



# Guidepost Montessori

## Daily Health & Safety Procedures

### During COVID-19

Due to the COVID-19 pandemic, we have greatly heightened our health and safety procedures to keep our environment as safe as possible for the entire community. The goal of these procedures is to limit the risk of in-school transmission if someone were to contract the virus from community spread, and then bring it into a school.

The three basic means of limiting transmission are:

- *Limiting the social graph of those in school.* The fewer in-person connections a child or staff member has, the less capable they are of transmitting the virus even if they have it. Examples of this include containment of community members to specific classroom cohorts, limited/staggered use of public spaces, and reduced cohort sizes. (State-specific group sizes are listed at the end of the document.)
- *Limiting social contact within a classroom,* that is, social distancing and masks. The practices, policies, and expectations here vary somewhat by the age of the children. The previous policy would prevent widespread transmission between classrooms; these policies make transmission within a classroom less likely.
- *Preventative health checks.* Daily temperature checks, symptom checks, and protocols that take these as inputs and deliver certain recommended or mandated actions as a result (typically temporarily excluding a community member from campus or temporarily shutting down a classroom or school).

### Guidepost's Approach to COVID-19

The COVID-19 pandemic is a significant, new health risk. As a coronavirus that is novel, has the ability to spread quickly through a population with little immune resistance, and our preventative and treatment options are necessarily nascent.

Guidepost is taking COVID-19 seriously, as you will see throughout this document. But as you will also see, we are also guided by the belief that the risks of COVID-19, particularly the transmission risks in a school context, are *manageable*. They cannot be eliminated, but they can be greatly reduced. Moreover, we also believe that school is profoundly, irreplaceably valuable for children and their families. School is a value that is worth the risk—especially the reduced, actively managed risk that will result from following these protocols.

The current revision of this document is October 2020. There are substantial changes, all of which have been driven by an increased knowledge of and experience with COVID-19. When the threat of the pandemic became fully clear in February and March, we knew a bit about the virus, but not nearly as much as we do now. We can now be much more confident in the relative effectiveness of best practices, rest a bit more easily knowing that children are two orders of magnitude less susceptible than more vulnerable populations, and also have a sense of the cost and effectiveness of our own response measures, having run in-person programs of various sorts for the past six months and having faced down a few positive cases in our school communities.



While particular policy prescriptions have changed somewhat—and may very well change again as we get more knowledge of the virus and as treatment options evolve—our approach remains fundamentally the same: to take the virus *very* seriously, to mitigate risk and especially risk of transmission amongst *all* stakeholders, *and* to remain open and to serve as many children as safely possible.

## Group Sizes

Group sizes are regulated by state and local orders based on the COVID-19 numbers and variables of a state, city, or county. Generally, regardless of Executive Orders, we are going to keep group sizes small enough to meet social distancing requirements.

Classroom capacities are based on the recommended 6 feet of social distancing per student or the state recommended distance.

## Close Contact to COVID-19 and Outbreaks

The CDC defines close contact as “an individual within 6 feet of an infected person (someone who tests positive for COVID-19) for at least 15 minutes or more.”

Expectations for when staff or students tests positive for COVID-19:

- The person who tested positive will self-quarantine for 14 days
- The school will contact both local department of public health to consult on whether the campus, cohort, and or individual needs to self-quarantine
- The Head of School will need to document who was exposed, at what time(s), where, and document all the cohorts and staff whom that individual who was exposed came into contact with at the school within the past 24 hours
- Parents will be notified via phone call within 24 hours that someone in the community has tested positive and have the option to pick up their child/send their child home if the positive test news is discovered during school operating hours
- A deep clean of the space where the person who tested positive has been within the last 24 hours will need to happen after 24 hours have passed so that all respiratory droplets have settled before cleaning and disinfecting

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. The campus will also 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.

## Symptoms of COVID-19

If a student shows symptoms of COVID-19 the student will be asked to isolate for 10 days and provide results of the COVID-19 Rapid Test. If the student tests negative, then the student will be asked to follow the general policy for illness – the student must be symptom-free for 24 hours without fever or pain-reducing medications.

## School Closure Criteria

School closure will be based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19 and following consultation with the Local Health Officer. School closure will be considered if there are multiple cases in a cohort at school or when at least 5 percent of the total number of teachers/student/staff have positive cases within a 14-day period. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. Virtual schooling is always an option to all students. If the school closes for an extended period of time students will begin virtual learning.



## Testing Staff

School staff are essential workers and will be tested periodically as testing capacity permits and as practicable. All staff will be tested over a 2-month period, where 25% of staff are tested every 2 weeks to rotate testing of all staff over time. The campus will increase frequency of staff testing if required by the county or state. Guidepost will encourage the use of health coverage for testing requirements. Staff are encouraged to visit their primary caregiver for testing.

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.

## Workplace Inspections

We will conduct periodic inspections using Guidepost's Covid-19 Prevention Plan 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.

## Staff Training

Guidepost provides Health & Safety Training once per week for all new staff. Once trained, guides and administration have access to a health and safety designed to answer questions and provide ongoing support to the campus. All staff will attend the [OSHA COVID-19 Training for CA Employees](#).

<https://trainingacademy.dir.ca.gov/page/on-demand-training-covid19>

## Campus COVID Point of Contact

The campus Head of School is the COVID Point of Contact. The Head of School will issue

all communication to families regarding changes in health and safety policies, campus exposures or cases, and campus closures. The Head of School in collaboration with the Central Compliance Team will report all confirmed COVID cases to the local health department.

## Communication

Guidepost will be transparent to staff and families when it comes to new health and safety measures, education, possible COVID exposures and confirmed cases. Communication will be facilitated by the Head of School through our CRM system. Families will be sent updates through email and phone calls when necessary.

## Travel and Social Distancing Policy

Just as we take the health and safety of our community very seriously while at school, we also ask our staff and families to limit social contact outside of school: to practice social distancing, to wear face coverings, to only travel if necessary, and to not attend events with more than a handful of people present. While we are not requiring families to notify us of any personal travel or activities, we are asking that for the safety of our communities that all of us continue to follow CDC and local recommendations for health and safety protocols.



## Preparing the Environment

Just as we prepare our environment for learning, we can also prepare our environment for social distancing and to maximize health and safety. The following guidelines will help minimize this risk:

Guidelines
When possible, set up the classroom to encourage social distancing (i.e., reduce the number of chairs at each table, provide extra space between belongings, place distanced stickers on the floor for circle time.)
Open windows to allow fresh air to flow in when possible.
Hand sanitizer should be available for use by staff and students. Students should be supervised when using hand sanitizer.

## Arrival Procedures

To limit exposure, drop off will occur outside of the building and include a temperature check. Make sure you're following the guidelines below during drop-off each day:

Guidelines
Consider your school's layout and determine if parents can walk their child to an outside classroom door, or if the administrator should conduct drop off in front of the school and then escort children to the classroom. Either way, parents should not be entering the building and walking through the front door to escort to inside classroom doors.
In most cases, an administrator will set-up outside the front door to greet families, take attendance, take temperatures, and conduct a daily wellness check.
Conduct temperature checks for all children and adults (including staff members, repairmen, etc.) that enter the building using a touchless, infrared thermometer.



Ask any adult entering the building whether they have experienced the following symptoms or observed them with anyone else in the household:

- Fever (100.0 or higher)
- Vomiting
- Diarrhea

Or any of the following *unexplained* symptoms:

- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Congestion and runny nose
- Fatigue

There is a shorter list of symptoms for children under 18 years old. This is because some symptoms are much less common in children with COVID-19 than adults with COVID-19. Other symptoms are so common in children that they are not helpful in deciding whether a child may have COVID-19, such as congestion and runny nose.

Ask whether any children entering the building have experienced the following symptoms:

- Fever (100.0 or higher)
- Vomiting
- Diarrhea

Or any of the following *unexplained* symptoms:

- Cough
- Sore throat
- Difficulty breathing or shortness of breath
- Chills and shaking
- New loss of taste or smell
- Headache

If symptoms exist, the child must remain at home until they are symptom free without medication for 24 hours.

Parents are required to wear face coverings during drop-off.



## Entering & Exiting the Classroom

As guides and children arrive to the classroom, and anytime anyone enters the classroom throughout the day, make sure to:

Guidelines
Wash hands with soap and water for at least 20 seconds.
Use an EPA-approved disinfectant to gently wipe down lunchboxes and other belongings that will be stored communally.
Use gloves or wash hands after handling items brought into the classroom.

## Daily Containment Routines

There are a variety of heightened health and safety procedures throughout the day, that may look different than you're used to at school.

Here's a general list of what will go on throughout the day:

Guidelines
Children will remain in their own classroom throughout the day and avoid any mixing of groups.
Guides will wipe down high traffic areas (door handles, light switches, etc.) using an EPA- approved disinfectant 3 times a day, and administrators/floaters should wipe down any high traffic areas they touch when entering a room.
Use the school's touchless, infrared thermometer to implement mid-day temperature checks for all children and staff.
Guides will limit touching children by using creative communication (air fives, waving, air kisses) to encourage social distancing.
If more than one classroom group must use the same restroom or bathroom due to limited space, it must be cleaned after each group. <i>Classrooms should only share restrooms if absolutely necessary.</i>



## Lunch & Snack

The following procedures will reduce the risk of contamination:

Guidelines
Guides will use gloves or wash hands whenever serving or helping children with food.
Children cannot assist with any classroom food prep or serving.
School should use real dishes, silverware and placements when it is feasible to be cleaned and disinfected before reuse.
Do not serve family style meals or snacks. Guides will serve the food rather than placing it on a table or shelf.
At this time, no outside food should be brought into the classroom to be shared (i.e., parents bringing food for a child's birthday.)

## Face Coverings

The best way to minimize exposure among our small groups and preserve our containment efforts is through consistent, responsible use of face coverings.

### Face Covering Guidelines

Guidelines
All staff members and students should wear a face covering at all times.
Staff members and students are required to wear face coverings when outdoors.
Face coverings should be washed daily, or a new one should be worn each day.
Store face coverings in individual, labeled Ziplock or paper bags when not in use. Leave the Ziplock bag open to create a separate but breathable environment.



## Playground & Gross Motor Spaces

To further our containment efforts and minimize exposure across classrooms, we are intentionally scheduling outdoor and gross motor time to eliminate overlap and allow for cleaning between uses.

### Guidelines

Classrooms will follow an outdoor schedule that allows for one classroom on the playground or in the gross motor room at a time.

High touch playground surfaces will be sprayed with soap and water and wiped clean after each use. This excludes wood surfaces.

Only one classroom is allowed in the gross motor room at a time. The door must remain closed and the room and materials must be disinfected after use before another class can enter.

## Staff Breaks & Lunches

By social distancing and taking elevated sanitation precautions when in common spaces like break rooms and restrooms, we can actively minimize exposure at school.

### Guidelines

Stagger breaks and lunches to encourage social distancing.

Wipe down the toilet lever, sink, and door handle upon exiting restrooms.

Choose an isolated location for staff breaks and lunches. This may be an empty classroom or breakroom or may be outdoors. If this is not possible, then staff should remain at least 6 feet apart.

- Close the door to the break room when inside.
- Wipe down touched surfaces including but not limited to the table, chair, and door to the break room or classroom when done.

Wash hands before and after eating, using the bathroom, and touching items outside of the classroom.

Staff should not congregate in common spaces or outside the building. Staff should practice social distancing at all times.



## Additional Administrator Responsibilities

Guidelines
Ensure that all staff members have a copy of this Health & Safety Procedures document and have it publicly posted for reference. This document is updated regularly, so please change out accordingly.
Use an iPad to clock children in and out each day, instead of having parents use the Smartcare kiosk.
Make sure all staff have walkie talkies or a communication device. Wipe down walkie talkies with an <a href="#">EPA approved disinfectant</a> before and after use.
Make sure you have a designated sick space on campus, where a child will wait until a parent arrives. This should include a disinfected cot with a clean sheet; this cot should be cleaned after each use. If the child is coughing, apply a face covering.
Emergency drills should be practiced one class at a time to prevent the mixing of groups. You may also consider adding a secondary space for an actual evacuation.
Use the <a href="#">Janitorial Room Signs</a> to let your janitorial team know which classrooms to clean each night.

## Transportation Procedures (if applicable)

Guidelines
All adults and children must wear a face covering.
Vehicle must be cleaned and disinfected after each use.
Anyone boarding the vehicle must follow symptom-screening protocol and must have their temperatures taken.
Hand sanitizer must be available.
Assign each child a seat in the vehicle, ensuring there is as much space as possible between children.
Practice social distancing during loading and unloading.



## End-of-Day Procedures

At the end of each day, guides will follow these guidelines to facilitate a safe departure for the children and get their environment ready for the following day.

Guidelines
Facilitate pick up with parents at the classroom or designated door.
Assist the child in gathering items and bring the child to the door for departure.
Gently wipe down materials with an <a href="#">EPA approved disinfectant</a> before leaving the classroom.

## Cleaning & Disinfecting Resources

EPA List of Disinfectants	<a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a>
Disinfecting Solution for the End of Day	<p>4tsp chlorine bleach / qt. water OR 5tbsp chlorine bleach / gallon of water</p> <p><i>Please note that this should only be used when children are not present in the building.</i></p> <p><i>If using a store-bought disinfectant, please follow the directions listed on the container.</i></p>
Sanitizing Solution for Diapering Station	1 tbsp bleach / qt. water OR 4 tbsp / gallon water
Sanitizing Solution for Surfaces/Toys	$\frac{3}{4}$ tsp bleach / qt. water OR 1 tbsp / gallon water