



Heartwood Montessori School Health Protection Protocol

Policies, Practices, Procedures

Disclaimer

Any novel disease carries a discovery period. Until there is sufficient research, what is known, is only known 'to date.' Children are often later populations in scientific research. Therefore, this protocol is based on protecting children and adults to the best extent possible, with what is known or presumed 'to date' and evidence-based to our best knowledge.

Sources

[Centers for Disease Control](#)

[Minnesota Department of Health](#)

[Minnesota Department of Human Services](#)

Social Justice Guidelines

Within the established guidelines and requirements, we considered the following toward establishing an equitable approach:

- Economic Justice
- Access
- Race, Ethnic, Cultural Diversity

In practical application, we recognize:

- Not everyone can afford supplies
- Not everyone has computer & printer access
- Linguistic diversity
- Challenges due to residence status
- Some cultures may have trouble adopting / strongly implementing practices
- Changing practices requires cultural understanding
- Racial biases may come up, increasing fear and duress

In the following slides, we will share protocols for each of the five stages:

- Stage 1: Stay at Home
- Stage 2: Limited Enrollment: Essential Workers only
- Stage 3: Limited Enrollment: On-Site care available and optional for enrolled families
- Stage 4: Full School Opening
- Outbreak: If there is a confirmed case of COVID-19 on-site


For each stage, we have identified how we will handle the following items:

- Family Financial Obligation
- Modes of Instruction
- Classroom Composition
- Distancing Guidelines
- Staffing
- Arrival Protocol
- Facilities Care
- Communication with Parents
- Emergency Communication
- Staff Communication
- Departure Protocol
- Preparation



Stage Definitions & Family Financial Obligations

STAGE	STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
DEFINITION	Stay at Home order given by Governor and/or health officials	Essential Workers:	Children return in stages:	All classes / students engaged on-site	Positive case of COVID-19 within school community
		New & Current families identified as essential workers	Essential Workers given priority	Health Screenings upon admittance	
		All others: Distance Learning	Remote Engagement continues		
FAMILY FINANCIAL OBLIGATION	Tuition remains the same	Full tuition for attending students	Full tuition for attending students	Full tuition	Full tuition during short term closure
	Tuition options based on need	Volunteer scholarship fund	Volunteer scholarship fund	Volunteer scholarship fund	Volunteer scholarship fund



Modes of Instruction

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
Distance Learning:	On-Site:	On-Site:	On-Site	Short-Term Closure:
Zoom lessons	1:10 class size	1:10 class size		No on-site or Distance Learning
Work Plans	Distance Learning:	Remote Engagement:		Lead Guides review lesson plans & prepare for distance learning
Zoom Collectives	Zoom lessons	Zoom Collectives		Long-term Closure:
1:1	Work Plans	1:1		Distance Learning
Video Presentations	Zoom Collectives	Video Presentations		1:1
	1:1			Zoom Collectives
	Video Presentations			

Classroom Composition

STAGE 1:
Stay at
Home

STAGE 2:
Limited Enrollment:
Essential Workers

STAGE 3:
Limited Opening

STAGE 4:
Full School
Opening

OUTBREAK

Keep siblings
together

Keep siblings
together

Return to
licensed
capacity

Eliminate


Nap head:toe
w/ 6' distance

Nap head:toe
w/ 6' distance


Slow move
to
extended
day

Use of outdoor
space

Use of outdoor
space



Deep disinfecting following confirmed case of COVID-19 on site:

- All classroom walls & doors disinfected
 - All carpets disinfected
 - All shelves/materials disinfected;
covered
 - All appliances cleared; disinfected
 - All windows disinfected
 - All tables & chairs disinfected
 - Office disinfected
 - Disinfect trash cans
 - Plastic bag nap belongings, label with
child's name
 - Disinfect cots
- 

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
	Adults & children wear face coverings	Adults & children wear face coverings	Adults & children wear face coverings	
	Individual Children's Tables			
	Eliminate lines unless necessary	Eliminate lines unless necessary		
	Class size limited			
	Lunch in classroom; picnic if possible	Lunch in classroom; picnic if possible	Lunch in classroom; picnic if possible	
	Mark arrival & departure waiting spots	Mark arrival & departure waiting spots	Mark arrival & departure waiting spots	

Healthy Distancing Guidelines

Staffing

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
	Assistants return for on-site childcare	On-site staffing increases	Full Staff in Ratio	Staff dismissed for 2 days
	Lead Guides work remote to continue Distance Learning	Lead Guides conduct Remote Engagement		Assistants return to clean & disinfect
	On-site: 1 adult per group	Admin does breaks		Lead Guides prep for Distance Learning
	Admin does breaks			

Arrival Protocol

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
Conduct Health Screenings	Conduct Health Screenings	Conduct Health Screenings	Conduct Health Screenings	Conduct Health Screenings
Handwashing	Handwashing	Handwashing	Handwashing	Handwashing
Mask on at all times	Mask during arrival	Mask during arrival	Mask during arrival	Mask on at all times
Disinfect doorknobs, etc.	Disinfect lunchbox; store in cubby	Disinfect lunchbox; store in cubby	Disinfect lunchbox; store in cubby	
	No backpacks	No backpacks		Long-term closure: arrange for return of belongings
	Mark arrival & departure waiting spots	Mark arrival & departure waiting spots	Mark arrival & departure waiting spots	

Facilities Care

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
Classroom plants distributed to families	Open windows daily	Open windows daily	Open windows daily	Inventory & restock PPE, hygiene & disinfection supplies
Building & Grounds committee manages garden	Use cups to drink from water fountain	Use cups to drink from water fountain	Use cups to drink from water fountain	Maximize natural ventilation
Classroom pets assigned to teacher	Inventory & restock PPE, hygiene & disinfection supplies	Inventory & restock PPE, hygiene & disinfection supplies	Inventory & restock PPE, hygiene & disinfection supplies	
Mail forwarded to Director's home	Enhanced cleaning schedule	Enhanced cleaning schedule		
Inventory & restock PPE, hygiene, & disinfection supplies				

Communication to Families

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
Announcement of transition to remote learning (Director)	Inform families of increased arrival time & procedures	Inform families of increased arrival time & procedures	Inform families of increased arrival time & procedures	Inform families & staff immediately
Parent email re: materials delivery (Lead Guides)	Virtual community engagement	Virtual community engagement	Virtual community engagement	Virtual community engagement
Confirm participation in distance learning	Weekly bulletin / Monthly newsletter	Weekly bulletin / Monthly newsletter	Weekly bulletin / Monthly newsletter	Create letter for parents' employers
Weekly email with work plans, Zoom links, parent support	Create letter for parents' employers			Weekly bulletin / Monthly newsletter
				Monitor / Report children's health during remote learning

Communication Partnership w/ Parents

- **To prepare for illness, we:**
- Monitor reliable sources of information (city and state health departments, CDC).
- Conduct Health Screenings upon arrival.
- Have a designated, supervised isolation location for children who become ill to wait until departure.
- Require staff to stay home if experiencing symptoms.
- Communicate with staff and families about extent of illness at Heartwood and changes that may need to be made to usual routine.

Emergency Communication

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
Assure clear communication w/ all parties	As needed:	As needed:	As needed:	CONTACT MDH
	Email re: Return to campus process	Email re: return to campus process	Email re: return to campus process	MDH will advise on short- or long-term closure
	Email re: emergency outbreak procedures	Email re: emergency outbreak procedures	Email re: emergency outbreak procedures	CONTACT DHS
	Assure clear communication w/ all parties			Inform DHS re: MDH decision
				COMMUNICATION W/ PARENTS
				Email re: outbreak
				Communication w/ MDH, DHS

Departure Protocol

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
Disinfect doorknobs	Daily cleaning & disinfecting	Daily cleaning & disinfecting	Daily cleaning & disinfecting	Final disinfection by closing person:
Wash hands	Final disinfection by closing person:	Final disinfection by closing person:	Final disinfection by closing person:	Doors & doorknobs
	Doors & doorknobs	Doors & doorknobs	Doors & doorknobs	Fridge

Preparation

STAGE 1: Stay at Home	STAGE 2: Limited Enrollment: Essential Workers	STAGE 3: Limited Opening	STAGE 4: Full School Opening	OUTBREAK
PPE available: wipes, masks, sanitizer	PPE available: wipes, masks, sanitizer	PPE available: wipes, masks, sanitizer	PPE available: wipes, masks, sanitizer	PPE available: wipes, masks, sanitizer
Preparation for Stay at Home:	Required staff training for Disinfectants	Staff Training	Preparation for Stay at Home:	Remote Learning Communication
Review & adapt lesson plans for Distance Learning	Staff Training:		Lesson plans	
Email families re: Stay at Home	Disinfectant solution		Staff Training	
	Disinfecting procedures			
	Maximize ventilation			



*"The greatest development is achieved during the first years of life,
and therefore it is then that the greatest care should be taken."*

-Maria Montessori

Last updated: 5/25/2020