



1819 West 99th Street Chicago IL 60643

Pandemic Emergency  
Operation Plan  
Parent Guidelines  
COVID-19

*September 28th, 2021*

All Day Montessori (ADM) is a registered Illinois school and early learning center. 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), and the Illinois Department of Public Health (IDPH). This document was created using those policies as guidance with the goal to provide in-school learning in 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 in order to address newly-developed information, and/or to comply with future regulations or guidelines, and to include information to address specific unforeseen scenarios in our school community.

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

### **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 when they are sick.
- Parents are required to conduct a pre-screening each day at home before school.

Please ask these questions:

1. Does your child or anyone in your home have any Covid-19 symptoms or have a pending PCR Covid-19 test?
2. Has your child been in close contact with someone who has tested positive for Covid-19 or who exhibits symptoms? (close contact is defined as being within six feet of an infected individual totaling of 15 minutes or more over a 24-hour period)
3. Did your child take any medication before coming to school?
4. Has your child traveled or anyone in your household traveled out of state?

**If answered “yes” to any of the above questions, please keep your child home and refer to requirements for when the child can return: no symptoms AND negative test or doctor’s note.**

### **Symptoms**

<b>Temperature of 100.4° Fahrenheit or higher</b>	<b>Chills</b>
<b>Sore throat</b>	<b>Shortness of breath</b>
<b>Cough</b>	<b>Headache</b>
<b>Muscle aches</b>	<b>Diarrhea</b>
<b>Vomiting</b>	<b>New loss of taste or smell</b>
<b>Discolored discharge</b>	

### **Carpool**

- ADM will continue to utilize a carpool or front door drop-off and pick-up. Cars should park, leaving their emergency lights blinking in front of ADM on 99th Street.

- Please make sure both you & your child are wearing their masks properly. A staff member will meet you at the door. Have all necessary items before it is your turn to get checked in.
- Temperatures will be taken at arrival. If the child has a temperature of over 100.4° Fahrenheit after three checks and/or has any other noticeable symptoms, the child will need to return home.

#### *Pick-up*

- Parents are asked to have their mask on properly when they approach the door for pick up. A staff member will bring your child to the door.

### **Building Access**

- Until further notice, only children and staff will be permitted access to the interior of the school. Parents will be allowed to enter the building only when absolutely necessary. All visitors will be required to wear face coverings. Tours of ADM will be conducted after the end of the school day.

### **Staff Health Screenings**

- Staff will sign in each day acknowledging that they took their temperature and felt symptom-free upon entering school. 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 must be followed before returning.

### **COVID-19 Case and Symptomatic Persons**

- Any child or staff member diagnosed with, or suspected of having, COVID-19 shall be immediately excluded from ADM. Such persons will be permitted to return only when the measures below are met (see below).
- **Symptoms of COVID-19 are fever (temperature greater than 100.4°F/37°C), chills, sore throat, runny nose (adults), 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 and text alert if we have a confirmed COVID-19 positive case. The notification will include all relevant action 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 six feet totaling 15 minutes or more over a 24-hour period) with a positive case. Child/staff must be sent

home (or stay home), are asked to self-quarantine, and follow the quarantine rules. There are two options:

1. Quarantine for 10 days from the last day of exposure to the positive case at which point they can return to school if they are asymptomatic OR
  2. Quarantine for 7 days AND obtain a negative Covid-19 PCR test no earlier than 5 days after the last date of exposure, and then they can return to school on the 8<sup>th</sup> day if they are asymptomatic.
- If the close contact CANNOT isolate from the positive case (example the positive case resides in the child's home and is unable to isolate from the child), you have two choices:
    1. Child quarantines for an additional 10 days after previous 10 day quarantine OR
    2. Child quarantine for additional 7 days after the previous 10 day quarantine AND obtain a negative Covid-19 PCR test no earlier than day 15 from the original exposure. Child can return to school on the 18<sup>th</sup> day 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 becomes 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 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 with a door to isolate any child who becomes sick while at school. School will call parent(s) and the child is to be picked up within 30 minutes (please make sure someone is able to 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 must also be sent home with the child who is ill, 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](mailto: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 24 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.**
    4. **Has a negative Covid test.**
  - 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 space will be vacuumed with a high-efficiency particulate air (HEPA) filter, if possible, and this will not be done with 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 24 hours without the use of fever reducing medications AND**
  2. **Negative PCR test for COVID-19 OR a note from a medical provider documenting no clinical suspicion of COVID-19 infection.**

## **Vaccination**

- We follow Illinois regulations with all vaccination and immunization requirements for children and staff.
- Staff members must be vaccinated unless, as stated by Illinois law, there is a religious or medical exemption. If a staff member has an exemption, they must produce a negative PCR test each Monday.
- Vaccinated people are not required to quarantine if they are a close contact and remain asymptomatic. If they become symptomatic, they must then follow the guidelines of isolation for 10 days since onset of symptoms, and be fever and symptom-free.

## **Admittance**

- You will not be admitted to the building if any of the following apply:
  - The individual is exhibiting any symptoms of Covid-19.
  - The individual is a confirmed positive case for Covid-19.
  - He/she has had close contact with someone with a confirmed diagnosis of COVID-19 or who is 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 an individual comes in close contact with a positive case there are two options:
    1. Quarantine for 10 days from the last day of exposure to the positive case at which point they can return to school if they are asymptomatic OR
    2. Quarantine for 7 days AND obtain a negative Covid-19 PCR test no earlier than 5 days after the last date of exposure, and then they can return to school on the 8<sup>th</sup> day if they are asymptomatic.
  - If the close contact CANNOT isolate from the positive case (example the positive case resides in the child's home and is unable to isolate from the child):
    1. Child quarantines for an additional 10 days after previous 10 day quarantine OR
    2. Child quarantine for additional 7 days after the previous 10 day quarantine AND obtain a negative Covid-19 PCR test no earlier than day 15 from the original exposure. Child can return to school on the 18<sup>th</sup> day if they are asymptomatic.
  - If anyone in your household has Covid-19 symptoms, your child needs to stay home until it has been cleared by a medical professional that it is not Covid-19.
  - Your child cannot come to school if they are pending results of a Covid-19 test or if anyone in

their household is pending results of a Covid-19 test this includes a pending PCR test, even if the rapid antigen was negative.

- Related to traveling: we are required to follow the City of [Chicago's guidelines](#). Please make note of current travel guidelines when planning travel outside of school. In following the guidelines, our school is requiring a negative PCR test upon travel to anywhere outside the State of Illinois. The traveler who attends our school must be tested once they return back to Illinois. We do not accept tests from other states or countries that were taken while away.

## **Social Distancing**

- We will make every effort to avoid classroom communities mixing with one another. 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. Floaters must wash hands as they move to a new classroom.
- 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.
- Staff and students will refrain from handshakes, hugging, and high-fives. Children will be taught air hugs and hand gestures (some American Sign language) to express emotions.

## **Nap**

- Children will be positioned to sleep "nose to toes".
- Cot sheets will be provided and washed by school. Children's bedding is sent home weekly to be washed and returned.
- Cots or mats will be disinfected after use and children will use the same one consistently.

## **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 by school.
- Children will be served snacks and lunch by their classroom teachers.

## **Face Coverings and Personal Protective Equipment (PPE)**

### CHILDREN

- All children two and above are to arrive with a face covering and are asked to bring multiple face coverings to have onsite with his or her items.
- ADM will follow the DCFS recommendation that all children over two be masked unless children are eating/drinking, sleeping, and napping.

- 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.
- Alternate face covering are allowed such as face shields and plastic dividers if one of the above medical conditions prevents the child from wearing a regular mask.

#### STAFF

- All staff will wear a face covering over their nose & mouth while working indoors.
- Disposable gloves will be used by staff while disinfecting surfaces, materials and objects.

#### PARENTS

- Parents/guardians/those authorized for pick-up and drop-off should wear a face covering whenever interacting with staff.
- 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 mouthHand sanitizer will be provided for staff and students (at level out of reach of children) to use as needed.

## **Cleaning Procedures**

- Air cleaners (HEPA filters) have been purchased for each building to improve overall air quality and circulation in the school building.
- 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. Classrooms will each have their own iPad to eliminate sharing of devices.
  - 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 daily.
- At the end of the school day, ADM's cleaning staff will disinfect the entire building as we prepare for next day's learning.
  - Professional deep cleaning will be conducted as deemed necessary or if there is a Covid case.

## **Safety Classroom Procedures**

- As needed, proper protocol will be administered in classroom preparation to maintain safe and healthy classroom environments.
  - Shared sets of supplies (markers, crayons, scissors, etc.) will be available in the classroom.
  - High touch point areas such as sinks, faucets, and countertops will be sanitized every two hours.
  - Children can use water for work in classroom.
  - Lunch and snacks will be provided by the school.

## **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.
- Outdoor gatherings will be held only if after evaluation a procedure is in place where all can safely gather according to CDC guidelines.

## **Distance Learning**

- ADM is prepared to respond to the possibility of school closures or required quarantine of students and staff.

- 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 5 school days from the date of last contact with the positive case. Children who test negative (PCR test) on the 5th day, can return to school the 8th day. Children who do not test need to quarantine the full 10 days, but distance learning is only provided 5 of those school days. We will be prepared to make this transition in 24 hours.
- If an individual student is not able to attend school because of requirement to self-quarantine, an individualized distance learning plan will be implemented.

### **Questions or Concerns**

- Please contact the office with any questions or concerns about the Pandemic Emergency Operation Plan for COVID-19 or any other processes or procedures.