

Hill Country Montessori School

COVID-19 Procedures

Introduction

We place special emphasis at Hill Country Montessori School (HCMS) on the safety of our students, parents, and staff and recognize that no policy can cover all situations. Please note that our policies and procedures may be amended as more information concerning COVID-19 becomes available.

Arrival Procedures

Upon arrival at HCMS, all students will be met at the gate by a staff member. Temperature with a non-contact thermometer will be taken and a visual inspection for signs of illness (flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness) will be made before students are allowed to enter the campus. Before entering the classroom, students will be required to use the hand-sanitizing station outside the classroom.

Toddler and Primary Students*

Parents will need to park and escort their child to the front entry gate. All adults will be required to wear a mask when outside their vehicle. When waiting to enter the gate, families will need to stay physically distanced (6 feet apart) from each other on the sidewalk.

Elementary and Middle School Students*

Parents will use the drop-off line at the pavilion gate. Please ensure that your child is ready to exit the vehicle prior to pulling up to the gate. We ask that parents do not exit the vehicle.

*Families with students in both Toddler/Primary and Elementary/Middle School should first drop off the Elementary/Middle School student at the pavilion gate and then park and walk their Toddler/Primary student to the front gate.

Departure Procedures

When leaving HCMS, students will be taken to the gate by a staff member. Toddler and Primary students will be taken to the front entry gate. Elementary and Middle School students will be taken to the pavilion gate. Students will be released to their parent or other authorized individual as follows:

Parents may use the pick-up line if their child is able to enter the vehicle and fasten the seat belt **without assistance**. If the child needs assistance in entering the vehicle and buckling the seat belt, then the parent must park and meet the child at the gate. All adults will be required to wear a mask when outside their vehicle.

Campus Visitors

- All scheduled visitors and outside vendors will be escorted at all times.
- All scheduled visitors and outside vendors will be instructed to wear proper PPE and will be subject to the same entry procedures as students and staff.
- Unless scheduled or in emergency situations, parents will not be permitted on campus.

COVID-19 Symptoms or Exposure

Students will not be admitted into care if they have recently begun experiencing any of the following in a way that is not normal for them **OR** if they have either of the below exposures:

- Measured temperature greater than or equal to 100.0 degrees or feeling feverish
- Loss of taste or smell
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting
- Known close contact with a person who has a pending COVID-19 lab test or confirmed COVID-19 lab test. Return to school will be determined by current CDC and/or Health and Human Services guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- Traveled internationally or to an area with an active CDC travel alert within the last 14 days

Confirmed or Suspected COVID-19

If COVID-19 is confirmed in a child or staff member, we will contact our local health authority and child care licensing to report the presence of COVID-19 in our facility. We will then follow the health authority's advice in regards to re-opening that particular classroom.

- **Students confirmed by a lab to have COVID-19** may not return to the school until all three of the following criteria are met:
 - At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
 - The individual has improvement of symptoms (*e.g.*, cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- **When students are ill with COVID-19 like symptoms (but not confirmed by a lab to have COVID-19)**, they must not return to the facility until the child has written medical clearance from a health care provider. Without written medical clearance, they must follow the criteria outlined above for an individual who has been lab confirmed with COVID-19.

Hygiene Stations

All persons entering the campus must use the hygiene stations located at the front gate or outside the front door of each building before entering the facility. Students will be encouraged and required to wash and/or sanitize their hands throughout the day.

Material Sharing

Toddler Program: Students will be assigned an individual box of materials and will be discouraged from sharing materials when possible.

Primary Program: Students will be assigned an individual shelf of materials and will be discouraged from sharing materials when possible.

Elementary and Middle School Programs: Students will be choosing material from the shelves. Frequent hand washing will be required before and after working with materials and disinfection procedures will be followed to help mitigate the spread of infection.

Food Service

Students will be served individual snack servings. Family-style snack service is discouraged until further notice. HCMS will use disposable items such as cups, spoons, and plates when serving snacks to reduce risk and cross contamination.

Mixing Classrooms/Combining Students

During the school day, students will remain in their assigned groups: Toddler, Ms. Lee, Ms. Rachel, Lower Elementary, and Upper Elementary/Middle School. The assigned groups will not mix with other groups when participating in inside or outside activities.

Aftercare

Aftercare will be limited to 10 students. Students who are enrolled in our regular aftercare program (paying monthly or annual) will be given first priority. Reservations will then be accepted on a first-come, first-served basis.

Personal Protection Equipment Toddler through Lower Elementary Programs

Students in Toddler through Lower Elementary will not be required to wear face masks or other personal protection equipment at school. However, students may choose to wear face masks or other personal protection equipment at school with parent request and approval.

Personal Protection Equipment Upper Elementary and Middle School Programs

Students in Upper Elementary and Middle School programs will be required to wear face masks when unable to physically distance by 6 feet. Students who have a medical exemption on file will not be required to wear a mask/face covering.