



PLAN FOR REOPENING

MONARCH BAY MONTESSORI ACADEMY

32920 Pacific Coast Hwy. Dana Point CA 92629

*** Updated on August 24, 2020 ***

For an extensive and detailed list of the health and safety policies and procedures put in place by Monarch Bay Montessori Academy see the ***MBMA COVID-19 Safety Protocols Handbook*** published in August 2020.



This document outlines the plan for safely reopen Monarch Bay Montessori Academy for In-Person instruction for students in the elementary program for the 2020/2021 academic year starting on September 3, 2020.

We are conscious that we cannot prevent the transmission of the COVID-19 in our school community. However, we are confident that the health and safety procedures we have in place will minimize the risk of contagion.

This plan has been designed with the information we had available as of August 7, 2020. We recognize that change in conditions and mandates may dictate changes and modifications in our course of action. This plan will be updated as the local, state, and federal regulations require it.

COVID-19 DESIGNATED CONTACT FOR COMMUNICATION AND REPORTING

- Any questions, concerns, or notifications should be directed to:
Paloma Johnston
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CONSIDERATIONS AS WE PLAN FOR THE REOPEN OF THE ELEMENTARY PROGRAM TO IN-PERSON INSTRUCTION

- Data monitoring in Orange County by the [California Department of Public Health](#).
- Knowledge and reflection on the guidelines established by local, state, and federal authorities.
- Communication with our parent community.
- Reflection on the children social and emotional health, and educational and physical support and deliberation on the benefits that the students the gain by attending school in-person.
- Ability to secure cleaning and disinfecting supplies and PPE.
- Proven cleaning and disinfecting protocols.
- Ability to protect the health and safety of the students, staff, and faculty.
- Availability of testing for the staff as well as for potential suspected cases.
- Published information regarding the lower risk of child-to-child and child-to-adult transmission in children under 12 years and the low risk of infection in elementary school children.

- Optimal channels of communication with the community to keep them informed of new releases of information.

ORGANIZATIONS CONSULTED IN THE PREPARATION OF THE MBMA REOPENING PLAN

- [Center for Disease Control](#) (CDC)
- [California Department of Public Health](#) (CDPH)
- Governor Gavin Newsom [Health Order](#)
- [Orange County Health Care Agency](#) (OCHCA)
- [Orange County Department of Education](#) (OCDE)
- [Occupational Health and Safety Organization](#) (OSHA)
- [American Academy of Pediatrics](#) (AAP)

TESTING OF STUDENTS AND STAFF

- Staff will be tested prior to school reopening, at regular intervals as required, and when there is suspicion of exposure.
- Children will be required to be tested before returning to school after symptoms have been present.

HEALTH SCREENING AND SAFETY

- Secured cleaning supplies to continuously disinfect the school.
- Sufficient supplies of hand sanitizers, soap, masks, shields, gloves, tissues, paper towels,
- Secured non-touch thermal scan thermometers for symptom screening.
- Staff has been instructed to self-screen before leaving for school and to stay home and contact the school with any suspicious symptoms.
- Staff will be screened prior to enter the classroom, temperature taken and self-reported symptoms and exposure to COVID-19.
- Have a plan for when a student, teacher, staff member or a member of their household has been exposed, tests positive for COVID-19, and exposed others at the school.
- Have restricted access to the school to parents and visitors.
- We monitor students and staff throughout the day for signs of illness.
- Have a plan for detection, isolation, and supervision for when a student, teacher, or staff member exhibits symptoms of COVID-19 while at school.
- Staff member exhibiting symptoms will be exclude from school and sent to medical care.
- Health questionnaire for staff and students.
- Active screening prior to the student entering the school.
- Have secured a substitute plan.
- Have created a reporting procedure to parents, and local public health department.

FACE COVERING

- Masks are worn by adults during screening and for the duration of dropping off children.
- Teachers and staff 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.
- Students in the elementary program must wear a cloth mask unless exempt for medical reasons. Parents will provide the student's masks.
- Each student will have their own labeled box where to keep the mask while not in use.
- Students will bring an extra mask in a labeled plastic bag to be kept at school.
- Masks must be laundered regularly.
- Children will be reminded not to touch their face covering and to wash their hands after touching their face.
- Reminder signs are posted throughout the facility.

CAMPUS ACCESS, ENTRANCE, AND MOVEMENT WITHIN THE SCHOOL

- School hours: 8:30 AM to 2:30 PM. No daycare available.
- Staggered drop-off and pick-up times.
- One main entrance to the school.
- Parent and children wait outside the main door, keeping the distance and standing on the marked spaces until called.
- No parent or visitors enter the building.
- 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 through the office.
- Common areas will not be used.
- 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.
- Deliveries are accepted outside of the building.

HYGIENE PRACTICES

- Students and staff wash or sanitize hands as they enter the facility.
- Handwashing stations available throughout the facility.
- Teacher demonstrate and monitor handwashing techniques with children.
- Secured ample supplies of hand sanitizer. Children uses hand sanitizer under adult supervision.
- Teacher demonstrates the proper use of tissues and how to wipe nose, cough, and sneeze.
- Discourages touching of face, mouth, or masks.

PROTECTIVE EQUIPMENT

- Staff members have received training regarding the proper use, removal and washing of masks.

- Mask or face shields are required for all staff members and children first grade and up. Masks on children under 5 years are left to the parents' discretion.
- MBMA has available disposable masks, face shields, and disposable gloves.
- All adults must wear a face covering while approaching the building.

PHYSICAL DISTANCING

- Adults are asked to keep social distancing of at least 6 feet while outside the building. Respect the distance by standing in the marked spots.
- Cohorts are limited in size. Cohorts stay in their classrooms and do not mix.
- Drop-off and pick-up times have been staggered to avoid crowds and maintain social distancing.
- To minimize the size of the cohorts, MBMA offers a Hybrid Academic Program with the option of In-person and Distance Learning Program.
- Physical distancing is kept while on the playground. Activities are limited to those that do not require physical contact.
- Playground equipment is sanitized after each cohort use.
- The number of students in each cohort is determined by the size of the classroom and the position of the tables to be placed 6 feet apart.
- The outdoor space will be utilized for classroom activities, snack, lunches, and physical education.

FOOD SERVICE

- Parents provide lunch, snacks, and water bottle, must include utensils, napkin, and condiments.
- Meal preparation and service is not provided.
- Elementary students will have their meals outdoors.

STAFF

- Staff will remain in the building during the duration of their shift.
- Staff keep social distancing, and avoid congregations in the break room, and office.
- Staff meetings will be held in house maintaining social distancing and via zoom.

CLEANING AND DISINFECTING

- Facility is cleaned and disinfected prior to reopening.
- MBMA has designed very strict protocols for the daily cleaning and disinfecting of the facilities and materials.
- Disinfecting of tables, chairs, bathroom, and educational materials after each use.
- Frequent disinfecting of touch surfaces, door handles, light switches, playground equipment, restrooms, toys, etc.
- Materials not conducive to frequent cleaning has been removed for the classroom.
- Share time of personal items such as toys, stuffed animals, books, etc. is not allowed.
- MBMA uses disinfecting products approved by the EPA for use against COVID-19.

- Doors and windows are kept open for ventilation.
- School's HVAC system has been serviced in the last month and filters have been replaced.
- Use heap filter air purifier if deemed necessary.
- Detailed cleaning and disinfection of the building is done nightly after the children have left for the day.
- Areas exposed to any sick person will be closed and cleaned and disinfected after 24 hours.
- HVAC filters have been serviced and replaced prior to reopening.
- Drinking fountains are not in use, children have personal water bottles.
- Children belongings are isolated to avoid cross-contamination.

COHORTS

- Stable cohorts comprised of a maximum of 15 children with two teachers.
- Cohorts remain confined to one classroom. No mixing of cohorts.
- Only one cohort using the playground at a time.

FIELD TRIPS

- No field trips will be scheduled until it is deemed safe by local health authorities.

ENTRANCE, AND MOVEMENT WITHIN THE SCHOOL

- School hours: 8:30 AM to 2:30 PM. No daycare available.
- Staggered drop-off and pick-up times.
- One main entrance to the school.
- Parent and children wait outside the main door, keeping the distance and standing on the marked spaces until called.
- No parent or visitors enter the building.
- 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 through the office.
- Common areas will not be used.
- 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.

TRAINING AND COMMUNICATION WITH PARENTS, STAFF, PUBLIC HEALTH OFFICIALS AND THE COMMUNITY

- Staff members are provided information and undergo training in the safety protocols, policies and procedures, health screenings and temperature taking, symptom identification and reporting, and cleaning and sanitizing procedures.

- MBMA communicates with the parent community in various forms: via group email, google calendar and google drive, surveys, printed newsletter, zoom meetings, and phone calls.
- MBMA holds weekly staff meetings.
- MBMA shares the Plan for Reopening and the Safety Protocols Handbook.

PLAN TO ADDRESS COVID-19 EXPOSURE AND POSITIVE CASES

IMPORTANT NOTE: We ask parents not to give children fever-reducing medicine prior to attendance to school. If a child has taken medicine 24 prior to attendance, the child will not be allowed to attend.

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.
- 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 it from school for 14 days from symptom onset or test date.
- All siblings attending school, even if in another cohort, must isolate for 14 days as well.
- Will notify the exposed cohort and have them isolate for 14 days after the case was present at school while infectious.
- 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 TRIGGERS

- School closure may be appropriate when there are multiple cases in multiple cohorts.
- In the chance that the school closes, elementary students will continue instruction via the Distance Learning Program.
- 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.

SHARED COMMUNITY RESPONSIBILITY

We recognize the shared responsibility that the whole MBMA community shares to keep families, staff and children safe and to mitigate transmission of the Covid-19 virus and to minimize the risk of contagion. For this purpose, we ask that everyone:

- Follow state, county, and local health orders.
- Stay aware of the known COVID-19 symptoms and to monitor the family's health.
- Become familiar with the school's COVID-19 protocols.
- Read all communication from school.
- Keep MBMA informed of any changes in the family's health or potential exposure to COVID-19.

INFORMATION ON TESTING

The County Health Officer requires that we include the following information:

- All COVID-19 positive tests (cases) or known close contacts of cases in students or staff are reported to the Health Care Agency (within one business day) by calling the COVID Schools Response Team through the Orange County Health Referral Line (HRL): (800) 564-8448 – option 2, between 9 AM-5 PM on weekdays. (Note: this option is for School Personnel only)
- COVID-19 Testing:
 - Include information about the availability of COVID-19 testing (symptomatic only) that is available through the Orange County COVID-19 Testing Network (from community health centers that offer testing and care, even if you do not have health insurance). Information available at: <https://occovid19.ochealthinfo.com/oc-covid-19-testing-network-those-symptoms>
 - Include information about the availability of COVID-19 testing at the Orange County COVID-19 Super Site for Orange County residents at no-cost for people who meet Public Health priorities for testing (symptomatic or close

contacts) and cannot get a test through their medical provider (doctor).
Information available at: <https://occovid19.ochealthinfo.com/supersite>

- Include information about COVID-19 testing available for people with insurance. Information available at: <https://occovid19.ochealthinfo.com/testing-resources-orange-county>
- Include information about the COVID-19 Testing Locations Map. Information available at: <https://occovid19.ochealthinfo.com/covid-19-testing-locations-map>
- CDPH has revised the guidance to recommending, but not requiring, routine testing for staff. Schools may revise their reopening plans accordingly.