

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP) for Heritage Montessori School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 25, 2021

Authority and Responsibility

Dr. Alexandra Magliarditi, MD, Executive Director, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- **Heritage Montessori has control measures, social distancing checklists, and daily cleaning protocols for staff and parents that must be followed each day. Teachers will be responsible for accounting for daily social distancing/classroom cleaning checklists that will be turned in at the end of each day for review by the Director. Control measures will be in place throughout hours of operation and will be enforced at all time for parents, staff and students. Control measures and directives will be modified as necessary based on changing local and state guidelines. See below for more information.**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **staff and student screening each morning and maintaining accurate records using provided social distancing and cleaning staff worksheets. These worksheets are available each day and must be turned in at the end of each staff member's shift. Monthly staff meetings also feature a COVID component to reinforce protocols and provide training.**

Employee screening

We screen our employees by: **Staff follow the same declaration policies as parents (included below). Staff are required to take their temperature before coming to work and are temperature checked upon arrival by a non-contact thermometer . Staff members are responsible for conducting self-checks regularly and throughout the day to ensure that they are healthy and fit for work. Staff are encouraged to speak with the Director regarding any possible exposures or symptoms without fear of**

reprisal by the school. Self-screening follows CDPH guidelines. Face coverings are used by all staff throughout the work period, including during screening. Gloves are used during drop off and pick up periods when touching children's belongings and during eating periods.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Work conditions are reviewed by all staff members and daily checklists must be completed and turned in for the Director's review. The Director surveys all classrooms to ensure protocols are maintained. The severity of a potential hazard will be assessed and corrected as soon as possible by the Director. Correction time frames will be assigned according to the feasibility of the correction, with all corrections being made as quickly as is possible and reasonable. Individuals responsible for making necessary corrections will be identified and trained. Follow up measures to ensure timely correction will take place, with follow up ensured by daily checklists that are turned in at the end of each staff member's shift.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- **See "Control Measures" attachment outlining all measures that attempt to increase social distancing between staff, parents, and students, at all times of the day.**
- **Staff members have staggered lunch breaks along with staggered arrival and departure times to ensure proper social distancing in the workplace.**
- **Teachers remain in their classrooms, separated play spaces and remain with their cohorts during their shift.**

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. **Disposable masks, face shields, and clear masks are provided for staff at all times and will be replaced and cleaned as needed. Staff are required to wear face masks in accordance with CDPH guidelines and are instructed to speak with the Director if they have an encounter that does not follow these guidelines to ensure proper corrections where needed in an environment free of fear of reprisal.**

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept

at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **We have expanded our teaching spaces to allow for indoor and outdoor learning in accordance with CDPH guidelines to distance students as much as possible. Desk partitions are also used during all work periods for students. For one campus, the classroom has been engineered to allow for one wall to be lifted for an indoor-outdoor teaching experience, weather permitting. The other campuses have ample natural light and doors to open to allow for proper ventilation.**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- **One classroom has a removable wall, where the wall is lifted to allow for an indoor-outdoor teaching experience, weather permitting. All classrooms are oversized and have ample natural light with doors that are opened, weather permitting, to allow for additional ventilation.**
- **The ventilation system is properly maintained and adjusted as necessary and is set to increase filtration efficiency to the highest level possible with the existing system.**

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- **Please see “Classroom Cleaning” for protocols pertaining to frequently touched surfaces during hours of operation. Teachers are provided with time to regularly clean and disinfect to accomplish protocols.**
- **Supplies are well stocked and available for staff and cleaning personnel. Site-wide cleaning takes place after hours at regularly scheduled intervals.**
- **All employees are provided with the cleaning checklist. The checklist must be turned in by each staff member at the end of their shift, with the document filled out, signed, and dated.**

Should we have a COVID-19 case in our workplace, we will implement the following procedures: **Cleaning personnel will arrive to clean and disinfect all areas of possible exposure. Staff members will clean and disinfect all classroom teaching materials in the area of exposure while wearing proper PPE and in accordance with current guidelines.**

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **providing employees with the materials and training to do it themselves in accordance with our school-wide guidelines and protocols.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Please see “Control Measures” for more information.**

- **Children must wash hands upon arrival. They are encouraged to use proper handwashing practices throughout the day, including but not limited to, eating periods, art periods, and after touching their face. All students and staff must comply with handwashing protocols throughout the school day.**
- **ETOH-based hand sanitizers are available with teacher supervision before and after using outdoor equipment and are available throughout the campus (but out of reach of children.**

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- **Offered rapid COVID-19 testing at no cost during their working hours**
- **Will be sent home according to current guidelines and will remain home for the required period of time.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases will be provided to them.**

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- **Who employees should report COVID-19 symptoms and possible hazards to, and how. **Monthly staff meetings provide additional information and a time for staff to ask questions regarding training. Staff are required to report symptoms or hazards to the Director. The Director then informs the Executive Director, who then supervises the situation.****
- **That employees can report symptoms and hazards without fear of reprisal.**
- **Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.**
- **Where testing is not required, how employees can access COVID-19 testing **HMS provides staff with testing locations should they choose to receive voluntary testing or if testing is required.****
- **In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. **If the school is required to provide testing because of an employee exposure, the employee will be asked to leave during work hours and visit one of the locations provided to receive a test at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks. Plans will be in-place on a case-by-case basis to allow all staff the opportunity to test, whether voluntary or required.****

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- **Flyers and supporting informational documents are available at the front office at all times. Monthly staff meetings provide an opportunity for staff education and involvement regarding COVID-19 matters.**

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **Social distancing and classroom cleaning checklists are provided to each staff member. The checklists outline the procedures required at each part of the school day. Checklists are required to be filled out and turned in at the end of each shift, with the document signed and dated.**

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **such as by employer-provided employee sick leave benefits.**
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever

- required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
 - Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
 - Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 - Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
 - **Case reports are overseen by the Executive Director to ensure proper protocols are in place.**

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Alexandra J. Magliarditi

Dr. Alexandra Magliarditi, MD
Executive Director
Heritage Montessori Schools

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Checklists used and turned in each day			
Cohort schedules maintained			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Control Measures applied throughout the day			
Staggered arrival, departure, and break times			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Daily Cleaning checklists and Social Distance Checklists turned in daily			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

COVID-19 Case Investigation Information

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?	What could be done to reduce exposure to COVID-19?		
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature



Control Measures

Hours of Operation: 7:30am-5:30pm

Curbside Pick-up/Drop-off:

- Our drop off procedures are in place to facilitate a safe and efficient morning. **We must insist that parents follow all of our procedures. We will ask you to pull out of the line, park, and walk your child in after 9:00am if the criteria below have not been met.**
- **NO PETS. For the safety of our staff, please do not bring pets in your car.** While you may trust your pet, we cannot predict how it will react when a staff member approaches your vehicle.
- **Please put your child's car seat on the passenger side in the back to facilitate efficient drop off and pick up.** For families with more than one enrolled child, please put the youngest child on the passenger side in the back. Staff members will only open the curbside door.
- **Unlock car doors as soon as you pull up to the drop off area.**
- **Your child's belongings must be within reach.** Do not put your child's belongings in the trunk. Please have all belongings at the foot of the child on the passenger side or in the front passenger seat ONLY. Staff members will ONLY OPEN ONE DOOR (the back curbside door). NO BACKPACKS.
- **Pull up to the curb** for the safety of the staff and your child.
- **Remain in your car** and allow the staff member to take your child out of the vehicle.
- Temperatures will be taken for everyone in the car and children will be visually inspected for signs of illness. Parents must record their child's temperature on the sign-in log.
 - Each parent will be asked each morning, "Are you or anyone in your home exhibiting symptoms of COVID-19?"
- **Please fill out ALL SECTIONS of the sign in and sign out sheet with a legible signature.**
- **Students in grade levels K-2 are required to wear face coverings at all times, while at school, unless exempted.** If your child arrives and does not have a face mask, HMS will provide one. HMS is required to exclude students from campus if they are not exempted and refuse to wear a mask provided from home or the school.
- **Please bring a Ziploc bag labelled with your child's name** to keep the mask when not in use (actively eating or drinking).
- No ill persons will be allowed to remain on campus and health policies will be strictly enforced.
- All staff members who accept the student will wear a mask and gloves.
- Non-essential personnel will have limited permission to enter the building. It is up to the discretion of the Director whether or not to allow non-essential personnel into the building.
- **Parents are required to wear a mask during drop off and pick up times, no exceptions.**
- **For all communications, please send an email or schedule an appointment outside of drop-off/pick-up times.**
- **AM Care:**
 - Please call the school upon your arrival and pull up to the curb. Please remain in your car and wear a mask. A staff member will greet you and retrieve your child.
- **PM Care:**
 - Please call the school upon your arrival and park. We will get your child for you and meet you at the front door. Please wear a mask. You will sign your child out at the front door and your child will be released to you.

Classroom time:

- Children will wash their hands upon entering the class and multiple times throughout the day, such as:
 - Upon arrival to the classroom
 - Before and after eating
 - After using the bathroom
 - After touching their face or putting hands in their mouth
 - Before and after outdoor play**Please note that hand sanitizer may be used under adult supervision*
- Teachers will wear masks/face shields in the classroom.
- Teachers will wear gloves when cleaning, food handling (snack and lunch times), and at other times during the day.
- Students will remain in small groups throughout the day to increase social distancing.
- Doors and windows will remain open, weather permitting, to allow for circulating fresh air.
- With the exception of Pizza Friday, all children must bring their own snacks, lunches, and water bottle. Please pack your child's belongings as efficiently as possible (and in child-sized containers) so that your children can carry them. Do not bring large backpacks.
- Community drinking fountains will not be accessible during this time. **Please bring a pop-top water bottle to school each day.**
- Share Friday is suspended until further notice.

Illness:

- Any staff or child who exhibits any symptoms or are feeling unwell will be sent home immediately. HMS will abide by all reporting guidelines and protocols as outlined by local officials.
- Parents are expected to inform the school if any family member is ill and the reason for a potential absence.
- **Children who have been sent home are not permitted to return for 14 days.**



Daily Cleaning Checklists

Name:

Date:

Continuous Cleaning:

- Frequently touched surfaces:
 - Doorknobs
 - Door handles
 - Faucets
 - Toilet flushers
 - Montessori material must be cleaned after each child uses

ALL MUST BE CLEANED AFTER EACH USE AND CONTINUOUSLY THROUGHOUT THE DAY

Daily Classroom Cleaning:

- Cleaning Staff:
 - Wipe down tabletops
 - Wipe down snack area
 - Clean snack area utensils, if used
 - Clean bathrooms
 - Clean sink, toilets and floor around toilet
 - Clean mirrors
 - Make sure the soap container is full
 - Mop and vacuum floors
 - Clean windows
 - Disinfect outdoor play equipment weekly
 - Take out classroom trash to black trash bin and replace liner
 - Outdoor cleaning
 - Wipe down lunch tables
 - Sweep under each table and around entire eating area
 - Hose area as necessary
- Teacher/Aid Cleaning:
 - Clean each section of materials
 - Wipe down all material with provided cleaning materials
 - Straighten out the shelves daily to prepare for the next day
 - Make sure classroom has stocked supply of gloves, masks, soap, cleaning products, hand sanitizer. Backstock locked in supply closet.
- Outdoor cleaning
 - Wipe down lunch tables with Clorox wipes
 - Sweep under each table and around entire eating area

Checklist turned in at the end of each day**Upon Entry:**

- Sanitize and put away lunches and water
 - Wash hands
 - Bathroom

Morning Work Period: 2 Cohort Work Cycle:**Part A**

- **Cohort 1 begins outside***
 - **Outside tables**
 - Work tables with partitions
 - 1 outdoor snack area
 - Children rotate
 - Tables wiped down in between groups
 - Children must wash/sanitize hands before returning to work
 - Staff must wear face mask at all times; gloves are to be used when food handling
- **Cohort 2 begins inside**
 - Half the group works at their desks (with partitions, desks spread apart)
 - Half the group engages in small group lesson with the teacher. Teacher wears a mask at all times
 - Children rotate from their desk to spending time with the teacher

Part B: desks and outdoor/indoor spaces are disinfected, including learning materials

- **Cohort 1 works inside according to the guidelines above**
- **Cohort 2 works outside according to the guidelines above**

Lunch Rotation:

- **Cohort 1 begins by eating**
 - Children are spread out children as much as possible; children do not touch each other's food; remain seated
 - Staff wears mask and gloves when helping children while they are eating
 - Children may not be excused without hand washing/sanitation
 - Tables must be wiped down before groups switch
- **Cohort 2 begins with outdoor recess**
 - Face masks must remain on and children must maintain social distancing
 - Teachers continue to encourage social distancing (elbow taps instead of hugs, encourage spreading)
- **Cohorts rotate after 30 minutes; all tables must be wiped and eating area disinfected before group arrives**

Afternoon Work Period: 2 Cohort Work Cycle

- Same guidelines as above
 - **Monday/Wednesday/Friday:** Cohort 1 INSIDE for the hour; Cohort 2 OUTSIDE for the hour
 - **Tuesday/Thursday:** Cohort 2 INSIDE for the hour; Cohort 1 OUTSIDE for the hour

Pick-up :

- Children and staff must maintain social distancing during curbside pick-up procedures

Classroom Cleaning:

- All materials must be cleaned and wiped down
- Desk shields must be wiped down at the end of each day
- Prep for next day

***Rainy Day/Indoor Schedule**

- Outdoor Group moves to the Resource Room

Return To School Declaration And Waiver (required for all students and staff)

I _____ (“Parent”) , the legal guardian of
_____ (“Child”) make the following declaration and covenants to Heritage
Montessori School (“HMS”):

1. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state and local governments and health agencies recommend social distancing and other safety measures, including those implemented by HMS.
2. My Child and members of my Child’s household (collectively, “Immediate Family”) have been free from a fever for a minimum of 48 hours without the aid of fever reducing medications.
3. My Immediate Family has been in good general health and free from any symptoms of COVID-19 for the past 14 days.
4. I understand that if anyone from My Immediate Family travels internationally and/or domestically using public transportation (plane, public bus, train), I will notify the school in advance of my departure. I understand that my child may be monitored extra carefully upon my return.
5. My Immediate Family has not been around others who have been ill. I understand that if anyone in My Immediate Family has been exposed to an ill person (child or adult), I agree to notify HMS immediately. I understand that I may be required to self-quarantine and all monies paid are non-refundable. I will take my child’s temperature each day before school.
6. I will not bring my Child to HMS if he/she is exhibiting any of the symptoms set forth in the HMS Parent Handbook.
7. If my Child is found to have a fever or any other symptom indicating to the HMS staff that she/he is not physically well, I agree to immediately pickup my Child. The child/ren may not return until he or she has been fever free for at least 48 hours (without fever-reducing medication) and symptoms are improving. You may be asked to stay home for at least 10 days since symptoms first appeared. It is up to HMS discretion if further isolation is required. If local health officials determine a different course of action, I understand that I must comply. I also understand that there will be no offsets to tuition.
8. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child or children and others may be exposed to or infected by COVID-19 on or around the premises of the school and that such exposure or infection may result in injury, illness, permanent disability and death. I voluntarily agree to accept the risks of my child or others being exposed to or infected by COVID-19 and accept sole responsibility of such exposure or infection.
9. I hereby release, covenant not to sue, and hold harmless, HMS and its related entities and their respective employees, agents, shareholders, and officers from all claims, liabilities, actions, damages, and costs or expenses of any kind arising out of any COVID-19 risk, exposure, or infection.
10. I agree to abide by all of HMS’s policies including all health-related policies and will respectfully comply when asked.