling staff to clean and disinfect the facility. Cathedral Hill Montessori School will consult with city, state, and federal health officials to conduct contact tracing before reopening.

In addition, if an employee or child is suspected or confirmed to have a COVID-19 infection, the Head of School will notify employees and families who may have been exposed to the virus without disclosing the identity of the person with the suspected or confirmed case of COVID-19. Likewise, if any known or suspected exposure occurs in the family or in its immediate circle, families and staff are expected to inform the school as early as possible and follow quarantine regulations set forth by the MN Department of Health.

Staff Illness Policy

If staff are experiencing any of the following, they are asked to stay home until symptom free for 48 hours without the use of medication.

- fever of 99.4 or above
- a cough or respiratory illness
- if you or a member of your household confirm or highly suspect COVID-19, please stay home and contact the Head of School immediately.

CHMS must maintain student/teacher ratios as mandated by the Minnesota Department of Human Services (DHS). To ensure that we can meet these requirements daily, the following procedures must be maintained by any employee needing to call in sick. A staff member that is ill or experiencing symptoms while at home must do ALL of the following:

1. **Email the Head of School and Administrator no later than 7:00am** the same day and write a message regarding your illness request for the day off.

2. Notify the other staff members in your classroom of your absence and which substitute will take your place, if known.

If staff become ill or experience symptoms in the middle of the night: Contact the Head of School as soon as possible, and the school phone no later than 8:00am. If staff become sick or experience symptoms while at work, they must notify the Head of School and they will be sent home immediately.

If a student or staff member reports a confirmed case of COVID-19, the Head of School will contact all exposed staff persons and families of their exposure and require them to self-quarantine for 14 days. The school will close for at least 5 business days before recalling staff to clean and disinfect the facility. Cathedral Hill Montessori School will consult with city, state, and federal health officials to conduct contact tracing if necessary before reopening.

In addition, if an employee or child is suspected or confirmed to have a COVID-19 infection, the Head of School will notify employees and families who may have been exposed to the virus without disclosing the identity of the person with the suspected or confirmed case of COVID-19. Likewise, if any known or suspected exposure occurs in the family or in its immediate circle, families and staff are expected to inform the school as early as possible and follow quarantine regulations set forth by the MN Department of Health.

Hand Washing

We always implement basic infection prevention measures at Cathedral Hill Montessori School. Staff and children are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their day, prior to any mealtimes, and after using the toilet. Hands are warm, moist parts of the body that come in frequent contact with germs that can spread disease. The single most effective way to prevent the spread of disease is to correctly wash your hands—thoroughly and often. Staff who demonstrate and teach proper hand washing techniques can reduce illness in childcares, schools, and the community.

Gloves are not a substitute for hand washing. Always wash your hands after glove removal!

Proper steps for hand washing:

5. Wet hands with running water
6. Dispense liquid soap
7. Wash hands for at least 20 seconds, paying close attention to all areas of the hands including palms, fingers, between the fingers, underneath the fingernails and the wrists.
8. Rinse hands with running water.
9. Dry hands with a single service, disposable paper towel.
10. Turn off the water with the same paper towel used to dry the hands so you don't touch the faucet with your clean hands.

Hand sanitizer (of greater than 60% alcohol) will be available in each classroom, in the entryway, in the office, and outdoors; it can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

Hand soap dispensers are located at each hand washing sink in the facility. If an employee notices the supply of hand soap within any dispenser is low, that employee will refill the dispenser with hand soap provided by the school and stored in the utility/laundry room.

Recommendations for times when children and staff working in a child care or school should wash their hands are:

- After arriving and before leaving for the day
- Before and after eating
- After using the toilet and after diapering
- After coughing, sneezing or blowing your nose.
- Before and after using water play tables, play dough, or sensory materials, however, during this time it is recommended to put these items away and not use if possible.
- After using the playground, gym, or large muscle room.
- After contact with pets.
- Whenever hands are visibly dirty.

Staff should additionally wash their hands at the following times:

- After contact with bodily fluids.
- After contact with pet cages and other pet products.
- Before and after applying medication or ointment.
- Before and after dispensing oral medications.
- After assisting with toileting.
- Prior to assisting children at mealtimes.

Respiratory Etiquette: Cover Your Cough or Sneeze

Staff and students are instructed to cover their mouth and nose with the elbow of their sleeve or a tissue when coughing or sneezing and to avoid touching their face (in particular their mouth, nose and eyes) with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Proper respiratory etiquette is always modeled by adults, and is supported by making tissues and trash receptacles available to all staff and students. Staff will review these procedures with children on a regular and as-needed basis.

CHMS will be utilizing A/C units, window fans, and wall-mounted oscillating fans to provide for the maximum circulation of air within each classroom environment. We have also purchased and installed medical-grade air purifiers for each classroom.

PPE: Masks and Gloves

Staff are required and expected to wear a protective face mask throughout the day on-site, except for in certain instances while eating or engaged in language presentations. The purpose of masks is to reduce the risk for transmission from the wearer to others before they know they are sick. Staff may provide their own and the school will also be providing disposable and/or cloth masks, available in the office and the utility room. As a preventative measure and a courtesy to all, especially those who are at higher risk, they should be worn as much as possible. Do not touch your eyes, nose, or mouth while wearing a mask to prevent potential contamination. Wash hands thoroughly before putting on a

mask and after removing it. Wearing face masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.

Staff will be wearing masks when on-site, and washable cloth masks will be made available to children. Families are encouraged to help children understand the importance and become comfortable with wearing or seeing caregivers wear masks. Please refer to these social stories, shared on our Google Drive: [Mask Social Story](#), and [Mask and Gloves Social Story](#).

Families are also encouraged to bring a daily supply of labeled face masks for their children for use at the school (at least 4-5). We will send personal masks home to be washed each day, and school masks will be washed daily on site. We will closely follow guidance on mask-wearing for children, and will monitor its safety and effectiveness. MDH recommends that children above 2 years old attending child care programs wear cloth face coverings as long as they can be reliably worn, removed, and handled by the individual child.

CHMS will provide protective disposable gloves for staff to wear throughout the day when in close proximity or performing cleaning tasks, which are available in the utility room. Gloves to be worn for food service are also kept within each classroom. CHMS requires staff to wear gloves while performing cleaning tasks; all equipment will be stored in the utility room. Staff are reminded to remove gloves properly, per their OSHA and First Aid training, and to always wash hands after removing gloves.

We will incorporate instructions on practices recommended to reduce the likelihood of COVID-19 infections into our classroom culture. This will include instruction on frequent hand washing, the proper method for effective hand washing, mask wearing, avoiding touching one's face, and covering one's mouth and nose if one must sneeze or cough.

New Arrival/Dismissal Procedures

- Families are asked to utilize the same person for drop-off and pick-up if possible to limit exposure. We also ask that grandparents or other older adults are not utilized for pick-up and drop-off, to protect our most vulnerable populations.
- To limit exposure, parents/guardians will no longer enter the building.
- Drop-off and pick-up areas will be modified to maintain group separation. Here are the designated drop-off and pick-up areas for each environment:
 - Toddler Community: Front Door
 - Children's House 1: Side Yard (upper level side door in case of rain)
 - Children's House 2: Front Yard (lower level side door in case of rain)
 - In case of rain or severe weather, we will modify this plan by utilizing the alternate entrances for health screenings and drop-off.
- Parents/guardians will be responsible for getting children out of the car and bringing them to the drop-off area, where the greeting staff member will escort the child(ren) into the school or yard and perform the health screening. Additional staff will be available to escort children into classrooms or bathrooms, if necessary.
- Parents/guardians are required to linger for a few minutes before returning to vehicles in order to answer health screening questions and wait for the screening to be completed by the staff member.

- Staff will help children to apply hand sanitizer upon arrival, and/or escort children immediately to their classroom and have them wash their hands upon arrival, after changing shoes.
- Adults must stay 6 feet away from one another during drop-off and pick-up times.
- Please notify the school each day if your child will not be in attendance, or if you will need to modify drop-off or pick-up times for the day.
- Parents/guardians may be asked to adjust arrival and dismissal times by 10 or 15 minute increments to allow for health screenings and staggering of transitions.
- At pick-up, we will ready your child and wait by the front door or outside in the front or side yard (depending on timing, weather, and specific program).
- Staff will dismiss your child to you once you are in sight.
- Please do not congregate at the door or allow your child to play on the playground after pick-up.
- Instead of handshakes or hugs, we will welcome and dismiss children with a wave and a smile!

Social Distancing and Group Sizes

Social distancing is being implemented in the workplace through the following engineering and administrative controls: CHMS is limiting the number of employees in the workplace at one time to the minimum number required to maintain student/teacher ratios each day. The Head of School/Administrator will continue to work on-site in the office. To the greatest extent possible, social distancing (minimum of 6 feet of separation) will be practiced throughout the school day.

Groups will remain closed/separated from each other as much as possible. We will limit the mixing of groups by staggering outdoor times, utilizing our separate outdoor spaces, eating lunch within classrooms, and keeping the same staff with the same group of children. We will always maintain DHS ratios for toddlers (1:7) and preschoolers (1:10) in attendance. For more specific information, please refer to these [updated modifications for child care centers from MN-DHS](#).

When applicable, staff are to maintain six feet of distance between themselves and other adults. Signage will be provided and posted instructing all non-staff adults to remain outside the facility and school yards. Visitors to the school will be restricted. As much as possible, no outside visitors or volunteers will be allowed into the building during the pandemic. An exception to this would be contracted service providers providing essential special education, supportive services, or necessary facility maintenance. Those individuals will be screened and asked to wear a mask and perform hand hygiene.

Staff are prohibited from gathering in groups and confined areas, and from using other employees' personal protective equipment, phones, computer equipment, desks, offices or other personal work tools and equipment. We will cancel or postpone all special events such as festivals, holiday events, special gatherings, field trips, programs, graduations, picnics and on-site prospective tours.

During nap, children will be positioned head-to-toe and will be separated from those outside their regular classroom group and by 6 feet from one another to the greatest extent possible. Cots are always assigned to each child and labeled with the child's name, per DHS requirements.

If any employee has a concern regarding social distancing, they are encouraged to voice that concern with the offending party as they feel comfortable, with the Head of School, or with the Board of Directors, as necessary.

Cleaning, Sanitizing, and Disinfecting

The virus that causes COVID-19 is mainly spread by respiratory droplets. When a person with COVID-19 coughs or sneezes, respiratory droplets containing the virus are expelled and can be breathed in by a nearby person. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes (which are the moist linings of the eyes, nose, or mouth) and infect you. The virus can also be spread by touching a surface contaminated with the virus and then touching your eyes, nose or mouth.

Routine cleaning and disinfecting is key to maintaining a safe environment for children and staff. Cleaning removes most dirt and germs and is done by washing with soap and water. Disinfecting kills germs when done properly.

We will use all cleaning products according to manufacturer's directions for concentration, application method, and contact time. Products are only effective when use accordingly to the manufacturer's directions. We will keep all cleaning products inaccessible to children. When surfaces are dirty, staff will clean using soap and water prior to disinfection. CHMS will use a diluted household bleach solution, prepared according to CDC recommendations.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, materials, and areas in the environment, including restrooms, classrooms, the hallway, and the office.

Frequent cleaning and disinfecting will be conducted in high-touch areas, such as the school phones, door knobs and handles, elevator panels, countertops, tables, chairs, hand railings, light switches, faucets, dish and lunchbox carts, cubbies, playground structures, walkie talkies, shared office equipment, and shared materials within the classroom environments. Our bleach solution mixtures have been modified to follow the CDC recommendations for cleaning, sanitizing, and disinfecting.

- At least 3x per day, wipe dry, then spray down bathroom sink area with the bleach/water solution and let dry. This includes faucet handles and soap dispenser.
- At least 1x during work day, sanitize tops of tables and backs of chairs.
- Each child will have an assigned work space, which will be sanitized at the end of the day or more frequently as necessary.
- Each child will have a set of their own commonly used supplies such as pencils, erasers, scissors, glue, which will be sanitized at the end of each day.
- When possible, disinfect working mats between use by spraying a cloth with disinfectant and wiping the mat.
- Materials that children have placed in their mouths should be set aside until they are cleaned and sanitized. There should be enough materials available so they can be rotated through cleanings.
- All laundry bins will be sprayed well with bleach solution and left to air dry after being emptied of dirty items. No clean laundry into unsprayed bins.
- Dish and lunchbox carts should be fully wiped and disinfected at least daily.
- Wipe down/disinfect frequently touched areas as often as possible throughout each day.
- Clean and disinfect materials after use as necessary.
- If a material cannot be cleaned/sanitized, it will not be used.
- Wear disposable gloves for all tasks in the cleaning process, including when cleaning items contaminated with bodily fluids or handling trash. Remove gloves properly, per OSHA and First Aid training. Wash hands after removing gloves.

- Materials should not be shared between groups, and should be set aside when they need to be cleaned.
- Children’s books, like other paper-based materials such as mail or envelopes, per the CDC are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Porous items that come into contact with bodily fluids should be removed and disinfected immediately.
- All bedding should be washed regularly and kept separate from other children’s bedding.
- If you have to touch or hold a child, the CDC recommends wearing an oversized button-down long sleeved shirt and wearing long hair up off the collar.
- Wash hands, neck, and any other place touched by a child’s “secretions” and change a child’s clothes if they have secretions on them. Contaminated clothes should be washed or sealed in a plastic bag, and everyone (child and staff) should have changes of clothes on hand at school.
- Outdoor environments will be utilized for as long as possible throughout the day. Windows and doors will be open to allow for ventilation during indoor work time.
- Use proper hand hygiene before and after use of shared computers.
- Refer to these [Guidelines for Cleaning and Disinfection from the CDC](#).

Routine Schedule for Cleaning, Sanitizing, and Disinfecting

Each classroom environment will develop and implement a Daily Cleaning Checklist to ensure all areas of the environment are being properly cleaned, sanitized, and disinfected.

Areas	Before Each Use	After Each Use	Daily (at end of day)	Weekly	Monthly	Comments
Food Areas						
Food preparation surfaces (Kitchen & Snack Hutches)	Clean, Sanitize	Clean, Sanitize				Use sanitizer safe for food contact
Eating utensils & dishes		Clean, Sanitize				
Tables	Clean, Sanitize	Clean, Sanitize				
Countertops		Clean	Clean, Sanitize			Use food-safe sanitizer
Food preparation tools		Clean	Clean, Sanitize			
Mixed use tables	Clean, Sanitize					Before serving food
Refrigerator					Clean	

Areas	Before Each Use	After Each Use	Daily (at end of day)	Weekly	Monthly	Comments
Classrooms						
Mouthed toys/ materials		Clean	Clean, Sanitize			
Door & closet handles; light switches			Clean, Sanitize			
Tables			Clean, Sanitize			
Floors			Clean			Sweep or vacuum, then damp mop
Machine washable cloths				Clean		Launder
Activity shelves				Clean		Establish weekly schedule to ensure weekly cleaning of each shelf
Hallway						
Drinking fountain			Clean, Disinfect			
Bathrooms						
Toilets			Clean, Disinfect			
Stools			Clean, Disinfect			
Handwashing sinks & faucets			Clean, Disinfect			
Garbage pail			Clean, Disinfect			
Floor			Clean, Disinfect			Damp mop with disinfectant
Sleeping Areas						

Areas	Before Each Use	After Each Use	Daily (at end of day)	Weekly	Monthly	Comments
Cots				Clean & disinfect		Clean & disinfect immediately if soiled
Blankets				Clean		Launder if soiled & before use by another child

The staff working on-site each day who will conduct the cleaning for each area they or the children in their care accessed that day. CHMS provides the cleaning, sanitizing, and disinfecting products.

The staff working on-site each day is responsible for preparing cleaning and disinfecting solutions to be used throughout the day at the beginning of their shift. It is EVERY staff member's responsibility to know how to properly mix and use these products. Clear instructions will be available in writing and kept with the products for your reference.

Spray bottles should be clearly labelled for the product inside AND the environment they are to be used in. Spray bottles should NOT be shared across rooms. If using a bleach solution, it is only effective 24 hours after mixing. Only make enough for use within 24 hours. All products, spray bottles and cleaning supplies are to be kept out of reach of children.

If an employee or child is diagnosed with COVID-19, the area used by that person will be closed off after windows have been opened to increase air circulation. After a minimum of 24 hours, all areas used by the person who is sick will be cleaned and disinfected, including any classrooms, the office, bathroom, hallway, and common areas.

Food in the Building

- Food work or food preparation activities across all age levels will be temporarily ceased.
- Children will no longer use plates, but will eat directly from lunch containers. Cups will still be provided as normal, as well as milk and water.
- Lunch will be eaten within classrooms or outside.
- Staff handling food, dishes, napkins, or preparing milk, water or snack will wash hands prior to this and wear gloves at all times.
- Use assigned seating methods with all age groups to ensure scattered seating when eating. All table space should be utilized to keep as much distance between children as possible during meals and snack. The recommendation is to maintain one chair distance in between each child during lunch.
- Snack will be adult served rather than self-serve. Staff must ensure snack is served in a way that avoids contamination between classmates.
- Cups must either be: single use and then sanitized after each use or disposable, and stored in a way that avoids contamination between classmates.
- Faucets and drinking source spouts will be disinfected frequently.
- Children will not be allowed to share food, touch each other, or touch each other's dishes.

- At mealtimes, milk and water will be served by an adult. There will be no shared pitchers.
- We will use paper products as much as possible and when possible, eat outside.

Belongings Management and Practical Considerations

- PLEASE LABEL ALL OF YOUR CHILD’S BELONGINGS. This is more important than ever.
- In an effort to limit the amount of items coming from home, we request children not bring extra belongings or unnecessary items such as extra bags, toys, etc.
- We will ask children to keep their “set” of personal belongings at school. This will include, but is not limited to, one or two extra sets of weather-appropriate clothing, indoor shoes, nap blanket, sun hat, sunscreen (if you choose to bring your own), and a small blanket or towel for sitting outside.
- Items for nap time will remain at school indefinitely and be laundered at school weekly.
- Please pack your child’s lunch in a single metal or hard plastic container that they can manage independently, minimizing the amount of small containers. Keep in mind that children will no longer use plates, but eat directly out of the containers. Please send along flatware if necessary.
- As much as possible, only parents and children should touch their own belongings. Each child should have a designated place for their belongings. We will use tape or other indicators to assist children in maintaining their belongings.
- Towels, cloths, sponges or other porous materials used for activities should be single use and laundered between use by each child.
- New guidelines and expectations for children will be shared by each guide.

Communications and Training

This Preparedness Plan was communicated during a virtual staff meeting to all staff on May 26, 2020 and necessary training was provided on June 2, 2020. Additional communication and training will be ongoing as needed and provided to all new or returning staff who did not receive the initial training. This Preparedness Plan has been certified by Cathedral Hill Montessori School administration and was posted throughout the workplace and communicated to families by June 8th, 2020. The Head of School will monitor how effective the program has been implemented through observation and by reviewing the plan and its implementation with the staff at the June staff meeting. We will work through this new program together and update the training as necessary. It will be updated as necessary, and we will adjust our operations based on our monitoring of local health data and recommendations from the local, state, and federal authorities.

Communication regarding schedule, attendance, general questions, forms, late arrival appointments: contact sam@chmschool.org. Phone: 651-222-1555. Program, health & safety, admissions, policy and procedure questions can be directed to maya@chmschool.org. To discuss your child’s learning, behavior, belongings, nap, lunch, recess, and other related items, please email your child’s Guide.

General Resources

COVID-19 Hotlines 7am-7pm:

Health Questions: 651-201-3920 or 1-800-657-3903

Schools and Childcare Questions: 651-297-1304 or 1-800-657-3504

Department of Human Services: 1-888-234-1268

MDH: <https://www.health.state.mn.us/diseases/coronavirus/schools/index.html>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Health Consultants for Child Care: <http://www.healthconsultantsforchildcare.com>

Certified by:

Maya Verjovsky

Head of School/DHS Licensing Authorized Agent

Appendix A - Guidance for developing a COVID-19 Preparedness Plan

General

<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Hand Washing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory Etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees Exhibiting Signs and Symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Appendix B - COVID-19 WAIVER for CATHEDRAL HILL MONTESSORI SCHOOL

Coronavirus (COVID-19), is a contagious virus that transmits primarily from person-to-person contact. Federal and state authorities recommend social distancing to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in CHMS programs or accessing CHMS facilities may increase the risk of contracting COVID-19. CHMS does not warrant or represent that COVID-19 infection will not occur through participation in CHMS programs or accessing CHMS facilities.

As a condition of reopening the school to all families, and pursuant to guidelines established by the Minnesota Department of Health (MDH) and the Federal Center for Disease Control (CDC), CHMS has developed a COVID-19 Preparedness Plan (the Plan). The Plan sets out the policies, controls and requirements that all staff, parents and those accessing CHMS will be subject to and governed by, with an effective date of June 1st, 2020. The undersigned acknowledges receipt of a copy of the Plan, and certifies that the Plan has been read and understood. The undersigned agrees to abide by and comply with all policies set forth in the Plan.

The undersigned certifies that as the date hereof, and for the preceding 14 days, neither the undersigned nor a family member of the undersigned has either been diagnosed with COVID-19 or developed symptoms of COVID-19. The undersigned further certifies that social distancing and mask wearing as recommended by MDH and CDC has been consistently practiced by the undersigned and family members, and shall continue until such time as either MDH or CDC recommends otherwise.

The undersigned acknowledges that participating in CHMS programs and accessing CHMS facilities creates a risk of contracting COVID-19. The undersigned, for his/her self, and on behalf of all family members, including any minors, hereby assumes all such risk of contracting COVID-19 while participating in CHMS programs and accessing CHMS facilities.

The undersigned, for his/her self, and on behalf of all family members, hereby waives and releases any and all claims against CHMS, its employees, officers, board members and administrators, from any loss, damage or injury arising out of or resulting from the contraction of COVID-19 while participating in CHMS programs or accessing CHMS facilities.

Participant Name (Print Clearly)

Participant Name (Print Clearly)

Participant Name (Print Clearly)

Participant or Parent/Guardian Signature

Date