



Woodland  
Montessori School

*WMS Covid-19 Full Standard Operating Procedures*

## WMS Covid-19 POLICY

*Approved by the WMS Task Force and WMS Board of Directors June, 2020*

*Updated August, 2020*

*Updated September 29th 2020*

*Updated October 13th 2020*

*Updated December 15th 2020*

*Updated June 4th 2021*

*Updated August 18th 2021*

*Updated September 29th 2021*

*Updated February 25th 2022*

*Updated April 8th 2022*

*Updated May 24th 2022*

*Updated August 24th 2022*

*Updated 10/3/22*

**Woodland Montessori School (WMS) has established new policies and procedures to prioritize the safety of our students, parents/guardians, teachers, staff and their families during the Covid-19 pandemic.**

The WMS Covid Task Force has referenced the following resources to keep our Woodland community and all connected populations safe, including [CDC Guidelines](#), [MMSD Guidelines](#) (MMSD [flow charts](#)), and [PHMDC Child Care Center Guidelines](#) ([PHMDC Flow Chart](#)), as well as, teacher and parent input.

**Please read each item carefully and sign and date the document below.**

- Families and Staff return via email to [attendance@woodland-montessori.org](mailto:attendance@woodland-montessori.org) before your first day of reattendance.



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# WMS Illness & Exclusion Policy

## The Child

### If your child is ill

Parents/guardians will keep their child(ren) home if they are ill, or if they are experiencing symptoms consistent with Covid as outlined in the [WMS Symptom List](#).

### If it is Covid

Toddler House and Preschool children with Covid symptoms will need to be tested for the Covid virus. Either an antigen or PCR test may be used. Day 0 is the day symptoms begin. Woodland does have antigen tests available for you to pick up if needed, and [Public Health of Madison and Dane County](#) has free antigen and PCR testing available.

If the test is positive, your child will need to stay home and isolate. See below for the isolation timeline.

### Preschool Isolation period if Covid positive

Your Preschool child will be cleared to return to Woodland on Day 6 if symptoms are greatly improving and fever/vomit/diarrhea free for 24 hours without the use of symptom-reducing medications. Day 0 of isolation is the day of symptom onset, regardless of when you tested positive. Day 1 is the first full day after the day your symptoms started.

No need to test to return to school. Masks must be worn inside Woodland's buildings starting on Day 6 through Day 10. See mask policy below, page 6.

If symptoms are still significant on Day 6, your child must continue quarantining until symptoms greatly improve up to 10 days from onset, returning on day 11.

No need to test to return to school.

### Toddler House Isolation period if Covid positive



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If a Toddler House child tests positive for Covid, a 10 day isolation period is required due to the fact that our Toddler House children are unable to properly wear a well-fitted mask on Days 6-10 in accordance with CDC isolation guidelines.

Therefore, Toddler House children may return to Woodland on day 11 if symptoms are greatly improving and fever/vomit/diarrhea free for 24 hours without the use of symptom-reducing medications. Day 0 of isolation is the day of symptom onset, regardless of when you tested positive. Day 1 is the first full day after the day your symptoms started.

No need to test to return to school.

#### Illness is not Covid

If the Covid test result is negative, your child may return to Woodland if their symptoms do not exclude them from school using our [WMS General Illness Policy](#) regarding isolation protocol relating to any other contagious or communicable diseases. If your child is exhibiting any respiratory symptoms at school, they will be asked to wear a mask indoors until symptoms resolve. See mask policy below, page 6.

#### If your Toddler or Preschool child has been exposed to Covid in the home or out in the community

Any child or staff member, regardless of vaccination status, who has had a recent confirmed exposure to another individual infected with Covid may remain at school, encouraged to wear a mask inside Woodland buildings for 10 days, and is advised to test for Covid  $\geq 5$  days after exposure (or sooner, if they are experiencing symptoms). Woodland does have home antigen tests available for you to pick up if needed, and [Public Health of Madison and Dane County](#) has free antigen and PCR testing available.

#### **WMS Daily Home Health Screen**

Woodland WMS families will conduct a [WMS Daily Home Health Screen](#) for each enrolled child every morning before school. Operating under this honor system reporting, Woodland parents will guarantee and confirm with their signature on our Attendance Sign In/Out Sheets that children who attend school are healthy, and are not exhibiting symptoms from the [WMS Covid-19 Symptom List](#) or [WMS General Illness Policy](#).



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### **Becoming ill at school**

If your child becomes ill while at school, your child will be asked to wear a face covering (mask) if any respiratory symptoms are present, and appropriately isolated they can be picked up by a parent or guardian. Any child who becomes ill while at WMS must be picked up within 45 minutes of notification via phone conversation, voicemail, or email.

### **Symptom-Reducing/Pain Medication**

Children who are given symptom-reducing/pain medications for non-illness purposes must have their temperature taken before taking the medication, and then again 2 hours after the effects of the medication have worn off to assess if the child is no longer exhibiting symptoms excluding them +enough to return to school.

### **Testing Reimbursement**

When the WMS Covid-19 Policy requires a negative Covid test for readmittance in the school, any family may submit a receipt for the cost of the test to the school for reimbursement. Woodland does have home antigen tests available for you to pick up if needed, and [Public Health of Madison and Dane County](#) has free antigen and PCR testing available.

### **Covid Reporting**

The school will report to families any known direct exposures to Covid-19 positive individuals at Woodland while respecting the privacy of the individual and family.

## **Staff Members**

All policies above apply to all staff members regardless of vaccination status.

### **Vaccinations**

Woodland strongly encourages all staff to vaccinate for Covid-19 in accordance with [CDC recommended vaccination guidelines](#).

### **Pay & Reimbursement**



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Staff who have tested positive for Covid, or have another Covid related absence in accordance with this policy, will continue to receive pay during that time off without the need to use PTO.

## Drop-Off and Pick-Up

- Parents/Guardians conduct WMS Daily Home Health Screen before arriving at school each day.
- WMS community members (parents/guardians, children, and staff) may choose to wear a mask inside and outside based on individual choice.
- Parents sign in their child on the designated sign-in & out sheets, locate the child's tag, and hand the tag to the child's teacher.
- By signing in their child, the parent/guardian is acknowledging that their child meets the conditions of WMS Daily Home Health Screen.
- Drop-Off will happen during a twenty-minute window starting with the arrival time listed on the child's contract and ending twenty minutes later. During that window of time, teachers will be available at the classroom door or on the playground (depending on assigned classroom location) to receive the children.
- Unnecessary items will not be brought into the program. This includes the storing of car seats and strollers.
- If a parent/guardian arrives for dropoff after the dropoff time window, the parent/guardian may ring the doorbell at Door A and the Admin staff will walk the child inside to the classroom.
- The Parent/Guardian will sign the child in, but a staff member or parent/guardian may sign the child out.

## Staffing

### **Instances of Inadequate Staffing**

WMS Float and Substitute teachers have been approved to sub for staff members who request or need days off. Even with float and substitute teachers, the absence of additional teachers during the pandemic may result in not having the DCF required ratio of teachers to students to meet licensing requirements. If the float and substitute teachers are not available, programming for that group may be canceled on any given day(s) due to inadequate staffing. All efforts will be made, including assistance from administrative staff to avoid closure. Pod closure due to inadequate staffing will be announced to the pod parent community as soon as it is known so that other arrangements may be made.



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### Health & Safety in the Classroom

#### **Hand-Washing**

There will be regular and frequent handwashing with soap and water for children. If hand sanitizer is used, a staff member will monitor its usage. Staff members and teachers must wash hands frequently using soap and water including before and after eating, assisting a child with eating, providing a child with assistance toileting, assisting children with their masks, and changing diapers or soiled clothing. 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 (Masks) and other PPE**

Face coverings (masks) are optional for staff and children over the age of 2 years old while inside our Woodland buildings. If a child or staff member is exhibiting any respiratory symptoms at school, they will be asked to wear a mask indoors until symptoms resolve.

When masks are needing to be worn, they must cover the mouth, chin, and nose. Woodland does have a supply of surgical and N95/KN95 masks if requested, or when necessary if a child or staff is showing signs of any respiratory symptoms. Gowns, smocks, and extra clothes are available for staff to use if requested.

#### **Social Distancing**

Each classroom and teaching team will optimize space throughout the classroom to the best of their ability to ensure a safe environment for all children while unmasked during lunch, snack, and nap times.

#### **Classrooms Combining**

All classrooms in the Toddler House and Preschool will be allowed to combine and engage with each other when necessary to support a healthy environment of social interaction, as well as to support staffing patterns to ensure support for our curriculum and ratio between teachers and number of children, i.e. Kindergarten Combined Program, Late Day programming combining in the afternoon. Our Woodland Mask Policy, see below, will be adhered to when inside our buildings, and is optional in our outside spaces.



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### **Classroom Environment**

Classroom materials will be sanitized on a regular basis.

### **Meals & Snacks**

All meals and snacks will be brought from home in containers marked with the child's name. We request that lunches, for children in the lunch program, and snacks, for all children, are packed in easy-open containers like [this](#) or [this](#) as children eat out of their lunch boxes. If providing lunch and/or snacks is a hardship for your family, or you need a lunch container, please contact Lisa Berry at [lberry@woodland-montessori.org](mailto:lberry@woodland-montessori.org). All other families please pack daily:

- ***Morning Montessori Students*** (pick up between 12:15p-12:30p) bring one snack and a water bottle or other drink daily.
- ***School Day Montessori Students*** (pick up between 2:15p- 2:30p) bring a lunch, two snacks, and a water bottle or other drink daily.
- ***All Day Montessori Students*** (pick up between 4:15p-4:30p or 5:15p=5:30p) bring lunch, three snacks, and a water bottle or other drink daily.

### **Nap**

Children's naptime mats will be spaced out as much as possible, optimizing all of our classroom space, and using presentation boards as barriers where needed.

## **Mental Health Support**

The current pandemic has taken a mental and emotional toll on children, parents/guardians, and staff. Staff members will observe children regularly to monitor their mental, social, emotional, and physical wellbeing. Staff are encouraged to let the Head of School know if and when they are experiencing mental health challenges so that appropriate modifications and accommodations can be made. WMS will continue to provide resources and support to our community.

## **Air Purification Systems**

Woodland installed a Nu-Calgon i-Wave-R Air Purifier in both buildings during the fall of 2020. Smaller purifiers have been added to each classroom. Staff will work to maximize increased air circulation through the use of fans and open windows when programming is not outdoors.



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Adequate outdoor time will be provided daily.





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**DAILY SCHEDULE**

**Classroom 1 and 2**

**Schedules: 8:00a-5:30p**

8:00 – 8:15 Early Arrival Drop off  
 8:30 - 8:45 Drop Off  
 8:30 - 10:30: work cycle & individual snack  
 10:30 – 11:00: morning meeting  
 11:00- 11:45 outdoor classroom  
 11:45 – 12:30 lunch  
 12:15 - 12:30 Dismissal  
 12:30 - 2:30: nap/Kinder combined program/  
 1:15p-2p outdoor time for non-nappers  
 2:15-2:30 Dismissal  
 2:30 - 4:30 Afternoon work cycle & individual snack  
 4:15 - 4:30 Dismissal  
 4:30 - 5:30 Late Day work cycle  
 5:15 - 5:30 Dismissal

12:15 - 12:30 Dismissal  
 12:30 - 2:30: nap/Kinder combined program  
 1:15p-2p outdoor time for non-nappers  
 2:15-2:30 Dismissal  
 2:30 - 4:30 Afternoon work cycle & individual snack  
 4:15 - 4:30 Dismissal  
 4:30 - 5:30 Late Day work cycle  
 5:15 - 5:30 Dismissal

**Classroom 4 Schedule**

**8:00a-5:30p**

8:00 – 8:15 Early Arrival Drop Off  
 8:30 - 8:45 Drop Off  
 8:30 - 10:30: work cycle & individual snack  
 10:30 – 11:00: morning meeting  
 11:00- 11:45 lunch  
 11:45 – 12:30 outdoor classroom

**Toddler House Schedule**

**8:00a-5:30p**

8:00 – 8:15 Early Arrival Drop Off  
 8:30 - 8:45 Drop Off  
 8:30 - 10:30 Montessori Work Cycle, Toileting, & Individual Snack  
 10:30 - 11:30 Outdoor Classroom  
 11:30-12:30 Toileting and lunch  
 12:15-12:30 Dismissal  
 12:30 – 2:30 Rest & Nap  
 2:15-2:30 Dismissal  
 2:30 - 4:30 Toileting, Snack, & Montessori Work Cycle  
 4:15-4:30 Dismissal  
 4:30 – 5:30 Afternoon Meeting, Montessori Work Cycle, Toileting, & Individual Snack  
 5:15-5:30 Dismissal

*The WMS Covid-19 Full Standard Operating Procedures serves as an addendum to WMS Agency Policy & Procedure and Employee Handbook*



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## **Community Wellness & Safety Pledge**

I have signed the Community Safety Pledge for Staff and Families and it is on file with the school. I understand that my commitment to the safety guidelines is essential for the health of my child, my family, and the WMS community. This situation is fluid and subject to change per federal, state, local authority and recommendations, and program needs. I understand failure to follow WMS Covid Policy may result in termination of my child's enrollment or in a WMS staff member's or teacher's employment.

### **As a Parent/Guardian I agree**

- I will only bring my child-if they are healthy and symptom-free using the [WMS Symptom List](#) and [WMS General Illness Policy](#).
- I will arrive at WMS for drop-off and pick-up at my child's designated drop-off and pick-up time. If I am unable to make my drop-off time I will ring the doorbell at Door A and an admin staff will walk my child to their classroom.
- Fever reducers will not be given to my child on any day of attendance without approval from the WMS office for administration due to a baseline or non-illness condition.
- If my child shows signs of illness during WMS care, I or another approved parent/guardian will retrieve my child within 45 minutes of being notified that they are ill.
- I will conduct the [WMS Daily Home Health Screen](#) each day before arriving at school.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



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*Updated September 29th 2021*

*Updated February 25th 2022*

*Updated April 8th 2022*

*Updated May 24th 2022*

*Updated August 24th 2022*

*Updated 10/3/22*

**ACKNOWLEDGEMENT OF RECEIPT**

*Please print, sign, and turn in a copy to the WMS office.*

WMS Covid-19 POLICY serves as an addendum to WMS Agency Policy & Procedures. By signing and dating below I acknowledge that I have received and reviewed a copy of WMS Covid-19 Policy. I have also signed the Community Safety Pledge for Staff and Families and it is on file with the school. I understand that my commitment to safety guidelines is essential for the health of my child, my family, and the WMS community. I recognize that this situation is fluid and subject to change per federal, state, local authority recommendations, as well as program needs. I understand failure to follow WMS Covid-19 Policy may result in termination of any contractual agreements with WMS.

**WMS Acknowledgement of receipt of WMS Covid-19 Policy**

\_\_\_\_\_  
**PARENT or STAFF SIGNATURE**

\_\_\_\_\_  
**TODAY'S DATE**

\_\_\_\_\_  
**PARENT or STAFF PRINTED NAME**

\_\_\_\_\_  
**CHILD'S PRINTED NAME (if applicable)**



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## WMS Pledge Waiver & Release

**These Terms and Conditions of WMS Program Enrollment Affect Your Legal Rights and Remedies.**  
**Please Read Carefully.**

**WOODLAND MONTESSORI SCHOOL PLEDGE, WAIVER, AND RELEASE** Childcare facilities, including Woodland Montessori School (“WMS”), pose an inherent risk that viruses will spread amongst students, teachers, and staff, including but not limited to Covid-19. While WMS cannot eliminate this risk, it has adopted the WMS Covid-19 Pandemic Policies and Phased Plan to Return Onsite (the “Plan”) to help reduce this risk.

The Plan is attached to and hereby incorporated into this Pledge, Waiver, and Release. WMS is committed to complying with protective measures and sanitation protocols set forth in the Plan. In order for the Plan to be effective, WMS staff, teachers, and families with students attending WMS must comply with its terms.

Therefore, as a condition of attendance and participation in onsite programming, WMS is requiring all families of students enrolled in WMS for onsite programming beginning on June 29, 2020 and continuing thereafter to:

- 1) Promise to comply with the Plan and orders by the [City of Madison and Dane County Health Department](#), [State of Wisconsin](#), and/or [Center for Disease Control](#);**
- 2) Acknowledge that there is inherent risk of contracting and/or spreading Covid-19 in childcare and education facilities, including WMS, and agree that as a condition of enrolling in any and all WMS programs parents/guardians agree to assume the risk of contracting Covid-19; and**
- 3) Recognize that even if WMS, its teachers, staff, and students and their family members all comply with the Plan, such preventative measures may be insufficient to prevent the spread of Covid-19 within the WMS community.**

While WMS strives to maintain the sanitation and safety of the school and prevent against viral infection, WMS staff members may make MISTAKES or inadvertently act NEGLIGENTLY in trying to do so. In exchange for attendance and participation in WMS programs, attending students and family members of those students (and anyone who could legally stand in their place) agree to release, indemnify, and hold harmless WMS (and its past, present, and/or future board members, administrators, officers, employees, volunteers, agents, attorneys, insurers, representatives, designees, and assigns) from all liability or claims arising from WMS’s NEGLIGENCE or MISTAKES, whether involving inherent risks or otherwise, related to students’ and families’



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exposure to the Covid-19 virus and WMS’s attempts to mitigate the spread thereof. These assumed risks include but are not limited to illness, bodily injury, property loss, and death.

Parents:

**By enrolling a student in the WMS program and signing this Pledge, Waiver, and Release, you represent that you fully understand and agree to WMS’s terms as set forth above and accept WMS’s terms on behalf of your student, yourself, and any other parent or guardian. This Pledge, Waiver, and Release is limited to the dissemination, contraction, and exposure to Covid-19 and the consequences thereof and is in no way intended to reduce obligations WMS has to its students regarding general student welfare and safety under federal or Wisconsin law.**

Name of Enrolled Student (Print): \_\_\_\_\_ Date:

\_\_\_\_\_

Parent or Guardian of Enrolled Student

(Print): \_\_\_\_\_

Parent or Guardian of Enrolled Student (Signature): \_\_\_\_\_

Employees:

**By accepting a position at Woodland and signing this Pledge, Waiver, and Release, you represent that you fully understand and agree to WMS’s terms as set forth above and accept WMS’s terms on behalf of yourself. This Pledge, Waiver, and Release is limited to the dissemination, contraction, and exposure to Covid-19 and the consequences thereof and is in no way intended to reduce obligations WMS has to its students and employees regarding general student and staff welfare and safety under federal or Wisconsin law.**

Name of Employee (Print): \_\_\_\_\_ Date:

\_\_\_\_\_

Employee signature: \_\_\_\_\_