



## **Covid-19 Mitigation Plan**

### **Overview**

The purpose of this plan is to ensure the safety of all students, staff, and families. With the spread of the coronavirus or COVID-19, Penn-Mont Academy must remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned.

During the facility's closure a complete cleaning and disinfection procedure was conducted by our contracted janitorial service. This service has continued nightly, with extensive cleaning and disinfection.

The administration is responsible for overseeing the implementation of this Plan and set a good example by following the Plan at all times. This involves practicing good hygiene and schoolwide safety and prevention practices. The administration will ask for and monitor the same behavior from all employees.

This Plan is based on the information available from the CDC and the Commonwealth of Pennsylvania, and may be changed and amended based on further information.

A copy of this Mitigation Plan will be provided to staff and families. Staff will be trained in following these guidelines and the Mitigation Plan.

Staff will explain and model safety, physical distancing, handwashing, and hygiene procedures to students in an age-appropriate manner.

Lisa Myers has been designated Penn-Mont's COVID-19 Safety Officer. She is responsible for all documentation: temperature and cleaning logs, attendance tracking, supply ordering, etc. If you have any questions regarding COVID-19, please reach out to Lisa: [lisa.myers@pennmontacademy.com](mailto:lisa.myers@pennmontacademy.com), Parent Square message, or call 696-8801.

### **Signage and Information**

This plan is posted at the main entrance of the building and other signage can be found throughout the building.

Information regarding this Plan and resources related to COVID-19 will be disseminated to all families and employees.

As always, handwashing procedural illustrations are found in each classroom and in restrooms.

Informational links and information are included at the end of this Plan.

### **Family Responsibilities**

Parents must keep children home if ill. No child may return to the facility within 24 hours after the last fever without medication. Families are asked to review and follow [CDC information and guidance](#).

If any family and/or staff member is travelling, please let the COVID-19 Safety Officer know.

Families are expected to report any known exposures to COVID-19 positive individuals to the COVID-19 Safety Officer. Any child with a fever of 100.4 degrees or greater will be sent home and may not come back until the fever is gone for 24 hours without medication.

If a child becomes ill while at school s/he will be appropriately isolated until they can be picked up. Timely pickup of ill children is required.

### **Drop-Off and Pick-Up**

Elementary Drop-off (8:30am):

- Drive through carline at the front of the school. When it is your child's turn to get out of the car, he/she will walk to staff located at the front of the building and have their temperature checked. If your child's temperature is below 100.4 degrees we will let you know and you can then drive away. Your child will walk directly to their classroom where they will immediately wash their hands with soap and warm water.

Early Childhood Drop-off (9:00am):

- **If your child can get in and out of the car themselves:** Drive through carline at the front of the school. When it is your child's turn to get out of the car, he/she will walk to staff located at the front of the building and have their temperature checked. If your child's temperature is below 100.4 degrees we will let you know and you can then drive away. A staff member will walk your child into their

classroom where they will immediately wash their hands with soap and warm water.

- **If your child cannot get in and out of the car themselves:** Park in the parking lot and walk your child to the front of the building. We will then proceed with the temperature check and a staff member will take your child into the school to immediately wash their hands. We ask that all parents stay six feet apart during this process.

Early Childhood Pick-up (12:00pm or 2:30pm):

- **If your child can get in and out of the car themselves:** Drive through carline at the front of the school. When it's your turn at the front of the building, your child will get in the car. If your child cannot buckle, you can pull forward into a spot to assist once the child is in the car.
- **If your child cannot get in and out of the car themselves:** Park in the parking lot and walk to the front of the building to pick up your child. We ask that all parents stay six feet apart during this process.
- Parents are NOT permitted to enter the school.

Elementary Pick-up (3:00pm):

- Elementary carline will be the same as in the past. Drive through carline at the front of the school. When it's your turn at the front of the building, your child will get in the car. If your child cannot buckle, you can pull forward into a spot to assist once the child is in the car. Children will be expected to stay socially distanced while waiting to be picked up in carline.

If your child is enrolled in the Before and/or After care programming and will be arriving before 8:30/9:00am and/or leaving after 2:30/3:00pm, we ask that you call the school upon arrival. A staff member will meet you outside of the main entrance for a temperature check in the morning. A staff member will also bring your child outside to you at the end of the day.

Administration will sign children in and out each day.

**No Visitors will be allowed in the building.** If there is a situation that a parent needs to enter the building, they will need to wear a face covering and will have their temperature screened.

Temperature screenings will happen daily for students and staff. Each child and staff member's temperature will be logged each day and at other times during the day if a fever is suspected.

*Note: These logs and other required record keeping are essential. They will be maintained at all times and all information will be kept confidential.*

### **Group Size and Outside Time**

Group sizes will vary depending on level. We will limit mixing of groups as much as possible.

Early childhood children will be encouraged to physically distance when possible.

If it is necessary for an outside area to be shared there will be a staggered schedule with complete and thorough sanitizing of equipment between groups.

Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.

### **Staff Responsibilities**

Staff members will have a pre-shift temperature screening, and this will be logged.

No staff member may report to work if showing symptoms of COVID-19.

Staff members will be assigned to work with the same group of children daily except for providing administrative supervision, staff breaks, or absentee coverage. In these instances, staff must wash hands following CDC guidance before entering a new group, as well as, disinfect any items they may carry (pen, clipboard, tablet, computer).

Staff must wash hands frequently using soap and water including before and after food preparation, assisting a child with eating, and changing diapers.

If soap and water are not available in an area a supply of hand sanitizer with at least 60% alcohol will be used.

Face coverings will be worn by all employees except for eating.

Staff will be instructed not to touch the face covering and take it home for washing daily. Any staff member showing signs of illness will be isolated until their departure.

The school will report to families any known exposures to COVID-19 positive individuals while respecting the privacy of the individual.

Employees who have symptoms must notify the COVID-19 Safety Officer and stay home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Sick employees should follow [CDC-recommended steps](#). Employees may not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

### **Working with Children**

Children will be monitored at all times.

There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used staff must monitor its usage.

All students in Children's House and Elementary classrooms are required to put forth a good faith effort in wearing a face covering while not physically distanced from

other children and staff in the building. This is a Commonwealth of Pennsylvania regulation for schools and childcare centers and will be revisited as the Commonwealth puts forth more information. Families should provide face coverings for their child(ren). If in need of assistance getting face coverings for your child(ren), please reach out to the COVID-19 Safety Officer as Penn-Mont will provide masks for those in need.

Staff will model and encourage age-appropriate physical distancing.

The sharing of materials is essential in a Montessori learning environment, but in the current situation will be minimized when possible. If materials are shared, they will be disinfected throughout the day when not being used. Staff and students will wash their hands before and after usage. An adequate supply of materials will be maintained.

We will provide daily snack for students in disposable containers/packaging. Students will not serve their own snack.

For early childhood students, all meals and snacks will be eaten in the classroom. For Kindergarten and elementary students, snack will be eaten in the classroom and lunch in the cafeteria. Students will be physically distanced in the cafeteria while eating their lunch and all tables and surfaces will be cleaned in between groups.

The hot lunch program is still available for students Kindergarten-6<sup>th</sup> grade. The following changes will be made to the hot lunch program:

- Our Food Service employee will serve the main entrée and side dishes, self-service options will not be available.
- Plastic-ware will be provided by the Food Service employee or will be individually wrapped.
- Condiments will be provided in individual packets.
- All food items will be individually wrapped and/or covered.
- Fruit and fresh vegetables will be bagged and/or in a container with a lid.
- The serving line will be washed and sanitized between each lunch period.
- The computer, pin pad, and touch screen will be sanitized before and after every lunch period.
- Hand sanitizer will be available at the PIN Pad for student use prior to entering their number.
- PIN Pad will be covered with clear plastic wrap, so that frequent sanitizing will not damage the electronics.
- The PIN Pad will be sanitized frequently throughout the serving period.

For students packing their lunch, please place your child's lunch in a clear ziploc bag with your child's name written on it. Upon arrival at school, the ziploc bag will be

sanitized. Lunches must come to school in this ziploc bag only. Lunch boxes are not permitted at this time. If you do not have a ziploc bag, please reach out to the COVID-19 Safety Officer and the school will provide a ziploc bag.

Children's naptime mats will be spaced out as much as possible with six feet being optimal. Children will be placed head-to-toe instead of face-to-face to further reduce the potential for viral spread. Nap mats will be sanitized daily.

### **Cleaning and Disinfecting**

All surfaces will be cleaned and disinfected regularly, and a log will be maintained showing the items, staff member initials, and time of the cleaning. This is to be done on a regular basis throughout the day.

Areas/items to be cleaned include: Tables, chairs, doorknobs, light switches, countertops, handles, sinks, and faucets.

Adequate cleaning and disinfecting supplies will be maintained. [CDC cleaning and disinfecting protocols.](#)

Extensive use of disinfecting products will be done when children are not present. As usual, the school will be cleaned nightly by a contracted cleaning service. The school will always be cleaned before the children return.

If disinfection occurs while children are present staff will wipe the area again with water to remove any residue.

### **Encouraged Best Practices**

Any person in a high-risk population is encouraged to stay home, and not work in childcare settings.

### **Informational Links:**

[CDC Guidance for Childcare Centers](#)

[PA Department of Health Summer Camp FAQ](#)

[Germ Prevention Strategies](#)

[When to Keep Your Child Home From Child Care](#)

[What You Should Know About COVID-19 To Protect Yourself and Others](#)

[When and How To Wash Your Hands](#)

[Talking with Children about Coronavirus](#)

[Meet the Helpers](#)

**Educate. Prepare. Inspire.**

131 Holliday Hills Drive | Hollidaysburg, PA 16648 | T: (814) 696-8801 | F: (814) 696-5893 |  
info@pennmontacademy.com