

Montessori Of Ladera Ranch
COVID-19 Safety Protocol & Practices Plan
2020-2021 School Year

CLEANING AND DISINFECTION

- Throughout the day the desks, chairs, bathrooms, fixtures, and surfaces are disinfected.
- Shared items are placed in the “dirty bin” and disinfected prior to other students' use.
- Shared spaces will be sanitized after each use.
- Our school is professionally disinfected and sanitized each night by a professional janitorial crew.
- We purchased a disinfecting fogger machine that contains a CDC approved disinfectant solution. Each night, the janitors will use to disinfect each room throughout the school.
- The entire school and playground equipment will be disinfected and sanitized throughout the day.

COHORTING

- During instruction, the children will be kept in groups of no more than 12.
- During recess, the children will combine with one other group of 12 children (which will be the same group each day).
- Each group of students have access to an inside classroom, an outdoor classroom, outdoor benches, outdoor play structure, outdoor activities and bathrooms located inside the classroom and on the playground.
- Each teacher will stay with the same 12 children throughout the day, as much as possible.
- Lunch will be outside on the picnic tables. No more than 6 children will be at a table at a time.
- To the best of our ability, there will be no co-mingling between classrooms.

ENTRANCE, EGRESS AND MOVEMENT WITHIN SCHOOL

- Parents and unannounced visitors are not allowed in the building.
- There is a designated outside drop off/pick up area located directly in front of the school. Children are to be dropped and picked up by a parent/guardian at this location.
- Tape markers are placed on the ground for parents to stand socially distant from each other, while waiting to drop off or pick up their child.
- Parents standing in line, are required to wear a mask/and or shield.
- The parents will sign in/out their child on a contactless tablet.
- Children will have their temperature taken with a touchless thermometer prior to entering the building.
- A designated staff member will escort the child to their classroom.

FACE COVERING AND OTHER ESSENTIAL PROTECTIVE GEAR

- All teachers are required to wear a mask and/or shield throughout the day.
- Gloves will be worn when handling food, cleaning or helping an ill child.
- Masks are provided for all students. Wearing masks for students is strongly encouraged but not mandatory.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

- All students and staff members will have their temperature taken each day prior to entering the building.
- All classrooms are equipped with touchless thermometers and temperatures will be taken as needed.
- Any child or staff member with a fever or other flu-like symptoms will be sent to an isolation room in the office.
- Parents must pick up an ill child within 30 minutes.
- The isolation room will be disinfected and fogged after use.
- The school must be notified if anyone in the household has traveled outside of the state.
- The school must be notified if anyone in the household has tested positive for Covid-19, and the child or staff member must remain home for 10 days after the diagnosis.
- If a child is ill, they must be symptom free without the use of a fever reducing medication for 72 hours prior to returning to school.

HEALTHY HYGIENE

- All children and staff members will use hand sanitizer or hand washing prior to entering the school, entering the classroom or any other area of the school.
- All children and staff members must wash hands for at least 20 seconds after using the restroom and before eating.
- There are hand washing stations in each classroom, in the bathroom on the playground and on the playgrounds.
- Hand sanitizer is placed in front of the school, on the front desk and in front of each classroom.
- During this time, we are suspending our hot lunch program, and will only have pizza Fridays.
- Children enrolled in our full-day program, parents will provide two snacks and lunch every day.
- Children enrolled in our half-day programs; parents will provide one snack and lunch per day.
- No sharing of food will be allowed, and we are unable to reheat or refrigerate food.

IDENTIFICATION AND TRACING OF CONTACTS

- A confirmed COVID-19 case by a staff member or student will be documented immediately by the director.
- Parents of children that were in the same room with the infected child or teacher will be provided appropriate notification by the director.
- Names of individuals testing positive for COVID-19, will not be shared due to privacy laws.
- Orange County of Health will be notified by the director.

PHYSICAL DISTANCING

- To the best of our ability, children will remain 6 feet apart while indoors.
- Tables are spaced 6-feet apart in the classroom.
- When possible, lunch will be served outdoors.
- One group at a time will use the hallways.

STAFF TRAINING AND FAMILY EDUCATION

- All staff members and parents were notified of our policies.
- A copy of our policies are posted in the staff break room and on our website.
- The staff and parents received an emailed copy of our policies.
- The director and assistant director will ensure that our policies are followed each day.

TESTING OF STUDENTS AND STAFF

- We have a list of COVID-19 rapid testing sites that do not require a referral in the front office.
- If staff and children are ill and test positive for Covid-19, they are not to attend school until they receive a negative COVID-19 test.
- At the school's discretion, staff can be tested periodically to detect asymptomatic infections.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

- If we have more than 3 cases at school, we will close immediately for a minimum of two days and begin online instruction.
- We have purchased Smartboards and have designed an online curriculum that can be easily put into place the day after a shutdown should occur.

COMMUNICATION PLANS

- Parents will be notified immediately if their child was in contact with someone infected with Covid-19.
- Due to privacy laws, the name of the child or staff member will not be disclosed.