



# HMMO Covid 19 Guidelines and Protocol

## **School**

At this time, during school hours, the school will remain closed to parents, visitors or any outside guests. Parents will not be allowed into the building. Children will be dropped off and picked up from the carpool line.

## **Early Room**

Because it will be difficult to social distance, we will not be able to offer Early Room at this time. As the environment changes and conditions get better we will evaluate the possibility of adding Early Room back in the future.

## **Carpool Arrival**

All Teachers working the carpool line will be wearing a face shield

All Children will be dropped off through the carpool line

We ask all parents to remain in the car and let the teacher get your child from the car seat.

Parents will not be allowed to enter the building

During Carpool

The child's temperature will be taken before they exit the car. If a child has a temperature of 99 or greater they will not be allowed to exit the car

Each Morning the following questions will be asked of the parent

Has your child shown any Covid-19 symptoms

Has anyone in your household shown symptoms

Have you or your child been exposed to anyone with Covid-19 in the last 14 days

The child will be walked in by the carpool teacher directly to their classroom. Once they arrive into their classroom their hands will be washed with soap and water

All Diaper Bags and Backpacks will be sprayed with a disinfectant spray (Lysol) before entering the building

### **Early Dismissal**

If your child(ren) needs to be picked up before the end of the school day please call the office to let us know when you will be picking up your child(ren). An office worker will have your child(ren) at the HMMO door for your arrival.

### **Cups/Snacks/Lunch Bunch**

Sippie Cups - HMMO will provide sippie cups for all children. They will remain at the school and be sanitized after each use.

Snacks - HMMO will provide all snacks. Each child will receive an individual snack. Once they are finished the teacher will throw away all uneaten snack and trash.

Lunch Bunch - All children staying for lunch bunch will bring a lunch to school. Students will bring lunch items that do not need to be heated. They are to bring their lunch in a paper/ziplock bag. After lunch all leftovers and packaging will be thrown away.

### **Hand Washing**

Students will have their hands washed several times throughout the day.

Staff/Teachers will wash their hands after each interaction with a child

### **Recess**

#### **Outside Play**

Students will play outside on a rotating schedule. Classes will not overlap on the playground. The playground equipment will be sanitized after each class use.

#### **Big Room**

Students will be able to play in the big room on a rotating basis. Each class will have a designated time to play as well as having designated toys to play with. All toys will be sanitized after one use.

### **Face Shields/Mask**

All office personnel, teachers and students (2 years and older) will be required to wear a face shield. Face Shields are kid friendly allowing them to see, breath and talk. The face shield will help to discourage students from putting their hands in their mouths, toys in their mouth etc... It will aid in keeping the area sanitized and clean.

The shield will be issued by the school and will be child friendly. At the end of the day they will be taken, sanitized and stored at HMMO. We understand this will be a work in progress teaching the children to wear the face shields.

### **Routine Cleaning, Disinfecting and Sanitizing**

Routine cleaning and sanitizing will take place before school, throughout the day, and after school. All classrooms are supplied with soap and hand sanitizer as well as supplies for maintaining clean, sanitized, and disinfected rooms. Students will wash hands upon entering the school, throughout the day and prior to eating meals. Sanitizer will be used throughout the day and each time they enter or exit the classroom. Blankets used for naptime will be washed daily. All toys will have a single child use and sanitized after each use. We encourage backpacks and diaper bags to be sanitized at home.

Throughout the day the door knobs, bathroom fixtures, tables, chairs etc... will be sanitized to maintain a clean environment for the children/staff/teachers.

### **Sickness**

If a child exhibits any type of sickness: runny nose, fever, cough, lethargic traits, the parent will be called to come pick up your child. The child will be removed from the room and kept in the office until the parent arrives. All precautions will be taken to ensure a safe and healthy environment for all the children and staff.

### **Protocol for Possible Covid 19 Case - Children**

We will attempt to identify, as early as possible, sick or at-risk students and remove them from contact with other students. The following steps will be followed when students with clear signs of COVID-19 infection (fever, cough, shortness of breath) or any upper respiratory infection symptoms (sinus drainage, sore throat, loss of taste, or smell) with known exposure via close contact, family member or classmate.

If a child shows Covid 19 symptoms one of the following will occur:

SITUATION A: If a child has a fever on Tuesday they will be sent home for the remainder of the week. If they visit their medical provider and are diagnosed with a fever causing condition other than COVID19, they cannot return to school before 72 hours has passed, and they must be fever-free for 24 hours with documentation from a medical provider with a diagnosis.

SITUATION B: A child can return to school on Thursday with a negative COVID test with documentation from a medical provider stating they were tested negative and symptom free of all other illnesses.

SITUATION C: In the case of a positive test, the child will be required to stay away from school for a 14-day period. To return to the classroom, they must be quarantined for a two week period

as well as have been symptom-free for the last 72 hours. Upon returning to school, they must have documentation from a medical provider stating that they tested negative.

SITUATION D: If a student has a family member that has Covid 19 the student is to remain away from school until the family member has (a) tested negative and (b) 14 days has passed after the negative test.

SITUATION E: If a student has come in contact with someone outside the home who has Covid 19 the student can return to school after he/she has been quarantined for 14 days from the time they came in contact with the infected acquaintance and are symptom free.

### **Protocol for Possible Covid 19 Case - Staff/Teachers**

The following steps will be followed when staff/teachers with clear signs of COVID-19 infection (fever, cough, shortness of breath) or any upper respiratory infection symptoms (sinus drainage, sore throat, loss of taste, or smell) with known exposure via close contact, family member or student.

Notify office of infected family member or contact with infected person

In the case of a positive test, the teacher/staff member will be required to stay away from school for a 14-day period. To return to the classroom, they must be quarantined for a two week period as well as have been symptom-free for the last 72 hours. Upon returning to school, they must have documentation from a medical provider stating that they tested negative.

If a staff/teacher has a family member that has Covid 19 the staff/teacher is to remain away from school until the family member has (a) tested negative and (b) 14 days has passed after the negative test.

If a staff/teacher has come in contact with someone outside the home who has Covid 19 the staff/teacher can return to school after he/she has been quarantined for 14 days from the time they came in contact with the infected acquaintance and are symptom free.

Note: If there are concerns of outbreak, HMMO will follow the most recent protocols per the MSDH and CDC and Governor's Directive.

### **Classroom Size**

The classrooms will be smaller than normal class sizes. Each class will have 6-8 children with either 2 teachers in the room or a teacher in the room and a floater in the hall to assist several classes.

In addition to smaller class sizes, there will be camera's in each room to monitor room activity

**Toys** Each toy will have a single child use and will be sanitized.

**Supplies – Two, Three and Four Year Olds**

All students will have their own supply box, and they will not “share” supplies. All supply boxes will be labeled and stored in the child’s classroom. If an activity requires the sharing of supplies or manipulatives, cleaning and sanitation between students will occur.

**School Day**

Socialization

Classes will remain together at all times. There will not be interaction/overlap with other classes in the hallway, on the playground, carpool etc... We will strive to keep as much social distance as possible, keeping everyone safe and healthy.

Infants/Young Toddlers

Infants will be brought into their room and handed over the door to the caregiver.

Their hands will be washed with soap and water upon entering the room and diaper bag will be sanitized

Toys

Each child will play with specific toys during the day. Once a child has played with a toy it will be placed in the disinfectant bucket

Swings/Beds

Each child will be assigned a specific swing and/or bed they will use while at HMMO. Only 1 child per swing/bed

Blankets/Bibs

All cloth items will have a single child use and washed/sanitized after each use

Diapers/Food/Bottles

Parents will supply all diapers, bottles and food for their child. Food should be sent in disposable packaging to be thrown after a single use. Any unused food will be discarded. Bottles will be returned to the diaper bag.

Children 2-4 years old

Children will be walked to their classroom. Once they arrive their hands will be washed with soap and water.

After sanitizing, their backpack will be placed in one of the cubbies

Once in the room each child will put on their face shield

Children will be encouraged to play and have a fun day.

Teachers will encourage a safe distance during playtime.

Teachers will watch to put toys in the disinfectant bucket after each use.

### **Lunch Bunch**

Children will bring a lunch for lunch bunch. All children will be placed 3-6 feet apart to encourage social distancing.

### **Holiday Parties**

Each class will be able to celebrate holiday parties in their classroom with their classmates. At this time, parents will not be able to attend the holiday parties. If the environment changes and conditions are showing signs of getting better we will re-evaluate this guideline.

Party Sacks - Parents will provide the snacks for the party. They are to be purchased, unopened snacks. At this time, homemade snacks will not be a safe option.

### **Close of Day**

All children will remain in their classroom until a teacher comes to get them for carpool. There will not be a carpool line in the hallway.

Parents will not be able to pick up their child from the classroom.

### **After School**

All classrooms, used toys, laundry will be washed/disinfected at the end of each school day.

