

Shamrock
Montessori
2021
COVID – 19
SOP

11.2021

How We Keep our Families & Staff Safe During Pandemic

We are determined to take all the appropriate steps to keep you, your children, and our staffs and community safe during this pandemic. Please read below to understand the safety precautions our center is taking. **This SOP is subject to change at any time and in accordance with the CDC's, WA and King County guidelines unless otherwise stated in this SOP.**

Please note: It is impossible to keep social distancing 100% of the time in childcare. We are doing our best to keep the staffs and the children safe and supported.

Before Attending School

- Have all the parents/guardians read and learn about the school SOP, sign the last page, and turn in to school.
- Fill out the **Condition Form** for the past 14 days. (Before the child returns from sickness, vacation, or break)

School Programs during the pandemic time

- The school is operating normally.
 - ❖ full tuition
 - ❖ tuition refund for the off-school days, **only apply to the child whose COVID test is positive.**

Note: the refund will be issued at the end of each semester by submitting **Covid refund application form.**
- If the center is closed due to Covid-19, we will provide online class (Preschoo):
 - ❖ It includes Math, English, Chines, Art and Music.

Example schedule:



Back-up Plan Online Class Curriculum

Time	Class
9:00 am -9:30 am	English class
9:30 am – 10:00 am: worksheets or break	
10: 00 am – 10:30 am	Math class
10:30 am – 11:00 am: worksheets or break	
11:00 am – 11:30 am	Music class
Lunch time & break	
2:30 pm – 3:00 pm	Chinese class
3:00 pm – 3:30 pm: worksheets or break	
3: 30 pm – 4:00 pm	Art class

- ❖ Refund 20% tuition of the closed day

Note: To reduce the complication of the fees, the deductions will be rolled into the next semester or returned at the end of the school year.

Arrival and Departure

- Parents are not allowed to access in the school. They should stay in the car when they drop and pick up their child. Toddler can be dropped off and picked up by the entrance of school.
- Parents must wear masks during drop-off/ pick up time.
- Non-contact temperature will be taken daily before students enter school. Any child with a temperature $\geq 100.4^{\circ}\text{F}$ cannot attend school.
- Parents need to use the Brightwheel App to sign children in and out.

Access to the Building

- Access to the interior of the school will be limited to children and staffs only.
- School tours will be held virtually.
- Community events will be held virtually.
- Vendors and service providers will be limited to access at nonoperational times.

Face coverings and face shield

- All staff members and older children who is above 2 years old should wear either cloth face coverings or face shield in the school.
- Students need to store 5 or more extra mask in school.

During the Day

Hygiene

- All staffs are required to wear cloth, disposable masks or face shield. A gown could be considered if extensive contact with a child is anticipated.
- All children, and staff should engage in hand hygiene at the following times:

Children:

- ❖ Upon arrival at site/classroom
- ❖ After outside play time/being outdoors
- ❖ Before and after snack/mealtimes
- ❖ Before and after water play
- ❖ After encountering bodily fluids
- ❖ After using the restroom

Teachers: same as above, plus

- ❖ After taking a break
- ❖ Before preparing and serving food or bottles

- ❖ After using chemicals, such as bleach solutions
- ❖ After taking out garbage
- ❖ After helping children use restroom (WAC). Children will be supervised when using hand sanitizer to prevent ingestion.
- Children will be taught to not touch their faces, to the best of their ability.
- After assisting children with handwashing, staff are required to wash their hands.
- If walking outside of the classroom, children over the age of 2 will be required to wear masks.
- No tooth brushing is allowed at the center anymore.

Hygiene Infants and toddlers need to be held. To the extent possible when holding, washing, or feeding young children, childcare workers should:

- ❖ Wash their hands frequently.
- ❖ Wash hands, neck, and anywhere touched by a child's body fluids.
- ❖ Avoid touching eyes while holding, washing, or feeding a child.
- ❖ If body fluids get on the child's clothes, change them right away and then wash hands.
- ❖ Wash hands before and after handling infant bottles prepared at home or in the facility.

In the Classroom

- Keep group sizes to no more than 20 children for preschoolers. Keep group sizes to no more than 15 children for mixed age children 12 to 36 months. (DOH)
 - If groups are combined, track which groups (including children's and staff's names) and the timeframe. (DOH)
 - Children of 2 years or older will be required to wear face covering or face shield.
 - Sensory toys will be assigned to each child and only used by that child, and all toys that cannot be sanitized easily are no longer allowed (soft toys).
 - Food preparation in practical life area will be assigned to each child and only used by the child.
 - children's naptime cots are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread. The cots will be sanitized daily (CDC).
- Note: children are NOT allowed to wear masks during nap time.**

Cleaning and Disinfecting

- Cleaning of frequently used items (doorknobs, faucets etc.) at required intervals.
- Frequent laundering of children's cleaning supplies used for cleaning materials or disposable will be used.
- Daily or twice daily full cleaning and sanitizing of bathrooms.
- The classroom and all the materials will be cleaned and sanitized thoroughly at the end of school day.
- Touchless soap dispensers in bathrooms are installed.

Outside Time

- On the walk to the playground or outside, children over the age of 2 will be required to wear a mask or face covering.
- Stagger, or alternate, outdoor playtime to help limit the number of children in each classroom.

- Use the 3-step method to clean, rinse, and disinfect high-touch parts of playground equipment between group use and at end of the day (CCHP).
- Try adapting projects normally done in the classroom to an outdoor setting. For example, try doing circle time or art projects outside to increase distance between each child.

Meals and Food Prep

- Caregivers should wash their hands before preparing food and after helping children to eat.
- Snack and lunch will be served by classroom staff who wears mask and gloves.
- Sinks are used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.

Staff belongings

- Consider bringing a change of clothing to keep on-site or wear a large, long-sleeve button-down shirt or smock, in case clothes become contaminated (CDC).
- Wear long hair up, off the collar in a ponytail or other updo.

Children's belongings

- Bring as few items from home as possible.
- Consider leaving backpacks at home.
- Consider bringing needed items (extra clothes) in a disposable bag at the beginning of week instead of back/forth each day.

Stay Home if

- fever (a temperature of 100.4°F or higher)
- cough
- shortness of breath or difficulty breathing
- chills
- muscle pain
- headache
- runny or stuffy nose
- sore throat
- diarrhea
- vomiting
- new loss of taste or smell or other signs of new illness unrelated to a preexisting condition (such as seasonal allergies)

When to return to school after illness or tested Covid-19?

Illness Policy for Covid - King County Department of Health Covid-19 Symptom (updated 11 - 2021):

Chinese Version:

https://kingcounty.gov/depts/health/child-teen-health/child-care-health/~/_media/depts/health/child-teen-health/child-care-health/documents/posters/keep-me-home-if-CHT.ashx

English Version:

https://kingcounty.gov/depts/health/child-teen-health/child-care-health/~/_media/depts/health/child-teen-health/child-care-health/documents/posters/keep-me-home-if-EN.ashx

A Short-term symptom: A person has only one of the following symptoms (fatigue; headache; muscle pain or body aches; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea) **AND** the symptom begins and resolves in less than **24 hours AND** no known COVID-19 exposure (close contact), can return to school the next day if the short-term symptom resolves. **A COVID-19 test is not required.**

- 1 or more symptoms for any duration:
 - 1) **Tested NEGATIVE**, can return to school after 24 hours have passed since fever resolved (without medication) **AND** symptoms have improved.
 - 2) **OR** given alternative diagnosis by health care provider, follow provider directions and isolate per condition diagnosed (whichever isolation is longer).
 - 3) **HAS NOT BEEN TESTED, no close contact of someone with COVID-19**, can return to school **10 days after** symptoms started **AND** at least **24 hours** have passed since fever resolved (without medication **AND** symptoms have improved).

When you prefer not to quarantine, you will need to turn in **PCR Result** or **A diagnosis from your doctor.**

If your child tests positive for Covid-19, close contacts need to be quarantined for 14 days.

After testing positive for Covid-19, your child can return when:

- ❖ At least 24 hours have passed since recovery. Recovery = no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.

AND

- ❖ At least 10 days have passed since symptoms first showed up.

If your child has been in close contact with someone who tested positive for Covid-19, but they are not ill:

- ❖ You should watch your child for Covid-19 symptoms for 14 days after the last day they were in close contact with the Covid-19 positive person.
- ❖ Your child should not school or go in public places for 14 days.
- ❖ You should consider having your child tested for Covid-19 between days 3-8 even if no symptoms are present, but a negative test does **NOT** negate the 14-day quarantine period.

<https://kingcounty.gov/depts/health/covid-19/schools-childcare/toolkit.aspx>

What happens if someone is showing signs of COVID-19?

If a child or staff member develops symptoms or signs of COVID-19, separate the person and supervise them from a safe distance until the ill person can leave the center. Staff or children with COVID-19 symptoms should be isolated and tested for COVID-19 regardless of COVID-19 vaccination status. Staff caring for ill persons should use appropriate [medical grade PPE](#). While waiting to leave the center, the individual with symptoms should wear a cloth face covering or mask if tolerated. Air out, clean, and disinfect the area after the ill person leaves. Every facility or program should have an identified space for isolating ill persons until they can be sent home. This space would ideally have multiple rooms with doors that can close and windows that vent to the outside to improve ventilation. Alternatively, use a room with a few cots spaced at least six feet apart with privacy curtains between cots. Ideally, the isolation unit would have a private bathroom for use only by persons being evaluated for COVID-19. If a private bathroom for ill persons is not available, the ill person should wear a face mask when traveling to and from the communal bathroom. Clean all high touch areas between the patient room and bathroom, as well as in the bathroom. Thoroughly clean and disinfect the communal bathroom immediately after use. Increase ventilation in the bathroom by keeping a window open and/or turning on a fan that vents to the outside.

What happens if we have a confirmed case of COVID-19?

A staff member, child, who had confirmed COVID-19 can return to the program when they have recovered. A person is recovered when they meet the following criteria:

- 10 days since symptom onset or positive test specimen collection date if no symptoms are present (up to 20 days for those who are severely ill or immunocompromised), AND
- 24 hours after fever resolves without use of fever-reducing medications, AND
- Symptoms have improved.

For more information, review DOH's symptom evaluation management flow chart which outlines recommendations following a positive COVID-19 symptom screen. Refer affected parents, guardians, or staff to DOH guidance [for what to do if you have confirmed or suspected COVID-19](#) infection.

Parents or guardians of children, and staff who test positive for COVID-19 should notify the school immediately upon receipt of test results. If a child, or staff member tests positive for COVID-19, it is possible that many children and staff in the same space will be considered close contacts and need to be quarantined for 14 days, especially if they have not adhered to physical distancing and mask use. Consult with the local health jurisdiction to determine the correct course of action. School must report any cases of COVID19 to their local health jurisdiction.

Returning to a Program after Being in Close Contact with Someone with COVID19?

If a person believes they have had close contact with someone with COVID-19 or is identified as a close contact during contact tracing in the school, but they are not sick, they should still [quarantine](#), get tested for COVID-19, and monitor their health for [COVID-19 symptoms](#). Refer to DOH guidance for [what to do if you were potentially exposed to someone with COVID-19](#) for more information.

Quarantine after close contact

Quarantine should last for 14 days after the child or staff member's last close contact with the COVID-19 positive person. This is the safest option. The child's parent or guardian, or staff, should monitor for symptoms during this time, and if any COVID-19 symptoms develop during the 14 days, the exposed child or staff member should get tested.

If 14 days is not possible, quarantine can last for 10 days after the last close contact, without additional testing required. However, if any COVID-19 symptoms develop during the 10 days, remain in quarantine the full 14 days and get tested. Continue monitoring for symptoms until day 14.

Under special circumstances, it may be possible to end quarantine after 7 full days beginning after the last close contact if you have been without symptoms and after receiving a negative result from a test (get tested no sooner than 48 hours before ending quarantine). This will depend on availability of testing resources. Continue monitoring for symptoms until day 14.

Consult with your local health jurisdiction to determine the best quarantine option for your individual school's circumstances. The local health jurisdiction has the authority to specify which quarantine strategy should be followed.

Get Tested for COVID-19 after close contact

If children or staff were in close contact with someone with COVID-19, they should contact their health care provider to be tested for COVID-19. If a person has potentially been exposed to COVID-19 but is not sick, it is best to get tested **at least 5 days** after the last possible exposure.

Parents or guardians of children, and staff who test positive for COVID-19 should notify school immediately upon receipt of test results. School must report any cases of COVID-19 to their local health jurisdiction.

If Someone is Fully Vaccinated

The Centers for Disease Control and Prevention (CDC) recommendation for fully vaccinated people states that fully vaccinated people with an exposure to someone with COVID-19 are not required to quarantine or get tested for COVID-19 if they meet all the following criteria:

- Are fully vaccinated.
- Have not had symptoms since current COVID-19 exposure.

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine.

If it has been less than 2 weeks since their shot, or if the individual still needs to get their second dose, they are **NOT** fully protected and must keep taking all [prevention steps](#) until fully vaccinated. Fully vaccinated persons should still watch for symptoms for 14 days after their exposure. They should also continue to wear masks, practice social distancing, keep their social circles small, and get tested if they experience COVID-19 symptoms.

Persons who do not meet both criteria should continue to follow [current quarantine guidance](#) after exposure to someone with suspected or confirmed COVID-19.

People who are fully vaccinated must continue to wear a face mask.

School Closure in Response to COVID-19 Cases

There may be instances where closure of a program is warranted to stop transmission of COVID-19. The time period on such closures can vary, from initial short-term closures to allow time for local health officials to gain a better understanding of the COVID-19 situation and help the school determine appropriate next steps, to extended closures to stop transmission of COVID-19. School should work with their local health jurisdiction to determine when it is necessary to close a program and when the program can reopen.

Consider the following to determine when to close a school for 14 days:

- The school experiences a rapid increase in COVID-19 cases.
- The school experiences multiple classrooms or activities with children or staff who test positive for COVID-19.
- There is a prolonged transmission occurring in the school.
- The school cannot function due to insufficient teaching or support staff.

Travel and Gathering Policy

Shamrock Montessori School follows all King County Advisories, DOH Guidelines and Proclamations along with CDC's Guidelines. This policy applies to all families, staff, teachers, and students.

General

- **Do NOT travel internationally until you are fully vaccinated (CDC). If you are not fully vaccinated and must travel, follow CDC's international travel recommendations for unvaccinated people.**
- **It is federally required to continue wearing a mask when traveling.** You should also stay 6 feet (2 meters) from others, avoid crowds, and wash your hands often or use hand sanitizer while traveling to protect those around you. (CDC)
- **CDC** recommends that fully vaccinated people continue to take these COVID-19 precautions when in public, when visiting with unvaccinated people from multiple other households, and when around unvaccinated people who are at high risk of getting severely ill from COVID-19:

- ❖ Wear a well-fitted mask.
- ❖ Stay at least 6 feet from people you do not live with.
- ❖ Avoid medium- and large-sized in-person gatherings.
- ❖ Get tested if experiencing COVID-19 symptoms.
- ❖ Follow guidance issued by individual employers.
- ❖ Follow CDC and health department travel requirements and recommendations.
- **please note that currently there are no vaccines for children under the age of 12, so any children traveling would need to follow the unvaccinated policy.**

International Travel

Families who travel internationally must follow CDC's guidelines:

[International Travel During COVID-19 | CDC](#)

For Fully vaccinated people:

- Get tested with a viral test **3-5 days after travel**.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Fully vaccinated parents **MUST** show their vaccination records to the school.

For Unvaccinated people **(include children under the age of 12)**:

- Get tested with a viral test **3-5 days after travel AND** stay home and self-quarantine for a **full 7 days** after travel, **even if you test negative**.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

Domestic Travel

Families who travel domestically must follow CDC's guidelines:

[Domestic Travel During COVID-19 | CDC](#)

For Fully vaccinated people:

- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Fully vaccinated parents **MUST** show their vaccination records to the school.

For Unvaccinated people **(include children under the age of 12)**:

- Get tested with a viral test **3-5 days after travel AND** stay home and self-quarantine until you get a negative result.
- If you don't get tested, stay home and self-quarantine for **10 days after travel**.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.



Parent's Statement of Agreement

I certify that I have read and have had an opportunity to discuss with the administration any questions or concerns about the rules and policies contained in the **Shamrock Montessori Covid-19 SOP**. I understand that the statements of policy contained in the SOP are not a contract. In this SOP I understand the policies and procedures as written. I understand the philosophy of Montessori, the Montessori program offered by Shamrock Montessori.

We may also make changes or modifications in our policies if required by our licensing agencies. Shamrock Montessori will inform parents of changes taking place whenever possible in a timely fashion.

Student Name _____

Parent Name (print) _____

Parent Signature _____

Date _____

Please make a copy of this agreement and turn it in with your enrollment papers.