



Montessori School
of Cheyenne

Dear MSC families,

As you are aware, we are planning on a soft opening on May 6, 2020. We have received guidance from the health department, and they are advising that we can have a max of 9 people in a classroom at a time. However, to remain in compliance with the DFS ratio for supervision we will be starting with the capacity of 50 students. We can accommodate up to 15 Toddlers and 35 Primary. We are also following guidelines from the CDC. Here are some of the links below.

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

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

I wanted to give a clear explanation of our new policies and procedure that will be put in to place whenever we do open. These procedures are to ensure the health and safety of not just the children, but the adults as well. This is an uncertain time for everyone, and I would like to give as much info as I can while we head into the end of the school year and begin our summer session.

I want this opening to go as smoothly as it possibly can. This is a new normal that we will all have to get used to. However, the reality of this pandemic is that once business and everything else begin to reopen, we may see another wave of this virus hit Cheyenne. If this does hit our school in any form, we will listen to what health officials and the CDC advise us to do. This could result in more closures. Closure and length of closures will be indicated by the guidance of the Laramie County Health Department.

I am excited to see many of our students and families tomorrow. Please feel free to reach out to me with any questions you may have.

Lindsey Davis, MSC Director



MSC Pandemic Response Policies and Procedures

These policies and procedures are temporary, only change the specific policies and procedures already in place as described herein, and will be adjusted and utilized as needed by MSC, in the sole discretion of the Board of Directors, to take all reasonable and all required steps to maintain the health and safety of those within the Montessori School of Cheyenne's (MSC's) physical facility.

Building Capacity: Based on the Covid-19 Orders and the Laramie County Health Department:

- The childcare provider must restrict groups of people (children and providers) to less than 9 in each separate room. The childcare provider can allow 9 or more people in the facility only if each group of less than 9 individuals is in a room separated by walls from other groups.
- In order to comply with the DFS supervision ratios we are capping the daily attendance to 50 students.
- Due to the Covid compliance procedures all children will remain in their assigned room/group at all times. We are trying to keep consistency for the children as much as we can.

Adjusted pandemic hours. 7:30 to 5:00 pm.

1. **Drop-offs.** All drop offs and pickups will happen in the front of the school. Either right at the curb, or in the vestibule. A staff member will take your child's temperature in a non-invasive manner (e.g., forehead thermometer or, once they arrive, infrared thermometers requiring no contact). Any thermometer that touches an individual will be sanitized before touching another individual. If a temperature is 100.4 degrees or greater, the child may not come to school. You will also be asked a list of questions about potential exposure and symptoms before entering the facility. After the temp is taken, and the survey is complete the staff member will gather your child's things and walk your child to his or her classroom. All of this will be done as quickly and privately as possible. If you have any concerns



about answers or would like more privacy, please simply request that you step into another room with the staff member. Information is not being recorded and your privacy will be protected as required by law.

- a. **Pick-ups-** When picking up your child please call or message on brightwheel that you are on your way. We will get your child ready for you and meet you at the front door.
- b. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

2. **What is acceptable to bring to school:**

- **Bed Roll:** dropped off on opening day (or you may drop off on Tuesday) They will remain at the school and be laundered here until further notice. If they sleep with a “lovey” or stuffed animal, it will have to stay at the school with the nap roll and be washed daily.
- **Lunches-**Wipeable lunch boxes with hard (plastic or glass) food containers.
- **Extra clothes-** Please bring appropriate outerwear for outdoor play and extra clothes for accidents and messes.

3. **Documentation (waiver)-** we will be requesting that all families sign a COVID-19 waiver. This is attached to the end of this document and will be available to each family at drop off.

4. **Symptoms and illness-** If a student is at home and displays symptoms of COVID-19 (e.g., fever, cough, chills, muscle aches, shortness of breath) parents are required to keep children home. Children who display any symptoms of the COVID-19 illness while in the school will be sent home immediately.

5. **Handwashing-**

Staff and Students will be required to wash hands with soap and water for at least 20 seconds or use hand sanitizer upon arrival and frequently throughout the day. When soap and water is not available, staff should use alcohol-based hand sanitizer with at least 60% alcohol volume.

- ❖ All children, staff, will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children



- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- When hands are visibly dirty.
- After handling garbage

PPE:

- Staff and children should wear face coverings to the greatest extent practicable.
- Staff will wear gloves when
 - screening staff and students for entry
 - cleaning
 - diapering
 - preparing food
 - taking out garbage
 - handling or cleaning up bodily fluids
 - assisting with toileting
 - applying first aid, sunscreen, lotions, or ointments

6. Cleaning procedures and outdoor time-

- a. All surfaces will be cleaned and sanitized daily.
- b. Wear gloves when cleaning, and wash hands after removing gloves.
- c. We will engage in frequent and thorough cleaning at least twice daily of high touch surfaces (e.g. doorknobs, light switches, toilet handles, sink handles, countertops), following best practices and all applicable regulations.



- d. Specific surfaces and areas that are used and touched often should be cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls).
- e. Outdoor play equipment: Will be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. There will be a limited amount of outdoor play equipment in use.
- f. Outdoor play time will be scheduled one classroom at a time.

7. When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., fever, cough, shortness of breath) in MSC's physical facility:

- ❖ **The situation should first be reported to the Director or a staff member the Director will appoint to take over if Director will be unavailable.**
 - The person with symptoms should leave the building immediately. If unable to do so, the symptomatic person should be isolated in a separate room until they are able to leave the facility.
 - Children who are isolated will be tended to by a caring staff member.
 - The isolated staff member or staff member caring for an isolated child will have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub, which will be used as reasonably practicable.
 - Staff who are monitoring another staff member with symptoms will practice social distancing.
 - Space used for isolation will be thoroughly disinfected after the symptomatic person leaves.
 - Such space will only open after it is properly cleaned and disinfected.
 - Any staff member who becomes ill with COVID-19 symptoms must be tested for Covid-19 and provide a negative result prior to returning to work.
 - If a student is at home and displays COVID-19 symptoms, parents are required to keep the child away from MSC in compliance with all CDC, State, and local requirements and MSC policies, procedures and agreements.

8. Potential future closures: In the event of a confirmed case of COVID-19 within the facility, the Director will consult with local health officials on next steps and follow all applicable laws.



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