

Montessori School of Champaign Urbana

## **COVID-19 Action Plan**

A Public Health Guided Approach to Safely Re-Open Our School in Accordance with  
Governor Pritzker's "Restore Illinois" Plan



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## Introduction



In March 2020, the COVID-19 pandemic in the U.S. grew to such proportions that the State of Illinois temporarily shut down all schools in the state, eventually extending that closure for the remainder of the 2019-2020 school year, in order to contain it. **It is the aim of this document to detail our plan for returning to school in the safest ways possible, once schools are allowed to re-open in the State of Illinois.**

**MSCU has a longstanding history in the Champaign-Urbana community and it is our goal in re-opening to continue to serve our families by providing excellence in education and the experience of being in a loving care community, while prioritizing the safety and well-being of each and every one of our children.** In order to accomplish this, our Return to School Plan follows best practices offered by C-UPHD, IDPH, CDC, WHO, and other local, national, and international public health organizations, and rigorously follows the phases in the “Restore Illinois” Plan set forth by Governor Pritzker and the State of Illinois.

**MSCU’s #1 priority is and always will be the safety and support of our children, their families, our staff, and community.** This means that while we will strive to offer the most stable, normal, caring learning experience possible in these challenging times, we must do so in ways that will reduce the amount of risk to the health of our children, families, staff, and community as much as humanely possible. **We ask for our entire community’s understanding, support and help in accomplishing this.** There will be some changes to how we operate during certain phases of regional, state, and national recovery that will be very different from how we normally operate. Please understand that these changes are made not to inconvenience any families, but to protect our school community as much as possible in this time and still be able to operate. As a school, we look forward as much as everyone else to the time when we can safely operate without these precautions in place; however, it is vital that we follow the guidance of health metrics and our governor’s plan to do so and not a forced timeline. Just as with our state’s reopening plan, we recognize that health metrics are what will determine whether we can move forward to each successive phase – or whether it becomes necessary to move back to a prior phase.

Our commitment to the safety of our children will require all of our flexibility, adaptability, and collaborative effort – it will also require those qualities of our families. While we cannot guarantee that there will not be periods in the future where we may return to more restrictive phases of health protocols or even full school closures, what we can and always will guarantee you is that we will put the health and safety of our children and families first, always. That is our commitment to you as our community.

Sincerely,

*Monica Huang*

Monica Huang  
Head of School

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## I. OVERVIEW

- A. The purpose of this plan is to provide the Montessori School of Champaign-Urbana (MSCU) with a framework for school preparedness planning and continued operation during a COVID-19 pandemic. The information and tools in this plan are adapted for the needs of MSCU staff, students, and community and will take into account the specific roles of each staff member of MSCU during a COVID-19 pandemic, to include:
1. Protocols and other requirements to promote health and safety during continued school operation for staff, students, families, and other stakeholders
  2. Staff responsibilities during both in-person and remote learning
  3. School operational policies during the COVID-19 pandemic

## II. DOCUMENT ASSUMPTIONS

- A. This document details what will be done in Phases 1-4 of the Restore Illinois Plan; it assumes that the plan for Phase 5 will be *“Back to pre-pandemic operations, with new health/hygiene protocols in place as appropriate per IDPH guidelines.”*
1. If distinctions are made between Phases 1-4 in any of the protocol areas, it will be denoted in the text.
- B. This document may be changed and amended as the COVID-19 situation evolves and more information becomes available about the SARS-CoV-2 virus which causes COVID-19.

## III. CAMPUS ACCESS & PROGRAM DELIVERY

- A. Full School Closure — If school buildings are closed by state mandate or public health decree:**
1. Selected staff will work from home.
  2. Access to buildings will be limited to staff only on a scheduled basis.
  3. Anyone on campus must wear a mask and gloves.
  4. No more than 2-3 staff members on campus at any given time and those staff will practice social distancing within the school. They must also wipe down spaces they came in contact with.
  5. School will work closely with local public health and government officials to determine when and under what conditions campus can re-open. Remote learning may be offered for select groups.
- B. Limited childcare or Limited School (Numbers and restrictions subject to most current public health guidance)**
1. **(Phases 1-2)** 10 children or fewer per classroom; children of essential workers only.
  2. **(Phases 3-4)** 10 children or fewer for an initial 4-week period
    - a. If Illinois is in Phase 3 or higher, the 10 children being served do not have to be children of essential workers.



#### IV. ILLNESS & HEALTH MANAGEMENT

##### A. School Illness Prevention Approach

###### 1. *Intensified Schoolwide Focus on Health & Hygiene*

- a. Signs shall be posted throughout the facility describing ways to prevent the spread of germs and the informational content shared with students
- b. Daily health screening — Temperature and symptom screening for all persons entering the facility will be required daily upon arrival at school, and results logged.
  - i. Persons who display signs of illness, feel feverish/warm to touch, or have fever of 100.4°F or above must not enter the facility as per CDC and local public health guidance.
  - ii. Signage will be posted outside all entrances restricting entry to anyone with symptoms of illness/respiratory infection.
- c. All students in all programs sanitize hands upon arrival at front entrance, wash hands immediately upon entering classroom, and continue to handwash on a specified schedule thereafter (see specific protocols in Appendix A), supervised and assisted by teacher.
  - i. Hand sanitizer, soap, and disinfectant readily available in all classrooms.
  - ii. While not an acceptable substitute for soap and running water, alcohol-based hand sanitizer shall be placed in every room and at the entrance to every room.
  - iii. Handwashing & hygiene for all (staff and students) emphasized and part of the regular curriculum and class schedule, including at the following times:
    01. Entry to and exit from the classroom
    02. Before and after contact with individuals
    03. After contact with contaminated surfaces and equipment
- d. Teachers check and explicitly teach, supervise, assist, and model proper hygiene and PPE wearing, including:
  - i. Mask wearing. Masks must be worn by ages 2 and up while anywhere on campus, except when eating, napping, or playing outdoors while maintaining social distancing as possible.
  - ii. Use of shoe covers/indoor shoes
  - iii. Thorough and frequent handwashing according to CDC guidelines as specified in Appendix A.
  - iv. Avoidance of face-touching
  - v. Social distancing strategies (i.e., keeping bodies to selves, etc.)
- e. Specific protocols will hold for facility cleanliness and food service, as described under “Facilities & Food Service”

2. *Isolation of Sick Students/Staff*

- a. Children who show signs of illness at school must be isolated immediately in infirmary area and the “Student Illness Policy” (Appendix ) followed.
- b. Staff who are ill should be sent home immediately and the “Staff Illness Policy” (Appendix ) followed.
  - i. Primary: Previous staff lounge
  - ii. Elementary: Upstairs office
- c. Materials/Areas used by the sick student or staff member will be closed off immediately if possible and cleaned/disinfected 24 hours later.
  - i. If not possible to close off the area for 24 hours, the area will be cleaned and disinfected immediately so no other persons can come into contact with it prior to being cleaned and disinfected.

3. *Use of Personal Protective Equipment (PPE)*

- a. All individuals on or approaching campus required to wear masks at all times, with the exception of staff/children eating at established mealtimes and children who are napping or playing outdoors while social distancing.
  - i. Masks must be worn properly, covering the nose and mouth completely.
  - ii. Children ages 2 and up should wear a mask when they arrive at school and in the classroom at all times except when eating or sleeping, or playing outdoors.
    01. Parents should provide a minimum of 5 extra masks to be kept at school for their children. Disposable masks at school will be provided if a child’s own supply from home runs out.
    02. If a child’s home supply of masks run out, MSCU will furnish a disposable mask for the child as needed until the family can replenish the child’s home supply.
  - iii. Best practices include replacing masks with fresh masks at the following times:
    01. When damp, wet, damaged, or no longer fits the face
    02. After removal for eating or other essential functions
  - iv. Parents should wear masks when exiting the car to drop off/pick up their child.
  - v. All vendors/volunteers who service the school must wear masks while on campus. If handling food or other easily contaminated items that will be given to children, they must wear gloves in addition to masks while handling the items.
- b. Gloves (in addition to masks) must be used by staff when serving food to children, diaper changing, and/or dealing with wounds. Frequent hand washing is required when gloves are not in use.
- c. Children and staff will change shoes on arrival or use shoecovers while indoors.
- d. Smocks/overgarments
  - i. Will be required for staff who “float” between more than one room
    01. Smocks/overgarments must be changed between rooms and the same person will not go between more than 2 assigned rooms.

- ii. May be worn by non-floating classroom staff if deemed desired/necessary, but will not be required by the school
- e. MSCU will supply personal protective equipment (PPE), including, but not limited to, disposable face masks, face shields, and gloves for staff.

#### 4. *Social Distancing Measures*

##### a. Campus-Wide

- i. Individuals on campus stay 6 ft away from one another at all times unless in emergency
- ii. Families and other non-essential visitors do not enter facilities in Phases 1-4, in order to reduce the number of potential vectors coming into contact with children/staff.
  - 01. Drop-off and pickup only through the car line, following specific social distancing protocols; see “Drop-Off and Pickup Procedures” for more details.
- iii. Signs shall be posted at the entrances of both buildings. All essential visitors such as vendors and local officials entering the building are required to read them. They give clear and precise information on our COVID-19 policies and social distancing requirements for those entering MSCU facilities.
- iv. No handshaking
- v. MSCU’s no-sharing policy for food, drink, and personal items will be continued across campus.
- vi. Communications with staff, families (e.g., Parent-Teacher Conferences, etc.), Board members, vendors, and other stakeholders shall be held remotely whenever possible.

##### b. Classrooms

- i. Each classroom will be a separate cohort unto itself
  - 01. There shall be no mixing of cohorts in any common areas or rooms on campus.
  - 02. There shall be no mixing of individuals within cohorts; children shall not move between cohorts. If for some reason a child needs to move to a different group, a transition plan shall be developed.
  - 03. Staff shall be assigned to only one cohort, with the exception of “floater” staff if needed; “floater” staff may only go between 2 assigned cohorts
- ii. Classrooms will implement multiple strategies to help children in each cohort try to maintain a 6-foot distance from each other. **C-UPHD recommends that even in cohorts students still try to maintain 6 foot distance from each other if at all possible.**
  - 01. The number of students sharing tables during work time shall be limited to maintain a 6 foot distance.
  - 02. Furniture and seating shall be moved to encourage 6ft distancing between individuals in each room
  - 03. Outdoor time will be used as much as possible.

1. Cohort staff shall coordinate schedules if using outdoor areas so that cohorts do not mix in same area at close intervals.
04. Storage areas for personal belongings will not be used by multiple cohorts (e.g., one locker room may not be used between 2 different groups of students)
  - ii. Physical contact will be limited to as-needed basis. Prolonged physical contact should be avoided if possible. If tears/secretions from child get on garments, the overgarment should be changed as soon as possible to avoid possible transmission to other children in the room.
- b. Outdoor Time
  - i. Students stay in cohorts for outdoor time
  - ii. One cohort on playground at a time; they must not mix.
  - iii. Assign playground toys to classroom cohorts to the extent possible
  - iv. Must allow 30 minutes between groups using outdoor play structures, or sanitize between groups
  - v. Masks are not required outdoors if 6 foot social distancing is maintained
  - vi. No public playgrounds shall be visited (e.g., Burwash)

## **B. Student Illness Policy (Phases 1-5)**

### *1. Family Policy*

- a. **Families should NOT send their children to school if:**
  - i. They have a fever of 100.4°F or higher, feel warm/feverish, or have had a fever within the last 48 hours
  - ii. They show any signs of illness
  - iii. They have been in close contact (shared living quarters, provided care) OR spent time within speaking distance with a person who has COVID-19 or is/has been under testing/investigation for COVID-19 within the past 14 days
- b. **If student becomes ill for any reason while at school, families must pick up within 30 minutes or send someone else who can do so.** After 30 minutes, the school will begin contacting emergency contacts to come pick up the child.
- c. **Families must immediately notify the school if someone in their home tests positive or if the child has been in close contact with a positive case.**
  - i. See a physician immediately if you think your child may have COVID-19.
  - ii. Contact the school administration and local health officials immediately and report the sickness and/or any possible exposure to COVID-19. These officials will help administrators determine a course of action for MSCU.
  - iii. MSCU will report all positive cases to DCFS.
- d. Section 407.310 of DCFS Code requires that any child suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the day care center until written documentation is provided by the child's physician that the

child is no longer communicable and may return to daycare. **Your child will be dismissed from school for 2-5 days pending the results of the test. You will need to provide a doctor note for your child to return to school.**

- e. You will be expected to work with the local health officials and MSCU to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- f. Contacts will be tracked of those with confirmed illness.
- g. Families may be asked to complete an exposure survey.

2. *If a Student Becomes Ill on Campus with Fever/Respiratory Symptoms*

- a. They will be immediately isolated in the infirmary area for their building until they can be picked up ASAP.

**Designated infirmary areas:**

Primary, Toddler, & UE/Secondary: Prior HoS office/staff lounge

Elementary: Upstairs office

- b. Families must pick up within 30 minutes or send someone else who can do so. After 30 minutes, the school will begin contacting emergency contacts.
- c. All areas (e.g., offices, bathrooms, common areas, etc.) and equipment/materials (e.g., tablets, touch screens, keyboards, remote controls, class materials, etc.) used by the sick person must be cleaned and disinfected according to the following protocol:
  - i. Areas used by the sick person will be closed off immediately if possible; shared equipment/materials will be put in an isolation area that is closed off.
    - 01. Outside doors and windows will be opened to increase air circulation in the area.
    - 02. MSCU will wait 24 hours before cleaning/disinfecting if possible, to reduce risk to individuals who will be doing the cleaning
  - ii. If not possible to close off the area or equipment/materials immediately, the area and/or items will be immediately cleaned and disinfected.
    - 01. Outside doors and windows will be opened to increase air circulation in the area.
    - 02. Cleaning and disinfection will be done according to CDC guidelines (Appendix A)

3. *Response to Reported COVID-19 Illness By Student*

- a. If a student/staff member tests COVID-19 positive, public health will be notified immediately and MSCU will follow public health guidance regarding possible closure of classrooms. Students may be asked to remain home for a minimum of 14 days. If public health requests for students in one or more classrooms to

remain at home, any siblings who may be in non-affected classrooms will also be asked to remain at home for the same length of time.

- b. The MSCU school community will be immediately notified, via email, website, and social media, of any positive COVID-19 cases in the school community, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- c. MSCU will work closely with local public health officials to monitor absenteeism, do contact tracing of those with confirmed illness, and determine whether facility closure or extended school dismissal is appropriate in the event of any COVID-19 cases arising in the school community.
- d. MSCU will notify IDPH, CDC, and the local DCFS Licensing Office immediately upon being informed of exposure to COVID-19, by telephone and follow-up in writing to the local DCFS Licensing Office

### C. Staff Illness Policy (Phases 1-5)

#### 1. *Coming to Work*

- a. Employees should not come in to work if they are showing signs of illness at home.
- b. Employees who show signs of illness upon arrival at work will immediately be sent home and encouraged to get checked by a physician as soon as possible.
  - i. Employees MUST report symptoms ASAP, even if they do not come in to work.
  - ii. Employees with signs of illness, feel feverish/warm to the touch, or who have a fever of 100.4°F or higher may not enter the facilities.

#### 2. *If an Employee Becomes Ill on Campus with Fever/Respiratory Symptoms*

- a. Employees who become sick during the day will immediately be sent home and encouraged to get checked by a physician as soon as possible. A substitute will be provided to cover their shift.
  - i. Employees MUST report symptoms ASAP.
  - ii. Employees who cannot leave campus immediately must self-isolate in the infirmary area for their building and leave campus as soon as possible.

#### **Designated infirmary areas:**

Primary, Toddler, & UE/Secondary: Prior HoS office/staff lounge

Elementary: Upstairs office

- b. All areas (e.g., offices, bathrooms, common areas, etc.) and equipment/materials (e.g., tablets, touch screens, keyboards, remote controls, class materials, etc.) used by the sick person must be cleaned and disinfected according to the following protocol:
  - i. Areas used by the sick person will be closed off immediately if possible; shared equipment/materials will be put in an isolation area that is closed off.

01. Outside doors and windows will be opened to increase air circulation in the area.
  02. MSCU will wait 24 hours before cleaning/disinfecting if possible, to reduce risk to individuals who will be doing the cleaning
  - ii. If not possible to close off the area or equipment/materials immediately, the area and/or items will be immediately cleaned and disinfected.
    01. Outside doors and windows will be opened to increase air circulation in the area.
    02. Cleaning and disinfection will be done according to CDC guidelines (Appendix A)
3. *Required Response to Positive COVID-19 Test for Employees*
- a. If an employee is confirmed to have COVID-19 infection, MSCU will inform fellow staff and families of possible exposure to COVID-19 within 24 hours in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
    - i. Fellow employees should then self-monitor for symptoms (e.g., fever, cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches).
      01. Employees should not go to work if they are feel sick and are experiencing any signs of illness. If employees are experiencing signs of illness they should stay home and call their doctor.
  - b. Employees must report a positive COVID-19 diagnosis to Champaign-Urbana Public Health Department and MSCU within 24 hours.
  - c. Employees that have tested positive can return to work under the following conditions:
    - i. Additional tests
      01. No fever without the aid of fever-reducing medicine
      02. Other symptoms have improved
      03. Two (2) negative tests in a row taken 24 hours apart
    - ii. If no additional tests, then:
      01. No fever for at least 72 hours without the use of fever-reducing medicine
      02. Improvement of other symptoms
      03. 10 days have passed since symptoms have first appeared
    - iii. They have met all CDC criteria to discontinue home isolation (see [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html))
  - d. Employees who have tested positive but were **asymptomatic** may return to work under the following conditions:
    - i. Additional tests
      01. Two (2) negative tests in a row taken 24 hours apart
    - ii. If no additional tests, then:
      01. No symptoms since the positive test
      02. 10 days have passed since date of their positive test

**V. DROP-OFF & PICKUP PROCEDURES**

A. Families are encouraged to have the same designated person drop off and pick up the child every day, and to not utilize older persons in this role if possible.

*B. Drop-Off Procedures*

1. **All families must now utilize the car line to drop off their child at school.**
2. Drive up, stop car at designated point
  - a. One adult (wearing a mask) should help the child (also wearing a mask) exit the car and go to staff member(s) at door. Staffers will no longer be able to help the child unbuckle and exit the car; this must be done by a family member.
  - b. The adult should stay 6ft away from staffer at all times by waiting at the designated wait point while the child is screened.
  - c. Adult should wait by the designated wait point until getting an all-clear to leave the child.
3. **Families may not enter the building during Phases 1-4.** Dropoff must be done at the front entrance through the car line. Walkups are temporarily suspended.
4. **Families must observe proper social distancing when dropping off at the overhang.**
  - a. Tapes/signs will be on the floor to indicate where child(ren)/families should stand.
  - b. Families must take turns and only one adult should exit the car at a time.
5. **Children will get their temperature checked and symptom screening upon arrival by a staff member at the front entrance of the building daily.**
  - a. Children will be given hand sanitizer for hands; while disinfecting hands, temperature will be taken. Parents should practice using hand sanitizer and checking temperatures with children at home so the process becomes familiar.
  - b. **Children with signs of illness, a temperature of over 100.4°F degrees, or who feel feverish/warm to the touch will not be allowed to enter the facilities.**
  - c. Entrance checklist will be kept, documenting temperature and any minor symptoms for each day for each child
  - d. If cleared, student is given hand sanitizer for hands and allowed to enter building
6. **If child will be absent, parents must call ahead to let the school know.**

*C. Pickup Procedures*

1. All families must now utilize the car line to pick up their child from school.
  - a. Drive up, stop car at designated point, one adult exits the car wearing a mask and waits at designated wait point.
  - b. Adults should stay 6ft away from staffer at all times by waiting at the wait point to receive their child.
  - c. Children will be escorted/sent individually from the classroom during pick up time.
    - i. No more than 10 children in the hallway at a time or maximum number considered appropriate by IDPH for Restore IL Phase.
    - ii. We will strive to not mix children from different cohorts in the hallway.

- d. Families will not be permitted to be in the hallway during pick up time.
  - i. They must wait outside, observing tape/signs on the ground where to stand and observe appropriate social distancing measures between families.
- e. After pick up, staff will immediately clean and disinfect all high touch areas.

## VI. FACILITIES & FOOD SERVICE

### A. Facilities

#### 1. *Staff and CDC Handwashing and Personal Hygiene Protocols*

- a. Cleaning staff will wear disposable gloves and gowns for all cleaning tasks, including handling trash
- b. PPE should be removed carefully to avoid contamination of the wearer and surrounding area
- c. Hands should be cleaned often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds (follow handwashing protocol)
- d. Also clean hands: after blowing nose, coughing, sneezing, using restroom, before eating/preparing food, after contact with animals/pets, before/after providing routine care for another person who needs assistance such as a child

#### 2. *Intensified Cleaning, Disinfection, and Ventilation*

##### a. **Cleaning & Disinfection Expectations**

- i. Full campus, including all furniture, equipment, and touchpoints, will be disinfected before school re-opens
- ii. ALL staff will be responsible for deep cleaning own areas and classroom materials regularly on a daily basis.
  - 01. Each classroom will be given its own set of cleaning and disinfecting supplies.
  - 02. When cleaning, staff will:
    - 1. Put on gloves and wipe down doors, light switches, handles with disinfectant wipes.
    - 2. Wipe down and clean classroom, focusing on high-frequency touchpoints.
    - 3. Ensure safe and correct application of disinfectants and keep products away from children.
- iii. All high-touch surfaces will be frequently sanitized as recommended in CDC guidance, with disinfection solution as defined in DCFS Section 407.45
  - 01. Materials/Furniture that cannot be easily disinfected will be removed from classroom or replaced with easily disinfected substitutes (e.g., use wipeable mats instead of rugs)
  - 02. All soft plush toys that can harbor germs and cannot be readily cleaned will be removed.

03. Toys or items that are mouthed shall be removed for sanitizing immediately. For infant and toddler children, teething toys shall be removed for sanitizing once discarded by a child.
04. Other high-touch surfaces throughout the school include:
  1. Areas used frequently
  2. Equipment used frequently
  3. Toys used frequently
  4. Door handles, light switches
  5. Phones, keyboards, computer mouse
- iv. A daily professional cleaning service will also be used in conjunction with the school's directed cleaning efforts for deep cleaning
- b. MSCU will ensure supply chain is stable for needed supplies such as gloves, masks, disinfectant, and antiseptic hand wash
  - i. Administrative staff will ensure stocks remain high of needed PPE and cleaning supplies
- c. MSCU shall ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
  - i. Staff shall not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.
- d. MSCU shall take steps to ensure that all water systems and features (for example, drinking fountains or decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- e. MSCU shall follow CDC guidelines for timing and location of cleaning/disinfection of surfaces if there is suspected COVID-19 exposure (see protocols under "Illness & Health Management")

#### B. Food Service

1. Tables used during consumption of food or beverages will be cleaned and disinfected before and after students eat.
2. Snack shall be individually served to students, following proper food handling procedures with masks and gloves on.
3. Lunchtime will be set up, supervised, and cleaned up by staff in each classroom cohort. Cohorts shall not mix.
  - a. Family-style or buffet-style food service shall be avoided.
    - i. Food will be individually plated by cohort staff if serving school food.
    - ii. Children may bring their own meals as feasible in the Elementary building, while ensuring safety of children with food allergies
4. Extra care shall be taken with handling food and food service items
  - a. Staff who handle/serve food shall wear masks and gloves when handling the food.

- b. Individuals shall wash hands after removing gloves or after directly handling used food service items.
  - c. Disposable food service items will be used when it is practical to do so and will be handled with gloves; if non-disposable food service items are used, they shall be handled with gloves and washed with dish soap and hot water or in a dishwasher.
5. Food preparation works will be temporarily suspended in all classrooms until Illinois is in Phase 5.

## **VII. EXTRACURRICULARS, TRIPS, & EVENTS**

### **A. Extracurriculars**

1. All in-person extracurriculars cancelled
2. Online offered if possible

### **B. Field Trips & Travel**

1. All in-person field trips and travel cancelled
2. Online enrichment may be offered if available

### **C. Events**

1. (Phases 1-3) All in-person events CANCELLED
  - a. Events in line with social distancing (e.g., “MSCU Together” events in which families participate individually, observing social distancing guidelines) may be held
2. (Phase 4 Only) Group events of 50 or fewer may be allowed, pending IDPH guidance
  - a. Group events of 50 or fewer, following IDPH guidance, may be permitted under the “Restore IL” Plan
  - b. Events should still maintain social distancing as required by public health officials and state government.

## **VIII. COMMUNICATION PLAN**

### **A. Community**

1. Families will be informed of school news, pertinent calendar/schedule/rule changes, ongoing monitoring and important public health information, steps being taken by the school to prepare for possible COVID-19 cases in the community, any updates to the Return Plan, and any other relevant information via:
  - a. Email
  - b. Website
  - c. Social Media
2. MSCU will continue to share COVID-19-related, socio-emotional, and mental health resources to support the community as they become available.

### **B. Board**

1. The Head of School will continue to work together with the Board on calendar changes, program changes, and any school schedule changes.

C. Staff

1. Staff will be kept apprised of developments in school direction or plans during a pandemic through multiple approaches:
  - a. Email and/or text messaging
  - b. Phone tree to check on staff well-being
2. Staff will be asked for input on return to school plan as applicable to their duties

D. Vendors

1. MSCU administrative staff shall update vendors with school opening status as applicable
2. New health and safety protocols and requirements for entry to campus will be shared with vendors as relevant

E. Local Health Officials

1. MSCU will coordinate with local health officials at each stage of response to possible COVID-19 in the community.
2. MSCU will share information from local health officials with the school community as required, beneficial, and/or requested/recommended.

F. Local and State Education Officials

1. MSCU will coordinate closely with local and state education officials to ensure compliance to state and local mandates for schools as related to COVID-19.

## References

State of Illinois Executive Orders - <https://www.isbe.net/Pages/covid19.aspx>

- [Executive Order 2020-40](#): allows for limited in-person instruction, in accordance with Illinois Department of Public Health guidance. - **June 4, 2020**
- [Executive Order 2020-33](#): extends suspension of in-person instruction through end of 2019-20 academic year - **April 30, 2020**
- [Executive Order 2020-31](#): waives specific licensure requirements and graduation and coursework requirements. - **April 24, 2020**
- [Executive Order 2020-15](#): suspends all state assessments, creates Remote Learning Days and Remote Learning Plan Days, addresses Early Childhood Block Grant funds, and permits virtual submission of school construction bids. - **March 27, 2020**
- [Executive Order 2020-10](#): with exceptions, requires all individuals currently living within the State of Illinois to stay at home or at their place of residence. Among other changes, extends mandated statewide school closure through April 7, 2020. - **March 20, 2020**
- [Executive Order 2020-07](#): includes Open Meetings Act flexibility. - **March 16, 2020**
- [Executive Order 2020-06](#): exempts schools operated by the Department of Juvenile Justice, State Board of Education or Department of Human Services from EO 2020-05. - **March 15, 2020**
- [Executive Order 2020-05](#): requires all public and non-public schools to close beginning on Tuesday, March 17 through Monday, March 30. At this time, schools may reopen on Tuesday, March 31. - **March 15, 2020**

### Restore Illinois Plan, Office of the Governor:

<https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000BadS0AAJ?operationContext=S1>

### Illinois Department of Children & Family Services (DCFS)

<https://www2.illinois.gov/dcfs/brighterfutures/healthy/Documents/Day%20Care%20Guidance%206-12-20%20%28Final%29.pdf>

<https://www2.illinois.gov/sites/OECD/Documents/05.22.20%20Restore%20Illinois%20Child%20Care%20Guidelines.pdf>

### Illinois State Board of Education (ISBE)

<https://www.isbe.net/Documents/IDPH-ISBE-Summer-Programs-Guidance.pdf>

### Illinois Department of Public Health (IDPH)

<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance>

### CDC Coronavirus Disease 2019: Schools & Child Care

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

## **Champaign County: Best Practices for Re-Opening Your Business in the Age of COVID-19**

[https://champaigncountysafe.files.wordpress.com/2020/05/covid-19-re-opening-toolkit\\_may29.pdf](https://champaigncountysafe.files.wordpress.com/2020/05/covid-19-re-opening-toolkit_may29.pdf)

### **World Health Organization**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/strategies-plans-and-operations>

[https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52\\_4](https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4)

<https://www.who.int/teams/risk-communication/employers-and-workers>

### **Centers for Disease Control**

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/childcare-programs.html>

### **Environmental Protection Agency**

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

### **Disinfectants**

<https://www.spartanchemical.com/solutions/covid-19/faq-page/>

<https://www.spartanchemical.com/globalassets/solutions/covid-19/list-n-spartan-disinfectants-.pdf>

### **Return to School Roadmap**

<https://returntoschoolroadmap.org/operations/school/>

### **The 74**

### **Montessori Public Policy Initiative**

<https://montessoriadvocacy.org/wp-content/uploads/2020/05/Reopening-One-Page.pdf>

## Appendix A: Handwashing and Disinfecting Protocols

### Handwashing

- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with an ill person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

### Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

### When Someone is Sick

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area. Wait 24 hours (or as long as possible) before you clean or disinfect.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

### How to Clean and Disinfect

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water prior to disinfecting. Practice routine cleaning of frequently touched surfaces.
- (CDC) For disinfection most common EPA-registered household disinfectants should be effective.
  - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

### *High touch surfaces include:*

- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Disinfect high touch areas after cleaning surfaces with soap and water.
- Use approved disinfectants in the proper amounts. Always protect yourself by wearing gloves, goggles and a mask.

### Disinfecting Solutions

- Use diluted household bleach solutions if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation.  
**Never mix household bleach with ammonia or any other cleanser.**

*How to make a bleach solution, mix:*

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water

Bleach is the preferred and best method for disinfecting. A bleach solution is only good for **24 hours** and once you make your solution you should let it sit for at least **30 minutes** before you use it. ALL containers of this solution **MUST** be labeled, "**BLEACH-DISINFECTED WATER, DO NOT DRINK.**" **CAUTION: Do not mix with products containing ammonia.** A big thing to remember is that for a bleach solution to be the most effective, the surface should remain wet with the bleach solution for at least ONE minute.

\*Bleach is the number one choice for disinfecting, with a 70% alcohol solution next.

- If disinfecting with alcohol, use alcohol solutions with at least 70% alcohol.
- Household cleaners and disinfectants: Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product.

## **Laundry**

- For clothing, towels, linens and other items
- Wear disposable gloves.
- Wash hands with soap and water as soon as you remove the gloves.
- Do not shake dirty laundry.
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces.

## **Appendix B: Personal Protective Equipment: Plan of Operation (DCFS)**

MSCU is committed to protecting staff and students through providing personal protective equipment (PPE) that can help reduce staff risk of contracting or transmitting the virus that causes COVID-19. The following PPE shall be provided at a minimum by the school for staff:

### **Minimum Supply List (06/22/2020)**

- Disposable face masks (3-ply minimum)
- Latex gloves
- Face shields (if desired by staff)
- Overgarments for “floating” staff and any other staff that desires to utilize overgarments
- Shoe covers

### **Storage of PPE**

- Each classroom and office will be stocked with a box of disposable face masks and latex gloves.
- Overgarments specific to the classroom will be stored in the classroom unless being washed/disinfected.
- Face shields, if used by the staff in the classroom, will be stored in the classroom as well unless being washed/disinfected.

Overflow supplies will be stored in the office, as well as the utility room in back of the kitchen.

### **Plan for Re-Order of Supplies**

- Each classroom will have a “PPE Re-Order List” kept next to the classroom’s PPE storage area. Staff will be responsible for filling out the form when approximately 2 week’s worth of PPE remains in their stores and submitting to the office.
- The office will re-order the requested supplies and send to the classroom.
- If the supply chain is slow, supplies will be taken from the overflow storage first and those will be replenished as new supplies come in

### **Inventory of PPE**

- Office staff will be responsible for checking overall inventory of supplies as they arrive at the school and keeping records to ensure each classroom receives its share of supplies.
- Staff in each classroom will be responsible for checking inventory daily and letting the office know when supplies are getting low (approximately 2 week’s worth of PPE remaining)

### **Staff Communication and Training on PPE**

- Staff will be informed of availability, location, and contents of PPE, along with protocols for requesting additional supplies, prior to the start of school at an orientation meeting.
- The orientation meeting will also cover proper use of the PPE provided, proper cleaning/disinfecting of non-disposable PPE, and other considerations related to the use of PPE

## **Appendix C: Summary of New Protocols and Expectations for Staff, Students, and Other Stakeholders (subject to change based on evolving public health guidelines)**

### **Staff**

- ALL staff (faculty and admin) expected to be responsible for deep cleaning own work areas and classroom materials regularly on a daily basis. In the event of an A/B day plan, staff will be responsible for deep cleaning and airing out their classrooms during the day the school is closed.
- Staff are responsible for explicit teaching and supervision of frequent, thorough handwashing (including on entry and before exit of room), avoidance of face-touching, and social distancing strategies (i.e., keeping bodies to selves, etc.) per CDC guidance.
- Faculty expected to set up, supervise, and clean up lunchtime in own classrooms. Staff must stay with the same cohort of children and will not move between classrooms.
- “Floater staff” will only be used when absolutely necessary and may only go between 2 rooms and only if smocks/overgarments are changed between rooms. Administrative staff will change smocks/overgarments if there is a need to go between rooms.
- Elementary upstairs office will become infirmary area; no teacher use; admin use only.
- Primary staff lounge will become infirmary area; no teacher use; admin use only
- Parent-Teacher Conferences via phone or videoconferencing
- Administrative staff responsible for drafting and managing Return to School and Emergency Response, as well as pandemic response responsibilities
- Administrative staff responsible for securing supply chain for needed PPE and supplies
- Admin staff must monitor absenteeism for C-UPHD
- Admin staff responsible for entry screenings

### **Students**

- Ages 2 and up must wear masks at all times when on campus (with the exception of while eating or napping, or during outdoor play if 6 feet of social distancing is maintained)
- All children in all programs will be required to wear indoor shoes and must change shoes upon arrival each day.
- Will be placed in cohorts during Phases 1-4; these cohorts will stay together for all meals, snacks, rest, and play periods.
- Must sanitize hands at entrance and wash hands thoroughly upon arrival in classroom and as instructed throughout the day by teacher
- Will no longer do food preparation works or get their own lunch servings during Phases 1-4
- Will be encouraged to maintain some forms of social distancing in the classroom, such as avoiding physical contact with others

### **Other Stakeholders (Families, Board, Volunteers, Vendors)**

- Families will need to provide multiple masks for children (minimum of 5 clean masks available at all times) and ensure that masks are washed daily so that children arrive at school with only clean masks
- Families will need to provide indoor shoes for children
- Families must use the car line only for drop-off and pick-up during Phases 1-4
- All non-essential visitors may NOT enter the building at any time without specific permission.
- Families must ensure their children are willing and able to tolerate wearing a mask for the duration of their time at school
- Families must ensure that their children are willing and able to independently walk to/from the drop-off point to the staffed child screening point.

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