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# Parent Guidelines COVID-19

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**nose, cough, shortness of breath, muscle aches, headache, vomiting, and diarrhea) for 72 hours without the use of fever-reducing medications AND**

- 2. Negative test for COVID-19 OR a note from a medical provider documenting no clinical suspicion of COVID-19 infection.**

## Admittance

- Children and staff will not be admitted to the building if any of the following apply:
  - The individual is exhibiting any symptoms.
  - The individual is a confirmed positive case for COVID-19.
  - In the previous 14 days, he/she has had close contact with someone with a confirmed diagnosis of COVID-19 or exhibiting symptoms of COVID-19. Close contact means being within six feet of an infected individual totaling 15 minutes or more over a 24-hour period.
  - If anyone in your household has 2 or more COVID-19 symptoms, your child needs to stay home until it has been cleared by a medical professional that it is not COVID-19.
  - In the previous 14 days, he/she has traveled to another country or has spent 24 hours in a state on the City of Chicago's travel advisory list requiring testing or self quarantine. **The amount of self-quarantine time depends on the location and the City of Chicago Travel Advisory.**
- ADM will follow guidance for negative or positive Covid-19 case (see above).

## Positive Case of COVID-19 in the Classroom Community - Children or Staff (Review of Steps)

- If COVID-19 is confirmed in a child or staff member in a classroom community, ADM will take the following actions:
  1. Notify the local public health department.
  2. Notify staff and parents by email that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
  3. Notify the entire school community by email that a child or staff member in the school (not their classroom community) has tested positive. Confidentiality will be maintained.
  4. Any follow-up actions (quarantine, classroom closure, etc.) will be dictated by the public health department and will be communicated accordingly. Confidentiality will be maintained.

## Social Distancing

- Returning children will start school on the Tuesday following Labor Day, as planned on the school calendar.
- **Children will be in classroom communities (no more than 15 children in the YT, 16 in TH communities and 20 children in the Children's House community) per DCFS guidelines.**
- Classroom communities will not mix. Children will remain in the same group and with the same teacher(s) throughout the entirety of each day, including during meal, snack, outdoor play, and rest.
- Additional qualified staff members designated as support can "float" between classroom communities to relieve primary staff, help with cleaning, etc. Such staff members will be required to wash their hands, use hand sanitizer, and change PPE before switching classroom communities.
- Children will be reminded to socially distance with positive redirection. Role-play about social distancing and healthy habits (handwashing, blowing nose, etc.) will occur daily at line time.

- Faculty and staff are expected to maintain social distancing with one another while at work.
- Staff and students will refrain from handshakes, hugging, and high-fives.
- A limit of no more than 50 individuals gathering in one place.

## Nap

- Cots or mats will be **three** feet apart.
- Children will be positioned to sleep “nose to toes”.
- **Sheets will be provided and will be laundered weekly at school. The child's bedding will be sent home on Fridays or the last day the child attends during the week for washing. It is to be returned the first day back the following week.**
- Children’s blankets and pillows should be child sized and sent to school in a washable bag.

## Meals and Snacks

- Cots or mats will be disinfected each week.
- Food preparation (an important part of the Montessori curriculum of practical life) will be temporarily suspended.
- Lunch will be catered by Gourmet Gorilla. Seasonal menus will be provided to parents.
- Children will be served snacks and lunch by their classroom teachers.
- Communal snacks from the school will not be served.

## Face Coverings and Personal Protective Equipment (PPE)

### CHILDREN

- All children over 2 are to arrive with a face covering and are asked to bring two face coverings to have onsite with his or her items. Face coverings will be used at the parent or teacher’s discretion depending on the age and maturity level of the child.
- When possible, and at the discretion of the parent or guardian of the child, children over 2 should wear a face covering if the child can safely and appropriately wear, remove, and tolerate it. When children can be safely kept at least 6 feet away from others, then they do not need to wear a face covering. They also do not need to wear face coverings for the following reasons:
  - Face coverings are not to be worn while children are eating/drinking, sleeping, and napping.
  - Face coverings need not be worn while engaging in active outdoor play as long as children are able to keep physical distance from others.
  - If wearing the face covering causes the child to touch his or her face more frequently, staff should reconsider whether the face covering is appropriate for the child.
  - Face covering need not be worn for children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
  - Face covering need not be worn by children with severe cognitive or respiratory impairments that have a hard time tolerating a face covering.
  - Face covering need not be worn by children for whom the only option for a face covering presents a potential choking or strangulation hazard.
  - Face covering need not be worn by children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely.

- Face covering need not be worn by children who need to communicate with people who rely upon lip-reading.
- Face covering need not be worn by children who have medical conditions or disabilities that prevent use of a face covering.

## STAFF

- All staff will wear a face covering while working indoors when they cannot maintain 6 feet of physical distancing. Staff members may use appropriate transparent face coverings to allow for the reading of facial expressions and non-verbal cues.
- Disposable gloves will be used by staff while disinfecting surfaces, materials and objects.
- Face shields and masks will be worn by staff when changing diapers or assisting YT and TH with toileting.

## PARENTS

- Parents/guardians/those authorized for pick-up and drop-off should wear a face covering whenever interacting with staff; this includes both while in the carpool lane or for those who drop off or pick up by foot. Parents will be allowed to enter the building only when absolutely necessary.

## VISITORS (i.e. MAINTENANCE PERSONNEL)

- Any other visitor, such as maintenance personnel, will comply with health checks before being permitted into the building and will be required to wear a face covering when in the building or working on the premises. Visitors will only be permitted/scheduled when absolutely necessary.

## Healthy Hand Hygiene

- Washing hands can keep a person healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times, at least. Hands will be washed for 20 seconds in proper way.
  - Arrival to the classroom
  - Before and after eating or handling food
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - Before and after playing outdoors
  - Before and after touching eyes, nose, or mouth
- Hand sanitizer will be provided for staff (at level out of reach of children) to use as needed.

## Cleaning Procedures

- ADM has devised rigid cleaning and sanitation procedures to implement throughout school day to alleviate the possibility of transmission.
  - All high-touch surfaces including, but not limited to, doorknobs, toilet flush handles and sink handles will be cleaned every two hours.
  - Computer components, teacher record-keeping iPad screens and staff telephones will be wiped down when a new person uses them.
  - Classroom materials will be sanitized continuously throughout the day.

- Tables will be wiped down after each use.
- Classrooms, office counters and bathrooms will be cleaned and sanitized continuously.
- Playground equipment will be wiped down between uses.
- At the end of the school day, the school will be thoroughly cleaned and disinfected as we prepare for next day's learning.
- Professional "deeper" cleaning will be conducted as deemed necessary.

## Updated Classroom Procedures

- ADM has updated normal classroom practices until further notice, to alleviate the possibility of transmission.
  - No food preparation.
  - Parents will supply a washable bag for nap items.
  - No water work allowed.
  - Individual supply case for each child (pencil, scissors, glue, colored pencils, etc.) purchased by parents to use during the day.
  - Children and staff must wash hands BEFORE and after playground use.

## Meetings, Events and Gatherings

- ADM will hold parent meetings, staff meetings and other gatherings virtually until further notice. No visitors or guests will be permitted in the building unless absolutely necessary. Anticipated virtual meetings include:
  - New child visits
  - Parent orientation meetings for new parents
  - Back-to-school night for all parents
  - Parent-teacher conferences
  - Staff meetings
  - Fundraiser event

## Distance Learning

- ADM is prepared to respond to the possibility of school closures or required quarantine of students and staff. Administration and staff have carefully reviewed the previous reactive distance learning model implemented during the spring semester of 2019/20 school year. Going forward, we have created a proactive model with richer content and with more effective processes to best serve our children.
  - If local or state officials require us to close our building, we will move to our distance learning model or a hybrid model of distance learning and in-person learning. We will be prepared to make this transition in 24 hours.
  - If a particular classroom community is required to quarantine, that class will move to a distance learning model for two weeks (14 days) from the date of last contact with a positive case.



- If an individual student is not able to attend school because of requirement to self- quarantine, an individual distance learning plan will be implemented.
- ADM will work one-on-one with families if an individual student may not be able to attend school because of individual or family health vulnerabilities. In such a case, we will accommodate the best we can with individual distance learning plan.

### **Questions or Concerns**

- Please contact the office with any questions or concerns about the Pandemic Emergency Operation Plan or any other processes or procedures.