



**2021/22 COVID-19 Health & Safety
Procedures**

Section 1- Signage & Education

Copies of this Health and Safety Plan can be found on our website www.redcottageмонтessori.org, as well as in each cottage.

All staff will receive hard copies of our Health and Safety Plan. Any other educational materials required will also be made available online and in physical forms.

All on-campus staff will receive dedicated safety and sanitation training before beginning to work on campus. We will provide access to needed resources and provide continued support throughout the school year.

We will update this Health and Safety Plan as appropriate.

Signage will be used indoors and out for the following items:

- In all bathrooms to encourage proper hand washing
- On the front of the doors of Cottage 3, 4, 5 to notify visitors, vendors & parents to check in at the office (Cottage 6)
- On the front of Cottage 6 to notify visitors, vendors & parents of the check in procedures and guidelines

Section 2 – Symptoms, Testing, Quarantine, & Close Contact

We will be following the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](https://www.health.state.mn.us/diseases/coronavirus/close.html), <https://www.health.state.mn.us/diseases/coronavirus/close.html>, & <https://www.health.state.mn.us/diseases/coronavirus/schools/plan.html> for guidance in determining when a staff member, their children, a student and their siblings can be at school, need to be quarantined and determining when they can return to school.

Staff:

- ★ If staff have any symptoms of illness &/or are unable to come into work for any reason, please call Kelsie by 6:00 a.m. at this number: (651)380-2239.

Student:

- ★ For students who have symptoms of illness, parents should alert the school by emailing the following information to attendance@rcmontessori.org:
 - Students Name & Class
 - All symptoms & when they began
 - Any action you have already taken, that is relevant (test results, saw dr & have return to school note, etc...)
 - Best way to contact you for followup (email, phone, etc..)

We may consult with the MN Dept of Health for guidance in determining when a staff member, their children, a student and their siblings can be at school, need to be quarantined and determining when they can return to school.

It is strongly encouraged to test, symptoms or no symptoms, regularly as in many cases, COVID-19 has no symptoms in children or vaccinated adults.

If a student or staff member contracts COVID-19, regardless of vaccination status, they will need to quarantine for a minimum of 10 days and be at least 24 hours (fever without any fever reducing medication), vomit, & diarrhea free before returning to school.

Staff and students who are in close contact with a confirmed positive case of COVID-19, will be notified by administration via an email as soon as possible. Parents will be notified by phone if it is during the school day and they need to pick up their child.

Staff:

- ★ Vaccinated Staff can continue to come to work as long as they do not have any symptoms of illness.
- ★ Unvaccinated Staff will need to quarantine for 10-14 days. They may return to work on day 11 if they have a negative COVID test 3-5 days after exposure and do not have any symptoms of illness. They may return to work on day 15 if they choose not get tested and do not have any symptoms of illness.
- ★ If you have recovered from COVID-19 in the past 90 days and have close contact with someone with COVID-19, you do not need to quarantine if ALL of the following are true:
 - Your illness was confirmed with a positive lab test in the past 90 days.
 - You have fully recovered.
 - You do not currently have any symptoms of COVID-19.

Students:

- ★ Vaccinated Students can continue to come to school as long as they do not have any symptoms of illness.
- ★ Unvaccinated Students will need to quarantine for 10-14 days. They may return to school on day 11 if they have a negative COVID test 3-5 days after exposure and do not have any symptoms of illness. They may return to school on day 15 if they do not get tested and do not have any symptoms of illness.
- ★ If they have recovered from COVID-19 in the past 90 days and have close contact with someone with COVID-19, they do not need to quarantine if ALL of the following are true:
 - The illness was confirmed with a positive lab test in the past 90 days.
 - They have fully recovered.
 - They do not currently have any symptoms of COVID-19.

Section 3 - Face Coverings

All employees and elementary students will mask while indoors with other students, parents, & volunteers.

The following exceptions apply:

- Employees may choose not to be masked while indoors, if they are only with other employees and all present employees are comfortable.
- Staff may remove their face covering when alone, including when alone in an office or other enclosed work area, a room, or a cubicle with walls that are higher than face level when social distancing is maintained.
- Anyone with a medical condition, mental health condition, or disability that makes it unreasonable for them to wear a face mask.
- Children who are under the age of 2 years, or children who are sleeping, unconscious, incapacitated, or otherwise unable to remove a face covering or face shield without

assistance; or who cannot tolerate a shield or covering due to a developmental, medical, or behavioral health condition must not wear a face covering or face shield.

- Staff and children who are required to wear a face covering under this guidance may remove their face covering temporarily to engage in certain activities listed below that make wearing a face covering difficult:
 - When eating or drinking.
 - When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult.
 - When participating in physical activity or when engaged in other activities (e.g., presenting, performing, or playing an instrument) that would make it difficult or impractical to wear a face covering.

Face coverings are optional for children in Toddler & Children House. If you would like your child to wear a face covering in these programs, your child must be at least 2 years old, they must be able to put on & remove their mask independently, and they may not wear a face covering while napping. Red Cottage staff will not require children, in these programs, to wear face coverings if they are uncomfortable as this is not developmentally appropriate.

Masking is currently mandatory for all E-12 students in Red Wing Public School Buildings and when using their transportation. If your child goes to RWPS or uses their transportation, for any reason, they need to follow their guidelines.

For more information on proper mask use and safety, please refer to [How to Safely Wear Your Mask \(PDF\)](#).

Staff and students who will be wearing face coverings, should have a minimum of 2 clean face masks packed each day.

Outdoor seating will be available to Elementary students for work & lessons so students will have the option to work outside without wearing face coverings.

Section 4 - Hand Washing, Sanitizing, & Cleaning Procedures

Sinks are available with soap, water, and paper towels in all classrooms and bathrooms. Portable sinks & hand sanitizing stations will be placed outdoors for additional hand washing/sanitizing as well. All employees are required to wash hands at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, changing a child's diaper or soiled clothes, when changing tasks, and otherwise frequently during each shift. We will encourage children to wash their hands often with soap and water for at least 20 seconds, especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.

Sanitizer will be made available in all used rooms on campus including: classrooms, breakrooms, kitchens, and offices.

If using the staff resource room or the kitchen area, staff must spray and wipe down used items before leaving. Staff must also wash or sanitize hands when moving in and out of any area of the school.

For any injuries, ice packs are single-use and should be thrown out. First aid of any kind should be administered while wearing gloves. All wounds should be cleaned and covered.

When comforting or assistance with needed cares, staff will follow these guidelines:

- Staff will wash their hands, neck, and anywhere touched by bodily fluids.
- Staff will change the child's clothes if fluids are on the child's clothes.
- Contaminated clothes should be placed in a plastic bag to be sent home.
- All students and all providers should have multiple changes of clothes on hand in the classroom.

All on-campus staff will be trained before opening classes on basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently. Guides will give lessons in class to students about these measures, as well as monitor hand washing and sanitizing throughout the day.

Guides provide lessons on how to sneeze and cough into your elbow, encourage proper hygiene, and provide consistent handwashing lessons. Handwashing signs can be found in each classroom and bathroom.

Daily classroom cleaning will be done by the staff.

Classroom Cleaning Protocol:

- Check cleaning checklist from the previous day to ensure the room is clean and disinfected
- Prepare the environment
- Prepare cleaning stations
- Disinfect tables after use
- Disinfect Montessori materials after use
- Disinfect all touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, sinks, etc.)
- Clean and sanitize children's bathroom
- Disinfect the toilet and all surfaces after each use

Outdoor Equipment Cleaning Protocol:

- Disinfect all high-touch surfaces between use
- Remove any toys/materials that are difficult to clean

Indoor Equipment Cleaning Protocol:

- Disinfect all high-touch surfaces between use
- Clean and sanitize children's bathroom
- Disinfect the toilet and all surfaces after each use

Common Areas Cleaning Protocol:

- Sanitize equipment between each class
- Sanitize kitchens and laundry area throughout day and after use
- Clean high-touch areas
 - Door handles
 - Railings
 - Coffee machines/water coolers
 - Door Handles
 - Light switches

- Final clean of classrooms and hallways after all children have left

Laundry Protocol:

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance for surfaces.
- Remove gloves, and wash hands right away.

All visibly dirty surfaces are cleaned and wiped down before disinfection.

All staff will use cleaning products according to the directions on the label. For disinfecting, we use Force of Nature. Force of Nature is on EPA's List of Disinfectants for Use Against SARS-CoV-2, the cause of COVID-19.

All hazardous cleaning supplies will be kept locked and out of reach of children. All products being used are safe and appropriate for use in classroom settings. Stronger products that could potentially produce fumes will be applied at the end of the day to allow for proper drying and ventilation.

Any materials that need to be cleaned will be set aside and labeled "soiled" until they have been properly disinfected. The cleaning supplies will be kept out of reach from children to prevent risk of ingestion or drowning.

Books/paper materials do not need additional cleaning or disinfection unless exposed to bodily fluids.

Bedding will be sent home at least weekly to be washed and whenever they are dirty. Clothing and other personal items will also be sent home to be washed whenever they are dirty.

Each child's bedding will be kept separate from others.

Cots or mattresses that touch a child's skin will be cleaned weekly or before use by another child.

Each cot or mattress is labeled and will only be used for the designated child unless properly cleaned and disinfected between use.

Each Cottage is equipped with a REME System. The REME's are installed in the HVAC system and work actively throughout each cottage to reduce bacteria, virus, mold spores, odors and allergens.

Section 5 – Stable and Separate Groups of Children

Red Cottage Montessori will maintain separate groups of children while indoors.

Each classroom will have the number of staff needed to adhere to the teacher:child ratios set by DHS.

Some group cohorts may have up to 3-4 adults that they are in contact with daily.

Each classroom will have their own set schedule. When shared spaces are used, cleaning and disinfecting will happen immediately following the use of the space.

We do not permit drop-in childcare.

Section 6- Reviewing & Updating the 21/22 Health & Safety Procedures

Every Friday, the RCM Administration will check with Goodhue County COVID-19 Tracker to see if adjustments to our policies need to be brought to the Board of Directors.

The Board of Directors will check in monthly to monitor our policies in relation to the current COVID-19 situation.

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