



One World Montessori School, Inc.

COVID-19 Health and Safety Plan Elementary School Revised 8/23/21

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

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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. All personnel have received copies of the Social Distancing Protocol and the Health and Safety Plan and are required to implement all items listed.
- 1.3. Each parent receives a copy of the Health and Safety Plan.
- 1.4. The Health and Safety Plan will be updated as appropriate while the directive is in effect.
- 1.5. 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.
- 1.6. Administration and staff will regularly review and follow recommendations and updated guidelines from state agencies, including the California Department of Public Health and the California Department of Education.

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 is 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 get vaccinated.
- 2.4. All staff will use face coverings in accordance with CDC guidelines and recommendations.
- 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.
- 2.6. Hand sanitizer effective against COVID-19 is provided throughout the facility for staff use.
- 2.7. Staff will disinfect any break rooms, bathrooms, and other common areas every day. We will disinfect materials used by the children as frequently as needed.

Section 3 – COVID-19 Testing and Reporting

- 3.1. Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
- 3.2. Schools should have a COVID-19 liaison to assist the local health department with contact tracing and investigation.
- 3.3. Quarantine recommendations for vaccinated and unvaccinated close contacts:
 - 3.3.1 For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
 - 3.3.2 For unvaccinated students follow the CDC K-12 guidance and CDC definition of a close contact.
 - a. When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:
 - i. Are asymptomatic
 - ii. Continue to appropriately mask, as required
 - iii. Undergo at least twice weekly testing during the 10-day quarantine and
 - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
 - b. When both parties were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure:
 - i. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - a) Quarantine can end after Day 10 from the date of last exposure without testing, OR
 - b) Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
 - ii. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - a) Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - b) Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
 - iii. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
 - 3.3.3 Isolation recommendations for both vaccinated and unvaccinated persons, follow the [CDPH Isolation Guidance](#) for those diagnosed with COVID-19.

Section 4 – Record Keeping:

- 4.1. We maintain records of personnel and students in both the Lower and Upper Elementary programs.
- 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.

Section 5 – Symptom Screening for Children:

- 5.1. Parents/caregivers screen your child for the following symptoms before dropping them off at school.
 - 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, Chills
 - Cough
 - Sore Throat
 - Shortness of Breath/Difficulty Breathing
 - Vomiting
 - Loss of Taste or Smell
 - Muscle pain
 - Headache
 - Night sweats
 - Diarrhea
- 5.2. Younger students who are having difficulties wearing a mask throughout the school day will be allowed to individually go outside in a secure area to remove their mask and take a short break before return to their class environment.
- 5.3. 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>
- 5.4. Children should wash their hands with soap and water at least for 20 seconds or clean their hands with hand sanitizer immediately upon entering the building and before touching anything.
- 5.5. 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.

Section 6 – Drop-Off and Pick-Up Procedures:

- 6.1. Family members and caregivers must wear face coverings when dropping off or picking up children.
- 6.2. Drop-off and pick-up are curbside in the parking lot, where staff comes outside the facility to pick up the children as they arrive and bring children outside to be picked up. Parents are expected to buckle/unbuckle their child from the car seat.
- 6.3. Parents and students should remain in their vehicle at all times during drop-off, until they reach the entrance door and are instructed by a staff member to exit their vehicle.
- 6.4. Parents are expected to arrive on time to pick-up their children. You should remain in your vehicle at all times during pick up. A staff member will bring your child to your vehicle upon arrival to the main entrance door.

- 6.5. 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.

Section 7 – Face Coverings:

- 7.1. All adults and children must wear face masks or cloth face coverings at all times (No masks with veils or neck gaiters). This includes family members and caregivers waiting in vehicles to drop-off or pick-up children. If personnel are unable to wear a face covering due to medical reasons, they are not allowed to have direct contact with children.
- 7.2. Younger students who are having difficulties wearing a mask throughout the school day will be allowed to individually go outside in a secure area to remove their mask and take a short break.
- 7.3. Masks should have two or more layers. Masks must be worn over the nose and mouth and secured under the chin.

Section 8 – Hygiene and Sanitation:

- 8.1. Children and staff must wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially upon arrival into the facility, before eating or handling food, after going to 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.
- 8.2. 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 or to wipe one's nose.
- 8.3. We clean, sanitize, and disinfect surfaces and objects that are frequently touched. This may include doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, and playground structures.
- 8.4. 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.
- 8.5. 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.
- 8.6. We do not use materials that cannot be cleaned and sanitized.
- 8.7. Each student will have their set of supplies (e.g., scissors, markers, pens, pencils, glue sticks, etc.) to be used only by them. Students should not bring any supplies from home. Including toys or sports equipment.
- 8.8. All materials and supplies are not shared between groups of children.
- 8.9. Books and other paper-based materials like envelopes do not need additional cleaning or disinfection.
- 8.10. We establish adequate time in the workday to allow for proper cleaning and decontamination throughout the facility or location.
- 8.11. We use paper goods and disposable plastic utensils during snack time and lunchtime. Whenever possible, we follow the CDC and CDPH COVID-19 food handling guidelines.
- 8.12. We do not serve family-style snack. Staff handles all snack serving utensils and keeps food covered to avoid contamination.
- 8.13. Each child's belongings are separated and in individually labeled storage containers or cubbies.

Section 9 – Bathroom:

- 9.1. We maintain social distancing and limit the number of children using the bathroom.
- 9.2. We sanitize the sink, toilet handles and paper towel. We teach children to use a tissue when using the handle to flush the toilet.
- 9.3. Children wash their hands for 20 seconds and use single-use paper towels to dry their hands thoroughly.

Section 10 – Tours and Special Events:

- 10.1. Tours are not given. Classroom observations are limited to one visitor per observation. Visitors may observe the indoor environment from the playground and are not permitted to enter the building.
- 10.2. Visitors must use hand sanitizer upon arrival to the playground and wear a face covering for the entire duration of the observation.
- 10.3. No observations will be scheduled during the months of September and October.
- 10.4. Please visit our web page to take a virtual 360 tour of our school.