



Health and Safety Procedures for Summer Care 2021

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Overview of Red Cottage Montessori Safety & Health Approach

Red Cottage Montessori will implement a comprehensive strategy, in accordance with the MN Department of Human Services Licensing Division and the MN Dept of Health, to do as much as possible to limit exposure to infectious diseases, including but not limited to Covid-19.

Section 1 – Signage and Education

1.1. Copies of this Health and Safety Plan can be found on our website www.redcottagemontessori.org, as well as in Cottage 3 & 6.

1.2. All summer 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.

1.3. 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.

1.4. We will update this Health and Safety Plan as appropriate.

1.5. 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 – Requirement Regarding Personnel

2.1. We will be following the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#) 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.

Any staff exhibiting any symptom will contact Kelsie Kuyath, at 651-380-2239, who will evaluate their symptom(s) and determine if they are able to attend work.

If staff have been fully vaccinated and test positive for COVID-19, they still need to stay home and away from others.

The EEOC has provided guidelines for employer/employee rights on [their website](#).

2.2. All staff working on campus will do a self assessment of any symptoms or fever before coming to work. 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**.

When determining if someone is unable to come in, we will be following the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#)

If a staff member becomes sick during the day, they will monitor their temperature and let administration know as soon as possible by calling our Operations Director at 651-380-2239. We will remove the staff member (and their children) from the school as soon as safely possible and replace them with a designated substitute if needed.

2.3. We regularly check [Guidance for Child Care Programs that Remain Open](#) and [Schools and Child Care: COVID-19](#) for any updated guidelines and ensure that the Health and Safety Plan is up-to-date. Any news impacting our community will be shared via email and updates to this document.

2.4. Red Cottage Montessori will be following the procedures listed in [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#), if an employee tests positive for Covid-19.

2.5. 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.

Children are also required to wash their hands or use sanitizer when entering the building for the first time, coughing, sneezing, using the restroom, coming into contact with soiled clothes, when moving between locations, and otherwise frequently throughout their school day.

2.6. Staff who choose to travel or attend large gatherings must practice any local social distancing and masking requirements.

Section 3 – Stable and Separate Groups of Children

3.1. Red Cottage Montessori will maintain one stable group of children.

3.2. *The* classroom will have the number of teachers/staff needed to adhere to the teacher:child ratios set by DHS.

3.3. No shared spaces will be used.

3.4. All materials that are not easily cleaned/disinfected have been removed from each classroom environment. Daily Cleaning schedules have been implemented to sanitize/disinfect materials and surfaces in classrooms.

3.5. We do not permit drop-in childcare.

Section 4 – Symptom Screening for Children:

4.1 Parents will do a daily self assessment of their child's health, checking for any signs of illness or fever. This assessment includes a temperature check. If a child has a temp of 100.4 or higher, they

must stay home and parents should contact their child's classroom teacher/assistant and also contact Kelsie at 651-380-2239.

4.2. At drop-off, the staff member will visually check the child for signs of illness like flushed cheeks, rapid breathing, difficulty breathing, fatigue, or extreme fussiness.

4.3. Children that have any of the Most Common Symptoms or 2+ less common symptoms will be sent home (along with any siblings & parents, if they are staff members) and must follow the steps on the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#).

If testing is done, you must show proof of your child's negative test, for example, the test result or a message from your clinic or test site that the test was negative. When your child gets tested, let the clinic or test site know that you will need this.

DHS has communicated that Red Cottage Montessori is required to let them know if multiple children come down with fevers or if one or more are diagnosed with Covid-19.

4.4. Staff members will maintain distance as much as possible.

4.5. Once a child has been checked for symptoms of illness, they will join their class and classes will utilize hand washing or hand sanitizing stations.

4.7. If a child becomes sick during the day, their teacher will distance the child from others, as soon as possible, and call their guardian for immediate pickup. One of the teachers must wait with the child until they are picked up. The parent must call the teacher that contacted them, when they have arrived, remain in their car and the teacher will bring the student to them. Unless it is an emergency situation, guardians should not enter the building.

If there is a case of Covid-19 confirmed on campus in children or staff, we will notify families of students participating in on-campus classes with any next steps needed.

Section 5 – Contact Tracing & Program Exclusion

5.1 When there is a confirmed case of Covid-19 at Red Cottage Montessori, we will follow the guidance of the Minnesota Department of Health. Information on this process can be found at <https://www.health.state.mn.us/diseases/coronavirus/schools/casenotify.pdf>

5.2 Contact Tracing, to determine who has been in close contact (within 6 feet for more than 15 minutes) with anyone infected with Covid-19, will be conducted by Administration with the help of classroom staff and attendance documentation.

Section 6 – Drop-Off and Pick-Up Procedures

6.1. We are limiting the number of adults on our campus to employees and approved volunteers only, unless in the case of an emergency. If a guardian must enter campus, they must check in at the office, located in Cottage 6.

6.2. If a parent is late at drop off or picking up early, they must communicate with their child's lead teacher or designated contact person to organize drop-off or pick-up. Parents are not allowed to enter the building unless it is an emergency situation or has been pre-approved by administration. Lead Teachers will let families know how to best communicate with them in these situations.

Section 7 – Face Coverings

7.1. Per the MN Department of Health Guidance, If a child care provider cares for children who are 5 and under, but also cares for children older than 5, the business can exempt children older than 5 from face covering and face shield requirements. This is intended to ensure that in cases where a few children attend a program after-school, a provider can determine what is most age-appropriate and supportive of the development and safety for all children in the environment. Red Cottage Summer Care will not be requiring face coverings for any students.

7.2. If parents want their child to wear a face covering, they must ensure their child can put it on and remove it without assistance. Red Cottage staff will not require children 4 years and under to wear face coverings if they are uncomfortable as this is not developmentally appropriate.

7.3. Children will not be wearing face coverings at nap times. Cots and mattresses will be distanced and organized head to toe when possible.

7.4. Per the MN Department of Health Guidance, for staff in an indoor classroom or care setting that are confined to one group or cohort of children, staff are strongly encouraged but not required to wear coverings or shields in these settings to the extent possible, especially when social distancing cannot be maintained, unless wearing a covering or shield would interfere with the early childhood development process. It is also strongly encouraged but not required for staff in any outdoor space when it is difficult or not possible to maintain social distancing to wear a face covering.

Section 8 – Hygiene and Sanitation

8.1. We will encourage children and staff to wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.

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.

8.2. 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. Teachers will give lessons in class to students about these measures, as well as monitor hand washing and sanitizing throughout the day.

8.3. Teachers 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.

8.4. 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.

8.5. All materials that are frequently touched are included in our cleaning schedules. This includes toilets, tables, chairs, cubbies, etc.

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

8.7. 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.

8.8. 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.

8.9. All materials that are not easily cleaned/disinfected have been removed from each classroom environment. Students are required to bring their own non-disposable lunch boxes, cutlery, cups and water bottle every day. Please ensure they are washed thoroughly before the next use. Classrooms that utilize any non-disposable dishes and cutlery for classwork must be cleaned and sanitized before reusing in the commercial kitchen, following the protocols which are posted above the sink.

8.10. For materials that have been placed in mouths or that have otherwise been contaminated by body secretions or excretions will also be cleaned, disinfected and dried before being available for use again.

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

8.12. To the best of their ability, teachers will educate children about not sharing toys or supplies before sanitizing.

8.13. Machine-washable toys will be allowed for use by one child at a time, or will be removed from the environment.

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

8.15. 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.

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

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

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

8.19. Daily cleaning information is found in Section 8.4. We have established adequate time throughout the day to allow for proper cleaning and decontamination of the facility.

8.20. 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.

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