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Basilica of Saint Mary Montessori Academy

18100 Merriman Road, Livonia, MI 48152

COVID-19 Mitigation Plan

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Overview

- The purpose of this plan is to ensure the safety of all students, staff, and families. With the spread of the coronavirus or COVID-19, Basilica of Saint Mary Montessori Academy must remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned.
- During the facility's closure a complete cleaning and disinfection procedure. This service will continue nightly cleaning and disinfection procedures upon the reopening of the facility.
- The administration is responsible for overseeing the implementation of this Plan and set a good example by following the Plan at all times. This involves practicing good hygiene and school wide safety and prevention practices. The administration will ask for and monitor the same behavior from all employees.
- This Plan is based on the information available for the CDC, OSHA and the State of Michigan, and may be changed and amended based on further information.
- A copy of the Mitigation Plan will be provided to staff and families.
- Staff will be trained in following these guidelines and the Mitigation Plan.
- Staff will explain and model safety, physical distancing, hand washing, and hygiene procedures to students in an age-appropriate manner.

Signage and Information

- Signs are posted at the entrance. Everyone entering the building must read them. They give clear and precise information on COVID-19, its symptoms, when not to enter the building, risk factors, information on our daily health checks, and other conditions of exclusion of students.
- Information regarding this Plan and resources related to COVID-19 will be disseminated to all families and employees.
- Additional signage will be posted throughout the building including hand washing procedural illustrations in each classroom and restrooms.

Family Responsibilities

- Parents will be asked to keep child(ren) home if ill.
- No child may return to the facility within 72 hours after the last fever.
- Families are asked to review and follow [CDC information and guidance](#).

- Any attendees who have come from out-of-state or have recently traveled out-of-state will need to affirm with staff that the child has abided by the 14-day quarantine.
- If anyone in the household has travelled out-of-state, the family of the student will need to affirm that the person has abided by the 14-day quarantine.
- Families are expected to report any known exposures to COVID-19 positive individuals to the school.
- Any child with a fever of >100.4 will be sent home and asked not to come back until the fever is gone for 72 hours.
- If child becomes ill while at school s/he will be appropriately isolated until they can be picked up. Timely pick up of ill children is required.

Drop-Off and Pick-Up

Children will be picked up at the door by a staff member wearing a face covering.

- Staff in charge of a group will sign in and sign out the student each day.
- No Visitors will be allowed in the building. If a parent needs to enter the building, they will need to wear a face covering and will be screened.
- There is a staggered Drop-Off and Pick-Up schedule. Physical distance guidelines will be followed during the Drop-Off and Pick-Up which may include children remaining in vehicles until met by the staff member.
- Toddler Drop-Off at 8:00 am, Primary at 8:30 am, Summer Camp at 9:00 am.
- Each child will be screened at the door and a temperature check will occur. Each child and staff member's temperature will be logged each day and at other times during the day if a fever is suspected.

Note: These logs and other required record keeping are essential. They will be maintained at all times.

Group Size and Outside Time

- Group size will be no more than 10 children with no mixing of groups.
- Each group will have its own entry and exit point, as well as, its own room and outside area.
- Activities will be held outside when possible.
- If it is necessary for an outside area to be shared there will be a staggered schedule with complete and thorough sanitizing of equipment between groups.
- Activities that require projection of voice and/or physical exertion must only take place outdoors with a minimum of 10 feet between each person understanding the limitations of physical distancing with young children.
- Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.
- There will no field trips

Staff Responsibilities

- Staff members will have pre-shift screening, and this will be logged.
No staff member may report to work if showing symptoms of COVID-19.

- The same staff member(s) will remain with that group throughout the day except for providing administrative supervision, staff breaks, and absentee coverage.
- In these instances, staff must wash hands following CDC guidance, as well as, disinfect any items they may carry (pen, clipboard, etc).
- Staff must wash hands frequently using soap and water including before and after food preparation, assisting a child with eating, and changing diapers.
- If soap and water are not available in an area a supply of hand sanitizer with at least 60% alcohol will be used.
- Face coverings need to be worn by all employees except for eating and/or playing a musical instrument. In these specific instances physical distancing of at least 6 feet is required.
- Staff will be instructed not to touch the face covering and take it home for washing daily. Any staff member showing signs of illness will be isolated until their departure.
- The school will report to families any known exposures to COVID-19 positive individuals while respecting the privacy of the individual.
- Employees who have symptoms should notify their supervisor and stay home.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- New loss of taste or smell
- Sore throat

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

Working with Children

- Children will be monitored at all times.
- There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used staff must monitor its usage.
- Age appropriate face coverings for students.

- Staff will model and encourage age-appropriate physical distancing.
- The sharing of materials will be minimized. If materials are shared, they are to be disinfected between uses and staff and students are to wash their hands before and after usage.
- Used materials will be kept separate until the used materials are sanitized.
- Any shared items or materials will be cleaned between uses.
- An adequate supply of materials will be maintained.
- All meals and snacks will be in the classroom or outside weather permitting.
- Prepackaged snacks are an option.
- Children's nap time mats will be spaced out as much as possible with 6 feet being optimal. Children will be placed head-to-toe instead of face-to-face to further reduce the potential for viral spread.

Cleaning and Disinfecting

- All surfaces will be cleaned and disinfected regularly, and a log will be maintained showing the staff member initials, and time of the cleaning.
- Areas/items to be cleaned include: Tables, chairs, doorknobs, light switches, countertops, handles, sinks, faucets, and toys.
- Adequate cleaning and disinfecting supplies will be maintained.
- [CDC cleaning and disinfecting protocols](#).
- Extensive use of disinfecting products will be done when children are not present, and the facility aired out before children return.
- If disinfection occurs while children are present staff will wipe the area again with water to remove any residue.

Encouraged Best Practices

Any person in a high-risk population is encouraged to stay home, not work in childcare settings, and avoid entering for drop off or pick up.

Informational Links:

[State of Michigan COVID-19 Mandates](#).

[Germ Prevention Strategies](#)

[When to Keep Your Child Home From Child Care](#)

[What You Should Know About COVID-19 To Protect Yourself and Others](#)

[When and How To Wash Your Hands](#)

[Talking with Children about Coronavirus](#)

By signing below, I agree to abide by all the terms and guidelines outlined in this Mitigation Plan.

I understand the importance following this Plan as it relates to the overall safety of all children and staff.

Signature

Date