



One World Montessori School, Inc.

COVID-19 Health and Safety Plan Foxworthy Campus Primary Program *revised 3/25/2021*

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

Name: Jill Soong or Mari Perez-Vizcaino

Phone number: 408-723-5140

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 required to seek COVID-19 testing if they develop any COVID-19 symptoms and should consult the county's webpage for further instructions: sccstayhome.org
- 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 tested every two weeks.
- 2.4. All personnel who are medically able wear face masks at all times when at work. Staff members are allowed to use shields without masks to communicate/work with people/children who are hearing impaired or have special needs. If personnel are unable to wear a face mask due to medical reasons, they are not allowed to have direct contact with children. Personnel may bring their own face mask if they bring one that has been cleaned prior to the shift. In general, people should have multiple face masks (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.

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 on day 6 of their last exposure to someone who tested positive for COVID-19 if they are asymptomatic. In lieu of a negative test result, symptomatic children and personnel may return to school with a medical note by a physician that states that a medical evaluation was completed and provides an 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 10 days after symptom onset AND 24 hours after resolution of fever and improvement in other symptoms. Asymptomatic children and personnel who test positive for COVID-19 may return 10 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 10 days. A close contact is defined as someone who was within six feet from the person who tested positive for at least 15 minutes cumulatively over several days. They should stay home even if they test negative, remain in quarantine for a full 10 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:**

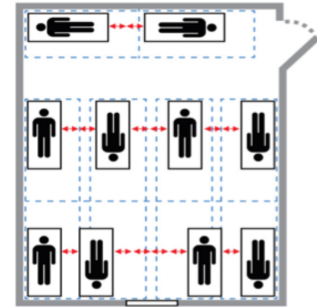
- 4.1. We maintain records of personnel and children assigned to each stable group, any changes to those assignments, and the dates of such changes.
- 4.2. We maintain daily attendance records for personnel and children.
- 4.3. We track and document incidents of possible exposure.
- 4.4. All records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

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

- 5.1. Children are in stable groups as small as possible. 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. Children are kept with the same group each day, unless a change is needed for a child's overall safety and wellness.
- 5.5. Children from the same family are kept the same group to the greatest extent possible.
- 5.6. Each group is in a separate room or partitioned space.
- 5.7. Afterschool daycare children will be in one afterschool cohort.
- 5.8. The playground is split so each group has its own space and does not use the same space at the same time. Children are spaced as far apart as possible, ideally at least 6 feet apart, for individual activities

5.9. Games with shared equipment or physical contact may be played, but only within the same stable group. All outdoor play equipment is cleaned and disinfected between use by different groups of children.

5.10. 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.)



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 are asked:

- Within the last 10 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 10 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 cumulative minutes over several days.
- Does your child have any one or more of these symptoms within the past 3 days, which is new or not explained by a pre-existing condition?
 - Fever or chills
 - Sore throat
 - Fatigue
 - Loss of taste or smell
 - Headache
 - Cough
 - Shortness of breath/difficulty breathing
 - Nausea, vomiting, or diarrhea
 - Muscle or body aches

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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 required to seek COVID-19 testing for their child. Parents and caregivers should consult the county's webpage for further instructions: [sccstayhome.org](https://www.sccstayhome.org)
- 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, caregivers, and all children over 2 years old must wear face masks at all times when on campus.
- 7.2. Drop-off and pick-up is outside the building. Each classroom has its own drop-off and pick-up area where staff receive the children as they arrive and bring children to be picked up: Primary 3 is outside the entrance to the lobby. Primary 4 is outside the entrance to the office.
- 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 between 8:30 am and 9:00 am, please wait in your car until our next drop off times of 8:45 am and 9:00 am. After 9:00 am, call the school when you have arrived outside your designated entrance and wait for a teacher to receive your child.
- 7.4. Children will be brought to the pick-up area at their designated pick-up time. 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 each day on a paper provided. 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 Masks:**

- 8.1. All adults wear face masks at all times. Staff members are allowed to use shields without masks to communicate/work with people/children who are hearing impaired or have special needs. If personnel are unable to wear a face mask due to medical reasons, they are not allowed to have direct contact with children.
- 8.2. All children over 2 years old wear face masks at all times. Children may remove their face masks for a short period of time if they are experiencing difficulty wearing their face mask.

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

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- 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. For snack time, we use reusable dishware (plates and utensils) that are disinfected in the dishwasher after each use. 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:**

- 11.1.** Tours are given most Saturdays by appointment only for a maximum of two adults per tour.
- 11.2.** Upon arrival, visitors will have their temperature taken and be required to use hand sanitizer, All persons must wear a face mask for the entire duration of the tour.