

**Montessori on the Lake**  
**COVID-19 Safety Protocols & Procedures**  
**Elementary Reopening Plans**



### **Cleaning and Disinfection**

- Desks and/or tables will be sanitized by staff members, using a diluted bleach solution (1.6 oz of bleach mixed with 1 gallon of water, as recommended by the CDC) before class starts at 8 am, before the children consume food at their tables at 11:30 am, and in the afternoon at 2 pm.
- High touch surfaces, such as doorknobs, the sink areas, light switches, and countertops will be sanitized by staff members every 2 hours.
- The restrooms will be sanitized by staff members every hour.
- A professional cleaning crew will clean and sanitize the school every evening.
- The classroom will be equipped with an air purifier.
- All students will have their own pencil box with school supplies, including: pencils, pencil sharpeners, glue sticks, scissors, and erasers. Students will store their personal school supplies in their own desk.
- Personal items, such as jackets, water bottles, and lunch boxes will be stored in individual cubbies. All items will be sent home with the children at the end of the day.
- Students are not permitted to share personal items or food.
- Shared materials in the classroom touched by a student, such as a puzzle, will be set in a designated area and remain unused until sanitized.
- Playground equipment is wiped down between uses by different groups.

### **Cohorting**

- Small, consistent, groups will remain together in the same space to the greatest extent possible.
- Designated staff members will cover breaks for the teacher during recess time when the class is outside.
- Playground times are staggered between groups, so they do not mix during recess.
- Non-essential visitors, such as volunteers will not be permitted at school.

### **Entrance, Egress, and Movement within the School**

- There are various pick up and drop off points located around the campus to minimize interaction between parents.
- Parents are given a 15-minute window for drop off and pick up to allow for staggered arrival and departure times.
- Parents are required to maintain social distancing when waiting to drop off and pick up.
- Parents are not permitted in the building and will drop off and pick up students at the entrance/exit of the school, and a staff member will escort the students directly to their classroom.
- Floor markings will be used to promote physical distancing around the campus.
- Transitions between cohorts will be staggered to eliminate close contact.
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- Staff will maintain physical distancing to the greatest extent possible and must wear face coverings at all times.
- Staff will not gather in person for meetings or trainings unless physical distancing can be maintained. Virtual meetings and trainings are preferred.

**Face Coverings and Other Essential Protective Gear**

- Face coverings will be strongly recommended, but not required for students in grades K – 2.
- Face coverings will be required for students in grades 3 – 6.
- The teacher and all other staff members at the facility are required to wear face coverings at all times.
- Parents are asked to wear face coverings during drop off and pick up time.

**Health Screenings for Students and Staff**

- All students and staff will have their temperature taken using a no touch thermometer upon arrival at the school.
- Parents must notify school if their child or anyone in their household has had any symptoms of illness in the past 72 hours including: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, runny nose, congestion, and/or new loss of taste or smell.
- Parents must notify the school if their child or anyone in their household has been tested for COVID-19 or if their child or anyone in their household has come into contact with anyone who has tested positive or is presumed to have COVID-19. The student will be required quarantine at home for 14 days before returning to school and will be given the option to complete distance learning during this time. If the student or any household members develop any symptoms during the 14-day quarantine period, the student must produce a negative COVID-19 test and have medical clearance from a physician before returning to in-person instruction.
- Students who become ill at school will be separated into an isolation area, and must be picked up within 30 minutes. Ill students will be required to wear a disposable mask (provided by the school) while waiting to be picked up.
- Staff members who become ill at school will be sent home immediately.
- Per our illness policy, students and staff must stay home if they are ill and may not return to school until they are symptom free, without using fever reducing medications, for a minimum of 72 hours.
- Staff members are required to report to the school if they have had exposure to anyone who has tested positive or presumed to have COVID-19, and will be required to quarantine at home for 14 days from their exposure. The staff member must produce a negative COVID-19 test and have medical clearance before returning to work, even if they do not present symptoms.

**Healthy Hygiene Practices**

- We have hand sanitation stations equipped with alcohol-based hand sanitizer that contains at least 60% alcohol located throughout the campus.
- Hand sanitizer will only be used under the supervision of an adult.

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- Teachers and students will be required to use hand sanitizer or wash their hands when they arrive in the classroom.
- Handwashing stations with soap and water are located both in the restrooms and inside each classroom.
- Staff and students will be expected to frequently wash their hands with soap and water throughout the day, especially after playing outside, before eating, before and after using the restroom, if they touch their face, after coughing or sneezing, and if they wipe their nose with a tissue.
- Regular handwashing routines will be established and built into the daily schedule.
- CDC handwashing posters are posted at all sinks to remind and enforce proper handwashing protocol.

**Identification and Tracing of Contacts**

- All student and staff absences are recorded. If a student or staff member is absent due to illness, the symptoms of their illness will be recorded privately.
- One staff member (Therese Barto) will be in charge of contacting the local health department should a confirmed case of COVID-19 be reported to the school.
- The staff member (Therese Barto) will provide all information required by the Orange County Health Care Agency including lists of students and staff that have been in close contact with the individual that tested positive, a timeline of symptoms from the individual that tested positive, and will report any other symptoms of illness or absences due to illness by students or staff members that have been recorded during that timeline.

**Physical Distancing**

- Desks and/or tables will be spaced a minimum of 6 feet apart.
- Classroom furniture will be arranged to minimize movement and promote distancing.
- The floor will be marked with tape to promote physical distancing.
- Transition times are staggered, so groups do not have to pass each other.

**Staff Training and Family Education**

- The CDPH's School Reopening Guidance will be distributed to staff a minimum of 1 week prior to school starting. September 1 – 4 will be designated days for staff to train and set up the classrooms to ensure social distancing and safety.
- Information will be provided to all staff and families on proper use, removal, and washing of cloth face coverings.
- Staff will be trained on enhanced sanitation practices, screening practices, how COVID-19 is spread, COVID-19 symptom identification, and physical distancing guidelines.
- Parents will be sent the policies and procedures created by our school, along with CDPH's Reopening Guidance via email.
- Parents will be required to sign our Policies and Procedures and adhere to them. Non-compliance will result in being dismissed from the school.

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**Testing of Students and Staff**

- Any students or staff members that have symptoms without known exposure to COVID-19 will be required to stay home until they are free of all symptoms without the use of fever reducing medications for a minimum of 72 hours.
- Any students or staff members that have symptoms with known exposure to COVID-19 will be required to quarantine for 14 days from their exposure and stay home until they are free of all symptoms without the use of fever reducing medicine for a minimum of 72 hours. A negative COVID-19 test will be required, and they must have medical clearance from a physician to return to campus.
- If exposure to COVID-19 happens at school, all staff and parents of students who were exposed through close contact will be notified. The cohort that was exposed will move to distance learning for a minimum of 14 days, and everyone that was exposed will be asked to quarantine at home during that time. COVID-19 testing will be recommended for students and required for staff. Staff and students may only return to campus after if guidance from the Orange County Health Care Agency is followed and they do not develop symptoms.
- Staff may be tested periodically, as recommended by CDPH, while infection rates in the area are above the recommended CDPH threshold to rule out asymptomatic cases.

**Triggers for Switching to Distance Learning**

- We will consult with the Orange County Health Care Agency and follow the guidance provided. We will physically close the school, or parts of the school and prohibit in-person instruction if it is warranted, and for the length of time determined by the Orange County Health Care Agency.

**Communication Plans**

- To protect privacy of both students and staff, when communicating with parents and staff about cases and exposures at school, we will not identify if the exposure came from a student or a staff member, and will not disclose names.
- If a positive COVID-19 case is reported to us by a parent or a staff member, we will contact Orange County Health Care Agency and follow the guidance provided.
- All messages to staff and families will be communicated via email.