



Covid-19 Policies and Procedures 2020

Contents

Overview	2
Level Summaries	3
School Hours	3
Staffing.....	3
Parent Contact/Communication	4
Children’s Meals	4
Arrival and Dismissal	4
General Preparedness and Planning.....	6
Training	6
Face Coverings.....	7
Health Screening.....	7
COVID-19 Symptoms and COVID-19 Cases in School	9
COVID-19 Symptoms at School - Children.....	9
COVID-19 Symptoms at School - Staff	10
COVID-19 Exposure - Staff and Children.....	10
Positive Case of COVID-19 in the Classroom Community - Children or Staff.....	11
Plans Should a Classroom or Building Need to Close Due to Covid-19 Exposure.....	11
Quarantine and Isolation - Definitions.....	12
Contact Tracing	12
Communication	12
Monitoring Absenteeism.....	13
Physical Distancing Strategies.....	13
Healthy Hand Hygiene	14
Cleaning and Disinfecting	14
Food Preparation and Serving.....	15
Vulnerable / High-Risk Groups.....	16
Appendices:	16

Overview

After considerable planning and deliberation, Walnut Farm Montessori School decided to reopen our campus beginning August 17, 2020. Reopening WFMS involved some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes. Our decision to reopen our campus recognized that (1) for WFMS families and staff, that risk is balanced against the educational, social, economic and other costs of remaining closed, (2) our school must reopen with many new health and safety protocols to do everything we can to responsibly mitigate that risk to the extent possible, and (3) each family and staff member must decide how to balance those risks, and whether to return to campus. In this update on December 9th, 2020, I am happy to report that we have had zero known cases of the virus enter our school so far. We realize that we are fortunate in this matter and continue to remain vigilant with our protocols.

Our classroom environments are designed to foster each plane of development for the child's own learning through experiential interactions with the environment. Our ability to guide that development is diminished in the absence of a face-to-face learning environment. By reopening our campus, we are aiming to fulfill the mission of Walnut Farm Montessori School, which is to *...provide a Montessori education honoring community and individuality by promoting peace, and empowering children for life-long learning.*

This document explains the policies and procedures we are employing to lessen Covid-19-related risks at school. That approach is built around intensive new health monitoring and screening procedures, as well as new classroom/school day procedures designed to reduce the number of contacts during the school day and limit the group size and interactions. These procedures will not require our young children in Toddler and Primary to wear masks in the classroom (though guides will wear masks most of the time) or to observe the social distancing rules expected of older children and adults. We do not believe it is possible to enforce those restrictions with our younger children. We do, however encourage all Primary families to send their children in masks and will encourage social distancing by spreading out the children's work spaces. In our elementary classrooms, children will be asked to wear masks when social distancing is not feasible. This will be decided at the teachers' discretion. We believe reopening with these new protocols represents an important first step in responsibly living with this virus.

In summary, we decided that reopening our campus under these conditions is in the best interest of the community and that each family will make its own decision about the balance of risk, and what is best for their children. The information in this document will provide clarity around the practices and procedures WFMS has established to minimize exposure to our community but in no way warrants that Covid-19 or other communicable disease infection will not occur through participation in our programs.

***Please note: Walnut Farm Montessori School reserves the right to amend and change policy as needed to ensure safety and protect the mission of the school. The contents of this booklet can be revised at any time and are not to be construed as a contract, but rather, guidelines for action.**

12/9/2020

Level Summaries

School Hours

Toddler:

Arrival: 7:40 - 8:00 am

Dismissal: Half-day 11:15 am, Full-day 2:55 pm

Primary:

Classroom A: Arrival: 7:40-7:50, Dismissal: 2:50

Classroom B: Arrival: 7:50-8:00, Dismissal: 3:00

Classroom C: Arrival: 8:00-8:10, Dismissal: 3:10

Half-day dismissal: All at 11:30

Elementary:

Arrival: 7:40 - 8:00 am

Dismissal: 3:00pm

All:

Early Care: 7:15 until classes start

Aftercare: 3:00-5:00

Staffing

Toddler:

AM:

- Toddler A: Whitney Kimbro, Rita Stutzman
- Toddler B: Kendyll Murray, Brandy Wilson

PM:

- Brandy Wilson will float between the classrooms while the lead teachers take breaks, and as needed
- Aftercare: No aftercare at this time

Primary:

- Primary A: Azusa Crawford, Christy Hrycun, Chad Lewis
- Primary B: Stephanie Throop, Misty King, Joe Love
- Primary C: Jamie Van Horn, Kristal Price, Tim Bare
- Aftercare: Tim Bare, Joe Love, Chad Lewis

Elementary:

- Lower Elementary: Heather Ayers, Sally Davis, Sara Tway
- Aftercare: Addy Williams

Parent Contact/Communication

Email and phone

Each lead teacher has a school email address for parent communications. Teachers will respond to emails within 24 hours during the week. Teachers do not respond to phone messages during the day. Time-sensitive contact with teachers can be facilitated by calling the main office at 479-271-9424.

Conferences

Conferences will be held by the teacher by phone or via zoom as needed or as requested by the teacher or parent.

End of term progress reports will be handed out in December and May with the option to meet with your child's teacher by phone or Zoom regarding your child's progress.

Observations

Due to restrictions in place to mitigate the spread of COVID-19, regular parent observations are suspended.

Parent Education

Parent education will occur via Zoom and will be communicated to families at least 1 week in advance.

Children's Meals

Snack

Snacks are provided by WFMS and will be prepared and served by an adult during scheduled snack time for each classroom. Family style snack offerings have been suspended.

Lunch

Lunch will be brought from home using the WFMS lunch bag. WFMS will provide milk at lunch. All of the children will enjoy their lunch spread out in their classroom at individual tables. For detailed guidelines on lunch requirements, see Appendix A or [USDA Guidelines](#)

Arrival and Dismissal

Our existing arrival and departure procedures, with added procedures for [health screening](#) and hand hygiene, meet the [state guidelines](#) for social distancing and limited contact.

Arrival

- **Walk-up arrivals cannot be facilitated during this time.**
- Parents must wear a face mask during arrival.
- DHS recommends that the same parent or designated person should drop off the child each day.
- Each child must have had a health screening completed and logged by parent prior to arrival that morning.

- Stop at the designated arrival/dismissal area for your child's class:
 - Toddler A: Pull up to door facing highway
 - Toddler B: Pull up to Elementary driveway. There will be two lanes. Toddler families pull up to the outside of the circle drive, closest to the gate and building. Your child will be escorted to their class through the toddler playground on the elementary side.
 - All Primary classes: Pull up just past the Primary building for your child to enter through the traditional playground.
 - Elementary: Pull up to Elementary building entering to the right of the circle drive. There will be two lanes. Elementary will form a line on the inside part of the circle drive to allow toddlers closer access.
- Staff will walk to your car to greet your child. We ask that your child remain seated with their seatbelt on.
- A staff member will take your child's temperature using a contactless thermometer prior to your child leaving the vehicle.
 - If your child has a temperature of 100.0°F or higher, the staff member will verify the temperature with another thermometer.
 - A child with a temperature of 100.0°F or higher will not be admitted.
- Your child will be invited to unbuckle the seat belt or the driver will assist as needed.
- Staff members will clean hands if they touch a child during arrival.

Late arrival - **Late arrival must be scheduled in advance with the main office.** Please follow this procedure:

- Contact the Main Office and indicate the exact time of your child's late arrival.
- Office Staff will notify the classroom community to make arrangements for receiving the child at the pre-arranged late arrival time.
- At the pre-arranged late arrival time, please pull up in front of your child's building and wait.
- Classroom assistant or an administrator will observe the arrival area at the pre-arranged late arrival time and proceed to assist the child with arrival following the regular arrival procedures.

Dismissal

- **Walk-up dismissals cannot be facilitated during this time in Primary and Elementary.**
- **Toddler parents are permitted to walk up and wait outside of the fenced area of their child's class.**
- Parents must wear a face mask during dismissal.
- For Primary and Elementary, please pull up at the designated location for your child's class.
- Wait in your car and your child will be walked to you and helped inside the car.
- Once your child is in the car, pull forward to finalize buckling your child in their car seat, if applicable.

Early Dismissal - Early dismissal must be scheduled in advance with the main office. Please follow this procedure:

- Contact the Main Office and indicate the exact time of your child's early departure.

- Office Staff will notify the classroom community to make arrangements for assisting the child with departure at the pre-arranged early departure time.
- At the pre-arranged early departure time, please pull up and wait.
- Classroom assistant or an administrator will observe the departure area at the pre-arranged early departure time and proceed to assist the child with departure following the regular dismissal procedures.

[Health Screening](#)

[COVID-19 Symptoms at School - Children](#)

[COVID-19 Symptoms at School - Staff](#)

[COVID-19 Exposure - Staff and Children](#)

[Positive Case of COVID-19 in the Classroom Community - Children or Staff](#)

[Contact Tracing](#)

[Communication](#)

[Monitoring Absenteeism](#)

[Physical Distancing Strategies](#)

[Healthy Hand Hygiene](#)

[Cleaning and Disinfecting](#)

General Preparedness and Planning

Walnut Farm Montessori School has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. School plans are designed to complement other community mitigation strategies to protect high-risk populations and the healthcare system, and minimize disruption to teaching and learning.

This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, the World Health Organization (WHO), The American Academy of Pediatrics, and the State of Arkansas. WFMS operating procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

[DHS and State of Arkansas Requirements and Recommendations for Childcare \(updated Nov. 20\)](#)

[CDC Guidance for Schools and Child Care](#)

[The American Academy of Pediatrics](#)

[WHO Prevention and Care In Schools](#)

Training

Staff must be familiar with and receive ongoing training regarding State and CDC recommendations and requirements. Training Sessions occurred the week before children arrived and covered all topics in this document. New staff members receive training and all staff receive updates and ongoing training.

12/9/2020

Face Coverings

Face masks are meant to protect other people and one's self in case the wearer or others are unknowingly infected but do not have symptoms. All staff have access to disposable face masks and masks with mouth windows. They may also choose to wear their own mask if it falls under the proper guidelines. Please note that due to the nature of some of the presentations given in our classrooms, face masks will be replaced by a face shield for some lessons.

[CDC Guidelines for Wearing Masks](#)

Staff

Staff will be required to wear face masks at the following times:

- Arrival and dismissal
- When performing health screening of staff and children
- When working in the classroom except during presentations that require clear articulation and visibility of mouth such as:
 - Language exercises and presentations
- When assisting an ill child or staff member

Children

Children in our toddler and primary levels are not required to wear face coverings. The CDC and we encourage primary children to wear masks when arriving at school and until they will no longer wear them.

The CDC States, "Younger children (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues."

Elementary children will be asked to wear them when social distancing is not possible.

Parents and Therapists

Parents and therapists are required to wear a face-covering at the following times:

- Arrival and dismissal
- When on-campus

Health Screening

Daily employee and child health screenings are required by DHS. Walnut Farm also performs a mid-day temperature check for all students in attendance.

This section covers the following Health Screening Topics:

- **Health and Temperature Screening Protocol**
- **Staff Self-Screening Prior to Arrival at School**
- **Staff Screening at School**
- **Parent Screening of Child Prior to Arrival at School**
- **Staff Screening of Child at School**

Health and Temperature Screening Protocol

All children and staff who meet any of the criteria below will be denied entry:

- Temperature of 100.0°F or higher
- Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:
 - A temperature of 100°F or above
 - Have had a temperature of 100°F or above in the last 48 hours
 - Signs or symptoms of COVID-19 (fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
 - Has been in close contact with someone who has a positive diagnosis of COVID and the close contact has not yet completed the required quarantine after the close contact with the positive person
 - Have had a positive test for COVID-19 in the past 10 days or are awaiting the results of a test

Staff Self-Screening Prior to Arrival at School

Staff members will conduct self-screening prior to arrival at school. If a staff member self-identifies as having symptoms listed in the screening criteria above, she/he will contact the designated administrator, not come into work, and follow the procedures in the section: [COVID-19 Symptoms at School - Staff](#).

Staff Screening at School

Designated Staff Members will conduct and record Staff Health Screenings for each staff member upon arrival at school.

Parent Screening of Child Prior to Morning Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home. Parents may now conduct this screening and answer the questions through Transparent Classroom before coming to school. Staff will still complete a temperature check prior to the child exiting the car.

Staff Screening of Child at School

- Upon arrival, a staff member will take your child's temperature using a contactless thermometer.
 - If the child has a temperature of 100.0°F or higher, the staff member will verify the temperature with another contactless thermometer.
 - A child with a temperature of 100.0°F or higher will not be admitted.
- Staff will conduct temperature checks of each child and adult in the community two times each day. (At arrival and before recess)
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symptoms at arrival or at any point during the day, the child will be isolated and parents will be required to pick up their child.

COVID-19 Symptoms and COVID-19 Cases in School

This section provides details and procedures for the COVID-19 Symptom, Exposure, and Diagnosis within the school community:

- **COVID-19 Symptoms at School - Children**
- **COVID-19 Symptoms at School - Staff**
- **COVID-19 Exposure - Staff and Children**
- **Positive Case of COVID-19 in the Classroom Community - Children or Staff**
- **Plans Should a Classroom or Building Need to Close Due to Covid-19 Exposure**

COVID-19 Symptoms at School - Children

If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.

- Classroom staff will follow these isolation procedures:
 - Classroom staff will offer the child a disposable face mask but will not require the child to wear it if in Primary. Toddlers will not be asked to wear masks.
 - Classroom staff will take the child to the Isolation location in the main office or designated space in their building.
 - The classroom staff will inform the office staff of symptoms exhibited.
 - Office staff will contact parents to come to school to pick up the child.
 - The office staff will supervise the child until the parent arrives.
 - Parents may be provided the [Family Procedure for Symptoms at School](#) handout.
 - Once a parent has left with the ill child, the isolation room is cleaned and sanitized by office staff.

- Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.
- Families are encouraged to coordinate decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return under [Children or Staff with Positive Case of COVID-19](#)
- A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID19 test following ADH guidelines or an alternative diagnosis.

COVID-19 Symptoms at School - Staff

Staff is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff is encouraged to stay home if they are exhibiting symptoms of COVID-19 and to contact their healthcare provider.

- Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:
 - Put on a disposable face covering
 - Leave the classroom
 - Obtain a COVID-19 test - [Test Collection Sites](#)
 - Follow the recommendations of their healthcare provider
- **In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19.**
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for the return based on a negative nucleic acid COVID19 test following ADH guidelines or an alternative diagnosis.

COVID-19 Exposure - Staff and Children

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 7 to 14 days per the [Arkansas Department of Health](#) and CDC guidelines. (For graphic in appendix, click [here](#)) **If the exposed staff member or child would like to return after the 7 day quarantine period on day 8, WFMS will need a copy of the negative test result dated on or after day 5 of quarantine. If the family chooses to quarantine for 10-14 days. No test is required as long as the child remains symptom-free.**

The CDC states that “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

We encourage families to keep children home if someone in their immediate family is awaiting a Covid-19 test result.

Positive Case of COVID-19 in the Classroom Community - Children or Staff

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community who have had close contact will be required to self-quarantine per the [ADH guidelines](#).

The following actions will be taken by school administration:

- Contact the Arkansas Department of Health and our DHS representative to report the presence of COVID-19 at our school.
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that someone in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- Follow the health departments decisions for length of closure time and who must quarantine
- Complete disinfecting procedures

Children or Staff who have symptoms of Covid-19 may return to school when:

- An alternative diagnosis had been made by a doctor, there is no fever and symptoms have significantly improved, without medication for 48 hours.

OR

- 10 days since symptoms first appeared (11th day) **and**
- 48 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving

Children or Staff with Positive Case of COVID-19, who have stayed home (home isolated) can return to school/work when they receive documentation from the Arkansas Department of Health releasing them from isolation.

Plans Should a Classroom or Building Need to Close Due to Covid-19 Exposure

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community who have had close contact will be required to self-quarantine per [ADH guidelines](#). If this occurs, the affected areas will go to online assistance and packets for students will be offered. We will either send packets home with students, or offer a time for families to pick them up. *Should a classroom, building, or the school be required to close, we will offer our reduced tuition rates to those areas that must close, and to the siblings of those who are in a different classroom who also must*

quarantine. The reduced tuition will be as follows: Toddler tuition will reduce to 30%, Primary to 50%, and Elementary to 70%.

Quarantine and Isolation - Definitions

From the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. **You can see Arkansas quarantine directions [here](#).**

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. Those contacts might include family members, co-workers or health care providers. The Arkansas Department of Health will conduct contact tracing if a case of Covid-19 occurs at our school, with our full cooperation.

Communication

Walnut Farm Montessori School will communicate:

- With families, if their child has been in close contact with someone at school who has then tested positive for COVID-19.
- With staff, if they have been in close contact with someone at school who has tested positive for COVID-19.
- With the entire school community if a classroom community has been closed temporarily due to COVID-19 exposure.

Monitoring Absenteeism

Walnut Farm Montessori School administrative staff will monitor absenteeism among children and staff.

Procedure for Recording Community Attendance:

Assistant or teacher records attendance in their attendance book. Transparent Classroom also tracks attendance of children and staff. Staff will note the reason for absence; contact a parent if the child is not present and has not heard previously from the parent of why.

Physical Distancing Strategies

Walnut Farm Montessori School does not expect that Children will distance themselves from other children or adults while at school. Children learn by engaging with their environment, which includes the other people in it and may include occasional random acts of affection, like a hug. However, we will employ the following strategies for limiting the spread of COVID-19 in our classroom communities:

- Toddler classroom communities will consist of groups of no more than 10 children. The children will be consistently with the same adults each day unless a substitute is needed.
- Primary and elementary children will be separated into cohorts of no more than 10 children in a group. They will be with the same teachers and assistants each day unless a substitute is needed.
 - In Primary, the adults will consist of a lead teacher, assistant teacher, and an outdoor teacher.
 - In Lower Elementary, the adults will consist of a lead teacher and two assistant to allow the teacher to move between the two cohorts.
 - For more information on each level, see [Leveled Frameworks](#) in Appendix B.
- Children shall not change from one group to another during the day.
- Classrooms shall not mix with each other.
- The teacher and assistant(s) will remain with a single group each day. In the case of illness, a designated substitute for the group will assist with caregiving.
- The physical distance between children will be increased in daily work locations, group gatherings, meals, and snacks.
- Classrooms will not mix for recess, but cohorts from the same classroom will participate in outdoor recess together. If inclement weather should occur during recess time, children will spread out according to the indoor requirements and participate in indoor activities.
- At rest time, children's mats will be spaced out as much as possible, with alternating head to toe arrangements to increase the distance between children.
- Early care and aftercare will be held in each child's classroom and outside.

Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after each work choice
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>)

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

After assisting children with handwashing, staff should also wash their own hands.

Use Hand Sanitizer for Adults When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

How to use hand sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cleaning and Disinfecting

Walnut Farm Montessori School follows the below cleaning and sanitization procedures and has a [Detailed Cleaning Checklist](#) for each classroom and outdoor environment.

These efforts include the following:

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched.
- All bathrooms will be cleaned and disinfected regularly throughout the day, at a minimum bathrooms should be cleaned and disinfected two times per day.
- Spraying with a sprayer of a child-safe cleaner will be used to disinfect and sanitize our environments while children are at recess and at the end of each day. This will ensure that even the hard to reach places are coated evenly and effectively.

Clean and Sanitize Materials

- Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. These materials will be sanitized prior to use by the next person.
- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.
- Floor rugs have been temporarily replaced by yoga mats. These will be cleaned and sanitized each day.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

Sheets used on resting mats will be laundered daily and each mat will be sanitized daily.

Cleaning and Disinfecting Procedures if an infected person (staff or child) has been in a school building:

Close off areas used by the individuals with COVID-19 and wait 24 hours before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.

All areas will be cleaned and disinfected that were used by the ill persons, focusing especially on frequently touched surfaces. Staff must follow [CDC's guidelines for cleaning and disinfecting](#)

Cleaning and Disinfecting Products

Walnut Farm Montessori School uses disinfecting products that are EPA-approved for use against the virus that causes COVID-19.

Food Preparation and Serving

Walnut Farm Montessori School will not serve family-style snacks or meals. Each child will bring their own lunch from home. WFMS will provide milk at lunch.

WFMS will provide snacks for the children. Individual snacks for the children will be prepared by an adult following food service guidelines.

Staff will ensure children wash hands prior to eating.

Staff must wash their hands before assisting children and after helping children to eat.

Food serving and preparation equipment will be washed and then sanitized in the campus sanitizing dishwasher between uses.

Food items may be used individually in practical life lessons for children and will be cleaned and sanitized between each child's use.

Vulnerable / High-Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

Appendices:

Appendix A

USDA Lunch Requirements:



UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS: CHILD AND ADULT MEALS

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the updated child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

Updated Child and Adult Meal Patterns

- Greater Variety of Vegetables and Fruits**
 - The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
 - Juice is limited to once per day.
- More Whole Grains**
 - All least one serving of grains per day must be whole grain-rich;
 - Grain-based desserts no longer count towards the grain component; and
 - Ounce equivalents (oz eq) are used to determine the amount of creditable grains (starting October 1, 2019).
- More Protein Options**
 - Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week; and
 - Tofu counts as a meat alternate.
- Age Appropriate Meals**
 - A new age group to address the needs of older children 13 through 18 years old.
- Less Added Sugar**
 - Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
 - Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.



Making Every Sip Count

- Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old and older and adults;
- Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children or adults with medical or special dietary needs; and
- Yogurt may be served in place of milk once per day for adults only.

Additional Improvements

- Extends offer versus serve to at-risk afterschool programs; and
- Frying is not allowed as a way of preparing foods on-site.

Breakfast Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup	1 cup	1 cup
Vegetables, fruit, or both	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains	1/2 serving	1/2 oz eq*	1/2 serving	1/2 oz eq*	1 serving	1 oz eq	2 servings	2 oz eq*

*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents.

Lunch and Supper Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup	1 cup	1 cup*
Meat and meat alternates	1 oz	1 oz	1 1/2 oz	1 1/2 oz	2 oz	2 oz	2 oz	2 oz
Vegetables	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup
Fruits	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup
Grains	1/2 serving	1/2 oz eq	1/2 serving	1/2 oz eq	1 serving	1 oz eq	2 servings	2 oz eq

*A serving of milk is not required at supper meals for adults. Oz eq = ounce equivalents.

Snack Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup	1 cup	1 cup
Meat and meat alternates	1 oz	1 oz	1 oz	1 oz	1 oz	1 oz	1 oz	1 oz
Vegetables	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup
Fruit	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1 cup	1 cup
Grains	1/2 serving	1/2 oz eq	1/2 serving	1/2 oz eq	1 serving	1 oz eq	1 servings	1 oz eq

Select 2 of the 5 components for snack. Oz eq = ounce equivalents.

Note: All serving sizes are minimum quantities of the food components that are required to be served.

For more information, please visit www.fns.usda.gov/cacfp/child-and-adult-care-food-program.
 Questions? Contact your State or Regional Office.
 USDA is an equal opportunity employer and provider.

For more information: [USDA Guidelines](http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program)

Appendix B
 Frameworks for Each Level:
Elementary Covid-19 Framework

The Elementary level's development requires consistent expectations, freedom of movement, and choice in their assigned work. Additionally, they require the option to collaborate with their peers. In order to follow these developmental needs and also be as safe as possible, we will

take the following precautions:

- Lower Elementary will spread out, utilizing the upstairs and downstairs areas to give children as much space as possible. Children will have access to all lessons needed for the day. The teacher or assistant will be present in each area.
- An additional support person will be available to give added support to elementary and help them utilize outdoor spaces during work-time.
- Collaboration will be permitted for all elementary students using Plexiglas and/or masks as added precautions.
- Children will be asked to wash their hands often.
- All Elementary will utilize the playgrounds and outdoor spaces so that they do not mix with Primary.
- Teachers will have access to masks with mouth windows and face shields for direct instruction.
- Screenings will take place at drop-off and mid-day, before recess. These screenings will include a temperature check. Children's health will continually be assessed throughout the day. Parents will be called if a child shows a temperature of 100 degrees or more, or shows other signs of illness. These signs will include but not be limited to: fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Due to Covid-19, we will require children who exhibit fever or symptoms to remain at home until all signs of illness have dissipated for 48 hours without medication.

- Materials will be cleaned throughout the day. Rooms will be thoroughly sanitized twice per day: once mid-day and once after dismissal using a sprayer with a child-safe cleaner that dries quickly. The spraying will occur when children are not present inside the classrooms.
- If a child is sent home due to illness for an extended amount of time, needs to quarantine due to a family member's exposure to Covid-19, or must be home because the classroom was exposed to Covid-19, we will provide the following support to you:
 - A packet with activities and hands-on materials for your child will be sent home.
 - Access to the Elementary Google Classroom, which will include pre-recorded lessons, Spanish, cultural songs, and information for you on how to set up your home and provide support to your elementary aged child the Montessori way.
 - Access to Epic and Extra Math
 - Scheduled meetings with your child's teacher to give you consultations about how to best support your child while at home.

- **If your child's classroom must close**, teachers will also schedule individual meetings with your child to check-in and give lessons, as well as small or large group lessons via Zoom. Specials teachers will schedule Spanish and naturalist classes for each level.

Primary Covid-19 Framework

The Primary level's development requires as much consistency, freedom of movement and choice as possible. Additionally, they require guidance and access

to all lessons that they have received from their teacher. In order to follow these developmental needs and also be as safe as possible, we will take the following precautions:

- Each Primary classroom will have two areas to help children spread out according to DHS requirements. Children will be free to choose work from both sides, but will be guided to return to their side of the classroom once work is chosen. There will be a teacher and an assistant in the indoor environment.
- Each class will have access to the outdoor porch. Each class will rotate days with the other classrooms, utilizing our outdoor classroom gardens, while keeping each classroom separate.
- Children will be asked to wash their hands often: before and after choosing a work, after using the restroom, after transitions, and before eating snack and lunch.
- Each class will rotate using the playgrounds so that classes do not mix: Primary classrooms will rotate weekly through the following areas for lunch and recess: Traditional Playground, Outdoor Classroom, Natural Playground
- Teachers will have access to masks with mouth windows and face shields for direct instruction.
- Screenings will take place at arrival and before rest/afternoon work- time. These screenings will include a temperature check. Children's health will continually be assessed throughout the day. Parents will be called if a child shows a temperature of 100 degrees or more, or shows other signs of illness. These signs will include but not limited to: fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Due to Covid-19, we will require children who exhibit fever or symptoms to remain at home until all signs of illness have dissipated for 48 hours without medication.

- Do to these screenings, we will stagger start and dismissal the primary classrooms as follows:

Classroom A: Arrival 7:40-7:50, Dismissal: 2:50-3:00

Classroom B: Arrival 7:50-8:00, Dismissal: 3:00-3:10

Classroom C: Arrival 8:00-8:10, Dismissal: 3:10-3:20

- Materials will be cleaned throughout the day. Rooms will be thoroughly sanitized twice per day: once mid-day and once after dismissal using a sprayer with a child-safe cleaner that dries quickly. The spraying will occur when children are not present inside the classroom.
- If a child is sent home due to illness for an extend amount of time, needs to quarantine due to a family member's exposure to Covid-19, or must be home because the classroom was exposed to Covid-19, we will provide the following support to you:

- A packet containing activities and hands-on materials for you to give your child access to at home.
- Access to the Primary Google Classroom which will include songs, stories and lessons for you on how to set up your home and provide support to your primary child the Montessori way.
- Scheduled meetings with your child's teacher to give you consultations about how to best support your child while at home.
- **If your child's classroom must close**, teachers will also schedule individual Zoom meetings with your child to check-in and give lessons.

Toddler Covid-19 Framework

Toddlers' development requires as much consistency, freedom of movement and choice as possible. In order to follow these developmental needs and also be as safe as possible, we will take the following precautions:

- Each toddler classroom will have a 1 to 5 ratio with a total of no more than 10 children and 2 adults during the morning work-cycle. This will allow ample space and supervision for the children to roam inside and outside their porch and deck areas.
- Staff ratios will go down after children are resting, and there will be no more than 8 children resting in each classroom. Once children are resting, one teacher will stay with the children. The assistant from classroom B will provide breaks to teachers and take a break while children are resting.
- Children will be taught and encouraged to wash their hands often.
- Each class will rotate using the playground so that classes do not mix.
- Teachers will wear coverings over their clothes, and have access to face shields and masks with mouth windows for direct instruction.
- Screenings will take place at drop-off and before nap time. These screenings will include a temperature check. Children's health will continually be assessed throughout the day. Parents will be called if a child shows a temperature of 100 degrees or more, or shows other signs of illness. These signs will include but not limited to: fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Due to Covid-19, we will require children who exhibit fever or symptoms to remain at home until all signs of illness have dissipated for 48 hours without medication.

- Materials will be cleaned throughout the day. Rooms will be thoroughly sanitized twice per day: once mid-day and once after dismissal using a sprayer with a child-safe cleaner that dries quickly. The spraying will occur when children are not present inside the classroom.
- If a child is sent home due to illness for an extended amount of time, need to quarantine due to a family member's exposure to Covid-19, or must be home because the classroom was exposed to Covid-19, we will provide the following support to you:
 - A basket with toddler activities for you to give your child access to at home.
 - Access to the Toddler Google Classroom which will include songs, stories and lessons for you on how to set up your home and provide support to your toddler the Montessori way.
 - Scheduled weekly meetings with your child's teacher to give you consultations about how to best support your child while at home.
 - **If your child's classroom must close**, your child's teacher will be available for additional support through phone calls, email or Zoom meetings.

Appendix C

Detailed Cleaning Checklists Examples:

Notes:

- Required for use: Clorox wipes, Lysol Spray, Sprayer with cleaning solution, or bleach/water solution. Allow surfaces to air dry with solution
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done when children are outside (MID) and after closure (PM)

Example: Disinfecting Checklist: Offices and Common Areas

WRITE DATE HERE:

ITEM	MID	PM
	INITIAL	INITIAL
Staff bathroom: faucets		
Staff bathroom: toilet handle		
Staff bathroom: sink		
Staff bathroom: towel dispenser		
Staff bathroom: door handle (inside & out)		
Front door handles (inside and outside)		
Entry table		
Classroom and Observation door handles		

Example: Disinfecting Checklist: Primary and Elementary Playgrounds

To be done when each class leaves the playground

WRITE DATE HERE:

Traditional Playground

Item	INITIAL WHEN DONE
Block cabinet handles and blocks if used	
Swing chains	
Climbing equipment	
Gate handle	

Natural Playground

Item	INITIAL WHEN DONE
Sandbox tools	
Climbing wall handholds	
Slide entry	
Gate handles	

Example: Disinfecting Checklist: Outdoor Classroom

WRITE DATE HERE:

ITEM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE
Classroom door handle		
Gate latches		
Tables		
Chairs		
Shelves		
Shelf materials		
Birdseed container handles		
Tool handles (shovels, rakes, wheelbarrows, etc.)		

Example: Disinfecting Checklist: Toddler Classroom and Playground

WRITE DATE HERE:

ITEM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE
Child tables (all)		
Child chairs (all)		
Nap mats/cots)		After use only (MID)
Shelves		
Cubbies		
Materials on shelves		
All other furniture		
Counter (all horizontal surfaces)		
Cabinet pulls		
Toilet handles		
Sink faucets - child		
Sink faucets - adult		
Towel dispenser		
Ipad and laptop		
Tricycles		After use only (MID)
Outdoor play objects/toys		After use only (MID)
Outdoor play equipment		After use only (MID)

Example: Disinfecting Checklist: Primary Classroom

12/9/2020

WRITE DATE HERE:

ITEM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE
Child tables (all)		
Child chairs (all)		
Nap mats/cots		After use only (MID)
Shelves		
Cubbies		
Materials on shelves		
Counter (all horizontal surfaces)		
Cabinet pulls		
Toilet handles		
Sink faucets - child		
Sink faucets - adult		
Towel dispenser		
Ipad and laptop		

Example: Disinfecting Checklist: Elementary Classrooms

WRITE DATE HERE:

ITEM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE
Child tables (all)		
Child chairs (all)		
Work Mats		
Shelves		
Cubbies		
Materials on shelves		
Counter (all horizontal surfaces)		
Cabinet pulls/Door handles(inside&out)		
Toilet handles		
Sink faucets -child		
Sink faucets-adult		
Towel dispensers		
Ipads and Computers		
Outdoor tables		
Outdoor items		

Appendix D

12/9/2020

Family Procedures Letter:**Family Procedures - Symptoms at School**

Your child has exhibited fever and/or one or more of the COVID-19 symptoms below of greater intensity or frequency than what is normally experienced and cannot be at school.

- A temperature of 100.0°F or above
- Cough
- Shortness of breath
- Sore throat
- New runny nose/congestion
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Chills or repeated shaking with chills
- New loss of smell/taste
- New muscle aches
- Headache

Families are encouraged to coordinate decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.

Test Collection Sites**When can my child return to school?**

Your child can return to school under one of the following conditions:

1. With a medical professional's note clearing the child for return to school based on a negative COVID19 test **or** an alternative diagnosis, as well as 48 hours fever free without medication.
2. The child who has tested positive for COVID-19 can return to school when the family receives documentation from the Arkansas Department of Health releasing them from quarantine.
3. In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and can return to school after 10 days since symptoms first appeared **and**, 48 hours with no fever without the use of fever-reducing medications **and**, other symptoms of COVID-19 are greatly improved.

Who can I talk to at WFMS about this?

Please contact the main office at 479-271-9424 to speak to an administrator.

Appendix E ADH Definitions:

Understanding the Terminology

Point of Contact (P.O.C.)-A district employee appointed by the Superintendent to be responsible for contacting the School Hotline when a Confirmed Positive is identified within the district. This person will work with other school personnel to identify Probable Close Contacts within the district and share information with and be the liaison between the school district and ADH. This person must be accessible after hours and weekends. (School Communication Flow Chart: COVID-19)

Probable Close Contact -District identified individuals that have likely been within 6 feet for 15 cumulative minutes or longer within a 24-hour period to a person who has tested positive for COVID-19, during the infectious period. This person(s) will be expected to self-quarantine immediately for 14 days from the last date of contact with the positive case and await their Close Contact status to be confirmed by ADH Contact Tracing. A quick response to identify and quarantine will slow the possible transmission of the virus. The POC will notify probable close contacts initially.

Close Contact-An individual confirmed by ADH Contact Tracing who was within 6 feet for 15 cumulative minutes or longer within a 24-hour period a person who has tested positive for COVID-19 during the infectious period. The Close Contact will be required to self-quarantine for 14 days from the last date of contact with the infected person. It is highly recommended that all close contacts get tested for COVID-19, but individuals must complete the 14 days of quarantine even when the results are negative. They will be in contact with ADH for the duration of the quarantine period.

Secondary Contact-An individual who has had contact with someone identified as a Close Contact to a person who has tested positive for COVID-19. In most instances, these individuals will not require quarantine, but are encouraged to monitor for signs and symptoms of COVID-19.

Quarantine-Required for someone identified as a Close Contact to a positive case of COVID-19. This person must remain at home and avoid all public activities for 14 days from the last date of contact with the positive case, even if they receive a negative test result. The incubation period in which symptoms of COVID-19 may develop is considered 14 days.

Isolation-Required for someone who has tested positive for COVID-19. This person must attempt to completely separate themselves from others for a minimum of 10 days; however, other criteria may apply when the person is either symptomatic or asymptomatic. The ADH Case Investigator will issue an official ADH letter of release when the individual is ready to return to work or school.

Case Investigator-A nurse from the Arkansas Department of Health (ADH) will be assigned to the case of the confirmed positive. This nurse will maintain communication with the positive case throughout the isolation period, and issue an official ADH letter of release when the individual is ready to return to work or school.

Contact Tracing-ADH Contact Tracers reach out to COVID-19 patients after a positive test result is confirmed in order to identify the patient's close contacts. The POC will not be responsible for contact tracing, but will work with other school personnel to identify Probable Close Contacts within the district and share that information with ADH for the purpose of Contact Tracing.

Incubation Period-The two days prior to the onset of symptoms or the two days prior to the test date, if asymptomatic, until the individual is released from isolation by ADH.

Infectious Period-The two days prior to the onset of symptoms or the two days prior to the test date, if asymptomatic, until the individual is released from isolation by ADH.

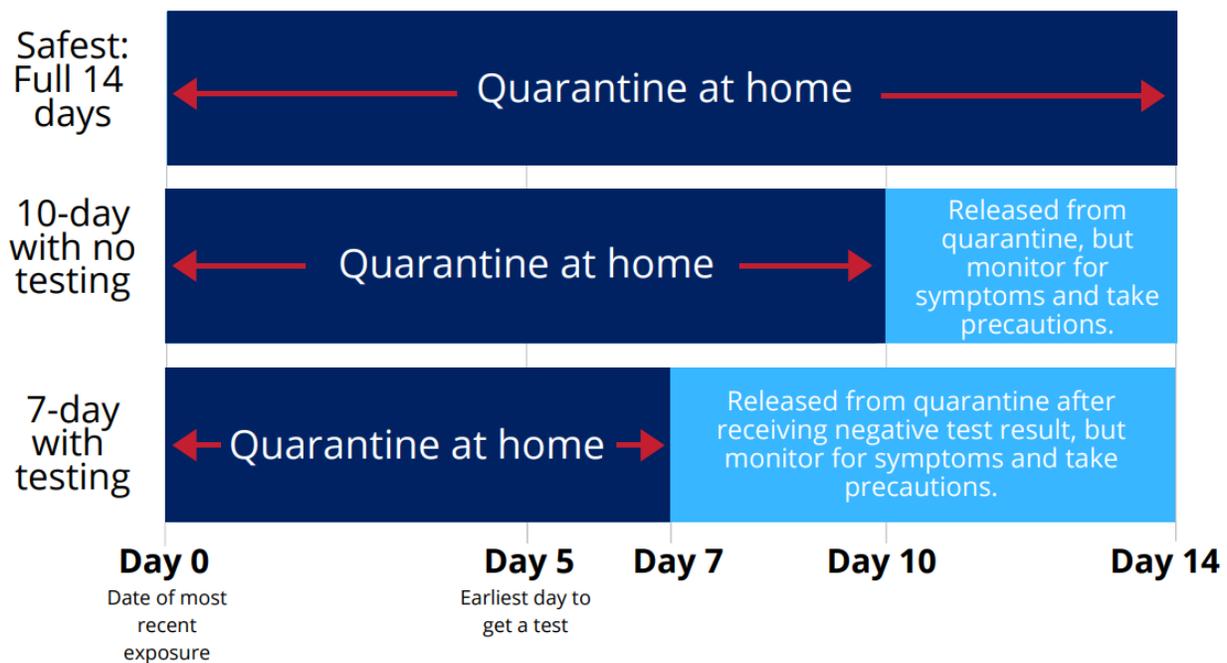
Symptomatic-Exhibiting or involving symptoms of an illness. Symptoms for COVID-19 may appear 2-14 days after exposure to the virus.

Asymptomatic-Testing positive, but not exhibiting any symptoms. COVID-19 transmission in the absence of symptoms reinforces the value of measures that may prevent the spread by infected persons who may not exhibit symptoms despite being infectious.

Community Spread-People have been infected with the virus in an area, including some who are not sure how or where they became infected. The level of community spread within the State of Arkansas will be determined by the ADH. Factors used in determination may include active cases or growth rate within the community or region. Schools are encouraged to consult with ADH for guidance when determining a response level.

Appendix F
ADH Quarantine Graphic:

Quarantine for people with no symptoms



**If symptoms develop, isolate and get tested.*