

# Santa Fe Montessori Childcare Center

## Operating plan under COVID-19

Santa Fe Montessori Childcare Center proudly uses [Molekule Airpro RX](#).

Molekule Air Purification for medical environments

- U.S. food and drug administration (FDA) has cleared the 510k premarket notification for Molekule's new commercial air purifier, Molekule Air Pro RX
  - Molekule Air Pro RX is intended for medical purposes to destroy bacteria and viruses in the air and is well-suited for use in operating rooms, emergency departments, waiting rooms, isolation units, and any critical or high-traffic areas in healthcare facilities to provide additional frontline protection.
- For use during public health emergency to help destroy airborne SARS-CoV-2 the virus causing COVID-19.
  - Molekule's proprietary PECO air purification technology destroys a wide range of pollutants including viruses, mold, bacteria, and other harmful chemicals in the air. Our technology represents a vastly different approach than standard HEPA air filters currently on the market-and currently used in medical settings. The United States Food and Drug Administration (FDA) recently published guidance related to air purifiers and potential effectiveness relating to SARS-CoV-2. Molekule's PECO technology, incorporated into its Air, Air Mini, and Air Pro RX devices, has been tested and satisfies the performance elements outlined in the FDA guidance
- Molekule's air purification technology provided a greater than 4-log reduction of a virus proxy of SARS-CoV-2, the coronavirus that causes COVID-19.
  - As a result, Molekule's devices may be sold during the current health emergency for the intended use of destroying SARS-CoV-2 in medical and healthcare facilities. Our devices are not intended to replace personal protective equipment of other similar medical countermeasures to SARS-COV-2.

### References to above material:

- [Molekule | PECO Air Purification Technology](#)
- [molekule/0a625dc7-e820-42a9-9ed3-55545ee77b0b\\_voc-mixture.pdf \(prismic.io\)](#)
- [molekule/b78ec18a-a14e-4bec-950b-cc3b4c64b62d\\_bioaerosols.pdf \(prismic.io\)](#)
- [molekule/7c9a3b92-0b6d-479a-bee5-ad7f82abbc9e\\_ozone.pdf \(prismic.io\)](#)

## Overview

The following information explains the policies and procedures we are implementing to mitigate COVID-19 related risks at our facility. Our approach is built around the recommended health monitoring and screening as outlined by the CDC (Center for Disease Control), and designed to reduce the number of contacts made while being a part of our program.

These procedures include expecting children (over the age of 3), staff and all present on the SFMCC property to wear a mask and to observe social distancing expectations. The staff will guide the children through the usage of masks and all will be provided spaces and times when masks will not be used during the day including when outdoors, when 6-foot distancing is possible, or separation barriers are utilized. We believe that opening this program with the appropriate protocols, open communication and commitment to protecting one another is an important and necessary step in responsibly living with COVID-19.

SFMCC has concluded that opening our program under these conditions is in the best interest of our community in an effort to continue to provide education for young children. We believe that each SFMCC family in partnership with SFMCC staff will make their own decision about the balance of risk, and what is best for participants in our program.

The information in this guide will provide clarity around the protocols that SFMCC has established to minimize exposures to our community but in no way indicates that COVID-19 or other communicable disease infection will not occur through participation in our program.

## General Preparedness and Planning

SFMCC has and will continue to collaborate, share information, and review plans with local health officials as well as reference updated information from the CDC (Center for Disease Control) to help protect the whole SFMCC community. Our program protocols are designed to complement other community mitigation strategies, to protect high-risk populations, the healthcare system and to minimize disruption of a child's path to learn and grow.

The information that you will find in this document is consistent with COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, American Academy of Pediatrics, and The New Mexico Department of Health. SFMCC operating procedures meet or exceed the minimum standards of care and will be updated regularly as new information or additional guidelines are made available.

## Hours of operation:

Our goal is to remain open as long as we can do so while responsibly protecting the health and safety of our students and staff. All information regarding program hours and attendance is based on state and federal guidelines as well as considerations from the SFMCC staff and is subject to change. We will continue to monitor the impact of COVID-19 at the local and national level. SFMCC will inform our families of any changes to the program hours and to what protocol we will follow.

- Monday-Friday, 9:00-3:00

## Arrival and Departures

**\*Our arrival and departure procedures, with added procedures for health screening, hygiene, protection against COVID-19 meet the guidelines for social distancing and limited contact.**

- Arrival
  - Arrival will be at 9:00 am and will be conducted in a drive through drop off format.
  - Until further notice, parking at SFMCC is not an option.
  - All adults and children over the age of 3 must wear a mask while on the SFMCC premises (even in your car).
  - SFMCC will have a drive through model in place that will be further reviewed upon enrollment in the program.
  - Each child must have a [Health Screening Form](#) completed by a parent or guardian. We ask that these forms be filled out PRIOR to arrival on Monday each week to help keep everything moving in the drop off/pick up area. We recommend book marking the health screening form for ease of use.
  - SFMCC staff will walk to your car to greet your child. We ask that your child remain seated with his/her seatbelt on.
  - A staff member will take your child's temperature using a contactless thermometer prior to your child leaving the vehicle.
    - If your child has a temperature of 100.0 f or more, the staff member will verify the temperature with another thermometer.
    - A child with a temperature of 100.0f or more will not be admitted to the school.

- If your child clears the health screening, he or she will be invited to unbuckle the seatbelt or be assisted as needed.
- Each child's lunch box/bag and other items go on the floorboard of the car below his/her seat for easier access by the child.
- A staff member will sanitize his/her hands after each child's arrival.
- Late arrival
  - Late arrival must be scheduled in advance. Please follow the below procedure.
    - Contact Miss. Christina Mata at 505-629-6443 and indicate the exact time of your child's late arrival.
    - At the pre-arranged late arrival time, please pull up to the curb and wait for a staff member to proceed with your child's health screening.
- Departure
  - Until further notice, parking in the SFMCC driveway is not an option.
  - All adults must wear a face mask while on the property (even in your car)
  - When you enter the line, please pull up as far as possible.
  - We ask that you remain in your car during arrival and departure.
  - Staff will walk your child to your car and assist, if needed with securing his/her seatbelt.
- Early departure
  - Early departure must be scheduled in advance with Miss. Christina Mata. Please follow the below procedure.
    - Contact Miss. Christina Mata at 505-629-6443 and indicate the exact time of your child's early departure.
    - At the pre-arranged early departure time, please pull up to the curb and wait for a staff member to proceed with the departure.

## Health and Temperature Screening Protocol

Daily staff and child health screening are important to help reduce the transmission of COVID-19 at SFMCC. All children and staff will be screened daily for the following criteria:

- COVID-19 symptoms
  - Temperature of 100.0F or more
  - Cough
  - Shortness of breath or difficulty breathing
  - Loss of taste or smell
- Have used medications to lower an individual's temperature.
- In the previous 14 days, has had contact with someone with a confirmed diagnosis of COVID-19.
- Is waiting for COVID-19 test results.
- In the previous 14 days, has traveled to another state or another country...

### Staff Self-Screening Prior to Arrival at School

Staff members will conduct self-screening prior to arrival at SFMCC. If a staff member self-identifies as having symptoms listed in the screening criteria above, he/she will not come into work, and will follow the procedures in the Staff Screening at School section.

### Staff Screening at School

All staff will conduct a full health screening via our Health Screening form prior to arrival at SFMCC.

### Parent Screening of Child Prior to Morning Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. SFMCC asks our community to be extra cautious during this time. We are committed to keeping our children, staff, and families healthy and rely on one another to do their part in making this possible. A completed Health Screen Sheet for each child must be turned in daily to SFMCC staff and ask that these are done prior to arrival at SFMCC to help the drop-off process to move quickly.

### Staff Screening of Child at School

Upon arrival, a staff member will follow the screening protocol:

- Collection of the prefilled daily questionnaire.

- Take your child's temperature using contactless thermometer. Additional temperature checks will be taken during the day as needed.
- A child with a temperature of 100.0F or more will not be admitted to the school.
- If a child does not pass any portion of the screening process they will not be admitted to the school.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symptoms at arrival or at any point during the day, the child will be isolated and parents are required to pick up their child.

## Face Masks

**SFMCC will expect our children 3 years old and over, staff and all present on the SFMCC facility to wear a face mask. Face masks are meant to protect our childcare center community in case the wearer is unknowingly infected but does not have symptoms. For more information, see the CDC link [Use of Face Cloth Coverings to Help Slow the Spread of COVID-19](#).**

Parents and guests are asked to wear masks during arrival and dismissal, including when in the car. SFMCC staff will follow the same expectation except during the following:

- When working with the children during presentations that require clear articulation and visibility of the mouth.
- If a child needs to see a staff member's facial expression.
- When in a designated "no mask" space.

### Children

**The wearing of masks teaches the children to be responsible citizens, which is a part of the Montessori philosophy. Masks will also help maintain a healthy class community as well as allow the children to be in closer proximity with their peers as they build their social skills.**

Spaces and times will be provided for when the masks will not be used during the day including when a child is outdoors, when 6-foot distancing is possible, or separation barriers are utilized.

We recommend that families practice the usage of masks before the schools year begins.

- Start out with short amount of time.
- Gradually extend the time.
- Take regular breaks from mask wearing.

The SFMCC staff will continue to work with you and help your children in this important practice.

## **Limiting the spread of COVID-19 at SFMCC**

SFMCC does not expect that children will distance themselves totally from other children or adults while at SFMCC. Children learn by engaging with their environment, which includes the other people in it. The SFMCC building is a small space in comparison to a traditional school, therefore true social distancing (6 feet apart) is not always possible. The staff will work with the children on the importance of social distancing as well as the usage of masks.

## **Monitoring Absenteeism**

SFMCC staff will monitor absenteeism among children and staff. Any unusual patterns will be considered when evaluating the need for temporary or long-term building closure. Decisions about closure will be made in consultation with the New Mexico Department of Health.

To ensure that the tracking is accurate, families must contact SFMCC at 505-123-4567 on the reason for any absences. If SFMCC has not heard from a family by mid –morning/11:00 AM on any specific day, the parents/guardians will be contacted by phone.

## **Parent Contact/Communication**

### **Conferences**

- Conferences will be held by the teacher via zoom twice per year or as requested by the teacher or parent.

### **Observations**

- Due to the restrictions in place to mitigate the spread of COVID-19, regular, in person, observations will be postponed.

### **Training**

- Staff will receive ongoing training regarding State and CDC recommendations and requirements as well as other topics including, but not limited to, mental health, managing stress, and how to stay true to Montessori during COVID-19.
- SFMCC encourages our school community to be educated as well. As resources become available, links, documents, etc. Will be shared via email.

## Food and Drinks

### Snacks

- All SFMCC children should bring his/her own snacks. All community shared snacks will be postponed until further notice.

### Lunch

For more information regarding lunch policies refer to the Nutritional Guidelines in the SFMCC Parent Handbook.

**SFMCC students will enjoy his/her lunches in their environment with the following added safety measures:**

- Each child should bring their own lunch box, utensils, and 2 napkins.
- To keep promoting social relationships among the children, additional safety measures will be implemented by the classroom staff as needed, such as meals outside, fewer children per table, etc.

### Water

Water bottles will be provided and will be washed daily.

## Healthy Hand Hygiene

As described by the CDC's link [when and how to Wash your Hands](#), washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- When entering SFMCC
- Before and after each work choice
- Before and after eating or handling food
- After using the restroom or helping a child use the restroom.
- After coming in contact with bodily fluids
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth because it's a common way that germs spread.

### Washing Your Hands the Right Way

**SFMCC follows the steps listed below when teaching children about washing hands. Please practice these same steps at home every time to make this process an automatic routine.**

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds.
- Rinse your hands well under clean towel or air dry them.
- Dry your hands using a clean towel or air dry them.

After assisting children with hand washing, adults should also wash their own hands.

### **Use of Hand Sanitizer by Staff**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water is not readily available, staff members will use an alcohol-based hand sanitizer that contains at least 60% alcohol.

## **Cleaning and Disinfecting**

**SFMCC follows recommendations by the NM Department of Health for cleaning, sanitizing, and disinfecting. Steps to keep SFMCC as clean as possible will include the following;**

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched.
- All bathrooms will be cleaned and disinfected regularly and as needed throughout the day.
- A Doterra (essential oil)/Bleach solution will be used to disinfect and sanitize our environments at the end of each day.

**More information on cleaning and disinfecting can be found in the CDC [links How to clean and disinfect and Guidance for Cleaning and Disinfecting.](#)**

### **Classroom Materials**

- Materials will be cleaned and sanitizes regularly throughout the day.
- Materials that cannot be cleaned and sanitized will not be used.
- Materials that children have places in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they have been cleaned.

- If a child becomes ill at school, materials that he or she has been working with will be set aside until they are cleaned.
- Children's books, like other paper based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfecting procedures.

### **Playtime activities**

- Activity supplies will be available for each individual classroom and will be sanitized as needed.
- Activities that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned.
- If a child becomes ill while at school, activities that he or she has been using will be set aside till they are cleaned and disinfected.

### **Nap Time bedding**

- Each child's bedding is kept separate and stored in individually labeled bags and shelving and will be sent home at the end of each week to be laundered.
- Mats are labeled for each child and will be disinfected daily.

### **Cleaning and Disinfecting Procedures (If a staff member or child has been directly exposed to COVID-19)**

Due to the nature of the small SFMCC space, if a child or staff member has been exposed for COVID-19 (through a direct family member or sitter/nanny, etc.) it will be necessary for the whole center to close. The building will be closed for 72-hours. The closure period allows for the following.

- Day-1 Building is empty. This is to help minimize the potential for exposure to respiratory droplets.
- Day-2 Cleaning and disinfecting of the entire center by wiping all frequently touched surfaces and utilizing the [Molekule Air Pro RX units](#) on the boost setting.
- Day-3 Building is empty. This allows the extra time needed if additional cleaning is necessary.

### **Cleaning and Disinfecting Products**

- SFMCC uses a Doterra essential oil and bleach solution for all cleaning and disinfecting.
- SFMCC uses the [Molekule Air Pro RX](#).

## COVID-19 Symptoms at School-Children

**If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.**

- Classroom staff will follow these isolation procedures:
  - Staff will take the child to the isolation location in a separate room. The room will remain closed to other children or guests until the child has been picked up and the space has been disinfected.
  - Staff will contact parents/guardians to come to SFMCC to pick up the child. Parents are required to arrange for their child to be picked up as soon as possible, and NO LONGER THAN 1 HOUR FROM THE ORIGINAL NOTIFICATION.
  - The SFMCC staff will supervise the child until the parent/guardian arrives.
  - Once a parent/guardian has left with the ill child, the main office will be cleaned and sanitized by staff.
- Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return listed under Children or Staff with Positive Case of COVID-19 on page 15.
- A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID-19 test.

### Covid-19 Symptoms at School-Staff

**SFMCC is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff are encouraged to stay home if they are exhibiting symptoms of COVID-19 and to contact their healthcare provider.**

- Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:
  - Put on a disposable face mask
  - Leave the classroom
  - Review and complete the CDC's Symptoms and Self-Checker.

- Obtain a COVID-19 test- COVID Assessment Sites.
- Follow the recommendations of their healthcare provider.
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the return criteria for Children or Staff with Positive case of COVID-19 on page 11.
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the self-isolation period specified by the Department of Health, the individual must obtain a medical professionals note clearing the individual for the return based on a negative COVID-19 test.

### **COVID-19 Exposure-Staff Children**

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days per the CDC guidelines. Close contact means being closer than 6 feet apart for more than 15 minutes with an infected person.

### **Positive case of COVID-19 at SFMCC**

If COVID-19 is confirmed in a child or staff member at SFMCC, all persons will be required to self-quarantine for 14 days per the CDC guidelines. The following actions will be taken by SFMCC administration:

- Notify the NM Department of Health to report the presence of COVID-19 at SFMCC.
- Notify the school community that a child at SFMCC has been diagnosed with COVID-19.
  - Confidentiality will be maintained.
- Close SFMCC for 2 weeks to allow self-quarantine for all children and staff.
- Complete disinfecting procedures.

Decisions about potential extension of closure will be made in consultation with the NM Department of Health.

### **Children of Staff with a positive case of COVID-19**

Children or staff who have exhibited symptoms and who have stayed home (home isolated) can return to SFMCC with the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and

- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared, or a negative COVID-19 test.

For more details, please refer to the CDC – [When you can be around others after you had or likely had COVID-19.](#)

### **Contacting Tracing**

Contact tracing is a strategy used by the NM Health Department to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. Those contacts might include family members, sitters/nannies, co-workers or healthcare providers.

### **Responding to a COVID-19 case or exposure at SFMCC**

SFMCC will immediately respond to a positive COVID-19 case or student/staff exposure using the following guidelines:

- If a student or staff member has been diagnosed with COVID-19:
  - An emergency health alert text message will be sent to all the families at SFMCC.
  - A message with more details will be sent via email (confidentiality will be respected, as usual, and names will not be given)
  - SFMCC building will close for two weeks.
  - During the closure, cleaning and disinfecting will occur to prepare the space for all to return.
- If a student or staff member has been exposed to COVID-19 (through a direct family member, sitter/nanny, etc.):
  - An emergency Health Alert text message will be sent to all families at SFMCC.
  - A message with more details will be sent via email (confidentiality will be respected, as usual, and names will not be given)
  - SFMCC will be closed for 72-hours to allow for the proper disinfecting process (one “snow day” will be allowed for each school day missed during the 72-hours).

