**July 3rd, 2020**

**RE : UPDATED BRMI PROCEDURES during COVID19**

**Dear BRMI Parents and Staff,**

**As always, thank you for your support!**

**During the COVID19 Pandemic, extraordinary precautions must be taken. Effective July 4th, 2020, and subject to change, we will be observing the following Re-admittance and Operations Protocols at Boise River Montessori:**

**SPECIAL PROCEDURES for PARENTS AND RE-ADMITTANCE**

1. **Parent SIGN-IN/SIGN-OUT will be handled by our staff at an OUTSIDE station. Parents are NOT TO ENTER THE BUILDING UNLESS an emergency is in effect. Staff members will sign in for the parents.**
2. **Parents are to apply SUN-SCREEN to their child prior to admittance.**
3. **Per the City of Boise, Face Masks are required for children 5 years of age and older.**
4. **Parents will be asked to respond to a DAILY PERSONAL HEALTH QUESTIONNAIRE prior to admission.**
5. **ADMISSION TO BOISE RIVER MONTESSORI WILL BE DENIED IF ANY OF THE FOLLOWING CONDITIONS ARE MET**
   * **Parental responses to the Daily Personal Health Questionnaire indicate a SIGNIFICANT COVID-19 health risk**
   * **The parent indicated that someone in their household (resident or guest) had a high likelihood of unprotected exposure to COVID-19 *during the past 10 days (rolling date). This includes possible exposure while traveling through or visiting high-risk areas. Please self-quarantine if necessary!***
   * **The parent or child shows ANY INDICATION of sickness**
   * **The child has an ABNORMAL temperature**
   * **The child’s name is NOT on the Admission Roster for the week (note --- prepayment of tuition is required one full week prior to admission).**
6. **Parents will be contacted to IMMEDIATELY PICK UP their child if the child develops any signs of illness while at the school.**

**Continued on next page…**

**SPECIAL OPERATIONAL PROCEDURES for STAFF**

1. **STAFF MEMBERS FEELING SICK OR WORSE ARE NOT TO REPORT to work until they have discussed their condition with the Director.**
2. **STAFF MEMBERS WHO HAVE TRAVELED within the *past 10 days (rolling)* are to discuss their travel arrangements with the Director prior to returning to work.**
3. **SOCIAL DISTANCING will be observed whenever possible at the school. A LIMITED NUMBER OF CHILDREN AND STAFF will be allowed into the school at one time unless circumstances demand otherwise.**
4. **ALL CHILDREN AND STAFF are directed to WASH THEIR HANDS WHENEVER they enter the building (yes, each and every time). This is in addition to our normal hygiene practices.**
5. **STAFF MEMBERS MUST WEAR A FACE-COVERING OVER THEIR MOUTH AND NOSE WHEN INDOORS OR WHEN WITHIN 6 FEET (i.e. Social Distance) of other staff members or children outdoors. Eye-Protection is strongly encouraged.**
6. **AN ADDITIONAL EMPHASIS ON SCHOOL AND SURFACE SANITATION IS IN EFFECT. This will have priority over Training regimens. Table-tops and trays will be cleaned between usage.**
7. **We will conduct as many activities as possible OUTSIDE, weather permitting. This includes our Circles and Snack Breaks.**
8. **The school buildings are to be kept well-ventilated (windows open weather permitting) when in use.**
9. **Outdoor equipment will be sprayed down and cleaned at close of operations daily.**
10. **BRMI will provide and serve Morning and Afternoon snacks. Face-coverings and hand-protection will be required during preparation and serving.**

***Additional measures may be required in the future.***

**We apologize in advance for these inconveniences, but we believe they are necessary. Again, thank you for your understanding and cooperation !**

**Sincerely,**

**Cindi**