



## **Academic Affairs Division**

### **Reopening Plan for Montessori Academy, After-School Programs and Youth Related Programming**

The following plan is designed to provide guidance for reopening the following Georgia College programs that include children ages 6 weeks through high school in light of the current COVID-19 pandemic:

- Montessori Academy
- Kids' University After-School
- YES Program
- High Achievers Program
- Communities In Schools
- GC Community Dance Program
- Academic Outreach
- Science Education Center
- Private Music Instruction

The plan was developed in coordination with a variety of university programs and guidance from the Centers for Disease Control (CDC), Georgia Department of Education (GaDOE), and The American Academy of Pediatrics (AAP).

The plan includes information related to specific programming as well as Frequently Asked Questions to address the measures put into place to provide a safe and secure environment for students and staff.

#### **The Montessori Academy**

*The Montessori Re-Opening plan has been developed in coordination with the Director of the Early Learning Center and all processes and procedures are based on the following guidance from the CDC for childcare centers: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>. As information evolves this plan will continue to be updated by Kristin Meier, Director of the Montessori Academy, in collaboration with Lori Smith, Director of the Early Learning Center.*

*The following Montessori Re-Opening plan was reviewed and approved by Renee Haynes, District Health Director, North Central Health District on July 1, 2020. Dr. Noris Price, Superintendent and Lori Smith, Director of the Early Learning Center have also approved this plan.*

*The above administrators will be responsible for ensuring that the following guidelines and procedures are appropriately implemented for the Montessori Academy.*

*As information evolves, the reopening plan will be updated by Dr. Holley Roberts, Interim Associate Provost and Director of The Graduate School, in cooperation with the administrators listed above.*

### **Reopening Dates**

- The Montessori Academy will reopen for teachers on Monday, July 27<sup>th</sup> to begin preplanning and room preparation.
- Open House will be held on July 30<sup>h</sup> with staggered times based on classroom space to reduce crowding and through a virtual option.
- Students return to school on Monday, August 3, 2020.

### **Staff Training**

To prepare for reopening, staff will follow the recommendations below and others suggested in the CDC guidance:

- Implement social distancing strategies: 6 feet apart when meeting
- Intensify [cleaning and disinfection efforts](#).
- Implement [screening procedures up arrival](#) i.e. temperature checks. (See [FAQ](#) and [Drop Off Procedures](#))
- Staff members will [wear face coverings](#) (i.e. mask and shield) within the facility.
- Staff members will be asked to follow the GC guidelines should they become sick.
- Staff members will be asked not to come to work and to take a sick day should they feel sick. (See [Decision Path for GCSU Employees](#))

Staff will also complete the Georgia College *Safe Return to Campus* Training prior to beginning work.

### **Resources Needed**

- GC will provide proper PPE for staff to utilize both in and out of the classroom.
  - GC will provide PPE such as masks, face shields, gloves, sanitizing wipes, hand sanitizer, and no-touch infrared thermometers. BCSD will provide the daily custodial staff along with paper towels, hand soap, additional cleaning supplies, and hand sanitizing stations at each entrance.
- The Director of the Montessori Academy and the Director of the Early Learning Center will meet to ensure that all equipment is available and utilized consistently across the center.

- Rooms will be cleaned once a day by janitorial staff of the Baldwin County School District and cleaned throughout the day by Montessori Academy Staff ([see Cleaning Protocols](#)).

### **Student Safety Procedures (in collaboration with student safety processes followed by the ELC)**

- Baldwin County School District has employed the following face masks/covering policy and will be adhered to for students age 3 and above: Students and staff are required to wear masks/face coverings. CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to medical emergency, or introduce significant safety concerns. Adaptations and alternatives will be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- Students ages 3 and 4 (Dragonflies and Turtles) will be dropped off at the ELC car riders are for drop off/pick up (see [FAQ/Drop Off Procedures/Pick Up Procedures](#)) to reduce traffic in the building. Students must arrive no later than 7:40. For late arrivals, the student will be met at the entrance by a staff member.
- Infant and Toddler children will be brought into the side door of the Montessori Academy by their parents (see [FAQ/Drop Off Procedures /Pick Up Procedures](#)). Both parent and child will have their temperature checked. Parents will then drop child off at the classroom door (no parents in the classrooms). Parents will be required to check in and wear a mask while in the building.
- The school day will operate from 7:30 am until 3:30 pm. After school care is from 3:30-5:30pm. Pick up procedures similar to drop off will be followed between 3pm-3:30pm for dismissal ([3 and older](#), [2 and under](#)). After 3:30 pm and based on the availability of staff, parents will be asked to use the side entrance and a staff member will alert the classroom teacher that the parent is there to pick up the child.
- Students will use hand sanitizer when entering the building and will wash hands with warm water and soap every time they enter the classroom.
- Students temperature will be screened via no-touch infrared thermometer upon entering the building. If a child is running a temperature, they will not be allowed to be dropped off. If a temperature is detected during the day, the child will be removed from the classroom and taken to the ELC quarantine room. The parents will be called to come pick up the child.
- Toys and games that cannot be cleaned and sanitized will not be used in the facility.
- A toy that has been placed in a child's mouth will be set aside until it can be hand washed by a person wearing gloves. Each classroom will ensure a basket is available to keep toys and materials that have been placed in child's mouth, until they are properly washed. These toys and materials will be sanitized in the wet rooms by staff at the end of the day.
- Machine washable toys will only be used by one child, and the toy will be washed prior to being made available to another child.
- In coordination with ELC Director, each class will be assigned a playground and a time to play outside. There will only be one group of children outside on a playground at a time. Playgrounds will be sanitized weekly by the BCSD.
- Students will be served breakfast, lunch, and snack in their respective classrooms.

## Key Guidance for the Montessori Plan That Will be Followed by Students, Families, and Staff

### Centers for Disease Control and Prevention: Guidance for Child Care Programs that Remain Open:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#SocialDistancing>

#### *Social Distancing Strategies*

- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
  - If possible, at nap time, ensure that children’s naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.

#### *Parent Drop Off and Pick Up*

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children’s reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
  - Have child care providers greet children outside as they arrive.
  - Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
  - Infants could be transported in their car seats. Store car seat out of children’s reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).

#### *Screening Methods*

Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

### ***Cleaning and Disinfecting***

[Caring for Our Children](#) (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

Intensify cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting.
- [Routinely clean, sanitize, and disinfect](#) surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate sanitizers and disinfectants for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on [disinfection for community settings](#).
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

### ***Clean and Sanitize Toys***

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from

children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### ***Clean and Disinfect Bedding***

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

### ***Caring for Infants and Toddlers***

#### ***Diapering***

When diapering a child, [wash your hands](#) and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

#### ***Washing, Feeding, or Holding a Child***

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.

- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

### ***Healthy Hand Hygiene Behavior***

- All children, staff, and volunteers should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.
- Place [posters](#) describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.

### ***Food Preparation and Meal Service***

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.

### ***Vulnerable/High Risk Groups***

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at [higher risk](#), it's important that everyone practices [healthy hygiene behaviors](#).

- If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.  
Information about [COVID-19 in children](#) is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk. Follow children's care plans for underlying health conditions such as an [asthma action plan](#).
- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.

### **American Montessori Society Guidance**

<https://amshq.org/COVID19>

- [Cleaning and Disinfecting Tips](#) CDC guidelines for cleaning and disinfecting soft surfaces, electronics, linens, and outdoor areas. Information on what to do if someone is sick, considerations for employees, and alternative disinfection methods. (Added April 30, 2020)
- [Guidance for Open Childcare Programs](#) Preparedness and planning guidelines from the CDC for childcare facilities that remain open. Includes information on social distancing strategies, modified pick-up and drop-off procedures, cleaning protocols, and hygiene best practices. (Added April 30, 2020)
- [Interim Guidance for U.S. School Administrators](#) The CDC provides continually updated guidance regarding best practices for administrators navigating the reopening of schools. (Added April 30, 2020)
- [Mapping Out Plans for 2020 – 2021 School Year](#) Serving and Accrediting Independent Schools (SAIS) covers key steps and considerations schools must consider to begin planning the 2020 – 2021 school year. (Added April 30, 2020)
- [The Return to School Roadmap](#) Developed by Opportunity Labs, this guide helps schools focus their returning-to-school plan across 7 workflows: governance, wellness, instruction, post-secondary, facilities, school operations, and technology. (Added April 30, 2020)
- [Ways Schools Will Look Different When \(And If\) They Reopen](#). NPR breaks down the necessary steps for the safe reopening of schools. Includes insights from education experts in the U.S. and abroad. (April 24, 2020).

## Frequently Asked Questions for the Montessori Academy

### Does the Montessori Academy have a health and safety plan in place?

Yes, the health and safety plan was developed in collaboration with the Baldwin County School District and approved by the North Central Health District Director utilizing multiple resources, such as the CDC Guidance on Child Care Centers <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>, The American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>, Georgia Department of Early Care and Learning Bright from the Start Guidance for Coronavirus 2019 (COVID-19) <http://www.decal.ga.gov/BFTS/Covid19.aspx>, and others. The plan is continuously reviewed based on evolving guidance and the changing local health information regarding the spread of COVID-19.

### Will the Montessori Academy children be tested?

The children will not be tested prior to coming to school, however, parents are strongly encouraged to keep their child at home should the child not feel well. If there is a positive COVID-19 case within a class, the children and staff in that class will be notified and the staff and families will be provided guidance based on information from the local health department. The Montessori Academy will amend the sick guidelines as outlined in the handbook from “Keep your child at home until there is no fever without fever reducers for 24 hours and symptoms subside” to “Keep your child at home until there is no fever without fever reducers for 5 days and symptoms subside.” The Department of Public Health “does not recommend using a test-based strategy for returning to school for children or adults after COVID-19 infection.”

### Will the Montessori Academy take temperatures regularly?

The temperatures of all Montessori Academy staff and students will be taken daily upon arrival and dismissal. Student temperatures will be taken a minimum of three times a day. Lead and assistant teachers will check each other’s temperature. This information will be documented on a clipboard.

### Will Montessori teachers be tested for COVID-19?

No, Montessori teachers will not be tested for COVID-19. If a case is confirmed within a class, the staff members in that class will be notified and provided guidance based on information from the local health department. If a teacher has been exposed to COVID-19 through a family member or other interaction beyond school, then the teacher will also need to inform the Director of the Montessori Academy who will contact the local health department for guidance on the safe return of the staff member (see [Decision Path for GCSU Employees](#)). The Baldwin County School District substitute teacher pool will be utilized for teacher absences as a result of COVID-19.

### What will the Montessori Academy do should a child test positive for COVID-19?

The Director of the Montessori Academy will, 1.) Immediately contact the local public health department; and 2.) Based on the guidance from the health department, determine next steps and

notify parents, staff and other individuals possibly impacted. The classroom will be thoroughly sanitized through the use of disinfectant materials provided by Baldwin County School District. (See [Decision Path for Montessori Students and COVID-19 Response](#)).

What will the Montessori Academy do should a child become sick at school?

The administration of the Montessori Academy and the Early Learning Center have established a “quarantine room” that will be housed in the ELC clinic. If a student develops a fever or other symptoms (i.e. gastrointestinal track symptoms), the student will be assessed by the school nurse and the parents will be contacted. Students will be housed in the quarantine room until the parents can pick up the child.

Where will the Montessori children eat their meals and snacks?

All students will eat breakfast, lunch, and snack in their respective classrooms.

What is the drop off/pick up process for students?

Parents will be strongly encouraged to designate one person to drop off and pick up their child. Infant and toddler parents will be the only parents allowed in the building for check in and out. Preschool parents will drop off and pick up their children from the car rider line. Should a preschool student need to be picked up during the school day, the classroom assistant will take the child to the parent at the entrance of the ELC. To limit touches, the teachers will check the students in and out using an iPad and the KidReports program utilized by the Montessori Academy. Click for step-by-step Drop Off ([3 and older](#), [2 and under](#)) and Pick Up ([3 and older](#), [2 and under](#), and [3 and older in After School care](#)) procedures.

What is the screening process upon arrival each day to the Montessori Academy?

Each staff member and student's temperature will be taken every morning before they are allowed in the building/classroom. Should a temperature be 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above the staff member or student will not be allowed into the building. Click for step-by-step Drop Off Procedures ([3 and older](#), [2 and under](#)). Preschool children will be checked in the car and will not exit the vehicle if his/her temperature is 100.4 or above. Infants and toddlers will be screened at the side entrance and will remain with the parent/guardian if his/her temperature is 100.4 or above.

Will the Montessori staff utilize plexiglass shielding?

Kristin Meier, Director of the Montessori Academy, and Shea Groebner, Assistant Director of Facilities Management at Georgia College, met on Monday, July 13 and determined that large plexiglass shielding is not appropriate based on the characteristic of Montessori. Small individual table partitions will be utilized. This decision was made based on the developmental nature of the children and the appropriate and necessary interaction between Montessori staff and students.

Once a student tests positive for COVID-19 what is the protocol for the student returning to school?

Students who have tested positive for COVID-19 should follow the guidance of the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>. See [The Director of the Montessori Academy is informed by a parent or guardian that their child has Covid-19 and exhibits NO SYMPTOMS](#) and/or [The Director of the Montessori Academy is informed by a parent or guardian that their child has Covid-19 and exhibits SYMPTOMS](#).

Will the Montessori Academy inform parents if a COVID-19 case is confirmed of one of its students and/or staff?

Yes, the Director of the Montessori Academy will send communication via email regarding the confirmed case of COVID-19 in the center based on the local health department guidance.

What if a child or staff in the Montessori Academy is considered high-risk, are there accommodations provided?

As employees of Georgia College, staff who are high risk, based on the criteria created by the CDC, have the option of submitting work accommodations through Human Resources and in coordination with their supervisor. The Baldwin County School District is currently working on a plan for students in high risk categories.

Baldwin County high-risk faculty may have the option to teach remotely based on the process for identifying high risk faculty established by the school district. High-risk students for the Baldwin County School District can select online/virtual learning as a choice. Virtual or online learning may not be developmentally appropriate for such young children; therefore, remote options for birth through age four must be thoughtfully considered.

What are the teaching strategies that will be employed to ensure social distancing and masking?

Masking will prove to be challenging for students age 3 and above, however, teachers will model wearing the masks and use developmentally appropriate teaching strategies such as songs and dramatic play to demonstrate the reason students should wear masks. Students will only need to wear the masks during regular class time and not during nap time (cribs and cots will be socially distanced), meal times, or outdoor play. Masks will be stored in individually-labeled bags when not in use.

Teachers will also use developmentally appropriate teaching strategies to teach the importance of social distancing and hand washing through the use of songs and movement activities and Montessori inspired strategies for independence and cleanliness.

How will activity times be staggered to reduce mixing the children from different rooms?

Playground use will be scheduled in coordination between Lori Smith, Director of the Early Learning Center and Kristin Meier, Director of the Montessori Academy. The goal will be to limit the number of children in any playground space at one time following the CDC guidelines for Child Care Centers. Also, due to meals taking place in the classrooms, there will be very little need for students and staff to leave the classrooms.

How will hand hygiene be practiced and enforced with students and staff?

Proper hand hygiene is a current practice in the Montessori Academy with students and staff based on the Montessori practices. Children and staff will wash their hands at entry and exit to the class, before and after meal times and bathroom breaks.

## Process Maps for Montessori Decision Making for COVID-19

### Process Map for a Confirmed Case of COVID-19 of a Montessori Student reported by a Parent/Family Member

The Director of the Montessori Academy is informed by a parent or guardian that their child has COVID-19 and exhibits **NO SYMPTOMS**.

1. The Director will ask the parent to provide the date of the positive COVID-19 test.
2. The Director will inform the parent that the child may not return to school until 14 days after the date of the test and must not be experiencing any symptoms of COVID-19.
3. The Director will send an email to families of Montessori children.
4. In addition, the Montessori Academy will implement enhanced mitigation measures as outlined in “Georgia’s Path to Recovery for K- 12 Schools”
5. The Director will notify local health officials at the Baldwin County Health Department, staff, and families immediately while maintaining confidentiality consistent with ADA and FERPA.

The Director of the Montessori Academy is informed by a parent or guardian that their child has COVID-19 and exhibits **SYMPTOMS**.

1. The Director will ask the parent to provide the date of the positive COVID-19 test.
2. The Director will inform the parent that the child may not return to school until at least 5 days have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement of symptoms. At least 10 days must have passed since symptoms first appeared.
3. The Director will send an email to families of Montessori children.
4. In addition, the Montessori Academy will implement enhanced mitigation measure as outlined in “Georgia’s Path to Recovery for K- 12 Schools”
5. Notify local health officials at the Baldwin County Health Department, staff, and families immediately while maintaining confidentiality consistent with the ADA and FERPA.

### Process Map for a Direct Exposure to COVID-19 of a Montessori Student or Staff Member showing no symptoms

1. Impacted students and staff have completed all requirements in the DPH's Return to School Guidance <https://dph.georgia.gov/contact> including 14-day quarantine period.
  - Impacted staff will need to contact GC Human Resources based on the [Decision Path for GC Employees](#). *Based on guidance the employee may continue to work, in consultation with your workplace occupational health program and if necessary to ensure adequate staffing. If the employee has no symptoms, they must wear a mask while on duty, and remain at home at all other times.*
  - Students will need to be quarantined at home for 14 days since exposure.
2. Students and Staff should monitor their health for 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. The students and staff will be encouraged to follow these suggested protocols:
  - Check temperature twice a day and watch for symptoms.
  - Quarantine yourself at home except in the case of emergency or to be tested for COVID-19.

### Process Map for a direct exposure to COVID-19 of a Montessori Student or Staff Member with at least 1 symptom

1. Academy will implement enhanced mitigation measures as outlined in "Georgia's Path to Recovery for K- 12 Schools" and/or the director will determine the need to close off an affected area(s) to deep clean/disinfect within 24 hours of a positive case.
2. Student or staff may not return to school until at least 5 days have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in symptoms. At least 10 days must have passed since symptoms first appeared.
  - Impacted staff will need to contact GC Human Resources based on the Decision Path for GC Employees. Based on guidance the employee may continue to work, in consultation with workplace occupational health program and if necessary to ensure adequate staffing. If the employee has no symptoms, they must wear a mask while on duty, and remain at home at all other times.
  - Students will need to be quarantined at home for 14 days since exposure.

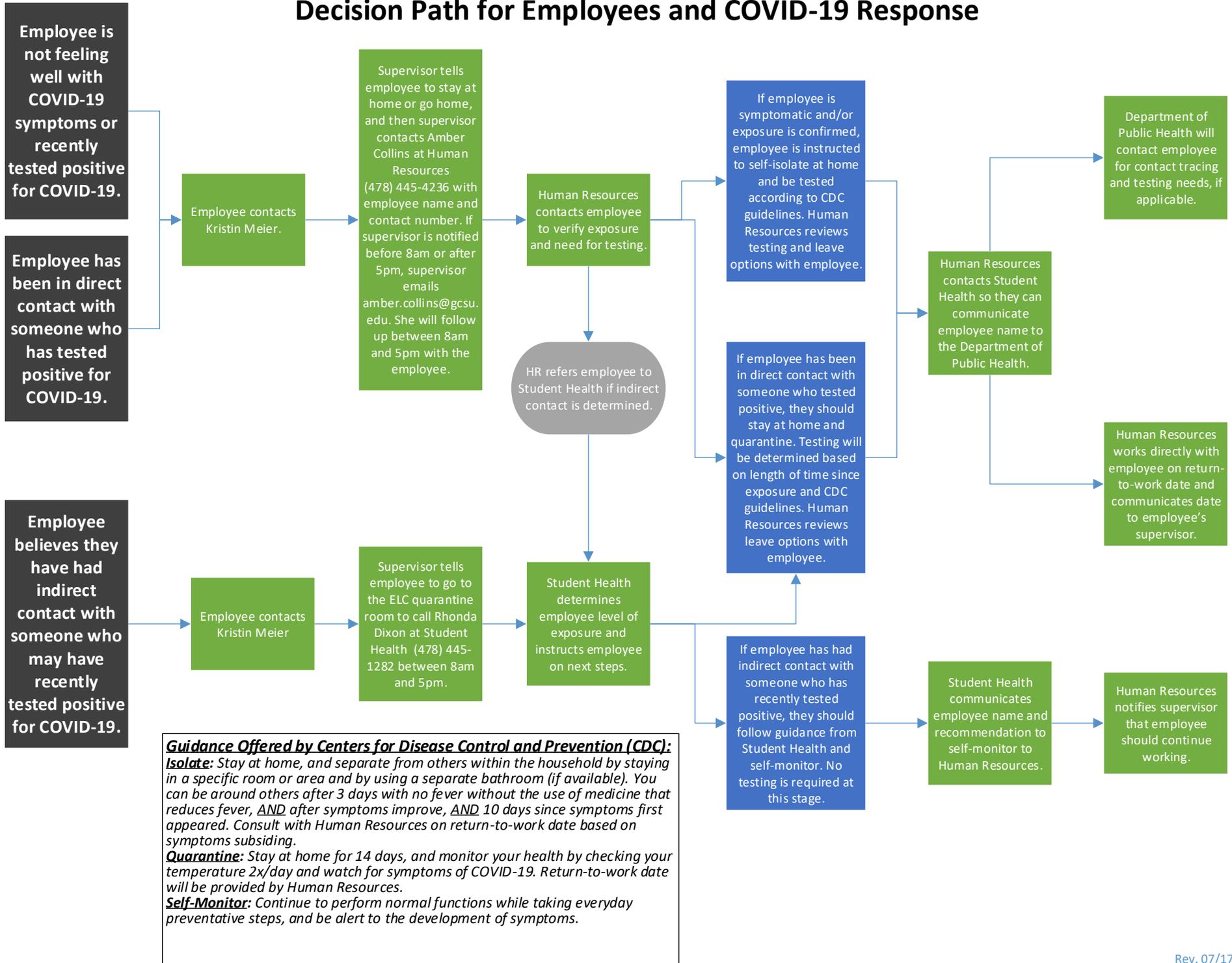
**Additions to Handbook for Fall 2020 due to COVID-19****COVID-19**

I acknowledge the Montessori Academy cannot prevent me or my child from becoming exposed to, contracting, or spreading the COVID-19 virus. By allowing my child to attend the Montessori, my child may be exposed to and/or increase our risk of contracting and/or spreading the COVID-19 virus. I understand that while the Montessori has undertaken reasonable steps to lessen the risk of transmission of COVID-19, I am fully aware attending the Montessori carries with it certain inherent risks related to COVID-19 transmission (“Inherent Risks”) that cannot be eliminated regardless of the care taken to avoid such risks. Inherent Risks may include, but are not limited to, (1) the risk of coming into close contact with individuals or objects that may be carrying COVID-19; (2) the risk of transmitting or contracting COVID-19, directly or indirectly, to or from other individuals; and (3) injuries and complications ranging in severity from minor to catastrophic, including death, resulting directly or indirectly from COVID-19 or the treatment thereof. Further, I understand that the risks of COVID-19 are not fully understood, and that contact with, or transmission of, COVID-19 may result in risks including but not limited to loss, personal injury, sickness, death, damage, and expense, the exact nature of which are not currently ascertainable, and all of which are to be considered Inherent Risks.

**COVID-19 Acknowledgment**

I will adhere to the mandates set forth by the Montessori Academy and I acknowledge that if my child has any symptoms or has received a positive test result, I will not send them to the Montessori. I will immediately notify the Director of the Montessori Academy of my child’s symptoms and/or test results and will follow protocol set forth by the Montessori Academy.

# Decision Path for Employees and COVID-19 Response



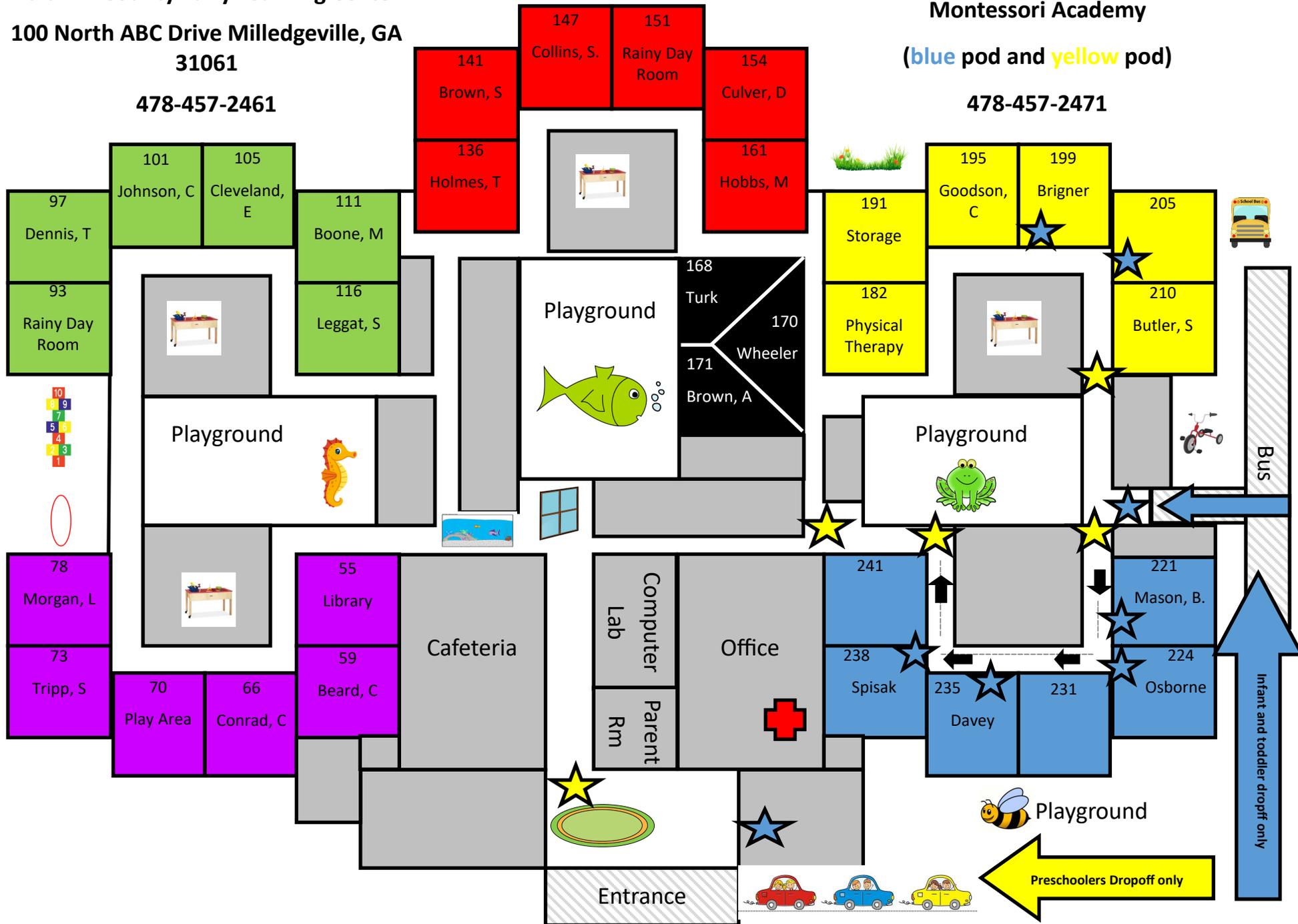
**Baldwin County Early Learning Center**  
**100 North ABC Drive Milledgeville, GA**  
**31061**

**478-457-2461**

**Montessori Academy**

**(blue pod and yellow pod)**

**478-457-2471**



Key:

**Temperature Checkpoint** 

*temperatures will be screened at each entrance. No one is allowed in the building with a temperature (greater than 100.4 F). Children's temperatures will be rescreened for temperature and documented upon arrival.*

**Sanitizing Station** 

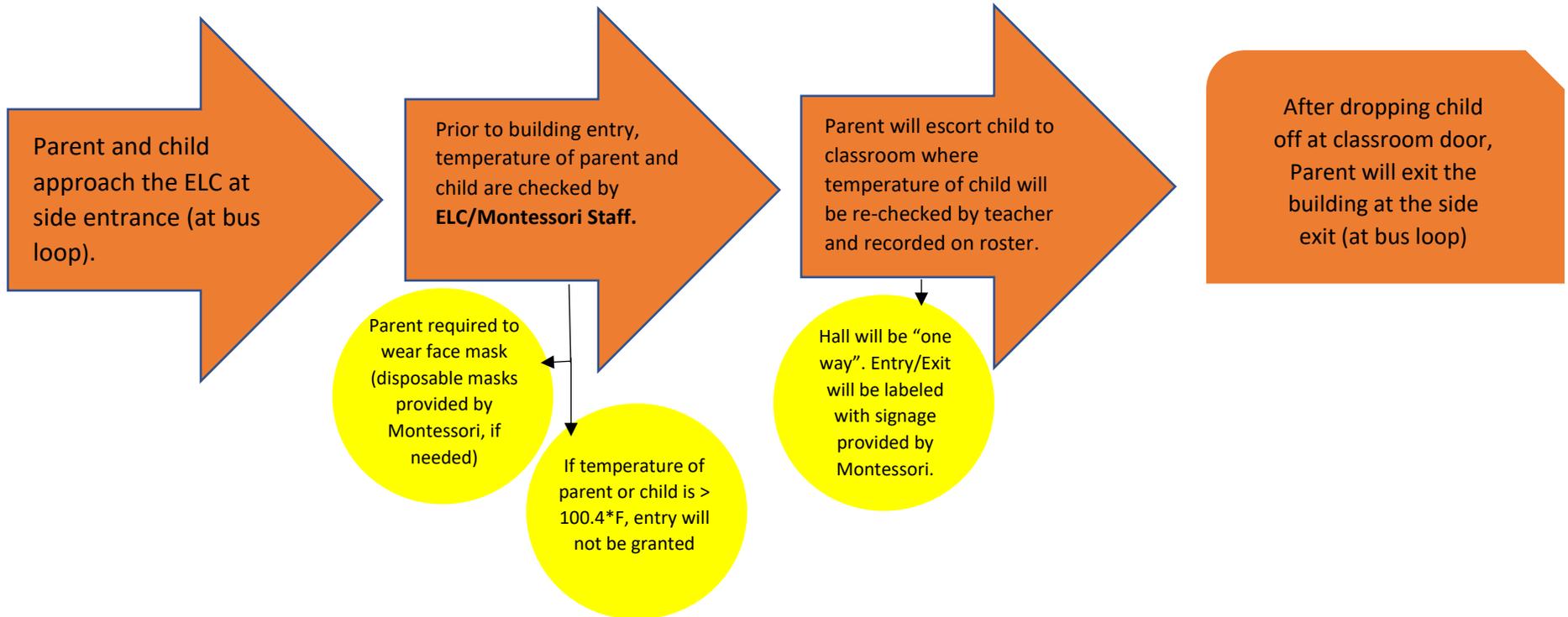
**Quarantine Room** 

Parents of **Infants and Toddlers** (blue pod) will enter following the blue arrows and follow a one way path out of the building.

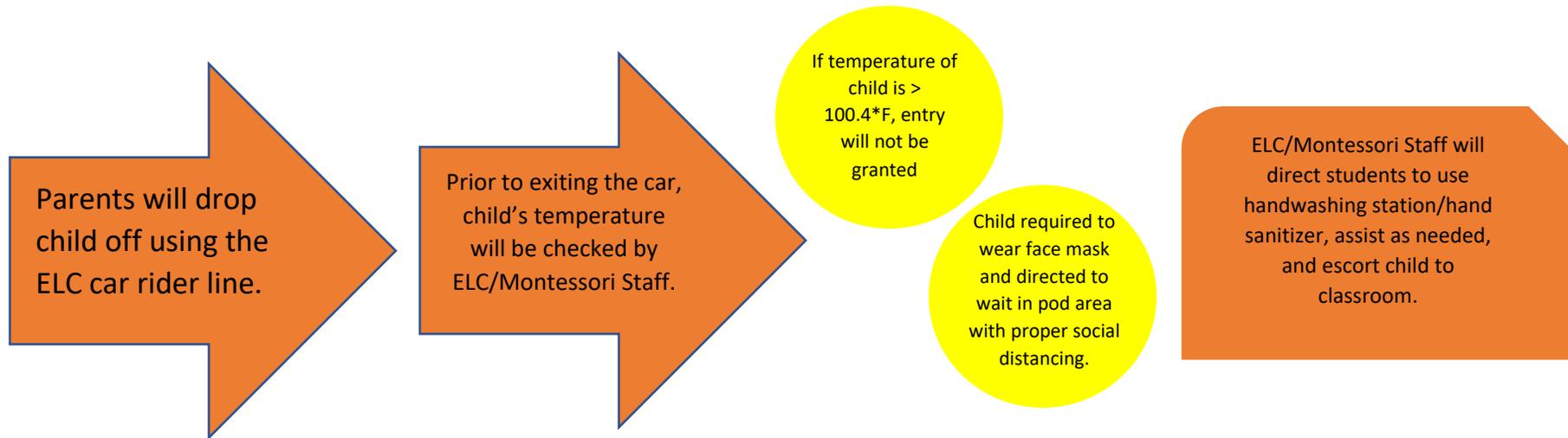
Parents of **Preschoolers** (yellow pod) will not enter the building and must go through the car rider line for drop off and pick up.

*Extended Day families will use the blue arrows and use the side entrance between 3:30-5:30.*

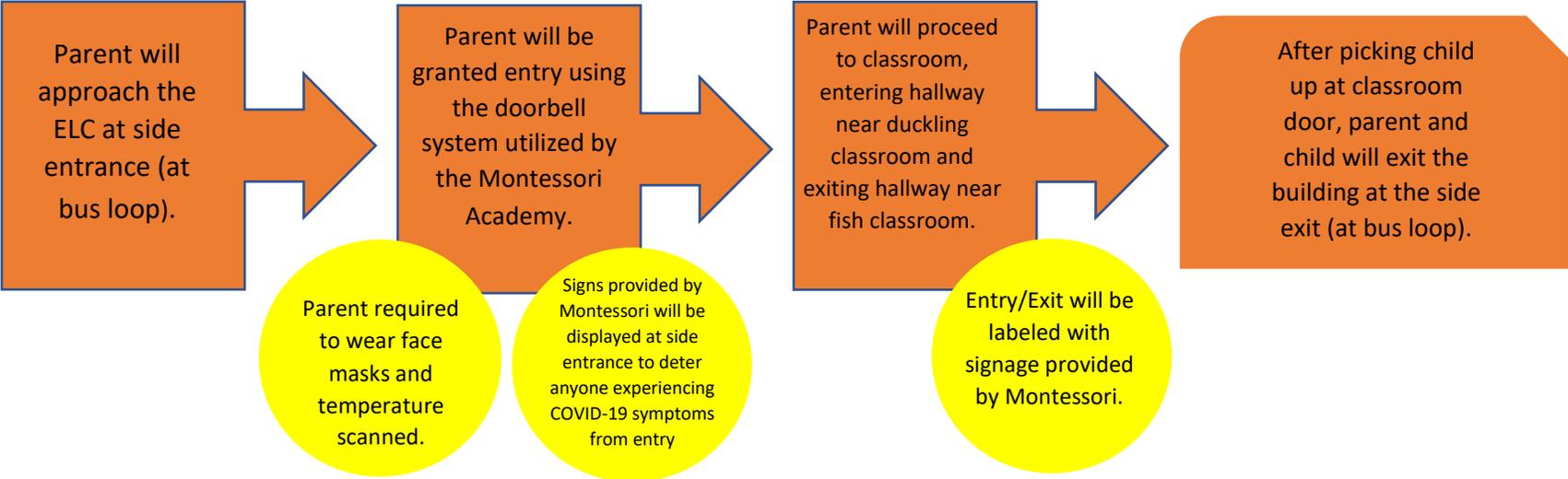
# Drop Off Procedures – Children 2 and under (Ducklings, Tadpoles, Frogs, Fish)



## Drop Off Procedures – Children 3 and older (Dragonflies and Turtles)

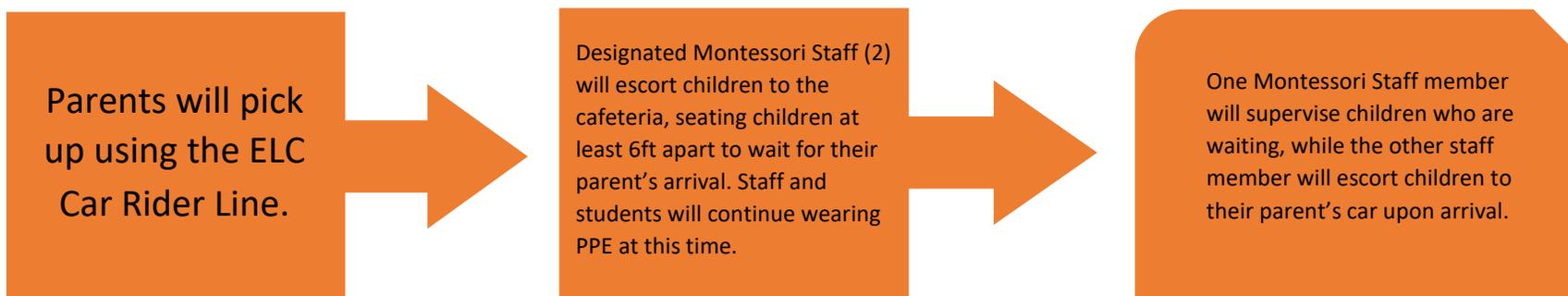


**Pick Up Procedures – Children 2 and under (Ducklings, Tadpoles, Frogs, Fish) Children 3 and older (Dragonflies and Turtles)**  
**Extended Day Care (3:30 pm – 5:30 pm)**



## Pick Up Procedures – Children 3 and older (Dragonflies and Turtles)

### Car Riders (3:00 pm - 3:30 pm)



## Cleaning Protocols-All Montessori Classrooms/Common Areas

Note: Information in top three boxes are the responsibility of Montessori Academy Staff. Classrooms are a joint responsibility of Montessori Academy Staff and BCSD Janitorial Staff. Playgrounds are the responsibility of BCSD Janitorial Staff.

### Bedding

- Each crib/cot is used by one child only and is labeled with the child's name.
- Bedding will be washed by high heat and dried by steam feature by Montessori Academy Staff twice weekly
- Between uses, bedding will be stored in individually labeled bins, cubbies, or bags.

### Hard Toys

- Toys will not be shared between groups of infants/toddlers unless first properly sanitized.
- Toys will be cleaned using warm water with soap and/or other approved cleaners, such as diluted bleach.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they can be properly cleaned.

### Soft Toys

- Toys that cannot be laundered will be removed from classrooms.
- If used, soft toys are to only be used by one child.

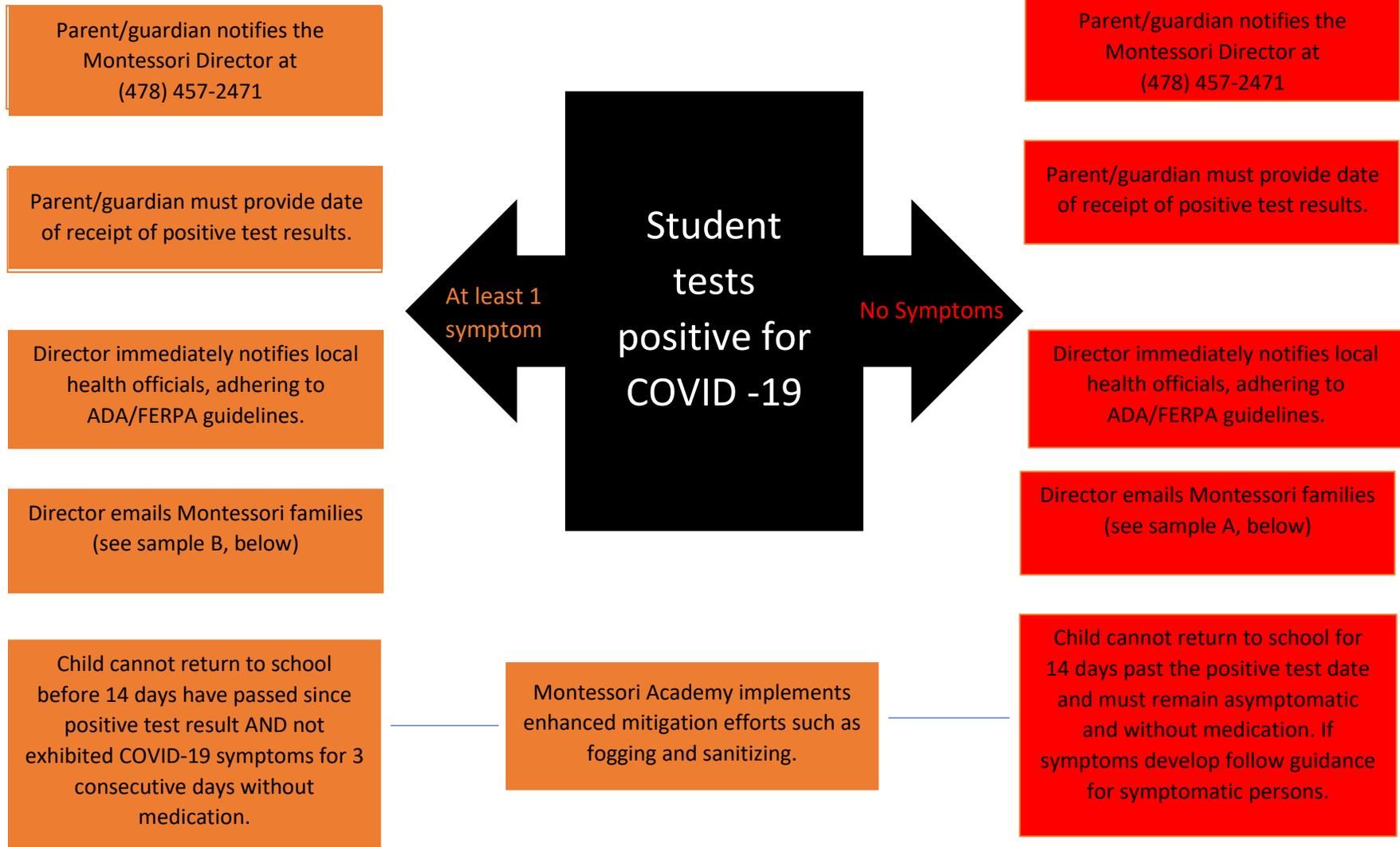
### Classrooms

- BCSD Janitorial Staff will clean classrooms once daily, adhering to heightened cleaning guidelines provided by the GA Department of Education and the CDC.
- Montessori staff will be responsible for cleaning classrooms throughout the day. This includes, but is not limited to cleaning "high touch" areas, such as tables, chairs, doorknobs, and light switches.

### Playgrounds

- Only one class will be permitted on a playground at a time. Schedule will be determined by the ELC Director.
- Playgrounds will be cleaned weekly by ELC Janitorial Staff.

# Decision Path for Montessori Students and COVID-19 Response

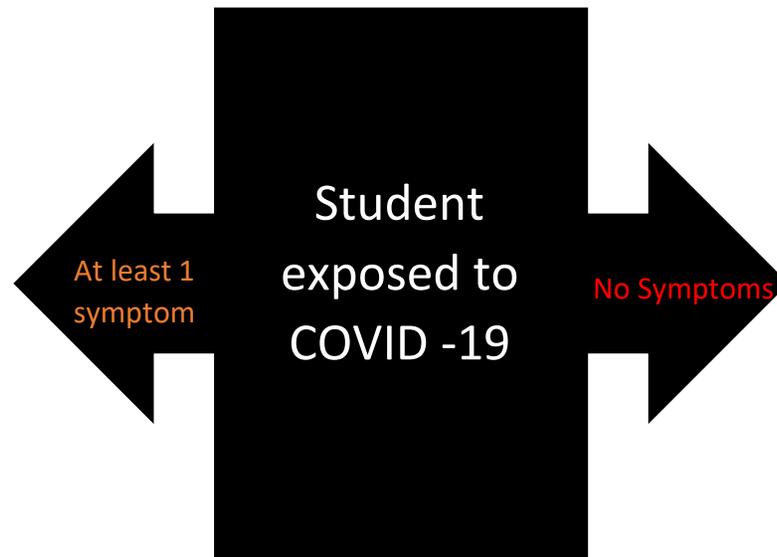


Parent/guardian notifies the Montessori Director at (478) 457-2471

Director immediately notifies local health officials, adhering to ADA/FERPA guidelines, and provide information about returning to school to the parent/guardian.

Montessori Academy implements enhanced mitigation efforts such as fogging and sanitizing.

Student is permitted to return to school upon the completion of their 14-day quarantine AND when he/she have been symptom-free for 3 consecutive days without medication.



Parent/guardian notifies the Montessori Director at (478) 457-2471

Child must quarantine for 14 days, beginning with the last day of exposure and complete requirements outlined in the [DPH Return to School Guidance](#)

Students should monitor their health for fever, cough, and shortness of breath during their time in quarantine.

Student is permitted to return to school upon the completion of his/her 14-day quarantine as long as no symptoms develop. If symptoms develop follow guidance for symptomatic persons.

## Return to School Guidance After COVID-19 Illness or Exposure

June 13, 2020

The Georgia Department of Public Health (DPH) in conjunction with the Georgia Department of Education have released guidance to help schools plan for a safe return to in-person instruction in fall 2020: <https://www.georgiainsights.com/recovery.html>. DPH recommends schools use this guidance which takes into account local COVID-19 transmission in the community, to make decisions regarding opening for in-person education.

CDC also provides guidance on preventing the spread of COVID-19 in school settings <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

For schools opting to have in-person instruction, the following guidance should be used to make decisions about “return to school” for students or staff:

- with laboratory-confirmed COVID-19;
- who have suspected COVID-19 (e.g., developed symptoms of a respiratory infection [e.g., cough, shortness of breath, fever] but did not get tested for COVID-19 and have been exposed to a person with COVID-19 or live in an area with local or widespread transmission;
- who have been exposed to COVID-19 without appropriate personal protective equipment (PPE).

### Return to School Strategy

DPH recommends a time-based return to school strategy that is determined based on a person’s health status. Decisions about “return to school” for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances (community transmission, resource needs, etc.).

- Symptomatic persons with confirmed COVID-19 or suspected COVID-19 can return to school after:
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
  - At least 10 days have passed *since symptoms first appeared*
- Asymptomatic persons with confirmed COVID-19 can return to school after:
  - At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
  - Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above

- Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to school after:
  - After they have completed all requirements in the DPH guidance for persons exposed to COVID-19 found at <https://dph.georgia.gov/contact>
  - Of note, if this person is tested for COVID-19 during the 14 day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories, based on whether they are still asymptomatic or have developed symptoms.

DPH **DOES NOT** recommend using a test-based strategy for returning to school for children or adults (2 negative tests at least 24 hours apart) after COVID-19 infection.\* CDC has reported prolonged PCR positive test results without evidence of infectiousness. Although persons may have PCR-positive tests for up to 6 weeks, it remains unknown whether these PCR-positive results represent the presence of infectious virus. At this time, PCR positive specimens capable of producing disease have not been isolated more than 9 days after onset of illness.

More information about the science behind the symptom-based strategy for discontinuing isolation can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html>

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*\* Completing a test-based strategy is contingent upon the availability of ample testing supplies, laboratory capacity, and convenient access to testing and requires two samples taken at least 24 hours apart. If a school requires the test-based strategy for return (**which is discouraged by DPH**), this should be done by a private physician through a commercial lab. The test-based strategy is not fulfilled by a single test, nor should it be used for screening of all persons returning to work.*