

Children's House Montessori School
3025 Monterey Road
Atascadero, CA. 93422
(805) 466-5068

School In-Person Instruction Plan

I. Completed Application Form

Our school, Children's House Montessori School, is applying for a waiver to allow for in-person instruction for our students, grades 1-6. We have two elementary classrooms, a first to third grade with 20 children enrolled and a fourth to sixth grade with 16 enrolled. We are hoping, with this waiver, to have half of the children attend on Mondays and Wednesdays and the other half on Tuesdays and Thursdays. Fridays will be available for children whose families do not want to come two full days but will come for an individual time. We will also offer online learning for any students who do not wish to attend in-person. We understand this waiver can only be granted if it is safe to do so. The following is our plan:

1. Healthy Hygiene Practices -

*The teachers will initially give a lesson to each student on the correct way to wash their hands. Teachers and children will be required to wash hands routinely, before entering the classroom, before they use new work materials, before and after eating, after using the restroom, and before entering the classroom from the playground.

*Each class has a bathroom as well as a classroom sink available for hand washing. There is also a sink on the playground and on the outside patio.

*A hand sanitizer dispenser will also be available in each classroom and by each exit/entrance.

*We have installed all motion detecting, hands-free soap and paper towel dispensers throughout the school.

2. Face Coverings -

*All staff are required to wear masks at all times, unless they have a medical reason to wear a face shield instead. Staff will only remove masks during meal and snack times, or when alone and away from others, outside. In other words, they can take a break from wearing the mask to catch a breath, as long as they are alone and outside.

- *We will require all students in Third through Sixth grade to wear masks when they are inside the classrooms. If masks are not appropriate for some, in rare cases, face shields may be worn instead.
- *Distance learning is available for any student who will not or cannot wear face coverings.
- *Students in First and Second grade will be encouraged to wear face coverings or face shields.
- *Parents and visitors will be required to wear face coverings at all times, while on school grounds.
- *No one in grade Three and older will be allowed on school grounds without a mask,. If, for medical reasons, a mask is not appropriate, a face shield must be worn.
- *Face coverings for everyone, will only be removed during meals and snacks while maintaining 6' distance from others.
- *Face coverings will only be removed when outdoors and when participating in a structured outdoor classroom, 6 feet apart or sitting 6 feet apart while having lunch or snack. Otherwise, masks will not be removed during recess time.
- *To enforce face coverings, we will have a supply on hand at all times. Parents, staff and students will be given training information about proper use of face masks. Parents and staff will be required to sign an agreement after training.
- *Signage will be posted indicating the requirement of masks.

3. Cleaning and Disinfection -

- *Each student will have their own desk, chair and tote bag with essential supplies.
- *The communal Montessori materials will be sanitized after each child completes their work with them. The student will put the material on a designated cleaning table or they will place a YIELD sign on the material on the shelf and a designated staff member will sanitize it, take the YIELD sign off and then it will be available for the next student.
- *All approved EPA and CDC sanitizing products will be used.
- *The only items coming in and out of the classroom will be the student and staff's lunch boxes and water bottles. These will be wiped down upon arrival and departure.
- *Drinking fountains will be turned off or covered.
- *All high touch surfaces- computer keyboards, light switches, desktops - will be sanitized throughout the day.
- *Bathrooms will also be sanitized throughout the day, at least every 30 minutes.
- *At the end of each day, professional janitors from Coverall Cleaning Company will thoroughly clean and sanitize the classroom using CDC listed products.

*We do not use any buses or transportation services in our school.

*We do not use a food service at our school.

*Kitchens will not be used for food preparation. All staff and students will be instructed to not bring items that require heating or prepping.

4. Ventilation and Use of Outdoor Spaces -

*Each of our two elementary classrooms has at least 2 doors to the outside as well as multiple windows that will be kept open.

*Each classroom has its own patio where children can do their work. Tables will be set out on the patio as well as some shelves, but students can bring all work outside to the patio at any time, while maintaining a distance of 6 feet.

*We also have a very large (almost one acre) playground area as well as a creek bed where the children can spend much of their day.

5. Distancing -

*The ratios between teachers and students will be 2 teachers to 10 or less children.

*We have purposely limited our enrollment, this year to accommodate for extremely small class sizes and to insure plenty of room for physical distancing.

*This year our Upper Elementary classroom will have only eight students each day of in-person instruction (we accommodated 28 students, comfortably, last year).

*This year our Lower Elementary classroom will have only ten students each day of in-person instruction (we accommodated 28 students, comfortably, last year).

*We have rearranged our classrooms to take advantage of outdoor spaces and we have placed desks 6 feet apart.

*Group time will take place on each child's personal carpet square, 6 feet apart, outside or in our large 2000 square foot barn.

*Students will eat lunch at their personal desk or outside 6 feet apart.

*Each class will arrive and depart on a staggered schedule, ensuring physical distancing and separation of cohorts.

6. Sharing Objects -

*All materials will be sanitized between uses.

*Students, upon finishing their work with the materials, will either put them on a table to be sanitized or place a YIELD sign on them. The teachers will sanitize them and put them back or remove the YIELD sign.

*The students will either have their own tablet or they will share a computer which will have a keyboard cover that will be sanitized between uses.

*Whenever possible, students will have their own personal supplies.

7. Cohorting -

*Our school has two elementary classrooms.

*A first-third grade class with 20 students and 2 teachers and a fourth-sixth grade classroom with 16 students and 2 teachers.

*This means that on Mondays and Wednesdays, our 1st-3rd grade class would have 10 students present and our 4th-6th grade classroom would have 8 students present.

*The same number of students in the 2nd cohort would attend on Tuesdays and Thursdays

*Each of these classes have their own entrance, their own patio, their own bathrooms and their own kitchen area.

*They would also use completely different outdoor play areas.

*Students in each cohort will always be the same students. Parents will never be allowed to change days.

8. Teacher and Other Staff Safety -

*The only staff members who are over the age of 60 and are deemed “at risk” are in administrative positions. They would work from their offices.

*All staff will go through the health screening and get their temperature checked each day.

*Teachers will stay in their own classrooms for the majority of the day, will wear masks, wash their hands regularly and keep 6 feet apart.

*By having no more than 10 children at a time in any given classroom, the number of people coming into contact with the teachers is less.

If a staff member sees another staff member using the copy machine, paper cutter or kitchen, they will return at a later time.

*Staff meetings will take place outside, 6 ft apart with masks or on Zoom.

*Staff are instructed to stay home if not feeling well.

*Visitors will be greeted outside the front door by the director and will not be allowed into the school building.

*If the Director needs to speak with parents, she will meet with them on the outside staff patio, with masks and physical distancing.

9. Training Staff and Educating Families -

We will educate staff and families regarding all aspects of the program, including:

- Child and Staff Health Checks
- Social Distancing and Group Size
- Mask regulations
- Cleaning and Sanitation
- Handwashing
- COVID exposure and positive testing protocol

*Signage is posted throughout the school regarding distancing, proper hand washing and COVID information on how to protect others and ourselves.

*Training through the San Luis Obispo Office of Education slide show (California Department of Pesticide Regulation <https://online2.cce.csus.edu/dpr/login/index.php>) and written information is being provided to the teachers on COVID 19, cleaning and sanitizing, and personal responsibilities for all of us in slowing and stopping this virus.

*We are sending emails and holding zoom meetings for parents to understand the requirements of symptom checking, mask or face shield wearing, physical distancing and non-essential travel.

*Parents will be asked to read all procedures and policies and to sign an agreement of compliance.

*Training will include identifying and responding to a medical emergency.

10. Health Screening and Isolation -

- A. This screening test will be given to **each student outside**, upon arrival. Health screen will include a temperature check using a non-contact thermometer. **If the temperature is 100.4 degrees or more, the child cannot be at school.** (Parents must always remain outside the school building):

1. Is anyone in your household exhibiting COVID-19 symptoms?

• How is your child feeling today? -lethargic, poor appetite, itching, unusually cranky etc. • Is there any coughing, fever, or diarrhea?

2. Was your child given any fever reducing medication today (ex: Tylenol)?

3. Has he/she had contact with anyone who is sick?

4. *Has anyone in your household been sick at all in the past 3 days?*
5. *Has anyone in your house been exposed to a confirmed COVID case and/or is anyone in your household awaiting COVID test results?*
6. *Has anyone in your household been contacted by the Public Health Department? If so, are they following all instructions?*

***If you answer yes to any of these questions your child and any enrolled siblings, will not be able to attend. No exceptions. If you have questions please contact the Director, Korey Dudley or Assistant Director, Dana Willis (office@childrenshouse.cc).*

*Symptomatic students will be directed to get tested immediately and referred to their health care provider or readyslo.org for the current list of testing sites.

*If a child becomes sick while at school, they will be sent to our isolation area which is the Director's office. The Director will move her office to the staff lounge. The child's parent or guardian will be called immediately to come pick up their child. The office will be aired out and disinfected before using it again.

B. For Staff: Temperatures will be taken (**If the temperature is 100.4 degrees or more, the teacher will be sent home**) and these questions will be asked each morning upon arrival:

1. Is anyone in your household, including you, exhibiting COVID-19 symptoms?
2. Have you or anyone in your household had any known exposure to COVID 19?
2. Do you have a cough?
3. Do you have any shortness of breath?
4. Are you unable to taste or smell?
5. Have you had any signs of illness in the last 48 hours?
6. Have you taken any fever reducer in the last 48 hours

***If a staff member becomes sick at school, he or she will be sent home immediately.*

*Symptomatic staff members will be directed to get tested immediately and referred to their health care provider or readyslo.org for the current list of testing sites.

RETURN TO CAMPUS CRITERIA:

*Sick staff members and students who **test negative** for COVID-19 must not return to campus until symptoms have significantly improved and no fever for 24 hours (without using fever-reducing medicine).

*Sick staff members and students who **test positive** for COVID-19 **or do not get tested** for COVID-19 must not return to campus until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever (without using fever-reducing medicine), symptoms have significantly improved, AND it has been at least 10 days since symptoms first appeared.

*We will monitor staff and students throughout the day for signs of COVID-19 symptoms.

11. **Managing Cases** -

*We will immediately notify Public Health of confirmed cases and provide Public Health with contact information for exposed students and staff.

*We are committed to keeping our cohorts small but will also work diligently to investigate any exposure at our school outside the cohort.

*We will keep detailed records of attendance.

*We will document all illnesses and/or symptoms for children and staff on a daily basis.

12. **Testing** -

*Children's House Montessori School will work directly with the San Luis Obispo County Public Health Department in response to the need for rapid testing of students and staff when there is a confirmed case of COVID-19 at CHMS.

*An updated list of testing locations, rapid response times and additional information will be made available as a [link to the current testing locations listed on the County Health Dept. website](#).

*When a confirmed case happens at our school, we will immediately call each family and teacher involved, as advised by the public health department.

*We will notify all families by email and/or phone, that a confirmed case has been identified at our school.

*We will comply with HIPAA guidelines, keeping each individual's medical information confidential.

13. **Identifying a Point of Contact** -

***The designated person to use as the point of contact for Public Health would be the School Director:**

**Korey Dudley: (805) 610-4277
10355 San Marcos Road
Atascadero, CA. 93422**

Alternate:

Assistant Director, Dana Willis: (805) 295-0002

14. Sports and Extracurricular Activities -

- *We have cancelled our regular PE classes we used to have in the past.
- *Students will remain in cohorts during all activities and will only do activities where they can maintain 6' physical distance.
- *Activities with excessive exertion will not be allowed.
- *We will not use any shared sports or game equipment.
- *We have cancelled all extracurricular activities for the school year.

15. Widespread Flu Vaccination -

- *In the fall, the school will send out emails to all staff and families to encourage them to obtain a flu vaccination.
- *In the fall, the school will post signs, encouraging staff and families to obtain a flu vaccination.

16. Triggers for Switching to Distance Learning -

Triggers will include high community transmission rates and/or positive cases among staff and students.

- *The school will revert to distance learning when multiple cohorts have cases or 5% of students and staff test positive.
- *As a private school within Atascadero Unified School District, we will follow the district switch to distance learning when 25 percent or more of schools have been physically closed due to COVID-19 within 14 days, unless instructed otherwise by county health department.
- *All closure decisions will be made in consultation with our local public health officers.
- *After a 14 day closure, we will only return to in-person instruction with the approval of the public health officer.

17. Communication Plans -

* Our director will be in constant contact with our local health department, Dr. Penny Borenstein and the Superintendent of San Luis Obispo County schools, Dr. James Brescia, for guidance and updates.

* The school will share all updates and recommendations with the staff and families in a timely manner.