



1819 West 99th Street, Chicago, IL 60643
773.239.8248

Pandemic Emergency Operation Plan

Parent Guidelines

COVID-19

Original Release date: July 29th,
2020

Updates made : November 16, 2020 (in blue)

Updates made: March 22, 2021 (in green)

All Day Montessori is a registered Illinois Early Childhood school and early learning center. ADM is under the licensing and guidance of the Department of Children and Family Services, the City of Chicago, the State of Illinois, and the American Montessori Society. Therefore, ADM must abide by all policies and regulations from the Department of Child and Family Services (DCFS), the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), and the Chicago Department of Public Health (CDPH). This Re-opening Plan uses the policies of these agencies as guidance to provide the safest environment possible. Our plan requires all families to be vigilant and act as partners to keep the community safe.

Given the continuing uncertainty surrounding the COVID-19 pandemic, ADM must consider this plan fluid. The plan may be adjusted to address new information released and/or to comply with future regulations or guidelines, *and to include information to address specific unforeseen scenarios in our school community.*

This document **supersedes ADM's Parent Handbook until pandemic restrictions are lifted by the CDC and the Chicago Department of Public Health.** Please refer to the Parent Handbook for all other school policies and procedures.

The “Family” Unit.

All guidelines encourage limiting contact with staff & children. To provide the safest environment possible, ADM will be operating under the “Family Unit” concept. Each classroom & its teachers are considered a “Family Unit.” Contact with other staff members or children will be limited. All children will change their “outside” shoes upon arrival and wear their “inside” shoes in the Family Unit. They will continue (as is our current policy) to wash their hands before entering the classroom. While in the Family Unit, according to DCFS, parents can decide whether their child should wear a mask or not. All staff will be wearing a mask. Teachers of Young Toddlers & Toddlers will also wear a face shield during the potty training & diaper changing times.

At Home Health Screening Before Arrival

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home.
- Parents are required to conduct a pre-screening before leaving home.
- Please do not bring your child to school if you notice any of the following symptoms:

| | |
|--|----------------------------|
| Temperature of 100.4° Fahrenheit or higher | Chills |
| Sore throat | New loss of taste or smell |
| Cough | Shortness of breath |
| Muscle aches | Headache |
| Vomiting | Diarrhea |

Auto Drop-off

- ADM will utilize a car drop-off and pick-up schedule. Cars should line up along the south side of 99th Street.

Drop-off

- Drop-off times will be staggered. Please make sure you know your child's drop-off time, and please arrive at the school during the scheduled window.
- Please make sure children are unbuckled, **wearing their mask properly**, and have all the necessary items before it is their turn to exit the vehicle.
- If walking, please make sure you are maintaining a social distance from others and wearing masks.
- When it is your child's turn to exit the vehicle, or if walking, please wait for a staff member to greet you:
 - The staff member will check and ask parents **four questions**:
 1. **Is your child exhibiting any NEW symptoms today? Symptoms include: coughing, shortness of breath, sudden loss of smell/taste, chills, body aches/pains, fever, vomiting, diarrhea.**
 2. **Has your child been in contact with anyone who tested positive for COVID-19?**
 3. **Did your child take any fever reducing medication today?**
 4. **Has your child or anyone in your household, traveled with the last 14 days?**
- If the child has a temperature of over 100.4° Fahrenheit after **three** checks or any other noticeable symptoms, the child will need to return home.
- Contactless thermometers will be used in all cases, if possible, and the daily temperature of each child is recorded.

Pick-up

- Parents **will choose** a pick-up time to help us prepare each child for pick-up and to avoid congestion in hallways and on West 99th Street.
- Please wait in **a socially distanced line** for a staff members **will walk your child out to you at the end of the day.**
- If making arrangements with other parents to carpool together, we strongly encourage that you share rides only with those in your child's classroom community. Please be sure to inform the school of arrangements you have for either drop-off or pick-up.

Building Access

- Until further notice, only children and staff are permitted access to the interior of the school. Parents will be allowed to enter the building only when necessary. All visitors will be required to wear face coverings.

Staff Health Screenings

- Staff members will take their temperature each day upon arrival.
- Staff members with a temperature of 100.4° F or more will be relieved of duty for the day.
- Staff will sign in each day acknowledging they took their temperature, and felt symptom-free. Staff will be rechecked for fever during their work period if they begin to feel ill or experience any sign of respiratory illness.
- Staff members who show symptoms during the school day will be immediately relieved of their duties and sent home. The procedures listed below will be followed before returning.

COVID-19 Case and Symptomatic Persons

- Any child or staff member diagnosed with or suspected of having, COVID-19 will be immediately excluded from ADM. Such persons will be permitted to return only when the measures below are met.
- **Symptoms of COVID-19 are fever (temperature greater than 100.4°F/37°C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting, and diarrhea, [new loss of smell or taste](#).**
- ADM will notify all parents, families, and staff by email if we have a confirmed COVID-19 positive case. The notification will include all relevant actions the school is taking, and confidentiality will be maintained.
- School families and staff members must immediately notify ADM if someone in their home tests positive for COVID-19 or if the child or staff member has been in close contact ([within 6 feet totaling 15 minutes or more over a 24-hour period](#)) with a positive case. Child/staff will be sent home (or stay home), are asked to self-quarantine, and should not enter the building until 14 days after exposure and only if they are asymptomatic.
- [If a school family knowingly sends their child to school who has tested positive or is presumed positive for COVID-19, this will result in immediate termination of enrollment.](#)
- Any staff member that become symptomatic while giving care will cease child-care duties immediately and leave the building or isolate in the school's designated isolation space until they can leave. Any such staff will not be allowed in the building until: (i) they are evaluated by a health care provider and are cleared for work; or (ii) it is reasonably evident that the staff member is not suffering from COVID-19.
- If a child becomes symptomatic while at school, the child will be immediately isolated from other children and supervised by minimal staff. ADM will designate a separate space to isolate any child who becomes sick while at school. The school will call parent(s), and the child is to be picked up within 30 minutes (please make sure someone can arrive within the 30-minute window). If a parent is unavailable, we will call others on the emergency contact list. [The sibling\(s\) of this child will also be sent home with the child who is ill during the school day, regardless of whether sibling\(s\) are showing any symptoms.](#)
- If a child or staff member tests positive for COVID-19, the school administrator will notify the Illinois Department of Public Health (IDPH) at 1-800-889-3931 or DPH.SICK@ILLINOIS.GOV.
- **If a child or staff member is diagnosed with COVID-19, he or she is not to return to school until ALL three of the following are met:**
 - 1. Individual is free from fever without the use of fever-reducing medications for at least 72 hours AND**
 - 2. Individual's symptoms, including cough, have improved AND**
 - 3. It has been at least 10 days since the onset of the individual's illness.**
- ADM will close off any areas used by a person who has tested positive for COVID-19 and will not use these areas until after proper cleaning and disinfection procedures have been completed. Windows will be opened to increase air circulation in the area. The area will be vacuumed, and this will be done without people present. Room fans and the HVAC system will be turned off during cleaning. The area will be opened for use once it has been appropriately disinfected.
- **If a child or staff member has symptoms of COVID-19 and it is subsequently determined by a medical provider that the individual likely does NOT have a COVID-19 infection, the child or staff member can return to school if BOTH the following are met:**
 - 1. No fever or symptoms (temperature greater than 100.4F/37C, chills, sore throat, runny**

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.
- Cots will be disinfected each week.

Meals and Snacks

- 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.