

WINDSOR MONTESSORI SCHOOL & DISCOVERY CENTER

PROCEDURE MANUAL

FACE COVERING / PERSONAL PROTECTIVE EQUIPMENT (PPE)

PURPOSE: To establish policies and practices for all adults working with the public to wear Person Protective Equipment (PPE)/Face Coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

POLICY: All staff will wear a cloth face covering at all times while interacting with children unless doing so would be contrary to his or her health or safety because of a medical condition. In this case staff will be required to wear a face shield and provide written documentation from a licensed medical provider verifying that the person is qualified for the exemption. Such documentation need not name or describe the condition that qualifies the person for the exemption. The exemption documentation must be provided to the employee's supervisor and the human resources department.

PROCEDURE:

1. Cloth face coverings will...
 - 1.1 Fit snugly but comfortably against side of the face
 - 1.2 Be secure with ties or ear loops
 - 1.3 Include multiple layers of fabric
 - 1.4 Be able to be laundered and machine dried without damage or change to shape
2. Cloth Face coverings will be provided to all employees
 - 2.1 All staff will be supplied with a minimum of 2 face coverings
 - 2.2 If the face covering has a pocket for a liner staff may use a liner in addition to the covering. The availability of these liners may be limited.
3. Proper Application/Removal/Care of face covering
 - 3.1 Staff will follow proper hand washing techniques prior to placing a face covering on themselves.
 - 3.2 Face covering with at least 2 layers of fabric to be worn upon arrival. If the cover is equipped with a liner pocket a liner may be used up to 5x if the individual has not come in contact with anyone asymptomatic. (Liners may be limited to supply)

WINDSOR MONTESSORI SCHOOL & DISCOVERY CENTER

3.3 Individuals should be careful not to touch their eyes, nose, and mouth when applying and removing their face covering. Wash hands immediately after removing face covering.

3.4 Machine wash fabric face covering after each use.

4. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
5. Cloth face covering is not required to be worn by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
6. If a staff member has a medical condition as described above, such person shall be required to provide written documentation from a licensed medical provider verifying that the person is qualified for the exemption. Such documentation need not name or describe the condition that qualifies the person for the exemption. The exemption documentation must be provided to the employee's supervisor and the human resources department.