

Brickton

MONTESSORI SCHOOL

Inspiring learners 3 months through 8th grade

COVID-19 Parent Handbook

Revised February 24, 2021

Brickton Montessori School

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Chicago, IL 60656

773-714-0696

The purpose of this handbook is to serve as a resource to families during the COVID-19 pandemic. Policies and procedures in this handbook have been developed to meet the recommendations and regulations of licensing and government agencies, designed to safeguard the health of our community, including children, families and staff members. This document is subject to change and will be revised to comply with guidance from licensing and government agencies, as our local community moves through the specified phases of the pandemic.

Best practices regarding quarantines, testing, and protocols for individuals traveling to “hot spots,” are continuously changing. Brickton will review the latest information and update its COVID-19 protocols and policies below as appropriate. At this time, Brickton is following the Emergency Travel Order set up by the Chicago Department of Public Health Commissioner Allison Arwady, M.D. An [Emergency Travel Order](#) directing travelers entering or returning to Chicago from states experiencing a surge in new COVID-19 cases to quarantine for a 10-day period from the time of last contact within the identified state. This includes both Chicago residents returning from travel to a designated state, and travelers arriving in Chicago from a designated state. The Order went into effect on Monday, January 15, 2021. At the time of this publication, the list is updated every Tuesday and will go into effect the following Friday at 12:01 am. If your family is planning to visit one of these states please notify the school and plan to quarantine for 10 days when you return.

Current hours of operation: 8:00 am – 4:00 pm

Drop off and pick up procedures

- In order to reduce traffic and the amount of space traversed along the hallway, the students will enter and exit through the designated doors below. Doors will have additional staff to guide children to their classroom. After designated program drop-off times, caregivers must call the school to have staff meet them at the designated door to guide children to their program classroom. Brickton’s phone number is 773-714-0646.
 - Toddler – main entry; 8:00-8:15 am
 - Children’s House – main entry; 8:00-8:30 am
 - Upper Elementary – east door; 8:00-8:15 am
 - Lower Elementary - west door; 8:00-8:15
- Adults dropping off will maintain social distance by utilizing 6 ft. spaced markers while waiting to drop-off children. When possible, the same caregiver should drop-off and pick-up. It will be recommended that older adults not be the designated drop-off/pick-up person, whenever possible. Caregivers may not go beyond the health screening area. Except for the Nido program, staff will guide children to their classroom.
- A health screening will be conducted at the entrance to the building, one family at a time. Both the child and the caregiver dropping off must participate in the health screening.
- During drop-off/pick-up, there will be no handshaking or physical contact between parents, staff and other adults.
- Children must keep indoor shoes at school and change shoes upon arrival to the classroom.

Face Coverings:

- Face coverings/masks are required for all individuals over the age of 2 when entering and exiting the facility; when in the hallways; and in the classroom as practicable – except when

eating, napping, or playing outdoors. Caregivers are required to wear a mask at drop-off and pick-up.

- Staff are required to wear face coverings in classrooms. If staff are not able to maintain social distancing outdoors, they should wear a face covering.
- Outdoors, face coverings for children are optional.
- Children over the age of 2 are required to wear masks in the classroom to the extent practicable.
- All external vendors must wear face coverings at all times while on the premises.
- Visual signage regarding face coverings will be posted at all entrances to building and classrooms.
- Brickton will supply all necessary PPE to staff and enrolled children, including but not limited to face masks and gloves.

Health Checks

All caregivers and staff are encouraged to self-identify symptoms and stay at home if symptomatic. See appendix for self-screening health questionnaire.

Families will immediately notify Brickton and IDPH, upon testing positive for COVID-19 or being informed of exposure to COVID-19.

Daily health checks will be required for all staff, children and caregivers that are dropping off children. The on site health check will include:

- A temperature check – individuals with a fever of 100.4 or above must not be admitted.
- A visual check of individuals for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity, fatigue, or extreme fussiness). Children with visual signs of illness must not be admitted.
- A log of each child's arrival will be maintained, which includes the child's name, time of arrival, phone number and address, and temperature.

All staff must self-screen prior to entering Brickton. The self-screening protocol will be provided to each staff member and posted at each entrance to the building and the kitchen. Staff temperature is taken and recorded upon entry into the building. See appendix for self-screening protocol.

Non-essential visitors, such as potential parents, will be limited. This definition of non-essential may change over time.

Brickton will continue to require physical examinations for children and staff per the licensing guidelines.

Social/physical Distancing

- Visual signage regarding social/physical distancing, will be posted at the entrances to the building and classrooms.
- Visual markers to indicate 6 feet distance will be used in the drop-off/pick-up zone.
- Only one group of children will be allowed to access the gross motor room at a time and the room will be cleaned between each use.
- All food must be consumed in the assigned child's classroom with all food/meals served individually packaged. Caregivers should provide snacks and lunches in packaging that the child can open themselves, and provide appropriate silverware, as much as is practicable.
- Nap/rest cots and mats will be placed a minimum of 6 feet apart.
- Where possible, doors and windows will remain open to increase ventilation.

Outdoor play

- Only one group of children at a time are allowed per defined area with no mixing of groups.
- Outdoor structures will be sanitized between groups.
- Playground toys will be assigned to classrooms as much as possible.
- Children may not bring playground toys from home.

Frequent sanitation

- Hand washing will be part of a regular daily pattern for all children (every hour, if possible).
- Hand sanitizer will be available in every room and at the front desk.
- All high touch surfaces will be sanitized every hour, or more often, as needed. This will include doorknobs, light switches, faucet handles, counter tops, tabletops, chairs, and toilet seats.
- All utilized spaces in the building will be cleaned at the end of the day.
- Work materials/toys will be cleaned after use by each group.
- 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.

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, which may result in bodily secretions on child care providers clothing or skin. Child care providers will wash their hands, neck, and anywhere touched by a child's

secretions. Child care providers will change the child's clothes if secretions are on the child's clothes. Child care providers will change their clothing, 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 at Brickton.

Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility.

Food Preparation and Meal Service

Each child's meal will be plated individually. Sinks used for food preparation will not be used for any other purposes. Caregivers will ensure children wash hands prior to and immediately after eating. Caregivers will wash their hands before preparing food and after helping children to eat.

Teach/reinforce healthy hygiene practices

Staff will teach/reinforce handwashing strategies including washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Individuals who become ill while at Brickton

If an individual becomes ill, they will be moved to the isolation area until transport can be arranged. The isolation area is located in the main office tutor room, which has an exhaust fan that leads directly outside, with no fresh air return in the room. Fresh air will be drawn in from the main office. Once the individual has left the isolation area, we will wait 24 hours, or as long as practicable, to clean and disinfect the isolation area, and all areas used by the individual, especially frequently touched surfaces. The isolation area will be empty for at least 3 hours after sanitizing.

Confirmed case of COVID-19

If a staff member or child tests positive for COVID-19, the head of school, or designee, will report the case to DCFS, IDPH and the local health department. The head of school or designee will assist the local health department with contact tracing and monitoring absenteeism among children and staff as well as determine the need for facility closure. If there is a delay in receiving counsel from the local health department, Brickton will enact a short-term dismissal for 2 to 5 days for children and staff in the affected cohort, to allow sufficient time for local health official response.

Brickton will follow our normal protocol for reporting CDC required exposure to parents of affected students, while maintaining the privacy of the individual, as well as include messages to counter potential stigma and discrimination.

Cleaning and disinfecting areas used by the individuals with COVID-19 will begin after waiting 24 hours, or as long as practicable.

Any staff that contract COVID-19 must follow all CDC guidelines before returning to work. If the staff test positive for COVID-19, cleaning and disinfecting must be performed according to CDC guidelines and follow all CDPH recommendations in response to a workplace outbreak.

Any staff that has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should self-quarantine according to CDC guidelines.

Any child suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the center until written documentation is provided by the child's physician that the child is no longer communicable and may return to child care.

Communication and Consent

Parents/guardians will acknowledge receipt of new procedures in writing.

When possible, information on care sheets/injury/illness reports will be communicated through contactless methods.

Appendix

Self-screening Health Questionnaire

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

Acknowledgement of receipt and compliance with COVID-19 Parent Handbook

I have read, understand and will comply with Brickton Montessori School's COVID-19 Policy and Procedure Handbook.

Printed name of parent/guardian

Date

Signature of parent/guardian

Printed name of parent/guardian

Date

Signature of parent/guardian