



## One World Montessori School, Inc.

# COVID-19 Health and Safety Plan Leigh Campus Primary Program *revised 9/18/2020*

**You may contact the following persons with any questions or comments about this protocol:**

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1. **Section 1 – Signage and Education:**

- 1.1. A copy of the Social Distancing Protocol is posted at each public entrance to the facility.
- 1.2. A copy of the Health and Safety Plan is posted at each public entrance to the facility.
- 1.3. All personnel have received copies of the Social Distancing Protocol and the Health and Safety Plan and are required to implement all items listed.
- 1.4. Each parent has received a copy of the Health and Safety Plan.
- 1.5. The Health and Safety Plan will be updated as appropriate while the directive is in effect.
- 1.6. Each parent is required to sign an acknowledgement of the health risks associated with their child's attendance at One World Montessori School during the pandemic.

2. **Section 2 – Requirement Regarding Personnel:**

- 2.1. All staff self-screen for signs of illness each day and may not come to work or the facility if they arrive sick and must go home immediately if they develop any COVID-19 symptoms during the day. Staff are encouraged to seek COVID-19 testing if they develop any COVID-19 symptoms and should consult the county's "If You Think You Are Sick" webpage for further instructions:  
<https://www.sccgov.org/sites/covid19/Pages/learn-what-to-do.aspx#sick>
- 2.2. In the event that a staff member tests positive for COVID-19, we will consult with the Santa Clara County Department of Health, who will determine if additional school closures and what length of time is warranted based on the risk level within the community.

- 2.3. Personnel are encouraged to be tested at least once every four weeks.
- 2.4. All personnel who are medically able will wear face coverings at all times when at work. If personnel are unable to wear a face covering, they are not allowed to have direct contact with children. Personnel may bring their own face covering if they bring one that has been cleaned prior to the shift. In general, people should have multiple face coverings (whether reusable or disposable) to ensure they use a clean one each day.
- 2.5. All personnel must wash their hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child's soiled clothes, when changing tasks, and frequently during each shift.
- 2.6. Hand sanitizer effective against COVID-19 is provided throughout the facility for staff use. Hand sanitizer must be kept out of the reach of children.
- 2.7. Staff frequently disinfect any break rooms, bathrooms, and other common areas after each use.
- 2.8. All personnel will change clothes and shoes before and after a shift or if contaminated. Such clothing should be cleaned before being used again.

3. **Section 3 – COVID-19 Testing and Reporting**

- 3.1. Children and personnel are required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. In lieu of a negative test result, symptomatic children and personnel may return to school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- 3.2. Parents/guardians and personnel are required to immediately report to the school office if a child or personnel test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.
- 3.3. Any child or personnel who learns they have tested positive for COVID-19 while at school are immediately isolated in the isolation room until they can be transported home or to a healthcare facility.
- 3.4. We will immediately notify the County of Santa Clara Public Health Department of any positive COVID-19 case. The health department will determine if additional school closures and what length of time is warranted based on the risk level within the specific community.
- 3.5. We will notify all families and personnel of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- 3.6. Areas used by any COVID-19 positive person will be immediately closed off. We will wait 24 hours before cleaning and disinfecting the areas to prepare them for reopening.
- 3.7. Children and personnel who are symptomatic may return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer. Asymptomatic children and personnel who test positive for COVID-19 may return 14 days after their positive test result.

- 3.8. All children and personnel who had close contact with a COVID-19 positive person (including all members of a stable group with the COVID-19 positive person) are sent home and must get COVID-19 testing and remain quarantined at home for 14 days. A close contact is defined as someone who was within six feet from the person who tested positive for at least 15 minutes. They should stay home even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to the COVID-19 positive person or (2) if the COVID-19 positive person resides in their household, the date that the COVID-19 positive household member completes his/her isolation.
- 3.9. No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

4. **Section 4 – Record Keeping:**

- 4.1. We maintain records of personnel and children assigned to each stable group, any changes to those assignments, and the dates of such changes.
- 4.2. We maintain daily attendance records for personnel and children.
- 4.3. We track and document incidents of possible exposure.
- 4.4. All records are kept for a minimum of one month.

5. **Section 5 – Stable and Separate Groups of Children:**

- 5.1. Children are in stable groups not to exceed 24 children per group. Each group has assigned seating arrangements.
- 5.2. Children and personnel may engage in physical contact as necessary given the needs of Primary-aged children.
- 5.3. All personnel shall maintain at least 6-foot distance from all other personnel.
- 5.4. We adhere to the teacher:child ratios set by the California Department of Social Services, which is currently no more than 1:12.
- 5.5. Children are kept with the same group each day, unless a change is needed for a child's overall safety and wellness.
- 5.6. Children from the same family are kept the same group to the greatest extent possible.
- 5.7. Staff is kept with the same group to the greatest extent possible.
- 5.8. Each group is in a separate room or partitioned space. Interactions between the groups are minimized to the greatest extent possible.
- 5.9. Children may not move from one program to another more frequently than once every three weeks, or take part in more than one program simultaneously. For example, if a child attends a week at One World Montessori's Primary summer program, that child is not allowed to attend another summer camp or childcare program for two more weeks. It also means that

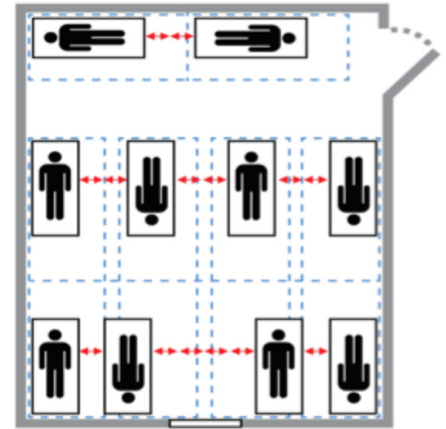
children cannot attend two camps simultaneously, or attend One World Montessori and also another kind of recreational class or summer program.

If a student attends another program, recreational class or camp at the same time as or less than 3 weeks before his/her attendance at One World, we will send the student home until the required three weeks has elapsed before welcoming the student back. Since there will not be an opportunity to recruit a replacement student, any tuition previously paid for this shelter-at-home period will be forfeited to the school and not refundable.

**5.10.** We implement the following strategies to limit the mixing of children

- At naptime, children's cots are placed as far apart as possible, ideally at least 6 feet apart. Cots will be aligned so that they are head-to-toe. (See diagram.)
- Events that involve parents and families, as well as assemblies, are cancelled or postponed.

**5.11.** Games with shared equipment or physical contact may be played, but only within the same stable group of up to 24 children. Equipment is cleaned at least once a day.



**6. Section 6 – Symptom Screening for Children:**

**6.1.** Children are screened when they arrive and before they are allowed into the facility. Specifically, parents/caregivers may be asked one of the following questions:

- Within the last 14 days, has your child been diagnosed with COVID-19 or had a test confirming s/he has the virus?
- Does your child live in the same household with, or have had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming s/he has the virus? Close contact is less than 6 feet for 15 minutes or more.
- Does your child have any one or more of these symptoms within the past 24 hours, which is new or not explained by a pre-existing condition?
  - Fever or chills
  - Sore throat
  - Confusion
  - Loss of taste or smell
  - Headache
  - Diarrhea
  - Cough
  - Shortness of breath/difficulty breathing
  - Vomiting
  - Muscle pain
  - Night sweats

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- 6.2. A visual health check is performed before the child is allowed into the facility. We look for signs of illness like flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.
- 6.3. Children may not attend school if they have COVID-19 symptoms and must go home immediately if they develop any COVID-19 symptoms during the day. Parents or caregivers are encouraged to seek COVID-19 testing for their child. Parents and caregivers should consult the county's "If You Think You Are Sick" webpage for further instructions: <https://www.sccgov.org/sites/covid19/Pages/learn-what-to-do.aspx#sick>
- 6.4. Personnel conducting the screening stand at a safe distance away from the child and parent/caregiver.
- 6.5. Children who pass the screening wash their hands with soap and water immediately upon entering the building and before touching anything.
- 6.6. Any children or personnel exhibiting symptoms are immediately separated in an isolation area until they can be transported home or to a healthcare facility. For serious illness, we will call 911.

### 7. **Section 7 – Drop-Off and Pick-Up Procedures:**

- 7.1. Family members and caregivers must wear face coverings at all times when on campus and children over 2 years old are strongly encouraged to wear face coverings at all times when on campus.
- 7.2. Drop-off and pick-up is outside the building. Each group has its own drop-off and pick-up area where staff receive the children as they arrive and bring children to be picked up: Group A is outside the entrance next to the playground. Group B is outside the entrance of the lobby facing Leigh Avenue.
- 7.3. Before arriving on campus, make sure you understand where to go; parents and children of different classrooms must stay separate at all times. While waiting for a staff member to screen and receive your child, stand on the designated markings on the sidewalk and maintain a distance of 6 feet apart from others at all times. A staff member will be at the door to screen and accept each child from 8:00 am – 8:30 am. If you arrive after 8:30 am, call the school when you have arrived outside your designated entrance and wait for a teacher to receive your child.
- 7.4. Children enrolled in the half day and school day programs will be brought to the pick-up area at 12:00 pm and 3:00 pm respectively. Parents are expected to arrive on time to pick-up their child and stand on the designated markings on the sidewalk while waiting.
- 7.5. Parents/caregivers sign in and out manually each day. Parents and caregivers must use their own pens to limit cross-contamination.
- 7.6. We encourage the same family member or designated person to drop off and pick up the child every day. We discourage grandparents and other older relatives from picking up children, if they are over 60 years old, since they are more at risk for serious illness.

**8. Section 8 – Face Coverings:**

- 8.1.** All adults wear face coverings at all times. If personnel are unable to wear a face covering due to medical reasons, they are not allowed to have direct contact with children.

However, staff members are allowed to use shields (without mask) to communicate/work with people/children who are hearing impaired or have special needs.

- 8.2.** All children over 2 years old are strongly encouraged to wear face coverings at all times while indoors. When outdoors, children may remove their face coverings provided that they remain at least 6 feet distance from others at all times. Children may remove their face coverings for a short period of time if they are experiencing difficulty wearing their face covering.

**9. Section 9 – Hygiene and Sanitation:**

- 9.1.** Parents and caregivers wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.

- 9.2.** Children and staff wash their hands often with soap and water for at least 20 seconds or with hand sanitizer (for adults only), especially upon arrival into the facility, before eating or handling food, after going to the bathroom or helping a child use the bathroom, after playing outdoors, after handling garbage, or after wiping their nose, coughing, or sneezing. Signs are posted in restrooms and near sinks that convey proper hand washing techniques.

- 9.3.** Children and staff are educated about basic measures to prevent the spread of infection, including covering one's coughs and sneezes with the inside of one's elbow, frequent hand washing, not sharing food or drinks, and using a tissue to wipe one's nose.

- 9.4.** We will monitor the shared indoor space and materials and clean and disinfect after each use. Each child will have his/her own individual table space and chair that will be cleaned and disinfected before and after eating.

- 9.5.** We routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched. This may include doorknobs, light switches, classroom sink handles, countertops, cots, desks, chairs, and cubbies. Everything will be thoroughly cleaned and disinfected at the end of each day and additionally cleaned three times per day or more frequently as necessary. The playground structures will be sanitized between each use.

- 9.6.** If surfaces are visibly dirty, we clean them using detergent or soap and water before disinfecting them.

- 9.7.** We use cleaning products according to the directions on the label and follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

- 9.8.** We keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.

- 9.9.** We do not use materials that cannot be cleaned and sanitized.

- 9.10.** We set aside materials that children have put in their mouths or that are otherwise contaminated by body secretions or excretions. We clean them by hand while wearing gloves

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– cleaning them first with water and detergent, rinsing, then sanitizing with an EPA-registered disinfectant, and letting them air-dry.

- 9.11.** We set aside materials that need to be cleaned, placing them in a separate container marked for “soiled materials.” The container is kept out of reach from children.
- 9.12.** All materials and supplies (e.g., scissors, markers, pens, pencils, glue sticks, etc.) are not shared between groups of children.
- 9.13.** Machine-washable cloth items are used by one child at a time.
- 9.14.** Books and other paper-based materials like envelopes do not need additional cleaning or disinfection.
- 9.15.** We only use bedding (sheets, pillows, blankets) that can be machine washed.
- 9.16.** We keep each child’s bedding separate in individually labeled bags.
- 9.17.** Bedding that touches a child’s skin is cleaned weekly by the child’s parent.
- 9.18.** Each cot is labeled and is for the exclusive use of a particular child.
- 9.19.** We establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location. For example, when the children are at circle or outside, they will be supervised by one adult. The remaining adult will be inside cleaning. We will also have allotted time at the end of the day for cleaning.
- 9.20.** Staff washes their hands, neck, and anywhere touched by a child’s secretions.
- 9.21.** Children and staff change their clothes if secretions are on their clothes, and wash their hands again.
- 9.22.** Each child brings his/her own containers and utensils from home to be used during lunchtime and stored in their lunchboxes. All items will be sent home at the end of the day to be cleaned. During snack time, we use reusable dishwares (plates and silverware) that are washed in the dishwasher. We might use paper goods and disposable plastic utensils sometimes. Whenever possible, we will follow the CDC and CDPH COVID-19 food handling guidelines.
- 9.23.** We do not serve family-style snack. Staff handles all snack serving utensils and keeps food covered to avoid contamination.
- 9.24.** Each child’s belongings are separated and in individually labeled storage bags or cubbies. Soiled items will be sent home each day to be cleaned.

### **10. Section 10 – Bathroom:**

- 10.1.** We maintain social distancing and limit the number of children using the bathroom at one time.
- 10.2.** We sanitize the sink and toilet handles before and after each child’s use and teach children to use a tissue when using the handle to flush the toilet.

**10.3.** Children wash their hands for 20 seconds and use single-use paper towels to dry their hands thoroughly.

11. **Section 11 – Tours and Special Events:**

**11.1.** Tours are not given. Classroom observations are limited to one visitor/couple per observation. Visitors observe the classrooms from the multi use room and are not permitted to enter the area of the classroom where the children work.

**11.2.** Visitors must use hand sanitizer upon arrival, have their temperature taken and wear a face covering for the entire duration of the classroom observation.

**11.3.** Special events may not occur with more than one staple group participating at a time.