

COVID CHECKLIST - MALAMA MONTESSORI (577 OMAOPIO RD) - updated 6/10/20

- ✓ Prior to reopening, complete a thorough and detailed cleaning of the entire facility, with focus on high-contact areas that would be touched by both employees and children (e.g., desks, equipment, toys, outdoor play structures). **Done, May 4, 2020**
- ✓ Make hand sanitizer readily available to adults throughout the facility and securely stored out of reach of children. **Done**
- ✓ Frequent hand washing is preferred over hand sanitizers for children, but use hand sanitizers if there is no access to running water. Use of hand sanitizer must be monitored by an adult/staff member to ensure children do not swallow alcohol. **Always kept out of reach of children; see attached schedule for handwashing times.**
- ✓ Require staff to frequently sanitize high-touch surfaces and shared resources (e.g., door handles, light switches, etc.). **See attached cleaning checklist**
- ✓ Conduct extra deep cleaning of tables, chairs, etc. daily after hours with [EPA-registered disinfectant products](#). Clean and sanitize restrooms and diaper changing areas regularly based on frequency of use (e.g., throughout day). **See attached cleaning checklist**
- ✓ Between staggered meal times or indoor play times, wipe down and disinfect tables. **See attached cleaning checklist**
- ✓ [Per CDC guidelines](#), conduct normal routine cleaning of outdoor areas. Disinfect daily high-touch outdoor surfaces (e.g., handles). **See attached cleaning checklist**
- ✓ Avoid use of items that are not easily cleaned, sanitized, or disinfected (e.g., plush toys, sand table, water table). Playdough and similar materials should be kept in separate bags labeled for each child's use. If using plush toys for infants, toys shall be used by only one child and must be laundered and dried before next usage. **Done. Playdough and similar materials are kept in separate bags labeled for each child's use.**
- ✓ Close off areas used by any person exhibiting COVID-19 symptoms and do not use them until they have been cleaned. Wait at least 24 hours or as long as possible before cleaning and disinfecting to reduce risk to individuals cleaning the area. **Will do, if needed.**
- ✓ Ensure safe and correct application of disinfectants and keep disinfectant products away from children and stored in a secured area. **Always done**
- ✓ Keep each child's belongings separated during the day in individually labeled storage containers, cubbies, or areas. **Done**
- ✓ Have bins to separate toys that have been handled by children for disinfecting before their next use. **Done**
- ✓ Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use. **Done**

Physical Distancing

- ✓ Create child care groups in accordance with the child care rules based on the child's age. **Done**
- ✓ Child care groups should include the same children each day with the same child care providers.

- Limit cross-deployment of staff across facilities and centers. **Done**
- ✓ Keep child care groups distanced by using separate facility areas, room dividers, multiple rooms, etc. **Done**
 - ✓ Implement delayed or staggered schedules for time spent outdoors and for any communal spaces. **No communal spaces**
 - ✓ Schedule staggered meal times to reduce exposure in large areas and limit the number of children per table. **Limited number of children per table**
 - ✓ Implement staggered arrival and pick up times, have child care staff meet families/children outside the facility as they arrive, or take other measures to minimize contact with visitors (e.g. limiting number of families into the facility at a time, waiting families are separated by six-foot distances, etc.) **Done**
 - ✓ Space out seating and cribs/cots/mats for nap time (head-to-toe positioning) to six feet apart, if possible (given space limitations) and as appropriate for the children's ages. **Done**
 - ✓ Cancel large group and communal activities such as field trips and parades. **Done**
 - ✓ Minimize activities that require close contact (e.g., circle time), sharing of materials, and waiting in line. **See attached schedule**
 - ✓ Advise employees, children and parents to avoid spending unnecessary time at the facility and classroom before or after care is needed. **Done**
 - ✓ If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of food and utensils. **No events, not applicable**
 - ✓ Serve meals in classrooms instead. Have staff put each child's meal on a plate, to limit the use of shared serving utensils. **Done, no family-style meals until further notice **PARENTS: please bring 2 non-refrigerated snacks**

Health and Safety

- ✓ Conduct daily temperature checks and visual well checks for all children, staff and visitors upon entrance to the facility. Keep a log of temperature checks. CDC considers a person to have a fever when measured temperature is at least 100.4°F. **Done, also staff notifies administration if temperature is over 98.6°F**
- ✓ Implement health check screenings (e.g., temperature checks and symptom screening) safely and respectfully, with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations. Follow [CDC Guidance for Screening Children Upon Arrival](#). **Done**
- ✓ All employees must wear face masks or face shields as much as possible throughout the day. **Done, as much as possible**
- ✓ All visitors (including parents) must wear masks when on site, including drop-off and pick-up of their children, and practice six-foot distancing from others who are not their children. **Done**
- ✓ A caregiver at a family child care home does not need to wear a face mask or face shield if he/she is the only adult caring for the children. **Done**
- ✓ Verify (e.g., through having families and staff sign a written form) that employees and children returning to the facility have not experienced COVID-19 symptoms for 14 days prior to return. For

children in care, staff will need to verify any symptoms of the child with parents. **Done at health check station**

- ✓ Each provider may determine whether to require children to wear masks. Wearing of masks is appropriate only if the child can safely and reliably wear, remove, and handle the masks following CDC guidance throughout the day. **Not requiring**
- ✓ Per CDC guidelines, children under 2 and anyone with trouble breathing should **not** wear a cloth face covering. **Done**
- ✓ Masks should not be worn by children while they are sleeping. **N/A**
- ✓ Visitors and volunteers should be limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and follow the requirements for wearing masks or face shields and practicing six-foot distancing if not required to provide direct services to children in care. **Done**
- ✓ Train all employees and children (as appropriate for their age) on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and give clear instructions to avoid touching hands to face. Organize routine handwashing breaks and always wash hands before and after meals, indoor play, and outdoor play, and after using the restroom. **Done**
- ✓ Train all employees on [COVID-19 symptom detection](#), [common modes of COVID-19 transmission](#) (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face), and [how to prevent COVID-19](#). **Done, staff meeting 5/28/20**
- ✓ Require employees, parents and children to not enter the facility and quarantine per Hawai'i public health guidelines if exposed to COVID-19. **Done**
- ✓ Update sick policy to include COVID-19 and have each parent sign off that they understand the amended sick policy. **Done**

Facility Safety

- ✓ Log all visitors (including parents) for purposes of supporting contact tracing by the Hawai'i Department of Health. **Done in visitor log**
- ✓ Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. **Done**
- ✓ Ensure that all water systems and features (e.g., drinking fountains, sinks, toilets) are safe to use after a prolonged facility shutdown (i.e. flushing of water distribution systems). Encourage families and children to bring their own water bottles each day. **Done**
- ✓ Have trained back-up staff in order to maintain sufficient staffing levels or reduce the number of children in care if there is insufficient staffing. **Done**
- ✓ Before reopening and throughout operations, ensure adequate supply and storage of necessary materials to meet PPE (face masks, gloves, etc.) and cleaning requirements. **Done**
- ✓ Communicate safety protocols to all employees, including appropriate points of contact (e.g., local officials) to report violations of protocols. **Done at staff meeting 5/28/20**
- ✓ Develop a procedure to send home individuals with any flu-like symptoms or high temperatures and keep them separate from other children until they can be picked up. Call parents for

immediate pick-up. If it is an emergency, call 911 for immediate treatment. **Done, children will be sent home and separated from other children in the driveway area until they can be immediately picked up by parents.**

- ✓ Identify an area to separate anyone who exhibits flu-like symptoms during hours of operation, and ensure that children are not left without adult supervision. **Done. driveway area, adults and child (if appropriate) will wear masks and stay with child until picked-up.**
- ✓ Notify local health officials, staff, and families immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). **Donna will do**

Child and Parent Expectations

- ✓ Post signs throughout the facility for employees, children and parents on shared responsibilities (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns). **Done**
- ✓ Make safety protocols publicly available for employees and parents. **Done, on website**
- ✓ Use communication methods (e.g., email, video conference, text, notices) to educate all families on the new protocols and what to expect when at the facility. **Done, Zoom (recorded) meeting and emails.**
- ✓ Update family emergency contact information. **Done**
- ✓ Share COVID-19 related program policies with families, and inform families how to notify the facility if they have had contact with COVID-19 patients. **Done, parents contact Donna at (808) 269-4429**
- ✓ Continue to make resources available to families to address social-emotional and other needs. **Done on website**

Employee Support

- ✓ Communicate with employees regularly and seek employee feedback on an ongoing basis. **Done, meetings on 5/4, 5/28, and 6/2 so far**
- ✓ Review training after Day One by providing ongoing methods of additional training to reinforce messaging and changes to policies or procedures. **Done, 6/2**
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them. **Done at staff meeting 5/28**
- ✓ Ensure all staff have adequate sanitizing supplies and PPE equipment. **Done**
- ✓ Keep a daily checklist of cleaning and sanitizing responsibilities to be used by employees. **Done, see attached checklists**
- ✓ Train all employees on leave benefit options and policies. **Done, at staff meeting 5/4**



Malama Montessori
Maximizing your child's potential

Daily Schedule (Farm) 2020 - 2021

7:00 - 8:30 Health Check, Handwashing and arrive to Construction Play/Outside Play

8:30 - Handwashing/Plated Breakfast

9:00 - 11:00 Work Cycle
Open Snack available (9 - 10:30)

11:00 - 11:30 Line Time

11:30 - 12:15 Bathroom, Handwashing
Outside Play

12:15 Bathroom, Hand Washing
Prepare for Lunch

12:15 - 12:45 Lunch with Children, temperature check

12:45 - 1:00 Prepare children for nap (Toothbrushing, Toileting, Hand Washing, etc.)

1:00 Rest Period Begins

1:30 - 2:30 Non-sleepers Workcycle

2:40 Rest Period Ends (Toileting, Hand Washing)

2:45 - 3:00 Group Snack & End of Day Line

3:00 - 3:30 Outside Play and Dismissal

Danielle Cleaning/Sanitizing Checklist Must be completed by times

M	T	W	Th	F	
					7:00 AM
					Check bathroom, flush toilet, put clean trash bag in trash can. Check soap, toilet paper and paper towels (refill if needed). Check for general cleanliness (clean if necessary).
					Turn on all lights and ceiling fans, hallway, kitchen, dining, living
					Open all windows (weather & Screens permitting)
					Unlock the front door
					Check if trash needs to go out (take out if needed)
					Unload dishwasher, Fill as needed
					Take out recycling
					Set chairs out at each table and one teacher chair at the head of each table

7am Checklist Must be completed by times

M	T	W	Th	F	
					7:00-8:00am
					Place work tables and chairs in their places
					Walk Primary/MTP playgrounds for any safety issues (correct or report immediately)
					Sanitize Primary/MTP playgrounds' equipment and bins
					Be certain Primary/MTP sign-in sheets, health check logs and stations are ready
					Sweep the hallway, front door area to bedroom doors, including shoe area
					Sweep school area and kitchen
					Put trash bag in outside trash can Be certain trash can lid is clean Clean if needed
					Fill the wash bucket with soapy water and a cap full bleach.
					Use soapy/bleach water bucket to wipe down all outside tables and sensory tables
					Use soapy water and rag to wash down top of the rail. Place that rag in wash basket in Laundry room
					Refill soapy bleach water and new rag for next use
					Take Sanitary spray outside, place out of reach of children
					Put step-stools in place in bathroom
					Check Student Work Plans
					8:45 AM
					Clean food preparation appliances and countertops
					Sanitize breakfast chairs and table
					11:15 AM
					Sanitize lunch tables, chairs and countertops

					12:00 - 12:30 P.M.
					Disinfect tables, chairs, all door and cabinet handles
					Straighten and sanitize all shelf work in classroom. Be certain work is pulled forward and complete (refill work and sanitizer, if needed)
					1:00 - 1:30 P.M.
					Break
					1:45 PM
					Sanitize snack chairs and table
					3:30 P.M.
					Be certain all parents have initialed sign in/ out sheets, then make note of parent signatures that are needed so parents can sign the next day
					Take out bathroom and outside garbage
					Empty water bottles into potted plants outside and load into dishwasher
					Clean, sanitize plastic mouthed toys and pacifiers
					Clean And Disinfect Bathroom:
					Sweep bathroom floor
					Wipe down toilet tank, seat, under seat and around base with disinfectant spray
					Wipe down floor with disinfectant spray and paper towels
					Step Stools (Be certain to check under stool legs for debris and hair)
					Sanitize sink and faucet handles.
					Disinfect all door and cabinet handles
					Clean, disinfect trash can/diaper pail
					Clean, disinfect floors with damp mop with a cleaner/disinfectant
					Vacuum Carpet
					Turn Off Lights
					Check that everything is put away and environment is ready for next day
					Weekly
					Clean and disinfect play activity areas/shelves
					Check cubbies and bathroom for missing items such as: change of clothes, cot sheets, blankets, diapers, wipes THEN Text Parent AND Donna a friendly reminder
					Check toothpaste and toothbrushes, contact parents as needed
					Check if soap/toilet paper/paper towels need refills
					Take off cot sheets and place in laundry room in basket marked "cot sheets"
					Clean, disinfect cots