



COVID19 POLICY & PROCEDURES

Hummingbird Montessori is committed to preventing the spread of Covid19 and will work diligently to ensure the health and safety of our staff, children and family members. The policies explained below outline our approach to practicing social distancing, intensifying cleaning and disinfection efforts, modifying drop-off and pick-up procedures, and implementing screening procedures upon arrival. All policies are subject to change along with the most recent recommendations from the CDC and Texas Health and Human Services Commission. Parents and staff will be notified in writing of any policy changes.

Covid19 Symptoms

All staff and children entering the facility will be screened for Covid19 symptoms and have temperatures taken upon arrival before being admitted into the building. Anyone exhibiting the following will be denied entry:

- Fever with a temperature of 100.4 degrees or higher
- Demonstrates signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, or other signs of illness
- Demonstrates other possible symptoms of Covid19 including fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea
- Has had close contact, as defined by the CDC, with someone who has a confirmed diagnosis of Covid-19 or someone who is under investigation for Covid19
- Has a lab confirmed diagnosis of Covid19



Returning to School

Hummingbird Montessori will follow a strict policy regarding when a child or individual can return to school or work in the event they have a tested positive for COVID19.

If the student or caregiver tests **positive**, they should isolate and may not be permitted to return until:

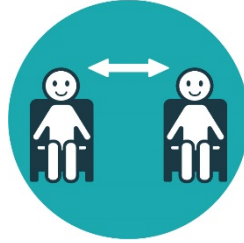
- A negative COVID19 test is provided, or:
- At least 10 days since symptoms first appeared AND
- 24 hours with no fever without fever reducing medication AND
- Other symptoms of COVID19 are improving

A close contact is defined by the CDC an interaction within 6 feet for a total of 15 minutes or more with a person infected with COVID19

If a student classifies as a close contact they must have a **negative** COVID19 test result or, if not tested, must still complete the 10-day quarantine from the last contact with an infected person before returning to school.



SOCIAL DISTANCE



Hummingbird Montessori follows all physical distancing recommendations from the CDC.

We have limited our student enrollment this year to make sure that proper physical distancing procedures can occur not only in the classroom but throughout the school.

- Until further notice, Hummingbird will operate on modified Covid19 ratios. This will reduce the number of children in each classroom to ensure social distancing when appropriate.
- Holiday gatherings and special events will not be occurring while Covid19 protocols are in place.
- Teachers will be instructed to allow children more outdoor play time when weather permits to allow the access to fresh air and more play space.
- When square footage allows, teachers will place nap cots at least 6 feet apart to adhere with social distancing guidelines.
- All adults working at Hummingbird will strive to maintain 6 feet social distancing guidelines whenever possible during school hours in classrooms, outdoors, and in office settings.



Drop Off and Pick Up Procedures



Childcare facilities must limit the direct contact between parents and caregivers. Drop off and pick up protocol will be modified to try to limit the spread of germs.

Hummingbird has a secure entry system to enter the school in order to protect your children. Each parent will have their own unique code which will be terminated once their child graduates.

- The following are procedures for drop off and pick up during COVID-19
 - All parents must bring their child to the main front door for screening.
 - Sanitize hands before entering key pad code. Parents or caregivers must wear masks at pick up and drop off. Hand sanitizer is provided for your convenience.
 - We will check your child's temperature and perform a health check at the door before entering, as well as throughout the day while they attend our school.
 - Walk your child to their classroom and drop them off at their classroom door. Make sure your child's teacher knows you are dropping off your child before you leave. Please refrain from entering into the classroom or allowing siblings to enter as we work to cut down on the spread of germs.
 - We understand that some children have a hard time at drop off, please allow the teacher to calm and care your child and walk them in. Please refrain from trying to bring your child into the classroom, this is for everyone's protection.
 - At pick up time, wait at your child's classroom door until the teacher has brought the child and their belongings to you.
 - Please understand these are policies and procedures during COVID-19 and may change based on state regulations and policies.



Face Covering



All administrative staff and teachers will be required to wear masks during the school's operating hours while children are present. Children will not be required to wear masks. Parents who choose to have their children wear a mask at school should speak directly with their child's lead teacher to make arrangements. Children should have at least 5 masks available in their cubby. For safety reasons, masks are prohibited for children ages 2 and under.

Health Check



All students and staff will be screened for COVID19 symptoms as well as temperature checked regularly. Teachers will monitor students and to the front office if symptoms are present.

Isolation Protocols

Our community's support is imperative to mitigate risks of exposure to the virus. All students will be assessed safely and respectfully, and care will be taken to not cause embarrassment or alarm. If the student is exhibiting symptoms of COVID19, s/he will be moved to our "sick" room for further evaluation. Parents will be contacted to pick up the child from the school. We expect



that sick students will be picked up from school promptly after the initial contact. Parents should contact their health care provider for guidance on how best to proceed.

Confirmed Case Protocols

If a student or employee is confirmed to have COVID19, we will immediately notify local health officials to determine our next course of action. In addition to notifying the local health department, we pledge to promptly inform families and staff of confirmed cases in our school community, while maintaining the confidentiality of the student or employee. The CDC flow chart on the last page of our COVID19 Operational Plan will be our standard process to follow regarding a confirmed COVID19 individual in the building. Students and staff who have tested positive for COVID19 will be required to submit a letter of good health from a physician's office before returning to Hummingbird Montessori. Students or staff who come into close contact with a COVID19 positive individual could be asked to self-quarantine for up to 14 days.

DISINFECTING AND SANITIZING



Our facility will receive regular extensive disinfecting treatment of all hard surfaces, doorknobs, desks, chairs, restrooms, and heavily trafficked classroom areas. This process will occur in addition to evening cleaning and disinfecting for all other common areas.

Texas Minimum Standards for childcare facilities already hold a high standard for cleanliness and sanitation for schools. Hummingbird will adhere to all guidelines and in addition will increase cleaning, sanitizing, disinfection, and handwashing frequency during the Covid19 pandemic. Classroom staff will adhere to the following practices:

- Intensify standard cleaning practices to more frequently clean, sanitize, and disinfect



surfaces that are often touched.

- Clean objects/surfaces that are not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, nap mats, desks, chairs, cubbies, and playground structures.
- Clean and disinfect bathrooms at minimum of 3 times per day.
- Diligent handwashing practices and procedures for adults and children to include handwashing: upon arrival at facility and after breaks, before and after meal prep, before and after eating or feeding children, before and after administering medication, before and after diapering, after using toilet or helping a child in bathroom, after coming in contact with bodily fluid, after playing outdoors, and after handling garbage.

Additional Precautions

- Children will only be served individually packaged food and not participate in “family style dining” practices at this time.
- Parents will be required to supply multiple changes of clothes for their children to be used throughout the day in the event that clothes get soiled with any bodily fluids.
- All staff will be required to take health and safety training related to Covid19 through the Texas A&M AgriLife extension.

CDC SCREENING FLOWCHART



COVID-19 SCHOOL SYMPTOM SCREENING FLOWCHART

