



CHILDREN'S WORLD BILINGUAL MONTESSORI SCHOOL  
*Children are the Future*

## COVID-19 Policies and Procedures

This COVID-19 policies and procedures is based on information from “Guidance for Child Care Programs that Remain Open” on the Centers for Disease Control and Prevention (CDC) website. This plan is in place to protect our children, families, and staff from the spread of COVID-19. As is the case when leaving the home during the COVID-19 pandemic, parents understand that there is a risk when sending children to a childcare setting. This plan is subject to change depending on new orders from state or local health agencies.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#General>

### **Hours of Operation**

1. 9:00 AM-5:00 PM: Hours of operation
2. 8:30 AM-9:00 AM: Staff will be disinfecting the classroom in addition to the regular opening duties.
3. 5:00 PM-5:30 PM: Staff will be disinfecting the classroom in addition to the regular closing duties.

### **Class Setting**

1. Children will remain in groups as small as possible.
2. We will follow the guidance of cohort group setting: A cohort group setting: a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the

cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

3. We will prevent interactions between cohorts, including interactions between staff assigned to different cohorts.
4. The children of essential service providers such as first responders, healthcare workers, transit or food retail workers, will have priority. Next will be children of persons who do not have paid leave, cannot work from home, or do not have a family caregiver at home.
5. Distance learning through Zoom meetings will still be available for children who remain at home.

### **Sick Policy**

1. If a staff or a child exhibits signs of illness, we will follow facility procedures for isolation and notify the caregiver immediately to pick up the child.
2. If a child, parent, or caregiver exhibits signs of illness or has had a fever (>99 degrees Fahrenheit or 37 degrees Celsius) in the last 48 hours, please keep your child at home.
3. The child can return to school after 48 hours fever free without taking any medications and without any symptoms of COVID-19.
4. If the child has any signs of illness, the school reserves the right to make a final decision on whether the student can go to school.

### **Social and Physical Distancing Strategies**

1. Children will remain in the same group.
2. We will keep the side doors open, turn on the fans and air purifier machines to increase air circulation in the facility.
3. We will cancel or postpone special events and extracurricular activities for now.
4. Teachers will arrange developmentally appropriate activities for smaller groups and rearrange furniture and play spaces to maintain 6 feet separation.

5. Teachers will find ways to use masking tape and other materials for children to create their own space.

### **Mask/Face Covering Policy (self-provided)**

1. All adults and children entering campus MUST wear a mask/face covering that covers the nose and mouth at all times while on campus except during lunch and snack time. Either disposable or reusable masks/face coverings can be used.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
2. Please prepare backup masks/face coverings for your own child(ren) and place them in your child's backpack to be used as needed.

### **Curbside Drop-off and Pick-up Policy**

1. Only staff, students, and authorized people are allowed in the school building.
2. All individuals entering the facility will be required to have their temperature taken with a no-touch thermometer.
3. Curbside Drop-off at 9:00 AM:
  - a. Parents and child(ren) must wear a mask. Please park your car and bring your child at the curbside area within the parking lot. Please maintain physical distancing of 6 feet if more than one family is present at the door.
  - b. Your child's overall wellness will be screened and their temperature will be taken. The parents will be asked questions including "Have you, your child(ren) or any of your household members had any signs of respiratory illness such as fever, cough, or difficulty breathing within the past 48 hours?"
  - c. A school staff will help you sign-in and escort your child to his/her classroom with their belongings.
  - d. Prior to entering the classroom, the child(ren) will use hand sanitizer available at entrance in the lobby.
4. Curbside Pick-up at 5:00 PM:
  - a. The child(ren) will be ready to be picked up at 5:00 PM. If you plan to pick up your child(ren) before 5:00 PM, please call at least 5-10 minutes prior.

- b. Wait outdoors at the curbside area. A staff member will help you sign-out and assist your child leaving with his/her belongings.
- c. Your child's daily report will be sent electronically.
- d. Your child will wash their hands before leaving the school.

### **Meal/Snack Times**

1. We will utilize more tables to spread children out or use name cards to ensure adequate spacing of children.
2. We will practice proper hand-washing before and after eating.
3. We will follow CDC and California Department of Public Health (CDPH) COVID-19 food handling guidelines to prepare snacks.
4. School staff members will immediately clean and disinfect tables after meals/snacks.
5. Please pack your child's own lunch with utensils. Please use a thermos for hot food. We will not be ordering from school catering during this time.

### **Bathroom**

1. We will sanitize the sink and toilet handles before and after the group finishes using the bathroom.
2. Children will wash their hands for 20 seconds and use paper towels to dry their hands thoroughly.

### **Napping**

1. Children's cots will be placed 6 feet apart from each other.
2. Sleeping cots will be assigned to individual children.
3. We will arrange the head of each cot alternately; head to toe, in opposite directions, to lessen the possible spread of illness between children.

### **Personal Health and Hygiene Practice**

1. We will continue to reinforce children's healthy habits, such as using tissues to wipe the nose and coughing inside the elbow.
2. We will continue to model and practice hand washing before and

after eating, after coughing or sneezing, after playing outside, and after using the restroom, etc.

### **General and Special Cleaning Practices**

1. We will follow the health department and the licensing department's cleaning procedures to develop a cleaning and disinfecting schedule.
2. We will continually work with our custodians to maintain the cleanliness of school. The custodians will be required to wear mask and gloves when entering the school. The school staff will be in charge of periodic cleaning in the classroom and shared areas. (e.g., wiping tables after each use, sanitizing shared materials at the end of the day, wiping shelves and surfaces throughout the day, sanitizing bathroom at least 3 times a day and after use, etc.)
3. We will select appropriate sanitizers or disinfectants for child care settings.
  - a. We will use all cleaning products according to the directions on the label.
  - b. We will use a detergent or soap and water to clean the dirty surfaces prior to disinfection.
  - c. All cleaning materials will be kept secure and out of reach of children.
  - d. All cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
4. Materials that cannot be cleaned and sanitized won't be used.
5. We will set aside materials that need to be cleaned and place them in a container with soapy water marked for "soiled materials." We will keep the container out of reach from children. We will prepare enough materials so that they can be rotated through cleanings.
6. Since children's books and other paper-based materials are not considered a high risk for transmission, we will perform regular cleaning of the cover surfaces and encourage children to wash their hands frequently.

### **Diaper Changing Procedures**

1. The procedures will be posted in the diaper changing area. Steps include:
  - a. Preparation (including putting on gloves)

- b. Clean the child
- c. Remove trash (soiled diaper and wipes)
- d. Replace diaper
- e. Help child wash hands
- f. Sanitizing the diapering area
- g. Wash hands

