



GLENDALE MONTESSORI SCHOOL

- EST. 1971 -

Introduction

Glendale Montessori School (GMS) has offered a nurturing environment for its students and teachers for 49 years. In this past year, this nurturing environment has had to shift online in order to keep both our students and staff healthy and safe. Even though the pandemic is not over, GMS is taking the opportunity to re-open our doors to in-person learning with guidance from the LA County Health Department. We recognize that only a careful, thoughtful approach to this reopening will keep our community safe. By following this preparedness plan and implementing these new protocols we aim to reduce as much as possible the risk of a COVID-19 outbreak in our school community.

This plan outlines Glendale Montessori's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as COVID-19 (coronavirus) with a collective, community approach.

Purpose

The purpose of this highly infectious disease preparedness plan is to establish norms for responding to a disease outbreak, understand our roles and capacities for keeping our students and staff safe, and streamline the communication to our staff, students and families in the event of an outbreak. Highly infectious illnesses can spread quickly and have widespread impact on communities, such as schools, with regular close physical interactions. As such, this plan is a guide for planning and responding to a sudden pandemic within our school.

The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives by reducing health risks while minimizing disruption to education and social interaction.
- Enable GMS to continue to operate and provide education as effectively as possible.
- GMS's response action will follow the Public Health Department's direction and guidance. This plan also follows with federal, state, and local agencies' guidelines.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention efforts and infection control strategies.

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets, and their ineffective hand washing. As a school, we play an important role in protecting the health of our students and staff from contagious diseases. This pandemic flu/infectious disease plan provides guidance for reducing illness at school on a regular basis as well as procedures during infectious disease outbreaks and pandemic periods. It includes:

- 1) Strategies to prevent and reduce the spread of infectious diseases at our schools
- 2) Procedures for canceling school due to an infectious disease outbreak
- 3) Considerations for reopening schools

Strategies for Prevention

Disease Prevention & Education: To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. GMS will provide ongoing hand washing, coughing, and sneezing education. During times of suspected or identified infectious disease outbreaks, the school will coordinate with Public Health agencies to address an outbreak at our school.

Our basic educational message is:

- Cover Your Cough
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)

Cover Your Cough: Teach students coughing and sneezing etiquette using instructional videos and/or demonstrations. Have an ample supply of tissues available in each classroom and school area. Give students time to wash their hands throughout the school day. Provide extra masks if the mask is wet after a sneeze or cough.

- Cover your mouth and nose with a tissue when you cough or sneeze OR
- Cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

Wash Your Hands Often: Handwashing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water. Teacher's will have hand sanitizers for themselves, however, the school requires a note from a parent giving permission for their elementary student to use the hand sanitizer. Primary students will need to provide their own

hand sanitizer in a ziplock bag with their name and instructions for how it is to be administered, per CA Licensing rules. Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing in hands, at the beginning of lunch before and after eating and, after bathroom use, and after recess.

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under running water.
- Dry hands completely with a paper towel. Use a paper towel to turn off faucet handles and open restroom doors.

Stay Home if You're Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students and staff. In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and possibly modified, clearly communicated and consistently enforced.

Hand Washing and Respiratory Etiquette Websites:

CDC Handwashing: Clean Hands Save Lives

<https://www.cdc.gov/handwashing/index.html>

CDC Coughing & Sneezing

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

CDC Your Coughs & Sneezes: Video (0:19)

<https://www.cdc.gov/cdctv/diseaseandconditions/influenza/cover-coughs-kids.html>

CDC What You Need to Know About Handwashing (2:00)

https://www.youtube.com/watch?v=d914EnpU4Fo&feature=emb_title

Mask Wearing: Cloth face coverings (masks) are required at all times according to state and local regulations. An appropriate face covering should cover the nose and mouth.

- Per the latest recommendations from the CDC teachers will wear 2 masks: a cloth mask over a procedural mask.
- GMS will provide extra procedural masks for teachers.
- Cloth masks should be washed after each use.

Outdoor classroom: To ensure maximum ventilation and airflow class time, playtime, and lunch time will be conducted outside. Time spent indoors will be kept to a minimum.

Asymptomatic Covid19 Testing: Prior to the start of school teachers and students will test themselves the weekend before in-person instructions. Primary students and teachers will test on the weekend of April 10th, and elementary students and teachers will test on the weekend of April 16t. Families will share test results with the school before arrival to school. Afterwards, students and teachers will test if they travel outside of 120 miles from their homes.

RESPONSE TEAM

Strategic Response Leader- The strategic response leader is responsible for all aspects of the response, in preparation and as a situation is occurring; delegating to the incident commanders as necessary. This also includes setting priorities and defining organized roles for the response, before and during an incident.

Incident Commander- The incident commander is the overall manager of the emergency response in real-time. They directly control the resources and personnel involved in the response as a situation arises.

Strategic Response Leader: Andrea Ventura, Director

Pandemic Response Incident Commander: Anita Tuchrello, Principal

Contact Tracing Leader: Anita Tuchrello, Principal

Health Department Liaison: Andrea Ventura, Director

Contact Tracing Team Members: Joy Krone, Administrative Assistant

FACULTY AND STAFF

- Employment requirements/expectations
 - Travel: All faculty and staff will be asked to follow state and local travel restrictions. They will be referred to check up-to-date information and travel guidance, with the local and state health department and the CDC. They will need to adhere to any stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures. After following the Travel Advisory and Guidance from the LA Health Department teachers will need to also show a negative COVID-19 test.
 - [Travel Advisory and Guidance - LA County Department of Public Health](#) February 3, 2021. The more people travel, the more interactions people have. The more interactions people have with people outside of their household, the greater the risk of getting and spreading COVID-19.

- Los Angeles County residents should continue to avoid all non-essential travel and stay within 120 miles from their place of residence, unless they are traveling for essential purposes.
 - All persons arriving in or returning to the County of Los Angeles from other states or countries, must [self-quarantine](#) for 10 days after arrival.
 - If you travel more than 120 miles from your residence, you must self-quarantine for 10 days after you return and must limit your interactions to people in your household/people with whom you live.
 - Cloth face coverings (masks) are required at all times according to state and local regulations. An appropriate face covering should cover the nose and mouth.
 - Per the latest recommendations from the CDC teachers will wear 2 masks: a cloth mask over a procedural mask.
 - GMS will provide extra procedural masks for teachers.
 - Cloth masks should be washed after each use.
 - Checking in / reporting (health screening): All faculty will self-screen at home and answer a health screening over the telephone before heading into work. If they are found sick they will remain home and self-isolate.
 - Training / Professional Development requirements: All faculty and staff will participate in training regarding pandemic preparedness and protocols, disinfecting procedures and physical distancing guidelines.
 - Non-teaching staff: Administrators will limit their interactions with both faculty and students, adhering to physical distancing requirements at all times.
- Cohorts and Stable Groups
 - A cohort is defined as a stable group of no more than 14 children and no more than two supervising adults and one floater in a supervised environment in which supervising adults and children stay together for all activities, and avoid contact with people outside of their group in the setting. Our primary students will be placed in cohorts.
 - A stable group is defined as a group of any number of children who are able to stay six feet apart along with two supervising adults and one floater in a supervised environment in which the supervising adults and children stay

together for all activities, and avoid contact with people outside of their group in the setting. Our two elementary classrooms will create two different social groups.

- Teachers will work with their remote learning students when their class is at playtime.
- Digital schedules, assignments, assessments, and academic objectives will be made available for all elementary students using the Seesaw platform.

FAMILIES

- Health Screening / Reporting
 - Method of conducting screenings: Parents will conduct daily health screenings, prior to coming to school, by taking their child's temperature and answering a series of questions regarding COVID-19 symptoms. At the gate a visual health screening will be conducted prior to allowing the student to enter campus, where parents will share the results of the daily health screening. Any child who has any of the COVID-19 symptoms will not be allowed to enter the school
 - Points of contact for reports and questions/concerns: All COVID-19 related concerns should be directed to Andrea, the director, or Anita the principal.
- Expectations:
 - Travel: All families will be asked to follow state and local travel restrictions. They will be referred to check up-to-date information and travel guidance, with the local and state health department. They will need to adhere to any stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures.
 - [Travel Advisory and Guidance - LA County Department of Public Health](#) February 3, 2021. The more people travel, the more interactions people have. The more interactions people have with people outside of their household, the greater the risk of getting and spreading COVID-19.
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 - All persons arriving in or returning to the County of Los Angeles from other states or countries, must [self-quarantine](#) for 10 days after arrival.

- If you travel more than 120 miles from your residence, you must self-quarantine for 10 days after you return and must limit your interactions to people in your household/people with whom you live.
 - Outside of school play: Social contact outside of school with non-household or school cohort members is discouraged.
 - Immunizations: Required in adherence with state law.
 - Reporting of symptoms: Families will be asked, in accordance with school community norms, to confidentially report COVID-19 symptoms being experienced by student or household members.
 - Privacy: In compliance with HIPPA regulations, all information regarding COVID-19 positive cases will remain confidential.
- Communications commitments
 - Regularity of communication: Parents can expect communications every week for updates.
 - Method of communication: Email will be the main communication method.
- Visiting family policy
 - Volunteering: Campus will be closed to parent volunteers until further notice.
 - Dropoff / pickup: Students will be dropped off at the gate. Parents will not be able to enter campus when school is in session.
 - Early dismissal: Any student needing to leave early will rejoin his/her parent at their class's entrance gate.

VISITORS

- There will be no visitors on campus at this time. Unless they are from The California Licensing Department, or Health Department.

ENVIRONMENTS

- Classrooms
 - Classrooms will be used only to use the bathroom, or in the rare occasion a student needs to do a particular work. This is mainly for primary students and we will limit it to 1 student in the classroom at a time.
 - Outdoor Classroom spaces will be used for the majority, if not all, of work time.
 - All spaces will be staged for physical distancing to allow a six-foot radius for all students and teachers.
 - Doors and windows will remain open unless environmental circumstances prevent it, i.e. pollen, dust, poor air quality, etc.
 - All classroom HVAC systems have MERV 13 filters and will be maintained per the recommendations of our HVAC service provider.

- Restrooms
 - Restrooms will be single-use only.
 - Restrooms will be cleaned every hour.

- Outdoor Areas
 - Sand Playground
 - It will be used by a single cohort or stable group each day. The playground will have various playstations and marked out areas to help the children maintain social distancing.
 - Front playground
 - It will be used by a single cohort or stable group each day. The playground will have various playstations and marked out areas to help the children maintain social distancing.

- Isolation Room
 - The music room will be used to separate students and faculty showing symptoms of COVID-19. All other first aid and health needs (like cuts and scrapes) will be handled at the Office.
 - The isolation room will be cleaned and disinfected 24 hours after use.

ADDITIONAL POLICIES AND REQUIREMENTS

- Cleaning schedules and policies: All classrooms/offices will be thoroughly cleaned and disinfected each evening, with attention to high-touch surfaces including counters, workspaces, light switches, toilets, phones and doorknobs. During the school day, a robust cleaning schedule will be followed. Bathrooms will be cleaned and disinfected throughout the day. Supplies will be kept up to date and available for the week. Any shared equipment will be disinfected between uses.
- PPE requirements: Masks and/facial coverings will be required for all students and adults at all times. PPE will be provided to faculty and staff. They will be instructed to wash cloth masks daily and to discard single-use masks daily. Per CDC recommendations teachers will wear a cloth mask over a procedural mask.
- Work spaces (i.e. tables and mats) will be spaced six feet apart in all directions.
- Physical distancing: Physical distancing of six feet or more will be maintained at all times both inside the classroom and outdoors.

PROCEDURES - Daily Procedures

- Dropoff and pickup:
 - All parents will drop off students at a cohort or stable group specific entrance.
 - Primary parents are highly encouraged to bring their own pen for sign-in. If the parent does not have a pen, one that has not been used will be provided.
 - Temperature screening and a symptoms questionnaire will be conducted at home. A visible health screening will be conducted during the entrance prior to entering campus and the results of the at home temperature screening and symptoms will be shared at this time.
 - When needed a non-touch thermometer will be used to confirm a student's temperature.
- Lunch
 - Lunch will be eaten outside in a designated area for each cohort or stable group while observing physical distancing.
 - Hand washing: Students will be required to wash their hands before and after eating lunch.

- PPE & Supplies: Masks will not be required of students and staff while eating.
- Staffing and duties: Classroom teachers and teaching associates will monitor cohorts during lunch.
- Recess / play / breaks
 - Equipment, toys, structures, supplies: Whenever possible equipment/toys/supplies will be made available to a single student to limit sharing of items. Any shared equipment will be disinfected between uses. Each cohort will have its own playground equipment. The play structures will be designated to one cohort a day on a rotating basis, and disinfected nightly.
- Staff meetings: Faculty meetings will be held virtually using a virtual conference platform.

PROCEDURES - Emergency Procedures

- If a student calls in sick
 - Joy will follow-up and perform information gathering:
 - Who to notify: Email glendalemontessori@gmail.com or call 818-240-9415
 - Contact tracing process leader and procedures: Anita Tuchrello, Principal will initiate the exposure investigation by contacting the parents of the student. Necessary follow up calls will be conducted every couple days as needed.
- If a student becomes sick at school
 - Who to notify: Parents of the student and those of students in the child's cohort. Fact sheets on maintaining isolation and quarantine in accordance with Health Officer Orders and CDC guidelines will be provided.
 - Where to isolate: The student will be isolated in the Isolation Room and monitored by Anita Tuchrello to ensure safety. The student will be given a procedural mask to wear while he or she is waiting to be picked up.

- Contact tracing lead and procedures: Anita Tuchrello will initiate the exposure investigation by contacting the parents of the student. Necessary follow up calls will be conducted every couple days as needed.
- If an employee calls in sick
 - Anita Tuchrello does follow-up and information gathering: Fact sheets on maintaining isolation and quarantine in accordance with Health Officer Orders and CDC guidelines will be provided.
 - Who to notify: Email absences to glendalemontessori@gmail.com or call Andrea Ventura
 - Contact tracing process leader and procedures: Anita Tuchrello will initiate the exposure investigation by school employee. Necessary follow up calls will be conducted every couple days as needed.
- If an employee becomes sick at school
 - Who to notify: Andrea Ventura
 - Where to isolate: Employees will be isolated in the Isolation Room if they are not able to drive themselves home. Additionally the employee will be asked to self-isolate as directed by the **Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions** created by LA County Health Department.
 - Who else to isolate (cohorts, etc.): Students in the teacher's cohort will be isolated if a classroom teacher or teaching associate is ill. All teachers and students who had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the **Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions** created by LA County Health Department. Link below:
 - <http://www.publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>.
 - Contact tracing lead and procedures: Anita Tuchrello will initiate the exposure investigation by school employee. Necessary follow up calls will be conducted every couple days as needed.
- If temperature tested is 100.4 or greater
 - Procedures for secondary check: Student/Employee will be taken to the isolation room where a secondary oral temperature check will be administered.

- Instructions for individuals with temperature: Student/Employee with fever of 100.4 or greater will be sent home immediately.
- Student/Employee will be tested for COVID-19
- Any clusters of three or more positive COVID-19 cases within 14 days at the school will be reported to the Los Angeles County Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (88)397-3993 or (213)240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- If local / county / state guidelines change, Glendale Montessori will adjust its protocols to be in line with local, county, and state guidelines as necessary. These changes will be reflected in updated posted signage throughout campus so that all students, faculty, and staff are made aware of new protocols. Parents will also be made aware of any changes affecting their children.

COMMUNICATIONS

Communications will be issued every week or sooner as needed.. Email will be the main mode of communication. The communications will come from Andrea Ventura or Anita Tuchrello.

- Check your local health department [website](#)
- [COVID-19 State and Local Policy Dashboard](#)
- Cal/OSHA [Sample Pandemic Prevention Plan](#)
- National Institute for Excellence in Teaching [“Planning Guide: Scenarios and Considerations for 2020-21”](#)
- [CDC Activities and Initiatives Supporting the COVID-19 Response](#)