

Hearts and Hands Changes to Health & Safety Policy & Procedure

In order to keep families, staff and our community safe and comply with current ECSB recommendations Hearts and Hands Montessori has chosen to adopt the following changes to its health and safety policies, including illness exclusion. These changes are in effect until Hearts and Hands Montessori provides you with written notice that it is withdrawn.

This document is intended to follow current Montana childcare guidance as periodically updated by ECSB and/or public health officials. It also draws from the best practices published by the Centers for Disease Control (CDC). This is an evolving situation. Hearts and Hands Montessori will endeavor to continue to stay apprised of best practices and update its policies and procedures in accordance with current recommendations. As circumstances change, Hearts and Hands Montessori will review this document periodically and update with new information.

Signs and Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Fatigue/Lethargy

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In the event a child, family member, staff or close contact are diagnosed with COVID-19, Hearts and Hands Montessori will follow current CDC guidelines on when it is safe for those affected to return.

Illness Exclusion Policy Updates—COVID-19

The following policies are in addition to Hearts and Hands Montessori general illness exclusion policy. If terms are in conflict, this Policy controls our illness exclusion protocol. These policies apply to families, providers and staff.

- If your child or any member of the household has been in close contact with any person diagnosed with COVID-19, please keep your child home for at least 10 days.
- If in doubt about symptoms, please call before coming to the facility. This will reduce the risk of transmission.
- Temperatures of children and staff will be taken and recorded at least two times per day. If any person's temperature is 100.4 or higher, they will be sent home immediately. Parents will be notified if their child's temp reaches 99.4, but will not be required to go home until that temp reaches 100.4 or above.
- If staff or the child exhibit other signs of illness, including those listed above, and any others included in the general illness exclusion policy, they will be sent home immediately.
- In the case of an ill child, the child will be isolated, and the parents contacted to pick them up immediately.
 - Upon arrival of the parent, the child will be escorted by staff to meet the parent. The parent should not enter the building.
- Symptomatic staff and children should not return to the facility until 24 hours after their fever is gone (without medication) and the initial symptoms have improved. ***Unless diagnosed with COVID-19.***
- It is imperative that the staff or parents stay in contact with Hearts and Hands Montessori and keep them apprised of any diagnosis or changing symptoms so that we may continue to provide a safe environment for all families and staff. Information provided will be kept confidential but used to make decisions about control measures necessary.
- Your child will be required to be picked up (or stay home) if any of the following symptoms arise:
 - Fever >100.4
 - Persistent cough
 - Sore throat
 - Vomiting (after one episode)
 - Diarrhea (after 2 episodes)

Check In and Pick-up

Before arriving at the program, when possible, please check the temperature of your child(ren)'s temperature *prior* to arrival at Hearts and Hands Montessori. If their temperature exceeds 100.4 or if new or worsened cough is present, please isolate your child at home.

- Staff will check your child(ren)'s temperature. The staff member may ask if the child or anyone at home has any of the symptoms listed above or have been around anyone with COVID-19. If the family answers yes to any of these questions or the adult or child has a temperature exceeding 100.4, Hearts and Hands Montessori will ask that you leave the program pending assessment by your medical provider or local public health official.
- **Sign in/out will be adapted as follows:**
 - **Use Hand Sanitizer immediately entering the building.**
 - **Please social distance if you are waiting to sign your child in or out**
 - **Use a sanitized pen to sign in & place it in the cup labeled dirty when finished**
 - **Parents may not enter the classroom at any time.** Please exit quickly after drop-off and remember to social (physical) distancing between other families.
- **Children will be required to wash their hands immediately** after their temperature check and frequently throughout the day.
- Any soiled clothing will be placed in a plastic bag and returned to parents. Please provide additional changes of clothing as the CDC recommends that children's clothing be changed any time there are bodily fluids on a clothing item.
- **Children may not bring toys or other objects from home to school.** Hearts and Hands Montessori has lessons available for learning purposes each day.

Staff Health & Wellness

- Staff will receive additional information on infection control and workplace disinfection.
- Staff will wear gloves when toileting or changing diapers or wiping noses.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if temp is >99.4 and monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they have a temp of 100.4 or greater.

Healthy Environment

- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets and materials that children play with at least once daily.
- Staff will remove any material that has been placed in a child's mouth or otherwise been in contact with bodily fluids. These materials will not be returned until they have been disinfected.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces in accordance with local and federal recommendations for child care programs including [CDC Clean and Disinfect](#) procedures.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's frequently upon arrival, departure and frequently throughout the day.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.

Tuition

**** This will be highly individualized but should be considered and written as opposed to orally agreed upon****

- If you are able to work from home and choose to keep your children at home, you will be required to pay all of your normal tuition to retain your spot.
- If you are laid off or are part of a reduction in staffing related to COVID-19 and choose to keep your child at home, you will be required to pay part of your monthly tuition to retain your spot. We will require proof of reduction from your employer.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- In the event that the program closes due to a diagnosed case of COVID-19 within the facility, monthly tuition will be due with a 50% pro-rated amount for the COVID-19 closure dates.
- At this time, if the state forces a closure for an extended period of time, 50 % of tuition will still be due to retain a spot for your child.

Closure/Limitation of Hearts and Hands Montessori

According to the Governor's directive dated April 4, 2020, child care is considered an essential service. Hearts and Hands Montessori will continue to follow federal, state and local guidance in determining whether it is in its best interest as well as that of community and families to remain open or to close. These guidelines are general and may need to be modified depending on the situation. Our program may elect to close if the following events/conditions occur:

- State/Federal or local government directs or requests that the program close, reduce enrollment or limit enrollment to the children of essential workers.
- In the event a child, staff member or other person who spent time in Hearts and Hands Montessori who had close contact with others while ill has been diagnosed with COVID-19, the program will close for at least 14 days.

HEALTH & SAFETY POLICY & PROCEDURE AGREEMENT SIGNATURE FORM

I, _____
(Printed Name) Father

(Printed Name) Mother

have read and understand the Hearts and Hands Montessori Changes to Health and Safety Policy and Procedure. I understand and accept my obligations to report illness or suspected illness as well as my other obligations under this document.

X _____
(Signature) Father

Date: _____

X _____
(Signature) Mother

Date: _____