

# MBMA COVID-19 Health and Safety Protocols Handbook

MONARCH BAY MONTESSORI ACADEMY

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August 7, 2020



m o n a r c h b a y  
**MONTESSORI**  
a c a d e m y

32920 Pacific Coast Hwy. Dana Point CA 92629

## **MBMA COVID-19 POLICIES AND PROCEDURES**

*As part of our commitment to reopen to in-person instruction, MBMA has established new policies and procedures to prioritize the safety of our students, parents/guardians, teachers, staff and their families and has taken steps to minimize the risk of exposure to COVID-19.*

*These policies are effective beginning August 2020.*

*MBMA reserves the right to change and adapt these procedures at any point as needed or required. This is not an exhaustive list of all of the procedures being taken but rather an informational document to assist you.*

*Please read the document to familiarize yourself with this important policies and procedures.*

### **CHILDREN HOUSE**

The California Department of Social Services has lifted all restriction regarding ratios. After a virtual visit by the licensing agency and a review of the Covid-19 procedures, MBMA was deemed in an optimal stage to reopen its doors following the health and safety procedures here stated.

### **ELEMENTARY**

On July 17, 2020, the Governor Gavin Neesom mandated that schools in California remain closed to in-person and start the year with distance learning. On August 5, 2020, the California Department of Public Health announce the option for schools of elementary age children to apply for a waiver from the Orange County Health Care Agency to open an elementary school for in-person instruction.

MBMA is applying for the waiver to offer in-person instruction. If the waiver is granted, MBMA will offer a HYBRID program, where students will have the option to attend in-person classes or follow instruction via the Distance Learning Program.

Starting on Thursday, September 3, 2020, MBMA elementary will provide a Distance Learning Program to students enrolled in lower or upper elementary. This program will mimic the regular classroom schedule, but the students will login via zoom. The morning will start with a circle time, followed by small group lessons and worktime. After a morning break and lunch, the students will connect again for an afternoon lesson, complete the worktime and wrap-up. Students will be assigned work via an academic platform that will include their daily work and will allow for accountability and follow through.

### **COVID-19 DESIGNATED CONTACT**

Any questions, concerns, or notifications should be directed to:

Paloma Johnston

949-240-3344

[paloma@monarchbaymontessori.com](mailto:paloma@monarchbaymontessori.com)

### **MBMA PREPARES TO OPEN**

- HVAC system and filters have been serviced and replaced.
- All staff attended a meeting to review the health and safety procedures.
- MBMA has secured enough cleaning products and has establish a cleaning and disinfecting schedule according to the Covid-19 protocols.
- All staff will be tested one week prior to the re-opening. Moving forward, half of the staff will be tested every month so each individual will be tested every other month or as often as the need arises.

## **SCHOOL HOURS**

- School hours are 8:30 AM to 2:30 PM. No daycare available.

## **DROPOFF**

- To minimize contact, we are staggering the drop off time as follows:
  - Drop off anytime between 8:15 and 9:00 AM.
- We ask that the same parent drops off and picks up, if possible.
- Apply sunscreen prior to drop off.
- Parents/guardians and children will line up by the main door, keeping the distance and standing on the marked spaces until called.
- A staff member will greet the children outside.
- Screening will occur daily at drop off - temperatures will be taken with contactless thermometers and recorded upon arrival.
- The child will be then escorted to the classroom.
- The child will wash hands thoroughly (for 20 seconds) upon entering the classroom.
- Any child with a temperature above 100 degrees will not be admitted.

## **DISMISSAL**

- To minimize contact, we are staggering the dismissal time as follows:
  - Pick up anytime between 2:15 and 2:45 PM.
- We ask that the same parent drops off and picks up, if possible.
- Parents/guardians will wait by the main door, keeping the distance and standing on the marked spaces until their child is dismissed by a staff member.
- Parents who are picking up a child prior to their scheduled dismissal time must call the school ahead of time.

## **ATTENDANCE**

- Parents must report absences by calling MBMA by 9 AM.
- Parents must report any signs of illness or any symptoms to MBMA immediately.

## **CLASSROOM ASSIGNMENTS**

- Stable groups or cohorts comprised of 15 children with 2 teachers.
- Cohorts remain confined to one classroom. No mixing of cohorts.
- Napping will happen in the same room.
- Only one cohort in the playground at a time.

## **PHYSICAL SOCIAL DISTANCING**

- Classes include the same group each day and the same teachers will remain with the same group each day.
- Staggered playtimes.
- All adults and children are expected to follow distancing practices in the MBMA parking lot and in front of the school. Please note the markers on the sidewalk for spacing.
- Maintain 6 feet of distance at all times with anyone not in your immediate household.
- We will encourage spacing and distancing in the classroom to the degree that it is socially and emotionally safe to do so. We will allow children to move around the classroom and encourage them to practice distancing in any way possible.

## **FACE COVERING**

- Masks are worn by adults during screening and for the duration of dropping off children.
- Teachers and staff will wear face coverings at all times on campus.
- Students in the Children House classroom (2.5 to 6 years), are encouraged but not required to wear a mask. MBMA will respect each family's choice to send your child with a mask or not. Please assist us in educating your child on proper mask-wearing techniques. We will do our best to help facilitate and assist but cannot guarantee that the child will keep the mask on for the duration of the day.
- Children in the elementary program must wear a cloth mask unless exempt.
- Elementary children will have their own labeled box where to keep the mask while not in use.
- Each student must bring a clean mask to be kept at school in case it is needed.
- Masks must be laundered regularly.
- Children will be reminded not to touch their face covering and to wash their hands after touching their face.
- MBMA has disposable masks available as needed.
- Here is a CNN article "5 Ways to get your kids to wear masks"  
<https://www.cnn.com/2020/07/22/health/get-kids-to-wear-face-masks-wellness/index.html>

## **FACILITY CHANGES/SCHOOL**

- No parents are allowed in the building.
- We will minimize the use of the common area; children will walk direct through the office and middle room into their classroom.
- We will increase ventilation by keeping open all windows and outside doors.
- Teachers will remain in the facility throughout the day.

## **FACILITY CHANGES/CLASSROOM**

- Children will be assigned an individual table and work rug. Rugs will be laundered every week.
- The tables will be spaced 6 feet apart.
- Each child will have their own individual school supplies in a labeled pencil box kept at their table (writing pencils, scissors, eraser, glue stick, etc.)
- Large circle rug has been removed from the classroom. Children will sit on marked distant spaces at circle.

## **FACILITY CHANGES/MATERIALS**

- High risk materials have been removed from the classrooms (food prep, communal supplies, dressing frames, etc.)
- When children are done with a material, they will be instructed to leave it on a cleaning table/shelf right outside the classroom door rather than returning it to the shelf. The teachers will disinfect the materials outside before returning it to the shelf for other children to use. We believe our children will adapt to this adjustment naturally.
- Children will be encouraged to use materials at their table (even if they are traditionally rug works) when possible.
- Additional individual materials will be provided for each child according to age.

### **HEALTHY HAND HYGIENE BEHAVIOR FOR ADULTS**

- Adults must wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Adults must supervise children when they use hand sanitizer to prevent ingestion.
- Adults must supervise children with handwashing. Wash own hands after assisting the child.
- Handwashing posters are posted by all sinks.
- All staff members must engage in hand hygiene at the following times:
  - Upon arrival and after breaks.
  - Before and after preparing food or drinks.
  - Before and after eating or handling food or feeding children.
  - Before and after administering medication or medical ointment.
  - Before and after diapering.
  - After using the toilet or helping a child use the bathroom.
  - After coming in contact with bodily fluid.
  - After handling animals or cleaning up animal waste.
  - After handling garbage

### **HEALTHY HAND HYGIENE BEHAVIOR FOR CHILDREN**

- Children will be shown the handwashing procedure: wash hand with soap and water and rub hands for 20 seconds.
- To prevent ingestion, adults will supervise children when alcohol-based hand sanitizing is used.
- Adults will point out to the child the handwashing posters posted at all sink areas.
- Adults and children engage in hand hygiene at the following times;
  - Immediately after changing shoes and entering the classroom.
  - Before and after eating.
  - Before and after playing outdoors.
  - After the use of the bathroom.
  - After coming in contact with bodily fluid.
  - After touching face.
  - After handling animals.
  - Before dismissal.

### **PERSONAL BELONGINGS**

- Each child must bring a separate pair of shoes to be used and kept at school.
- Each child must bring at least 2 sets of extra clothes to keep at school. If used, they must be replaced the next day.
- Children must bring their own water bottle and lunch box, clearly labeled.
- No additional personal items allowed (toys, share, stuffed animals, etc.)
- If bringing a jacket, it will be kept on the back of their chair.

### **FOOD PREPARATION**

- Parents provide lunch in a self-contained lunchbox or bento box - please include all utensils, condiments, and easy-to-open containers.
- Parents provide any desired snacks.
- Children will wash their hands before and after eating.
- Teachers will wear gloves when handling food and refilling water bottles.

- Food preparation will not be offered, microwaves are available for the single purpose of heating up food.
- There will be no Gelson's lunch delivery available.

### **OUTDOOR PLAYTIME**

- Cohorts will not overlap with other cohorts during playtime.
- Playground equipment will be cleaned between each use.
- High-risk items/toys will not be available on the playground (basketballs, etc.)
- Teachers will direct gross motor activities during playtime (games, exercise, hopscotch, etc.)

### **NAP TIME**

- Cots will be spread out 6 feet apart alternating head to toe.
- Non-nappers will work quietly in a separate area away from the nappers, but in the same classroom.
- Cots will be labeled for each individual child.
- Bedding will be sent home to be washed or replaced daily.
- Cots will be sanitized daily.
- Please make sure to send an appropriate crib sheet and blanket. Crib sheet must cover the whole cot.

### **CLEANING PROCEDURES**

- Cleaning supplies will be stored out of reach of children.
- The bathroom will be cleaned every hour on the hour and after each use.
- The sink area will be cleaned every hour and after each use.
- Door handles, light switches, and frequently touched surfaces will be cleaned every hour.
- Any small items will be taken outside to be cleaned. Permanent fixtures will be wiped with disinfectant wipes or spray bleach away from children.
- MBMA will be professionally cleaned and disinfected every night.
- Classrooms will be treated with an electrostatic spray after dismissal.

### **HEALTH MONITORING OF STAFF**

- Staff members will be tested and must have a negative result prior to the start of the academic year.
- Staff members will be re-tested periodically as needed.
- Staff members are encouraged to take preventive actions and prevent exposure to the virus.
- Staff members will wear masks or shield while in the facility.
- Staff members are asked to be vigilant for symptoms and to report to the office immediately if they start feeling sick.
- Staff members will have daily pre-shift screening and temperature check, the results will be logged in.
- Staff may not report to work if they have a fever, or if they exhibit two or more of the following CDC symptoms of Covid-19: chills, repeated shaking with chills, cough, sore throat, diarrhea, vomiting, nausea, new loss of smell, muscle pain, difficulty breathing or shortness of breath.
- Staff may return to work only when they have been free of Covid-19 symptoms for 72 hours and with a note from their health care provider stating that they are Covid-19 free.
- Any staff showing signs of illness will leave the premises immediately and seek testing.

- MBMA will report to families any known exposures to Covid-19 positive individuals while respecting their privacy.
- A staff member who has been exposed to someone who has tested positive for Covid-19, must notify school and self-quarantine at home for 14 days. They can return to work only when they have been free of symptoms for 14 days, have a negative test result, and with a note from a health care provider that the person is Covid-19 free.

### **HEALTH MONITORING OF CHILDREN**

- We ask parents to screen their children before leaving for school: check that temperature is below 100.4 degrees Fahrenheit and observe for symptoms.
- We ask parents/guardians that children showing any sign of illness, any suspected symptoms, and/or fever stay home. Please notify the school immediately.
- We will use active screening of the children prior to entering the school.
- If while at school, a child shows any sign of illness, any suspected symptoms, and/or fever, they will be given a mask, be removed from the group and kept isolated in the back office. Parents will be called, and they must pick up within 30 minutes.
- Children may return only when they have been free of Covid-19 symptoms for 72 hours and with a note from a health care provider that the child is Covid-19 free, and a least 10 days since symptoms first appear
- If an individual is suspected of being infected with the virus, that classroom will be closed for 24 hours to provide adequate disinfection.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste and smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

This list does not include all possible symptoms. Check the CDC website for updates this list.

### **MONITORING ABSENTEEISM**

- Parents are required to call the office and report their child absence and the reason by 9:00 AM.
- The office will call the parent if a child is absent and no call has been received by that time.
- MBMA has a roster of available substitutes to call in case a staff member becomes sick.

### **IF A STUDENT OR STAFF SHOWS COVID-19 SYMPTOMS**

- If a child or staff member shows any of the COVID-19 symptoms (fever, cough, loss of taste or smell, difficulty breathing, etc.), they will be sent home immediately and required to seek testing.

- The back office will be used as the designed isolation room in case a child gets sick while at school.
- The area infected will be cleaned and disinfected following the CDC guidelines.
- Testing will be recommended. A negative test result or a note from a health provider stating that the child is COVID-19 free will be required before returning to school.
- School will remain open.

#### **IF A STUDENT OR STAFF HAS BEEN IN CLOSE CONTACT WITH A CONFIRMED COVID-19 CASE**

- The exposed person will be sent home immediately.
- They will be asked to quarantine for 14 days from last exposure.
- Testing will be recommended. A negative test result or a note from a health provider stating that the child is COVID-19 free will be required before returning to school.
- School community will be notified of a known contact.
- School will remain open.

#### **CONFIRMED COVID-19 CASE INFECTION**

- If we have a confirmed case among the children or the staff, they school will:
- Notify the local public health department.
- Isolate the person and exclude the child from school for 14 days from symptom onset or test date.
- Will notify the exposed cohort/classroom and have them isolate for 14 days after the case was present at school while infectious.
- All siblings attending school, even if in another classroom, must isolate for 14 days as well.
- Testing will be recommended. A negative test result or a note from a health provider stating that the child is COVID-19 free will be required before returning to school.
- We will close off areas used by the sick person for 24 hours to allow respiratory droplets to settle and to provide proper disinfection and cleaning.
- All areas (bathroom, office, playground, common areas) used by the sick person will be cleaned and disinfected.
- Will notify the school community of a known case.
- School will remain open.

#### **IF A STUDENT OR STAFF MEMBER TEST NEGATIVE AFTER SYMPTOMS**

- They may return to school 3 days after symptoms resolve.
- School and classroom will remain open.

#### **SCHOOL CLOSURE**

- School closure may be appropriate when there are multiple cases in multiple cohorts.
- The Local Health Officer may determine the closure of the school for a specific reason, including results from public health investigation or other local epidemiological data.
- The school may reopen after 14 days and the following has occurred: cleaning and disinfection, public health investigation, consultation with the local public health department.