



Children's Learning Center Montessori
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COVID-19 Prevention Plan

The safety of your family and our staff has always been our top priority. The California Department of Social Services in collaboration with the California Department of Education has developed social and physical distancing guidelines for childcare centers. Their guidelines, in addition to our own added policies, will be put into place to ensure the safety of every child, family, and member of our team.

Below guidelines and policies will be in place until further notice:

General Guidelines

- ❖ School operating hours are from 8:30am – 5:30pm until further notice.
- ❖ Stay home if sick. If you or your child has been sick, we ask that the ill person stay home until they have been symptom free. Symptoms include:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- ❖ Follow CDC quarantine guidance and travel guidelines if you think you have been exposed to COVID-19 Virus.
- ❖ Parents should send the blankets and bedding for their child in a clean disposable bag.
- ❖ Children with allergies or special dietary requirements can bring food in disposable containers/bags.

Protective Equipment

- ❖ All teachers will have access to face coverings which they will wear throughout the day.
 - Face coverings must cover the nose and mouth.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings should be washed or discarded after each shift.
- ❖ All teachers will use gloves for tasks such as serving food, handling trash, while changing diapers, and handling commonly touched items.

Cleaning

- ❖ Daily frequent disinfecting of high touch surfaces using disinfectant solution. This includes things like door handles, countertops, phones, faucet handles, toilet flush handle, table-tops, etc.
- ❖ Daily sanitizing toys / equipment and toys/equipment that cannot be sanitized will not be used.
- ❖ Food mats will be immediately cleaned, and tables disinfected after meals.
- ❖ Fresh outdoor air will be introduced into the classroom as much as possible either through opening windows or circulating outside air through an air conditioner.

Hygiene

- ❖ Upon entering the classrooms, staff and children will immediately wash hands with soap for 20 seconds before joining the class. Every sink has a soap dispenser. Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- ❖ We will supervise proper and frequent handwashing by teaching a popular child friendly song or counting to 20.
- ❖ Hand sanitizer is available at front check-in and will be kept out of reach of children.
- ❖ All children and staff should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks.
 - 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 playing outdoors.
 - After handling garbage.
 - After coughing or sneezing.
- ❖ Children will be lined up for handwashing keeping a safe distance between each other. We will keep the faucet running so that children do not need to touch the faucet. Teacher will close the faucet once children are finished hand washing.
- ❖ Children will be asked to use a sheet of toilet paper to hold flush handle when flushing.

Arrival Procedures

- ❖ Parents are required to wear a mask during drop-off and pick-up.
- ❖ Parents are requested to meet outdoors at the facility entryway to drop-off and pick-up children. Times will be staggered to reduce contact between adults and children.
- ❖ Our staff will meet Parents by the outdoor lunch area during sign-in/sign-out at drop-off and at pick-up times.
- ❖ Parents are requested to bring their own pen to complete the sign in and out sheet.
- ❖ Please limit drop-off and pick up to immediate family members to minimize exposure.

Health Screening

- ❖ Forehead temperature of everyone will be taken prior to entering. Temperature must be less than 100 F. No entry if over 100 F. We will be using contactless thermometers.

- ❖ We will check if children/staff have any symptoms of a cold, cough etc. (no entry if sick). Parents must also notify us if children have taken any fever reducing medication in the prior 24 hours.
- ❖ We will monitor staff and children throughout the day for any signs of possible illness. If staff or a child exhibits signs of illness, we will follow the facility procedures for isolation from the general population and notify the parents immediately to pick up the child.
- ❖ If a parent or a member of the same household tests positive for COVID-19 they will be required to submit proof of clearance from a doctor prior to bringing the child to school.
- ❖ If a staff member tests positive for COVID-19 they will be required to self-quarantine for 14 days
 - After quarantining, they may return after being symptom free for 72 consecutive hours
- ❖ A positive test will result in shutdown of our Montessori for 48 hours
 - After 24 hours from exposure, the school will be sanitized before reopening
- ❖ Protocol in place for any confirmed case of COVID-19 within school. County Public Health Department, Community Care Licensing and Parents will be informed. School will follow guidelines specified by County Public Health Department.
- ❖ VC ComuniCare Disease Hotline will be informed in the case of 2+ cases of COVID-19: 805-981-5201

Group Size and Staffing

- ❖ Classroom group size: 10 children for all age groups.
- ❖ Maximum 10 children in a group with 2 teachers for 18 months to 35 months
- ❖ Maximum 10 children in a group with 1 teacher for 3 years and older
- ❖ Same teacher stays with group of children in the same classroom throughout the week
- ❖ Only teachers and children are allowed in classrooms

Social Physical Distancing

- ❖ We will practice social distancing to the best of our ability to reduce risk.
- ❖ We request the parents to keep their visits brief as possible. Discussions should be limited to outside. Any lengthy questions/explanations, concerns need to be addressed over the phone.
- ❖ We will talk to young children about how to social distance and give frequent verbal reminders.

Classroom Space & Class Management

- ❖ Furniture and play spaces will be re-arranged to ensure adequate spacing to the greatest extent possible.
- ❖ Children will be spaced out during snacks / lunch / nap time and during all other activities to the greatest extent possible.
- ❖ Children will not be allowed to share toys. We will explain to the child why it is not healthy to share toys, drinks or food.

- ❖ We will offer more opportunities for individual play and solo activities, such as fine motor activities (i.e. drawing, coloring, cutting, puzzles, and other manipulatives). We will use rugs and mats for children to create their own space.
- ❖ We will plan activities that do not require close physical contact between multiple children.
- ❖ We will extend the indoor environment to outdoors, and bring the class outside, weather permitting. Circle time/Music & Movement/PE and any other creative activity can be done outside.
- ❖ Nap time layout positioned alternating head to toe or toe to toe.
- ❖ We will try to accommodate children from same family in same classroom where applicable.

Meal Time/ Yard Play Time

- ❖ Children will sit in the same seating arrangement daily to ensure adequate spacing at the lunch tables.
- ❖ Children will not be allowed to share or touch each other's food.
- ❖ Play yard areas will be limited to groups of 10 children at a time.
- ❖ There will be more outdoor time, weather permitting.
- ❖ High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely.
- ❖ We will allow 10-15 min gap between groups of children using the play yard.

Resources

- ❖ California Department of Social Services, Community Care Licensing, Child Care Page
 - <https://www.cdss.ca.gov/inforesources/child-care-licensing>
- ❖ California Division of Occupational Safety and Health (Cal/OSHA)
 - <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-ChildcarePrograms-Guidance.pdf>
- ❖ California Coronavirus (COVID-19) Resources
 - <https://covid19.ca.gov/>
- ❖ California Department of Pesticide Regulation Health Schools Act information
 - <https://apps.cdpr.ca.gov/schoolipm/>
- ❖ Centers for Disease Control and Prevention (CDC)
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures show how our firm complies with orders to reopen our business in compliance with State and county orders regarding the COVID-19 crisis.

Assigned Person to Implement Plan:

Rashida Ismail
