



Village Montessori University Montessori Westpark Montessori Northwood Montessori

## **COVID-19 SAFETY MODIFICATIONS STAFF COVID-19 TRAINING PACK**

### **COVID-19 Symptoms**

**From the CDC website:** <http://www.cdc.gov/>

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 (This list does not include all possible symptoms):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Respiratory illness
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**ALL STAFF:** If you have a fever, cough, find it hard to breathe, or are generally feeling ill, you must **STAY HOME**. If you have had any exposure to another individual with a confirmed COVID-19 case **STAY HOME**. **DO NOT** come to school if you have any of the above symptoms or exposure. Please **CALL** your director as soon as possible to notify them. **DO NOT COME INTO THE SCHOOL**. Call your health care provider. If related to COVID-19, please see Section VIII below for procedures.

### **COVID-19 Symptoms in Children**

The symptoms of COVID-19 are similar in children and adults. However, children with confirmed COVID-19 have generally presented with mild symptoms. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. It's not known yet whether some children may be at higher risk for severe illness, including children with underlying medical conditions and special healthcare needs. There is much more to be learned about how the disease impacts children.

### **COVID-19 Transmission and Prevention**

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

#### **The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

**In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.**

## **The virus may be spread in other ways**

It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

## **Protect yourself and others**

**The best way to prevent illness is to avoid being exposed to this virus.** You can take steps to slow the spread.

- Maintain good social distance (about 6 feet). This is very important in preventing the spread of COVID-19.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a cloth face covering when around others.

## **POLICIES AND PROCEDURES**

**As Montessori Schools of Irvine serves children from infants through early elementary, the following includes policies to cover all of these ages.**

### **I. Overview of state guidance for childcare**

This is a new disease and guidance continues to change as more is learned about it. Current guidance is based upon recommendations of the following agencies, including CDPH COVID-19 Update Guidance: Child Care Programs and Providers, CDPH COVID-19 Industry Guidance: Schools and School Based Programs, and State of California Community Care Licensing. Policies and procedures will continue to be updated as additional guidance is received.

#### **a. References for guidance on childcare – Some of the main sites we use for continuing guidance:**

- CDSS- Community Care Licensing Guidelines – <http://www.cdss.ca.gov/>
- CDC- <http://www.cdc.gov/>
- California Department of Public Health (CDPH)- <http://www.cdph.ca.gov/>
- OC Health Department- <https://occovid19.ochealthinfo.com/>

#### **b. Best Practice guidance includes the following:**

- Social and physical distancing- maintain 6 feet of distancing between individuals, intentional creation of physical space
- Ventilation- open windows and doors
- Group size and ratios- groups as small as possible not to exceed ratio and capacity requirements
- Co-mingling of groups- keep the same children and teacher(s) with each group
- Health monitoring- screening procedures before entry and monitoring throughout the day
- Limiting contact and risks of contamination
  1. At this time only children, staff and maintenance personnel are permitted in the building.
  2. Visitors, guests and parents are to limit visits and not to enter the building to the extent possible. Tours are given from outside the building through windows.
  3. There is limited movement of any staff between schools to minimize exposure spread. If you need to contact management that is not onsite, please call or email them directly (listed at end of pack).
- Cleaning and disinfecting of frequently touched areas. Shared items are minimized.
- Additional best practices- policies and procedures see below

### **II. Staff**

#### **a. Staff schedule (consider guidance for groups and co-mingling)**

- Same children in the same group with the same teacher or staff to extent possible
- Same group of teachers throughout the day – no co-mingling

- Scheduled hours- opener and closer for each class so children are not mixed  
Temporary changes in schedule to be determined and adjusted by enrollment and attendance of those children in a group
- Breaks
  1. Schedule for breaks (staff within same classroom to extent possible)
  2. Policies for staff breaks such as requirements, access to refrigerator, microwave, area for breaks, etc.
    - No staff but chefs in staff kitchen
    - Break room- 2 person maximum to use - then outside, in car, or unused school space maintaining social distance and cleaning after each use
    - If any extra food is available from school, it must be served by the chef (no self-serve) to minimize contact with serving utensils
- b. Staff arrival protocol (sign in, health screening, etc.)
  - IF YOU ARE SICK- STAY HOME AND CALL THE SCHOOL (see above)
  - Temperature taken at door, hand sanitizer
  - ProCare used with touchless option of stylus and PIN or sanitizer before and after
  - Take off shoes at door and carry to place outside back classroom door
  - Separate pair of shoes to wear indoors only
  - Wash hands after putting on indoor shoes
- c. Staff personal protection equipment (PPE)
  - Provided by school
    1. Aprons with pockets
    2. Disposable gloves- to be used during food handling, diapering, potty accidents, bodily fluids and any close care with the children
    3. Soap, Purell and other sanitation supplies
    4. Hand lotion
    5. Disposable masks for emergency health care if you forget your personal mask
  - Provided by staff
    1. Masks (personal item with many variables)- to be worn in the classroom and whenever 6 feet of distance cannot be maintained
    2. Separate shoes to wear indoors
- d. Staff periodic testing to detect asymptomatic cases with no costs to staff
  - Our schools have made a connection for periodic testing with
    1. Clinical Health Systems Inc., Fullerton, CA
    2. Also available for educators: Drive through testing at Anaheim Convention Center, Anaheim, CA
    3. Our schools offer AETNA health insurance and thus staff is also able to use their personal doctor

### III. Classroom arrangement

- a. Physical arrangement of classroom for physical distancing
  - Shelves as dividers – divides room into 2 groups
  - Assigned seats- 1 to 2 children at table with partition in between
  - Clothespin on divider for hanging mask at lunch/snack
  - Rugs on floor – 6 ft around
  - Only individual jobs, no sharing
  - Chairs turned over on tables with slippers on them after
  - Sanitation throughout day and at end of day, rugs hanging outside
- b. Ventilation
  - Windows and doors open before children arrive and throughout day
- c. Schedule of the day

- Children stay in same classroom, no mixing of groups
  - Playtime is rotated with one class outside at a time, no-hands activities such as Simon Says, not using play structure, etc.
  - Also see napping below
- d. Work time
- Policies and requirements for materials in the classroom (sanitizing, etc.)
  - Wash hands before and after each job, materials sanitized as needed
  - Lessons presented or planned maintaining distance and/or with masks on
  - If circle/group time is planned, social distance is maintained either by separation markers or areas, or outside while still maintaining social distancing
- e. Snack and lunch
- Schedule- staggered as needed to accommodate distance
  - Eating arrangements to accommodate distancing
  - Policies and requirements
    1. Food is served from school (not brought from home unless allergies or special food needs) to prevent additional outside handling of food
    2. Food is “plated” for the children, no family or buffet style to minimize use of shared items (tongs, pitchers, etc.)
    3. Disposable plates, cups, eating utensils
  - If from home, only for special food needs or allergies, and needs to be ready to serve (lunch box with ice pack or thermos) and sent home at end of day. Lunch boxes must be wiped down with sanitizer at the door at drop off.
- f. Napping
- Arrangement
    1. Cots 6 feet apart, or at least 3 feet apart with head-to-toe orientation
    2. Classrooms separated (not mixed)
  - Storage of nap supplies
    1. Each child’s cot labeled for single person use
    2. Bedding is not allowed to touch
    3. Not moved or stacked at this time
    4. The bedding is transported in a separate bag/unused pillowcase to minimize contact between bedding
    5. Cots sanitized on Fridays when bedding sent home to be washed
- g. Outside play time
- Schedule
 

Play time is rotated on the playground so only one group is out in the area at a time to minimize contact between groups
  - Policies and requirements
    1. At this time, outside games are “hands free” activities such as Simon Says, etc.
    2. Play structure and “shared” toys are not used, or if used, cleaned between use
  - Cleaning and sanitation between use and between groups
- h. Before or after school care
- Schedule and staffing
    1. Each classroom group of children stays within their group the entire day, and with the same teachers to the extent possible
    2. There is no mixing of groups or teachers from group to group in the same day at this time
    3. Play time is staggered in both the morning and afternoon
  - Areas

1. Activities are scheduled in the individual classrooms, or on the playground during that classroom's scheduled time
  2. The atrium is not used for daycare activities
- Activities
    1. "Hands free" activities are scheduled on playground
    2. Classroom activities maintain the same social distancing, cleaning and sanitizing policies throughout the day

i. Children's personal items

- ALL children's personal items are to be labeled with the child's name.
- Each child brings 3 masks (or a face shield). **Children under 2 are never to wear a mask per CDC guidelines.**
- Each child brings indoor shoes (neoprene water play type) to stay at school
- Each child brings a stick sunscreen (stored separately to not touch) that the child can apply themselves.
- Each child has their own labeled plastic pencil box (able to be sanitized) to keep individual commonly used items in (such as pencils, crayons, glue sticks)
- Each child has a labeled plastic (shoe box sized) bin that holds their personal items such as extra masks, etc.
- See information given to parents below for a list of what items children bring to school and what items are not to be brought
- Water bottles are not allowed. Children are provided water in disposable cups and encouraged to hydrate every 30 minutes

IV. Arrival of children

a. Policies and procedures for drop off

- Location
  1. Preschool at front door. School age at front door or side gate.
  2. Infants and toddlers enter at side gate during morning drop off time
- Parent requirements (masks, access to building, etc.)
  1. Parents are required to wear masks
  2. No one allowed in building other than staff, children, and cleaning/maintenance
  3. Parents sign safety agreement that every day upon arrival child, parents and no one in household has:
    - Fever, cough, shortness of breath or other COVID-19 symptoms
    - Taken any fever reducing medication
    - Been exposed to anyone with a confirmed case of COVID-19
- Plan for social distancing of families
  1. Markers 6 feet apart in front of school for distance waiting to drop off
  2. Toddlers drop off at side gate
- Stagger arrival times- not needed- naturally staggered as no set "start time"
- Health check
  1. Parents are asked to check all temps before leaving home
  2. Temperature checked at door before entry. If over 100.4 not admitted
- Sign in- school director/staff will sign children in to minimize contact
- Procedures for child once in the building
  1. No toys, books, water bottles or other items from home. ONLY items to be brought in from home are bedding, extra clothes, masks, and ready to serve (lunchbox or thermos) food items if allergy or special food needs.
  2. After temperature check, chairs at the door for shoe removal
  3. Hand sanitizer – carry shoes from entryway to classroom
  4. Staff "runner" monitors safe passage to classroom

5. At classroom- teacher greets- then directly outside of classroom to line up shoes
6. Put on inside shoes
7. Wash hands
8. Choose work

V. Dismissal of children

a. Policies and procedures for pick up

- Location- Front office
- Parent requirements
  1. Parents do not enter the building
  2. Masks are required
- Social distancing is maintained while waiting
- Procedures
  1. Parent comes to front door, or can call front office when in the parking lot
  2. Staff brings the child from the classroom to the front
  3. Child carries any personal belongings and outside shoes (inside shoes stay)
  4. Used or soiled masks are sent home in a paper bag to be laundered
  5. A copy of any “oops” report and the toddlers “daily” form of information is sent home with the child

VI. Procedures throughout the day

a. Handwashing (staff and children)

- Training with children on proper handwashing (20 seconds)
- Throughout the day and
  1. Upon arrival (sanitizer before coming in building, and handwashing once inside shoes on and inside classroom)
  2. After using restroom
  3. Before and after each job
  4. Before and after eating or touching any food
  5. When coming back into classroom from playground

b. Masks (staff and children)

- As of this writing, masks are required for staff. For children, see chart below. Under age 2 is not allowed to wear a mask for safety reasons. As per CDHP:

**STUDENTS**

<b>Age</b>	<b>Face Covering Requirement</b>
Under 2 years old	No
2 years old - 2 <sup>nd</sup> grade	Strongly encouraged**
3 <sup>rd</sup> grade – High School	Yes, unless exempt*

\*\* Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them probably.

\*Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

- When not on (ex. when eating snack or lunch) masks are stored on the child’s labeled clothespin at their assigned seat or in their shoebox “cubbie”
  - Reminders: throughout the day staff and children must get fresh air and drink water
- c. Drinking water provided throughout day
- Offered in disposable paper cups whenever thirsty
  - Encouraged every 30 minutes

- Water bottles not allowed
- d. Diapering or potty accidents
  - Mask or face shield on for staff and children over 2
  - Wash hands before and after
  - Staff wear gloves
  - Diaper changes standing up if possible, same caregiver for child most of day (assigned caregiver group)
  - Additional policies and procedures for cleanliness as always used
- e. Toilets and sinks
  - Policies and procedures for sanitizing
  - Sanitize the sink and sink handles before and after each use
  - Sanitize toilet seat and toilet handle after each use- note time required for sanitizer and wipe off after use
  - Teach the children to use a tissue or toilet paper when using the handle to flush toilet (if not an automatic flush toilet)
  - Handwashing after toileting, and after cleaning/sanitizing
  - Hourly wiping down of door handles and common spaces
- f. Transitions through the day
  - Minimized movement or transitions, most time of the day is in same classroom with the same group of children and teacher to the extent possible
  - Marks on the ground to maintain distance when coming in/ going out to playground or nap area
- g. Comforting of children, or discipline
  - Policies and procedures
  - Maintain quality of care to the best extent possible
  - Maintain social distance to the best extent possible
- h. If a child becomes sick during the day
  - Child is isolated from the group immediately
  - Parent is called and must pick up as soon as possible (within the hour)
  - Sick policies apply before returning to school
- i. Special events or activities
  - No outside visitors are allowed at this time
  - No group activities or events that would mix groups are being scheduled
- j. Communication with parents
  - Information and updates are sent via email
  - Parents are notified by phone for child specific information
  - Copies of “oops” reports are sent home with the child
  - For infants and toddlers:
    1. Parent shares pertinent information with staff at drop off and it is recorded on the child’s daily (ex. what time for pick up, contact, etc.)
    2. The daily is sent home with the child at the end of the day (nap time, etc.)
- VII. Lessons on health and social distancing
  - a. Children are taught policies and procedures, including how, when and why to wear masks
  - b. Health units incorporate information on germs and how they spread, proper handwashing (20 seconds), how to cover a cough or sneeze, how far to maintain distance, etc.
- VIII. Plans for exposure to COVID-19
  - a. Policies and procedure if someone has been exposed (family member etc. tested positive)
    - Exposure is defined as a person has been less than 6 feet away for 15 minutes or more

- Guidelines will depend on type of contact and exposure- generally recommend exclusion from program until a negative test result.
  - If a staff member has been exposed to a person who tests positive for COVID-19, they are to notify the school immediately by phone (not entering the school). If they find out while at work, they are to gather their things and leave the building, and then call the school from outside to notify them.
  - Time absent while waiting for test results is typically unpaid.
  - If a staff member has possibly been exposed *at the school* and the school is requiring an employee to get tested, the school will pay for the employee's time to get tested. Many testing sites are free or covered by insurance.
  - Emergency Paid Sick Leave may be used if applicable.
- b. Policies and procedures if a confirmed case on site
- OC Health Care Agency (COVID-19 HOTLINE 714-834-2000) is notified and procedures followed according to their guidance specific to the case
  - State licensing is contacted and an Unusual Incident Report is submitted by director
  - School contacts public nurse assigned to the case (get permission from parent if a child)
  - School discusses with public nurse what procedures are being followed and what needs to be done (ex. classroom closed, etc. if necessary)
  - Professional deep cleaning of facility as soon as notification of any possibility of exposure
  - Identification and tracing of contacts is coordinated through school site director and public nurse assigned to the case by the Health Department.
  - Return to school following a confirmed positive COVID-19 case is generally at least 14 days since symptoms first appeared and at least 72 hours since last fever, or two negative COVID-19 test results at least 24 hours apart
- c. Communication
- All emergency contact information is updated and kept current
  - Staff and parents are notified (with privacy requirements maintained such as FERPA and HIPAA) if there is a confirmed case at their school
- d. Some available testing options
- Contact your health care provider for guidance
  - OPTUMSERVE 1-888-634-1123 (free testing but bring your insurance card)
  - Xpress Urgent Care- 4 locations- Tustin- 714-243-5450
  - CVS pharmacies are also offering some testing
  - Additional testing periodically to detect asymptomatic infection

IX. Triggers for switching to Distance Learning for school age children

- a. Monitoring of COVID-19 situation:
- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
  - When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps:
    - In consultation with the local public health department, the appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
    - Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and

disinfecting. If 24 hours is not feasible, wait for at least two hours and as long as possible.

- Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.
  - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
  - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
  - Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
  - Maintain regular communications with the local public health department.
- b. If the school is physically closed due to local, state or federal regulations which prohibits in-person instruction the program will switch to Distance Learning. Distance Learning plans include virtual group and individual lessons with the teachers throughout the day, guided assignments with individual assistance as needed, class community meetings daily, as well as weekly meetings with parents for curriculum plans and to provide additional resources as required.
- c. Families requiring supplemental nutrition for their children as provided by the school can make arrangements for daily pick up.
- X. Policies and procedures are continually updated based upon guidance from our governing agencies and new information for safety and best practices as it is released.

Thank you for your continued partnership to help keep everyone safe and healthy.

If you have any questions, please ask your school director or contact any of the following by phone at **949-854-6030** or email:

Cheryll Ruszat- [cruszat@irvinemontessori.com](mailto:cruszat@irvinemontessori.com)

Richard Ruszat- [rruszat@irvinemontessori.com](mailto:rruszat@irvinemontessori.com)

Denean Chase- [dchase@irvinemontessori.com](mailto:dchase@irvinemontessori.com)

Rayann Palazzolo- [rpalazzolo@irvinemontessori.com](mailto:rpalazzolo@irvinemontessori.com)

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## PLEASE REMEMBER-

We are all in this together! We depend on each other to take care of ALL of us. Please be careful and cautious to limit your exposure outside of work. Make choices that keep us all healthy and safe. We all need to avoid bringing anything into the schools so we can have a safe environment for everyone, keep our schools open, and keep our jobs. Avoid large gatherings, wear your mask, wash your hands, and be honest about exposure you have had to any positive case.

Thank you- from all of us!

This information is given to parents prior to enrolling/returning.



Dear Parents,

The modifications we made for this period of time are based on research and guidance from multiple health and government agencies as well as the input of concerns from you, our parents, as our partners in supporting your child's development and learning.

Please feel free to contact me to ask any questions you may have about any of the information included in this packet. ([cruszat@irvinemontessori.com](mailto:cruszat@irvinemontessori.com))

Also note that at the end of this information is an additional letter and release to be signed, asking you to be our partners in keeping our children safe. We all realize that the virus is everywhere in our society, grocery stores, pharmacies, and many other "essential" places that serve the public in our community and we cannot control what we cannot see and do not know about. This threatens the health of all, and it is impossible for all individuals to know exactly where the virus is to avoid it. It is important for all to recognize this and also become partners in protecting each other. We are thus asking you, our families, to partner with us to help us keep your children safe. Rather than having you sign each day that your child is healthy, there is a statement and waiver promising that your child, or any individual who lives with your family (i) has not tested positive for the COVID-19 virus; or (ii) is not experiencing a fever or any other symptoms consistent with the COVID-19 virus; or (iii) has not taken any fever-reducing medications. This is important in helping us protect the health of your child and all other children, families and staff at our schools.

Again, we wish all of you well and hope to see your children in the near future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cheryl".

Cheryll Ruszat

## PARENT INFORMATION PACKET: MODIFICATIONS FOR SCHOOL DUE TO COVID-19

**Current guidance based upon recommendations from several agencies including CDC, CA Dept. of Public Health, Orange County Health Care Agency, State of California Community Care Licensing:**

- Encourage Social Distancing
- Open doors and windows as often as possible
- Smaller groups to encourage distancing – as per state guidance we have divided our classrooms
- Screening of children and staff by temperature taking as well as monitoring health during the day
- Children will stay with the same group and playground time will be rotated

### ***Our Transition Additions:***

We have modified a number of things with drop off, entry into the school, classroom arrangement and schedules to not only comply but to assure that the children are afforded the same level of quality of our program, just with a new look and some healthy precautions added.

### **Admission into the School Facility by Adults:**

During this time of transitioning back to “normal”, strict adherence to procedures limiting access into the building is being followed. For now - but not forever:

- Parents are to wear masks during the drop off and pick up process and refrain from touching any surfaces including the school doors during the process. We will be there to assist you.
- ONLY school staff and enrolled children, as well as few select sanitation and maintenance staff that are trained in procedures and are away from the children, will be allowed inside the school for any reason.
- Sorry, but this includes for parents talking with teachers, using bathroom facilities, entering to drop off anything for the children. Again, we will be at the door to assist you.
- We ask that parents as our partners please take temperatures of family members before leaving for school and to stay home if any individual’s temperature is 100.4 F / 38 C or higher. Temperature will be rechecked at school and any child with a fever must be excluded.
- Please apply sunscreen to your child in the morning before coming to school.
- Rather than having you certify in writing each time you drop off your child that they have no fever, signs of illness or exposure to COVID-19, we have included a waiver that provides that statement as a part of your enrollment. Please remember to sign and email it back to your director before returning to school.

### **Dropping off and Picking Up Your Child:**

We have a special procedure for dropping off your child. Doors and Gates will be monitored by staff who will assist you as needed. Staff will sign your child in/out on ProCare cloud for you so that you do not have to touch anything to sign them in or out.

#### **DROPPING OFF YOUR CHILD:**

**Preschool and Older children** will be admitted through the front door.

We ask for parents to walk their children to the front door and then step back to the waiting position

- There will be markers on the sidewalk outside the door 6 feet apart. Please follow appropriate social distancing while waiting to approach the door with your child.
- We will take your child’s temperature and then you are free to say goodbye.
- Your child will sit in the chair at the door, take off their shoes, have a bit of hand sanitizer and proceed with staff to their classroom carrying their shoes.
- Additional things sent to school such as extra clothing or supplies will be taken by the staff person to class for you.

**Note: children will put on slippers (inside shoes) in their classroom and wash their hands. See “STUFF” notes that follow**

**Infants and Toddlers** will be admitted through the side gate and walk to the classroom door on the playground. Teachers will guide them into the classroom and assist with procedures in the classroom that are similar to those for the older children. If your child is having a particularly difficult time, the teacher may ask you to sit outside with them until they are feeling calm. Please help us by reassuring them that you will be back 😊

## PICKING UP YOUR CHILD (all children)

As parents are asked to refrain from entering the building, we suggest that, for your convenience, you call us when you are in your car in the parking lot. We will bring your child to the **front door** for you. This allows you to wait comfortably in the car if you so choose. If you prefer to wait at the door, please observe social distancing and wear a mask.

## STUFF – to bring and not to bring!

We will be sanitizing jobs during the day, but there are some items that children use that we have determined are better as personal items to prevent contamination.

As always, LABEL EVERYTHING with your child's name. (hint: label the right heel of your child's shoe so they know which foot it goes on!)

- Children 2 AND OLDER will need to bring 3 masks. We will work with the children to assist them, teachers will be wearing masks also. Please note: Mayo clinic suggests washing face masks daily. As per CDHP:

### STUDENTS

Age	Face Covering Requirement
Under 2 years old	No
2 years old - 2 <sup>nd</sup> grade	Strongly encouraged**
3 <sup>rd</sup> grade – High School	Yes, unless exempt*

\*\* Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them probably.

\*Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

- Face masks will be sent home daily to be cleaned. If the child has additional masks to take home that they are not wearing, they will be sent home in a paper bag (as recommended by the CDC to breathe which can reduce the potential for microbial growth.) Paper bags will be stapled shut and should not be reused to send the masks back to school. Clean masks can be sent back to school in a zip lock plastic bag.
- A change of clothing (and diapers as appropriate)
- Children will need a pair of slippers with a solid (rubber like- water shoe type) bottom to wear while indoors. Their outside shoes will remain only for outside use.
- A stick sunscreen of your choosing so your child can learn to put the sunscreen on themselves.
- A hard plastic pencil case (that can be sanitized) containing the following: *(these items will only be used ONLY by your child and are items that are the most difficult to keep sanitized)* The pencil case will be stored in their personal cubby.

Toddlers:

Toddler 8 color crayons

Toddler broad tip markers

Can of playdough- to be used by your child only

Preschool and Kindergarten

Classic Crayola Markers (broad line- 10 count)

1 box Crayola crayons (24 count)

Pre-sharpened colored pencils (12 count)

Individual pencil sharpener

1 pair of children's scissors

Elementary- Same as preschool and kindergarten plus:

1 red pen

Thin colored markers

One highlighter

**Please do not bring any toys, books, or other items for sharing or use at school.**

## **School Routines That You Should Be Aware of:**

- Frequently used areas (door knobs, bathrooms) are sanitized throughout the day
- Temperatures taken upon arrival and if indicated during the day
- Classrooms will be enforcing social distancing
- Staying healthy will be an ongoing part of the curriculum
- The atrium, typically used as a community gathering place to play is temporarily not used
- Playground time will be rotated and games that “don’t touch” will be the play time
- Cots for children that nap will be sanitized and each child will have an assigned cot
- **Handwashing throughout the day**
  - Sanitizer at front door
  - Handwashing after slippers/classroom arrival
  - Handwash **before and after doing a job**
  - After potty
  - Extra times throughout the day as needed
  - Coming inside from recess
  - Before and after eating
  - Aveeno hand lotion available in each classroom
- **Toileting/Diapering**
  - Sinks sanitized before and after use
  - Toilet flushed with a tissue if not automatic
  - Toilet seat sanitized after each use
  - Hands washed after toileting
  - Diapering for mobile children is done standing up and with an encouragement for independence
  - Infants will continue procedures, note that staff will have masks and disposable gloves when doing routine care.
- **Meals**
  - Snacks and lunches are provided from the school kitchen (infants are on individualize feeding plans and will continue to bring food)
  - Older children, please do not bring food/snacks from home.
  - All food served, plated ready to eat by the teacher – no family style self service
  - All eating utensils disposable
  - Individual assigned seats with partitions for distancing
  - No finger food served at this time.
  - Water bottle should remain home. Water is available and encouraged all day in disposable cups.
- **Conversation starters**
  - Preschool and older – posted on the front window
  - Infant toddler daily – sent home with child
- **Special events and share days**
  - Sadly, all group activities including share days, extracurricular activities such as dance, yoga, Spanish, and gymnastics are temporarily and indefinitely paused.
- **Daily cleaning and Sanitization**
  - Throughout the day – frequently touched areas sanitized (such as door handles, bathrooms, etc.)
  - Cots- each child that naps will have their own assigned cot and they are sanitized after use
  - Materials cleaned
  - Tables sanitized throughout the day, and before/after lunch
  - (also note sanitation mentioned in other areas of routines)
- **For School Age Children- Triggers for switching to Distance Learning**
  - Please note, the COVID-19 situation will be continually monitored and the school will be checking state and local agency orders daily and adjust operations accordingly. Should anyone affiliated with the school test positive for COVID-19 the health department will be notified and all instructions then issued will be followed including full sanitation procedures and quarantining an area if so directed. Parents will be notified and the school will immediately revert to distance learning for continuity of the children’s learning.

- School Age Distance Learning plans include virtual group and individual lessons with the teachers throughout the day, guided assignments with individual assistance as needed, class community meetings daily, as well as weekly meetings with parents for curriculum plans and to provide additional resources as required.
- In the case of Distance Learning, supplemental nutrition for school age families in need can be arranged for pick up daily.

**Some differences in classroom arrangement:**

- Teachers will be wearing masks and often aprons
- Disposable gloves will be used by teachers throughout the day if closer care is necessary
- Classrooms divided in half to promote social distancing with smaller group sizes
- Personal cubby box to store masks, pencil case, etc.
- Each child has a personal assigned seat with a privacy partition – only your child will use this seat
- Plexiglass dividers are being custom made to provide for socialization, while still maintaining safety
- Rugs will be set out with social distancing for rug work
- Individual jobs only – no sharing activities
- Rotated playground time with hands free/no touching types of activities and social distancing
- Water play tables are not in use at this time
- Water bottle should remain home. Water is available all day in disposable dixie cups

Please read, sign and return the safety agreement/waiver prior to your child's return to school. Electronic signature is fine.

Village – [Lnam@irvinemontessori.com](mailto:Lnam@irvinemontessori.com)

Westpark - [prowe@irvinemontessori.com](mailto:prowe@irvinemontessori.com)

University - [cmcgregor@irvinemontessori.com](mailto:cmcgregor@irvinemontessori.com)

Northwood – [lfukunaga@irvinemontessori.com](mailto:lfukunaga@irvinemontessori.com)