



Montessori School of Fremont

ELEMENTARY REOPENING PLAN

School Type: Private School
1st – 3rd Grade (mixed class)
1st - 2nd Grade (mixed class)
3rd - 6th Grade (mixed class)
4th - 6th Grade (mixed class)

- **92 students returning in elementary – 4 classrooms to reopen**
- **38 Staff on campus (9 teachers in elementary, 25 in toddler & preschool, 4 administrators)**
- **64 preschool students currently attending (ages 18 months to 5 years)**

Date of Reopening: October 20, 2020
Date of Submission: October 20, 2020

COVID-19 liaisons:
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MSF's Elementary Reopening Protocols and Plan of Action

Social Distancing Protocol:

- Signage are posted at main entrance to inform all employees and clients:
 - Sanitize before entering and exiting the facility
 - Remain 6 feet apart from others
 - Adults must wear masks
- All individuals must strictly comply with Social Distancing Requirements, except to the limited extent necessary to provide care
- MSF limits the number of people who can enter the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete essential business activity.
- Where lines may form, six-foot increments at a minimum are marked establishing where individuals should stand to maintain adequate social distancing: 6 foot indicators are placed: outside of the office and the main doors

Cloth Face Covering / Face Shields:

- Cloth face coverings are required (except when eating or drinking), for students and all school staff with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a mask.
- Face shields are permissible as a substitute for cloth face coverings for teachers and students who are unable to wear them for reasons of age and special needs. But face shields should be worn with cloth drape across bottom and secured (i.e. tucked into shirt, tied around back of neck)
- Spare face covering and other essential protective gear will be available for all staff and children whenever necessary

Class Dynamic:

- Elementary classes will maintain a stable cohort and will not be allowed to change from one group to another unless necessary. This includes playground time.
- Children will enter and exit the facility from either the side gate or directly into the Annex to allow for social distancing during pick up or drop off times.
- Each child will be provided a designated space in the classroom with their own desk and rug area that does not change during the day.
- Desks are placed 6 ft. apart and arranged in a way that minimizes face-to-face contact.
- Outdoor space will be utilized for class time (weather permitting).



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- Once each cohort is stable for at least 4 weeks, physical distancing will be less crucial in class to adhere to at all times. If new students enroll, they will be placed into an already established cohort upon enrollment.
- Outdoor activities strictly adhere to Social Distancing Requirements
- Staff will remain solely with one group of children. However if another staff is necessary, he/she is allowed to join a different cohort of children while strictly practicing physical distancing protocol.
- Shelves are arranged to limit children from traveling past each other.
- Children will be given their own supplies (pencils, glue sticks, scissors, etc.) in their designated area and will be cleaned regularly
- Montessori materials will be available daily
- An outside classroom learning space is available and is kept sectioned off for safety. Surfaces will be cleaned after each use.
- Gathering time will be conducted in small groups.
- Students and staff will wash hands every transition period and as needed.
- Staff will continuously speak to children about the importance of hand washing
- Floors are marked for lining up to wash hands and for bathroom use. Line size and bathroom occupancy will be limited.

Cleaning:

- MSF will provide hand sanitizer, soap and water, or effective disinfectant at or near the entrance to the facility and in other appropriate areas for use by the public and staff and in locations where there is high-frequency employee interaction with members of the public.
- Staff will regularly disinfect high-touched surfaces on schedule or as needed
- Shared surfaces will be cleaned and disinfected regularly
- Shared materials will be placed on a designated table or shelf, and will be cleaned and disinfected by staff after use of every child before being available for use
- Classroom windows and doors will be kept open as much as possible. For hotter days AC will run with all windows and doors closed but purifiers will be used to cut down on other illnesses. Room purifiers do not work for COVID-19.

Snack and Lunch:

- Children will wash hands before and after eating.
- Microwaving lunches will be canceled until further notice.
- Children should bring containers, etc. that they can open on their own. Lunchboxes will be stored in separate cubbies.
- If a child needs help during lunch, staff will wear gloves. Gloves will be changed every time another child will need help.
- Hot lunch service will be canceled until further notice.
- Tables will be cleaned and disinfected immediately after meals
- Students will have their snack/lunch at their own designated area in the classroom



Playground:

- Children will wash their hands when returning from the playground.
- Playground time will be staggered. This applies to lunch and extended care recess.
- Children will remain with their class and with their teacher during playground time.
- Children will remain spaced out while lined up to go outside.
- Playground will be wiped between use and during play times.
- Staff will go over playground rules with children.
- Distancing will also be implemented however once cohort is established physical distancing will be less crucial to adhere to at all times.

Coat Racks:

- Coat racks will be wiped down at the end of each day.
- Coat hooks are labeled for each child.
- Hook placements for each child will have space in between to prevent lunch boxes/jackets to touch each other
- Water bottles are not allowed at this time. Disposable cups are available near filtered water. Once water bottles are brought from home, they will be labeled with each child's name and stored separately.

Classroom Shoes:

- Children should bring unworn shoes to be stored at school and worn in the classroom.
- Shoe racks for outdoor shoes will be located outside of each classroom or in a container in the classroom.
- Children will change out of their "outside shoes" and into their classroom shoes before entering the class. They will also change shoes before going onto the playground.
- Shoe racks will be wiped down each day.
- Teachers must also wear classroom shoes.

Staff:

- Eye coverings & face masks are available if requested.
- Staff should break in the designated area: Staff Room and Conference Room. Staff can also break inside their classroom as long as children are not present. It is ok to go outside during breaks. After eating inside the facility, the area **MUST** be sanitized afterwards.
- Lunch break areas will be set up for social distancing
- Staff will store their personal items in clean plastic bags.
- Lunch boxes should be placed inside plastic bags/paper bags before placing in the refrigerator.
- Screening Testing of staff will be done periodically to detect asymptomatic infections.
- Staff testing will also be done periodically. If teachers/staff do not have access to testing with their medical insurance provider, a local drugstore or other local testing facility, such as city provided testing will be offered.



Parents:

- The majority of drop off and pick ups will be done via curbside. Children will exit or enter the car on their own.
- Parents are encouraged to make drop off and pick up brief.
- Sanitation area is available outside of Lobby.
- Parents must wear a mask at all times as they drop off or pick up children.
- Parents are not permitted to enter the facility at this time.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children because they are more at risk for severe illness from Covid-19.
- Signing in and out is done electronically. If a parent needs to physically sign in or out, out a stack of clean pens will be provided by the sign in table. Every used pen will have to be returned in a separate container for sanitizing
- 6 foot indicators will be placed: outside of the office, and lobby doors

Screening Methods:

Staff:

- Sanitation area is available before and after entering and exiting the lobby, staff will sanitize hands upon entry.
- Temperature will be checked upon entry of the facility. Anyone with a temperature above 100F will be asked to go home.
- Staff is not allowed to enter facility or to work if staff is not feeling well or is showing new symptoms (such as fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, seems sick or like they are starting to get sick.)-
- Staff may return once a medical evaluator provides a letter indicating 1. An alternative diagnosis has been made, 2. Symptoms are NOT due to COVID-19. – Staff has to be fever free without help of medication for 72 hours before returning. (see more requirements below to return to childcare)
- Periodic screening testing will be done to detect asymptomatic infections by answering COVID-19 questionnaire.

Children:

- Parents/guardians will be asked to be vigilant in observing their child for any signs of illness or change in behavior.
- Parents are told they are not permitted to send their child to school if he/she is not feeling well.
- Upon arrival at curbside, lobby or in the classroom:
 1. Staff will conduct symptom check within the last 24 hours by asking parent/guardian regarding the child. – If the answer to any of the symptom is YES child will be sent home (see requirements below to return to childcare)



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Symptoms include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

2. Staff will conduct visual inspection of the child for sign of illness – MSF will send a child home if the child looks ill when they arrive, even if the parent says the child has no symptoms. This could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 3. Staff will conduct temperature check using a non-touch thermometer. – If the child has a fever of 100F or higher, child will not be allowed to attend school and must adhere to school’s protocol (see requirements below to return to childcare)
- While staff member is taking temperature, Personal Protective Equipment (PPE) will be worn.
 - Staff will wash hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.
 - When taking the child’s temperature.
 - If performing a temperature check on multiple individuals, a clean pair of gloves will be used for each child and the thermometer will be thoroughly cleaned in between each check.
 - If disposable or non-contact (temporal) thermometers are used and did not have physical contact with an individual, staff does not need to change gloves before the next check.
 - If contact thermometers are used, they will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child.
 - After each screening, remove and discard PPE, and disinfect hands.
 - Alcohol-based hand sanitizer that contains at least 60% alcohol will be used or hands will be washed with soap and water for at least 20 seconds after screening.
 - Every time the child enters the classroom, the child will be guided in cleaning hands with the hand sanitizer that will be provided by the entrance.
 - If hands are visibly soiled, soap and water will be used before using alcohol-based hand sanitizer.

If a child develops new symptoms or catches fever of 100F while in school, send the child home immediately.

- Bring the child to the isolation room and call parents for immediate pickup. A staff member must be with the child while in facility. Staff must wear all possible protective equipment and must maintain 6ft. apart.

Once the child gets picked up parents will be instructed to contact their regular doctor or clinic and consider a test for COVID-19

Requirements to return:



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- If child or staff is tested and COVID-19 test is positive, one may return after
 - At least 10 days since symptoms first appeared **and**
 - 3 consecutive days of NO fever, without taking medicines to lower a fever **and**
 - Child/staff does not show any respiratory symptoms (cough, shortness of breath) **and**
 - MSF requires proof of medical clearance
- If child or staff is NOT tested but has medical evaluation, one can return before 10 days have passed IF
 - There have been at least 3 consecutive days of NO fever, without taking medicines to lower a fever.
 - Symptoms have resolved **and**
 - The medical evaluator provides a letter indicating 1. An alternative diagnosis has been made, 2. Symptoms are NOT due to COVID-19.

Note: Sometimes symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In this case provider may clear a child or staff to return to childcare.

- If child or staff gets tested, and the COVID-19 test is negative, one can return after
 - One is feeling better. The symptoms do not have to be completely resolved **and**
 - There have been at least 3 consecutive days of NO fever, without taking medicines to lower a fever **and**
 - Must show documentation of negative test.
- If child or staff had an exposure to a case, never had symptoms and receive a negative test result they must still remain quarantine for 14 days, because they may develop symptom and/or become infectious to others at any time during the 14 days.
- Fever reducing medication is not ok to administer prior to bringing the child to school

Resources:

CDC requirements to reopen:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Guidance for Childcare Programs Remaining Open:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

Hand washing posters for staff bathrooms:

<https://www.cdc.gov/handwashing/fact-sheets.html>

Alameda County School Reopening Plans

<https://www.acoe.org/schoolguidance>

ACPHD daily screening guideline

<http://acphd.org/media/588945/acphd-guidance-screening-programs-for-child-and-youth.pdf>