

The Children's Place Montessori
Elementary Campus Reopening Protocols
February, 2021

Workplace Policies and Practices to Protect Employee and Student Health

Teacher Amber Blanchette, teacher Alexandra Klinenberg and director Jennifer Richards will be the designated COVID-19 Compliance Team for the Elementary campus. Amber Blanchette will be the designated liaison to the Los Angeles County Department of Health.

In the event of any member of the school community (faculty, staff, student or visitor) tests positive for COVID-19 the following steps will be taken immediately.

- Any COVID-19 positive community member will be required to quarantine off-site for the duration of symptoms, or if a-symptomatic, for a minimum of 10 full days.
- If notification of a positive test for a student is received while a community member is onsite they will be isolated outdoors in the school courtyard (weather permitting) until a parent or guardian is able to pick them up. If isolation outdoors is impossible they will isolate in the space adjacent to the center bathroom. All families returning to campus must agree to be able to pick up a sick child within 30 minutes of a telephone notification.
- Should a child be out from school due to COVID concerns please contact the school office at 310/328-6313 before school begins at 8:30.
- Fact sheets provided by the Department of Social Services will be posted at the pick-up and drop-off location for students and staff. These notices include information on symptoms, quarantine and isolation requirements, as well as links to guide community members to further sources of information. Such fact sheets will also be provided to any staff or student who needs to isolate due to COVID symptoms or exposure.
- Procedures of our School Exposure Management Plan for identification, isolation, quarantine and testing will be followed.
- Amber Blanchette will notify the Head of School of any confirmed cases and will complete the COVID-19 Case and Contact Line List for the Educational Sector and send it to ACDC-Education@ph.lacount.gov within 1 business day of notification of the case.
- Any cluster of 3 or more cases will be reported to the Head of School and to the Department of Public Health via email at the above email address or by phone at (888) 397-3993. Amber will consult with the Department of Health to determine if the cluster is an outbreak and will follow their instructions regarding the appropriate response. If the Los Angeles Department of Health determines a closure is necessary our campus will close to in-person learning and revert to remote learning until given permission by the Department of Health to reopen.
- When instructed by The Los Angeles Department of Health, The Children's Place will provide testing for all staff as is deemed necessary by The Department. All such test results will be reported to the Department of Health as required.

- Online links to access testing sites will be posted within the school for staff and at the pick-up / drop-off area on campus, for families. At this time The Children's Place does not have access to onsite testing options.
- As there are no current employees above the age of 65 or with chronic health conditions we do not currently have a need for remote employment. Should a community member join the school with such a need or should an existing community member become needful of such accommodations for their health we will ensure their safety by providing means of working remotely while needed.
- Classroom prep and planning work and planning may be conducted remotely by teachers. Parent conferences and meetings will be conducted remotely by phone or video conference as well.
- Staff is not to report for work if ill or exposed to a person positive for COVID-19. Employees have a right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- School premises will be used only for the educational purposes of the students of The Children's Place Montessori. This includes teacher planning and off-hours repairs to the physical plant. No use by outside groups is permitted during the current COVID crisis.
- Staff must complete a self-check for symptoms upon reporting to campus. A touchless thermometer will be available in the arrival area for checking staff and students at the door. Staff will sign in daily confirming that they are free of fever, chills, cough, shortness of breath, and that they have had no known contact with a COVID positive person within the previous 14 days.
- Any person entering the school premises is required to wear a cloth face covering. Due to the current increase in COVID variants we recommend 'double-masking' with a paper mask covered with a cloth mask for maximum protection. Paper masks are available to staff and students at no cost. Should a community member's cloth mask become soiled or wet they should make use of a fresh paper mask, covering their nose and mouth completely and enclose the soiled mask in a plastic bag to take home for a thorough laundering.
- All community members working indoors must be wearing a face mask covering their mouth and nose at all times. A teacher working alone in a classroom may remove her mask so long as no other people are in the room.
- All employees and students are to arrive at school each day with a clean mask.
- Desks and work tables for students as well as for teachers are separated with a minimum of 6 feet of distance between them. Clear physical barriers will also be erected at each work space that faces another. Barriers are in addition to physical spacing – each student's seating will still be a minimum of 6 feet apart.
- Lunch and snack times will be held outdoors unless the weather does not allow it. Because eating and drinking require that masks are removed every community member will be asked to refrain from doing so unless they are seated at a safely spaced distance from all other community members. Snack and drinks may be taken in the courtyard area so long as this distance is maintained. Lunch for students will be spaced on the outdoor tables on the yard. Because it is important for staff and students to remain hydrated these rules will not be used as a reason to deny or unreasonably delay water. All students and staff will have to be reasonable about waiting for proper distancing to be possible however.

- Staff may take breaks outdoors or in the school office space – one at a time.
- Like the students, staff are required to bring dishes, cups and utensils from home for personal use. The common coffee pot will not be in use during this period. Teachers using the microwave will disinfect the number pad and handle after use.
- All community areas will be disinfected regularly. This includes: student desks, teacher desks, student restrooms, teacher restrooms, entry area, teacher break area.
- Disinfectant and supplies are available in the entry area of the classroom, in the staff bathroom and in the south bathroom.
- Hand sanitizer is available to staff at the entryway, outdoor area, teacher desk and indoor break area. When possible use soap and water for the cleanest hands but make use of hand sanitizer when needed for clean hands should you need to help a child in a hurry.
- Soap and water are available in all bathrooms and at the outdoor sink.
- Each teacher will use her own pencil box including scissors, pencils, tape, etc. to minimize the shared surfaces.
- Each teacher shall have a space outdoors to utilize. The shared desk area will be used minimally and never at the same time.

Measures to Ensure Physical Distancing

- For the remainder of this school year the maximum occupancy of the indoor space will be no more than 10 students and three teachers. This maximum should only be required for brief group meetings and during seriously inclement weather.
- Students may arrive between 8 and 8:30am to allow for ample social distancing upon arrival. Student pick ups will be between 3:30 and 4pm. A teacher will greet each student, perform a health check and ensure they remain distanced as they join the class.
- Each student will have a work space set up outdoors in the school yard which will be used daily. Shade and spacing of at least 6 feet will be provided outdoors. Unless there is rain or a smog alert a minimum of ½ of the class will be working outdoors at these stations. It is expected that during most days the majority of class can be successfully held outdoors.
- An outdoor sink is provided so students and staff can wash hands thoroughly before and after meals or snacks without needing to go indoors.
- Student health checks will be conducted in the courtyard area, just within the gate adjacent to the parking lot. Parents will be asked to get a temperature from the teacher before leaving their student at school.
- Teachers will assist and supervise as students move from arrival to the class space. Most days this will be outdoors for a morning outdoor group-time meeting.
- We will have no more than 12 students at a time attending school and those students may arrive any time between 8am and 8:30am.
- 6 foot markings are made in the arrival area to assist families in judging the 6 foot distancing required.
- Any family may choose online schooling in place of in-person classes during this school year. Should a family request this we ask at least one week's notice before online assignments begin

so we can make the significant adjustments necessary to switch the curriculum so it is online accessible.

- All Physical Education classes will be taught outdoors and at a six-foot distance from one another. Should rain or smog require class be held indoors, P.E. classes will be canceled for the day.
- Outdoor cubby space will be available for student belongings. Students will be able to access these cubbies one at a time, maintaining the required 6-foot distance.

Measures to Ensure Infection Control

- Students arriving on campus will be checked with a touchless thermometer for fever and other COVID symptoms, including cough and shortness of breath. Parents will be asked to sign each child in confirming that the child has not been symptomatic, nor have they been in contact with anyone known to have COVID 19 in the previous 14 days.
- Medical grade face masks will be provided for teacher and child should a child display signs of COVID symptoms and require care before pick up.
- The campus will be closed to non-essential visitors. Only students, staff will be permitted – parents will be asked to remain in the courtyard and parking area only. Should visitors be required (such as a plumber to fix a burst pipe for example) they will be required be masked and to allow a fever and symptom check as well. Should any such visitor be unavoidable during school hours their contact information will also be retained on the daily sign-in sheet.
- Any student or staff with symptoms will be isolated and sent home as quickly as possible. The protocols laid out in the opening page of this document will then apply.
- Any non-enrolled siblings arriving with parents during drop off or pick up must remain close to the parent and may not interact with students or teachers from less that 6 feet away.
- A vent with a fan is being installed to allow airflow and outdoor air exchange from the eastern side of the classroom to the western screen door. This increased air flow will allow us to make the indoor space more like the outdoors as regards fresh air. Both the vent/fan and the screen door will remain open whenever possible. Two ceiling fans as well as electric floor fans will keep air moving indoors as well.
- The air conditioning system is in good working order and will be utilized to further increase air flow. Highest grade filters are clean and new.
- Class spaces will be cleaned and disinfected at the end of each school day after students have left so they will be fresh and ready for the following morning. They will also be cleaned mid-day. Bathrooms will be disinfected mid-morning, early afternoon and at the end of each day.
- For purely disinfecting we will generally choose Rubbing Alcohol or Hydrogen Peroxide. It is our policy to avoid harsh chemicals such as bleach and commercial products containing harsh chemicals in order to protect the children from possible exposure, including inhalation of dangerous fumes.
- Children will use their own set of pencils, colored pencils, scissors, etc. These will be kept in individual pencil boxes clearly labeled with their names.

- Water for drinking will, as always, be provided for individual water bottles through our Brita filter. No drinking fountains exist at The Children’s Place.
- Lessons are being given to students regarding proper hand washing. Singing “Twinkle, Twinkle Little Star” while soaping up provides approximately 20 seconds of lathering time. Posters demonstrating proper hand-washing techniques are up in each bathroom.
- Single use paper towels are available in each bathroom.
- Students are required to wash hands upon arrival at school, before snack and after snack, before lunch and after lunch, after any use of the toilet, after touching nose or mouth for any reason, before use of shared classroom material such as a “Stamp Game”.
- For the students we have 2 bathrooms indoors and one additional sink for hand washing outdoors.
- Ethyl alcohol hand sanitizer is available in the outdoor class space and in the supply cupboard in the indoor class space. Because we have students younger than 9 years we will ask students to request sanitizer, when needed, from a teacher. Most often we will encourage hand washing whenever possible over the use of hand sanitizer.
- Hand sanitizer will also be available for parents as they sign their child in and out each day.

Communication with Employees, Students and Families of Students and the Public

- Four page re-opening parent letter has gone out including requirement that parents sign in confirmation they have read the letter and agree to the policies outlined.
- As a very small school (10 students this year) we have daily contact with our parents via email, phone conversations and one on one student zoom sessions.
- Our entire elementary program consists of two main teachers and the director who teaches a few select subjects. The three of us are discussing and meeting regularly regarding both distance learning and reopening strategies.
- Both teachers and parents are submitting letters confirming their agreement with our in-person opening.
- Our protocols are posted on our website and available at the family drop off area on campus.

Measures to Ensure Equitable Access to Critical Services

- Each student has an IEP (individualized education program) as a natural part of the Montessori philosophy. Each student’s personal needs will be assessed and responded to as they return to campus. We understand that some students will need review and others will need acceleration to maintain momentum in their studies. We do not currently have any students requiring physical accommodations beyond the standard student.