

# Agape Montessori School

## COVID-19 Response Action Plan

Agape Montessori School strives to provide a safe and caring environment for our children, while still providing the excellence of a Montessori educational experience. This document outlines the procedures that have been implemented to combat and mitigate the spread of COVID-19 in our schools. This plan has been designed based on best practices, guidelines and recommendations from the Center for Disease Control and the Kansas Department of Health and Environment.

### **Drop off and Pick up Procedures:**

#### **Drop-off Procedures:**

- Parents are asked to wear masks and follow social distancing guidelines outside of the building.
- Please wait at the door to be greeted by an Agape team member. If nobody is up front, please ring the doorbell.
  - For safety reasons, You MUST escort your child to the building.
- A team member will greet you at the front door to let your child in. If possible, we ask that you remain 6 feet from the entrance to the building.
- Your child's temperature will be checked upon entering, please wait for the all-clear.

*\*Parents of infants may enter the building, one at a time. Parents must wear a face mask while in the building and use hand sanitizer when they enter.*

**Before bringing your child to school each day, please consider the following questions. If you answer yes to any of these questions, your child should not attend school without further considerations:**

- Has there been travel within the last 14 days in a state or country identified as a hot spot for COVID-19?
- Has there been an exposure to someone diagnosed with COVID-19, either household or non-household contact?
- Is there anyone in the home showing signs of illness or who have the following symptoms of illness:
  - fever greater than 100 degrees (F)
  - cough
  - shortness of breath/difficulty breathing
  - sudden loss of smell or taste
  - headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion

During the Day, teachers will monitor and report any for the following symptoms:

- New or worsening cough
- Shortness of breath/difficulty breathing
- Other signs of illness (tiredness/lethargy/weakness/extreme exhaustion, flushed cheeks, rash, green nasal discharge, eye drainage)
- Check temperature: Fever greater than 100 degrees (F)

**If your child is found to be experiencing these symptoms, or the parent answered yes to the list of screening questions, they are advised to:**

- Follow the advice of their local health department concerning self-isolation or quarantine following travel to COVID-19 hot-spot or following an exposure to a confirmed COVID-19 case.
- Contact their child's health care provider if the child is sick or has symptoms consistent with COVID-19.

*Agape may require a doctor's note to return to school if any of the above-mentioned symptoms or situations have occur.*

**Pick-up Procedures:**

- An Agape Text Line has been set up for our Mur-Len School. Please text: 913-274-1780 with the name of your child no more than 10 minutes before your anticipated time of arrival.
  - This line is not monitored before 3pm. Please call the school with any pick-up notifications prior to 3pm.
- Parents are asked to wear masks and follow social distancing guidelines outside of the building.
- When you arrive at the school, please wait at the door to be acknowledged by a team member. If nobody is up front, please ring the doorbell.
  - For safety reasons, You **MUST** come to the building to escort your child to your vehicle.
- Once a team member has acknowledged you, please step back from the door for your child to be brought outside.

*\*Parents of infants may enter the building, one at a time. Parents must wear a face mask while in the building and use hand sanitizer when they enter.*

**Quarantine Guidelines:**

- If you, or anyone in your household, has traveled to a hot spot, your child must quarantine for a minimum of 14 days. Your child may return if symptom free after the quarantine period.
- If you, or anyone in your household, is directed by a physician to be tested for COVID-19 and is told to self-quarantine, all members of the family should quarantine as well. This means if you are a parent who is directed to be tested, your child(ren) **SHOULD NOT** be in attendance at Agape until you receive the results of your test.
- If you, or a anyone in your household, are directed to be tested for COVID-19 by a physician, proof of negative test results will be required prior to the return of a child who has been in quarantine.
- If you, or anyone in your household, receives a positive diagnosis for COVID-19, all members of the family should quarantine per doctor's orders.
  - A doctor's release will be required for the child to return to school.
  - The CDC's current guidelines are to quarantine for a minimum of 7 days after the onset of symptoms, with a minimum of 3 days symptom free.

- Per direction of the Health Department, if there is a confirmed case of COVID-19 in the school, the room affected will be shut down for a total of 14 days. The 14 days begins from the last day the infected person was in the room.
- Half tuition will be charged for any family who is required to quarantine due to a confirmed case in your family or a confirmed case at the school. If you choose to quarantine voluntarily because you are concerned about an outbreak, or because you have traveled to an outside area which requires quarantine upon return, full tuition will be due. Documentation of a positive diagnosis must be provided to the school to receive discounted tuition.
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- Questions related to the need for testing may be directed to JCDHE at 913-477-8343 during regular business hours or the Kansas Department of Health and Environment at 1-877-427-7317 after business hours.

### **Closure Procedures:**

If a student or teacher should test positive for COVID-19, the following procedures will be followed:

- The health department will be notified.
- The effected room(s) will be shut down immediately.
- The parents of any children in direct contact with the infected person will be called and ask to pick of their child(ren) up immediately.
- All other parents in the school will be notified by email.
- All children and teachers that had direct contact with the infected individual will be asked to quarantine for 14 days from the last contact date.
  - The effected classrooms will be closed for the same period of time and will be thoroughly disinfected.
- Siblings of the effected students will also be asked to quarantine for the same time period.

**Should we be directed to close by KDHE, or should you be asked to quarantine due to exposure at the school, the following guidelines will apply:**

- Half tuition will be charged while your child is not in attendance.
- KDHE will offer additional instructions during this period and we will follow these instructions prior to resuming service.
- Agape will follow the FFCRA regarding paying teachers.

### **Payments:**

- To make payment processing easier during this time, we have implemented an online E-Check/ACH payment option through our Sandbox parent portal.
- We will no longer accept credit cards at the door. You are welcome to pay with a credit card by calling the school after 9:30am daily.
- You may place a check in your child's backpack and inform the teacher at the front door.

## **Preventative Measures for Families and Staff:**

**To help mitigate the risk of exposure to our families, please keep the following recommendations from the CDC in mind.**

- Avoid large gatherings of people.
- Maintain a 6 ft distance from those in public places.
- Wear face coverings when in public places.
- Avoid contact with sick people.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60-95% alcohol.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Pay attention to your health during travel and for 14 days after you return.
- Be mindful that if you experience any symptoms of illness (fever over 100 or higher, cough, difficulty breathing), it will be important to contact your healthcare provider prior to returning to school to be evaluated.

## **Health and Safety Procedures within Agape:**

In addition to our usually health and safety procedures, the following procedures have been added, or altered, to mitigate the spread of COVID-19:

- Maintain stable units of children/teacher,
  - We will no longer be combing or moving children to different classrooms during the day.
  - Children's House children who do not nap, will be provided a second work cycle within the same room as those children who are napping.
- Toilets and sinks will be sanitized at regular intervals throughout the day.
- Teachers must wash your hands/gloves between each sunscreen application (you may choose to wear food prep gloves and replace between each application)
- Hand Sanitizer is available in each room. Teachers and children will wash/sanitize hands at least once an hour.
  - Hand Sanitizer may not be substituted for washing before and after meals, or after bathroom usage.
- Recess times are staggered to avoid students from different classrooms being on the playground at the same time.
- Cleaning of the building will take place after children have left for the day. Frequently touched surfaces and materials are cleaned daily.
- A dirty bucket has been placed in each classroom. Materials that have been placed in children's mouths, or otherwise soiled, will be placed in the dirty bucket and sanitized before it is placed back on the shelf.
- Food:
  - No family style or self-serve meals or snacks. Food containers remain covered in the classroom until time to serve, which will be done by teachers.
  - Teacher's preparing or serving food must wear face masks and gloves.

- Brushing teeth at school has been suspended until further notice.
- Bedding will be sent home at the end of each week for all children. Clean bedding must be provided by parents at the beginning of each week.
- During nap time, children will be placed as far apart as possible. Children will lay head to toe so that their faces are further from one another.
- Teachers will wear face masks when not in their own classroom.

***\*Because of our need to maintain stable units, it is imperative for the health and safety of our families and teachers that children be to school by 8:30 each day.***