

Montrose Preschool and Infant Care Safe School Guidelines under COVID-19

To stop the spread of Covid-19, MPIC has created guidelines specific to our school based on Health Department, California Department of Social Services and County mandates.

Classroom settings

- **Ratio of teachers to children**
Infants 1-4; Toddlers 1-5; Preschool 1-6
- **Max room capacity**
Infants 8; Toddlers 10; Preschoolers 12

To limit the number of children and staff in the classroom, each class is divided into two Pods. Each pod rotates from indoors to outside classroom time at opposite times. When the children rotate, the environment is thoroughly sanitized before and after use. Children's individual placemats are used, and socially distanced, on the tables. All rooms also have a window open for ventilation and an air purifier with UV filters.

Toys that can be easily cleaned are used and placed in the classroom while social distancing. (for example, tents are created for building block play, table toys have their own marked-off space)

Every child has their own separate box of curriculum materials (pencils, crayons, glue, markers, scissors, etc.)

Every child has their own separate box of sensory items (playdough, seasonal items, measuring tools, etc.)

Curriculum items are based on the development of children in the Pod.

Outdoor Environment

- Outdoor playgroups are divided into 5 separate play yards:
 - 1] Large Motor equipment is sanitized between groups
(pod groups rotate into this area)
 - 2] Art/science is sanitized between groups (pod groups rotate into this area)
 - 3] Grassy running space (pod groups rotate into this area)
 - 4] Infant/toddler yard
 - 5] Infant side yard.
- The environments is set up by an outdoor environment specialist and sanitized between the rotation of Pod's

Sign-in and sign-out procedure

- A carline drop-off and pick-up prevents exposure. Parents do not get out of the car. A group of specially designated staff members help children out of their car to the shoe changing area then to the yard or classroom.
- To reduce family's exposure to COVID-19 we have created two forms that can be submitted on your personal device. The first form is submitted at drop-off, and the second form is submitted at pick-up. These forms are automatically recorded and printed every day to be filed for DSS.
- A staff member will be available to receive your child in the morning and bring your child to your car in the afternoons.
- Children must be dropped off wearing a mask with a spare mask in their bag.
- If families would like to see the environment, they can call the office and ask for an online classroom tour.
- Parents will submit the sign-out form via internet, call the office to let us know they are in the parking lot.
- A staff member will bring the child out to the car.
- **Infants pick up.** The parents will go to the gate outside the infant environment and ring the doorbell.

Meals

- Weather permitting, all meals will be eaten outside, practicing social distancing. There is adequate space inside if the weather prevents outside eating.
- Families provide all meals for the children (subject to change based on county regulations)
- No lunches will be heated up at this time. Parents can provide a thermos.
- Children will wash their hands before and after eating
- The tables are cleaned before and after mealtimes.

Bathrooms

- There are marked spots for the children to stand 6 feet apart
- A staff member will direct the children and supervise the bathroom
- Each toilet is sanitized after each use
- Sinks have been placed outside the wash their hands.

Napping

- The bedding is 6 feet apart
- Sheets are sanitized with a UV wand every day
- Sheets are washed once a week unless need more frequently
- Personal blankets are kept at school and washed here each week.

Personal Belongings

- All clothing needs to be labeled and placed in a bag
- No toys from home
- A pair shoes that stay at school is required
- School shoes are sanitized each day.

Health and Safety

- The staff here at MPIC take health and safety seriously and work with the children everyday modeling and creating interactive activities to help the children understand COVID-19.
- The staff model wearing a mask and encouraging students to wear their masks except to eat and nap.

Daily screening and policies for employees

- Every morning staff submits a questioner if they have any signs and symptoms of COVID-19.
- The staff temperatures are taken before entering the environment.
- Staff Changes Shoes upon entering the environment
- Staff is always required to wear a face mask while in the environment.
- Staff will social distance if they need a drink of water from their water bottle
- If a staff member shows signs of being Sick, they will be asked to self-isolate and seek medical advice.
- Staff who test positive for COVID-19 will self-quarantine for 14 days and be required to take a COVID-19 test before returning.
- If a staff member has a fever, and not COVID-19, they will quarantine at home for 72 hours and return when symptom-free without the help of mediation. They must have a Doctor's note to return with proof of negative COVID-19 test.
- MPIC will follow all guidelines in reporting any COVID-19 outbreaks.

Children's daily routine to prevent the spread of COVID-19

- Upon arrival, children will socially distance and change shoes.
- Before entering the environment, children will wash their hands at one of our many outdoor washing stations.
- Every two hours, the children will have their temperature checked.
- Staff are trained to look for signs and symptoms of COVID-19 continuously.
- If a child has a temperature or shows signs of being sick, they will be isolated in a room away from other children
- The parents will be notified and asked to pick up the child within 30 minutes.
- The parent will seek medical advice and notify MPIC with a doctor's note as soon as possible.
- Children must stay home after a fever and must be fever-free without medication for 72 hours with a doctor note to return.

- If the child is exposed or has COVID-19, parents must isolate the child and family for 14 days and return with a doctor's release form.
- MPIC will follow all guidelines in reporting any outbreaks of COVID-19
- Parents will be notified if their child was exposed to COVID-19 at school
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MPIC continues to follow guidelines and continues to train staff of any changes in policies and procedures set forth by the County Health Department, CCLD, and CDE.