

Heartworks Montana Covid-19 Policies & Procedures

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In looking at the Phases of re-opening for the State of Montana, we develop procedures and adjust our school's programming with the directives of the State.

Important Reminder

This situation is evolving by the hour. Every school is struggling with what decisions are the "right" ones to make and, in many instances, we may not know what is "right" until we have the benefit of hindsight. Even then, we may not know. With that in mind, the "right" decision is one that considers public health guidance, the law, our school's mission and culture, and our community's safety. What is "right" for one school may not be right for another. Please keep this in mind as we review feedback about what other schools are doing.

During his remarks, Governor Bullock stressed, "Social distancing, wearing a cloth mask, washing your hands, and sanitizing are all part of our new normal. If not for you, do it for others, especially for the most vulnerable among us. Not following these guidelines could put us in a position where we have to go backward, instead of being able to continue to move forward."

Guidance Applicable to All Phases

· Individuals should continue to practice good hygiene by adhering the following guidelines:

Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.

Avoid touching your face.

Sneeze or cough into a tissue, or the inside of your elbow.

Disinfect frequently used items and surfaces as much as possible.

Strongly consider using non-medical face coverings while in public, especially in circumstances that do not readily allow for appropriate physical distancing (grocery/retail stores, pharmacies, public transportation).

- People who feel sick should stay at home.

Do not go to work or school.
Contact and follow the advice of your medical provider.
Follow local health department guidance on isolation and quarantine.

- Employers should:

Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:

Social distancing and protective equipment.
Temperature checks and/or symptom screening.
Testing, isolating, and contact tracing, in collaboration with public health authorities.
Sanitation.
Use and disinfection of common and high-traffic areas.
Monitor workforce for indicative symptoms.
Do not allow people with symptoms of COVID-19 to work.
Collaborate with public health officials when implementing policies and procedures for workforce contact tracing following an employee's COVID-19 positive test result.

Phase One – Montana

CHILD CARE FACILITIES can remain operational but should follow State and local guidelines regarding operational levels and occupancy.

ORGANIZED YOUTH ACTIVITIES can consider becoming operational if physical distancing guidelines can be implemented. Avoid GATHERING in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.

OUTDOOR RECREATION can become operational if sites adhere to strict physical distancing between groups and exercise frequent sanitation protocols if public facilities are open.

Phase Two – Montana

CHILD CARE FACILITIES can increase capacity if physical distancing guidelines can be implemented.

ORGANIZED YOUTH ACTIVITIES remain operational and should avoid GATHERING in groups of more than 50 people in circumstances that do not readily allow for appropriate physical distancing.

Phase Three – Montana

- Vulnerable populations can resume public interactions, but should practice physical distancing, and continue to take precautionary measures.
- Employers can resume FULL STAFFING of workplaces.
- OUTDOOR RECREATION Interstate tourism travel resumes. Campground, group-use facilities, playgrounds and visitor centers are fully open.

- There is no limit on GROUP SIZE during this phase, however PHYSICAL DISTANCING should still be observed.

Policy: All Phases:

- Social distancing and protective equipment.
- Smaller class sizes
- Temperature checks and/or symptom screening each morning –
- Collaborate with public health on testing, isolating, and contact tracing.

Sanitation.

- a. Hand washing
- b. Disinfecting/cleaning of entire building
- c. Disinfection of common and high-traffic areas.

Covid -19 Policy:

What to do if children, staff, or parents develop signs of COVID-19

- If a child or staff member develops signs of COVID-19, such as a fever of 100.4 or higher, cough or shortness of breath while at Heartworks, place the person in a room away from the well people until the sick person can leave.
- If signs persist or get worse, call a health care provider for more guidance.
- Tell the child's parent or caregiver to inform Heartworks right away if the person is diagnosed with COVID-19.
- If a child or staff member tests positive for COVID-19, all members of the infected child's or adult's group is a close contact and should self-quarantine for 14 days.

Returning to Heartworks after suspected signs of COVID-19

A staff member or child who has signs of suspected or confirmed COVID-19 can return to Heartworks when:

At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND At least 10 days have passed since signs first showed up; AND Children presenting with a fever will not be allowed to return to Heartworks for 14 days without a doctor's note indicating sickness is not related to COVID-19 and that the child is medically approved to return to the camp or program.

If a person believes they have had close contact to someone with COVID-19, but they are not sick:

They should watch their health for signs of fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19.

They should not go to work, child care, school, or public places for 14 days, or get tested and quarantine until test results are known.

Cleaning and disinfecting procedures

Clean, sanitize, and disinfect throughout the day. Follow licensing guidance, but increase how often you clean.

- Cleaning removes germs, dirt, food, body fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.
 - Sanitizing reduces germs on surfaces to levels that are safe.
 - Disinfecting kills germs on surfaces of a clean object.
 - The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals. If you sanitize or disinfect without cleaning first, it will reduce how well these chemicals work and may leave more germs on the object.
 - Current guidance for cleaning and disinfection for COVID-19 from the CDC states that disinfectants should be registered by the EPA for use against the novel coronavirus. Disinfectants based on hydrogen peroxide or alcohol are safer.
 - If you use a bleach and water mixture for disinfection, mix it at a concentration of 4 teaspoons of 6% bleach per quart of cool water or 5 tablespoons 6% bleach (1/3cup) per gallon of cool water (100ppm).
- Thoroughly clean surfaces with soap and water and remove the soap with water before applying the bleach solution. Keep the surface wet for at least one minute. Use this higher concentration if a confirmed or suspected case of COVID-19 has

been in the child care. You may also use it at the end of each day when children have left on high touch surfaces.

Always follow the disinfectant instructions on the label:

- Use disinfectants in a ventilated space. Heavy use of disinfectant products should be done when children are not present and the GBMS can air out before children return.
- Use the proper concentration of disinfectant.
- Keep the disinfectant on surface for the required wet contact time.
- Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.
- Keep all chemicals out of reach of children.

Facility:

- Clean and sanitize equipment, and surfaces in the rooms.
- Clean and disinfect high touch surfaces like doorknobs, faucet handles, counters, and restrooms.
- Use alcohol wipes to clean keyboards and electronics.
- Wash hands after you clean.
- Reduce the spread of germs in the program space by removing anything that is not easily cleaned, such as pillows.

Carpets:

- Vacuum daily when children are not present.

Ventilation:

- There is no special cleaning or disinfection for heating, ventilation, and air conditioning (HVAC) systems. Ventilation is important to have good indoor air quality.
- Offer more outside time, open windows often, and adjust the HVAC system to allow more fresh air to enter the program space.

Shared Hands-On Teaching Materials:

- Clean and sanitize hands-on materials often and after each use.
- Take away water tables, sensory tables, and other items that are not cleaned easily.

Limit shared teaching materials to those you can easily clean and sanitize or disinfect.

- For toddlers, consider using separate bins of materials toys for each toddler as they tend to put items in their mouths.
- Children's books and other paper-based materials are not high risk for spreading the virus.

Procedure:

1.) Drop-Off and Pick-Up

Limit to one family in the stairwell at a time.

Children's shoes, backpacks and all items from home will be left on the hooks outside the door

No parents/siblings are to come past the cubby area

·All children wash hands upon entry.

Parents use hand gel before entry

Parents use the pen in their mailbox for signing in and out

Hand gel should be at least 60% alcohol, fragrance-free, and

kept out of the reach of children.

Suggest families have the same adult drop off and pick up the child each day.

Parents Clean all surfaces as you leave (door knob, thermometer,)

2.) Health Screening at Entry

Parents take child's temperature and report the results to the teachers upon entry. Clean the thermometer and disinfect it with 70% alcohol after each use.

***Parents dropping off children must be able to answer NO to all questions:

Has the child had any of the following symptoms of COVID-19 since the last time they were in care?

A cough

Shortness of breath or difficulty breathing

Two or more of the following symptoms: A fever of 100.4°F or higher or a sense of having a fever; A sore throat; Chills or repeated shaking with chills; Headache; New loss

of taste or smell, or Muscle aches

Does anyone in your household have any of the above signs right now?

Has your child been close with anyone suspected or confirmed with COVID-19?

Has your child had any medication to reduce a fever before coming to care?

Child care rules still do not allow providers to care for children who have other signs of being sick such as diarrhea and vomiting.

Child will not be allowed to attend if the answer to any of the above questions is "yes."

Throughout the day, teachers will monitor all children for signs of being sick, such as flushed cheeks, tiredness, and extreme fussiness.

3.) Social Distancing

Reduce group sizes to no more than 10 children and two adults.
Keep staffing the same.
Do not have float staff./volunteers/substitutes
All staff will wear a face covering while indoors

Practical tips to maintain social distancing:

- Limit the number of children in each space.
- Increase the distance between children during table work.
- Plan activities that do not need close physical contact.
- Limit item sharing. If children share items, remind them not to touch their faces and wash their hands after using these items.
Younger children should have their own set of items to avoid sharing.
- Remove any items that cannot easily be cleaned and disinfected, including sand or water tables, and play dough.
- Go outside more and open windows often.
- Increase space between nap mats/ sleeping areas
- open windows to allow for more fresh air to enter the classroom.

4.) Outside Play

Always wash hands right after outdoor play time.
Disinfect all high touch areas as often as possible

5.) Meals and Snack Time

Clean and sanitize tables before and after each group eats.
Children sit at the same designated spot each day
The teacher should handle utensils and serve food to reduce spread of germs.

6.) Working with Infants/toddlers

Change outer clothing if body fluids from the child get on it.
Change the child's clothing if body fluids get on it.
Place soiled clothing in a plastic bag until it is washed.
Blankets (for napping) stays in nap room and does not leave the school
Heartworks will wash all bedding every Friday

7) Hygiene Practices

- Wash hands often with soap and water for 20 seconds.
- Children and teachers should wash hands when they arrive at the child care, enter the classroom, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. Help young children to make sure they are doing it right.
- If soap and water are not readily available, use an alcohol-based hand gel with at least 60% alcohol and preferably fragrance-free.
- Children, families, and staff should not touch their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water or hand gel (if soap and water are not readily available).

9.) Cloth Face Coverings

CDC issued new recommendations that wearing homemade cloth face coverings may help

prevent the spread of COVID-19 in our community. When able, staff members should wear cloth face coverings.

- Cloth face coverings may reduce the risk of someone who may be infected but is not showing signs from spreading the disease to others.
- All social distancing guidance must still be followed, even if cloth face coverings are worn.
- Cloth face coverings should be washed with soap and dried between uses.
- Face coverings are not for anyone who cannot take it off themselves. To learn more about cloth face coverings, see the CDC Recommendations for the use of cloth face coverings.

8.) Communication:

If a child or family member(s) living in the same household are diagnosed with Covid-19, information will be shared with all of our teachers and families.

We will not close school due to third party exposures, however, please be advised that Heartworks may close if there is a first-party exposure.

Please know that we are adjusting daily to new information and guidelines provided by state and local officials. We will do our best to keep you as informed as possible and ask for your patience as we all navigate through changing circumstances.

8/22/20

**Addendum to Heartworks Policies for 2020/2021 school year,
RE: Covid-19**

If your child has cold symptoms, (runny nose, cough, sore throat) please keep them home from school for 24 hours to monitor their symptoms.

Call your doctor to discuss if a COVID test should be taken if symptoms do not get better within 24/48 hours, or if more than one family member is feeling unwell

Do not return to school until symptoms seem to be clearing or getting better.

If Staff is showing signs of common cold, let all families know of symptoms so they can make the decision if they want to send their child to school. Staff must wear mask at all times and wash hands frequently. Avoid close contact with all children while displaying cold symptoms.

If at any time children/staff has a fever (above 100) they will not be permitted to be at Heartworks until temperature is normal for 24 hours

If children/staff start showing signs of sickness during the school day, parents will be informed and child/staff will be isolated, to the best of our ability, from the rest of the group until they are able to be picked up.

If Heartworks needs to close due to a positive COVID test, full tuition will be charged for the first two weeks of closure. If Heartworks needs to close a second time due to a positive COVID test, there will be a tuition credit for the amount of time we are closed, applied to your next monthly bill.

Please keep all lines of communication open with teachers/staff/families.

Let Jennifer know if your family has traveled, been in contact with those who have traveled, been in contact with someone who has tested positive, or is otherwise not feeling well. Keeping our lines of communication open gives us all the opportunity to make informed choices. Jennifer will notify all families and share all information that she has, regarding COVID exposure. If you request you or your child's name to be kept confidential, that request will be honored.

Please remember to be kind and understanding. We are all doing the best we can, and that may look different for every family. Being supportive of each other in this time of uncertainty is what makes our Heartworks family so amazing.