



## Children's Montessori School

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# COVID – 19

Health and Safety Guidelines  
for  
Primary and Elementary Classes

July, 2020

## **Overview**

The decision to reopen CMS was a difficult one in itself but how to responsibly do it to maintain the health and safety of the children, staff and families is a much more difficult one to enact. Thus, we have put together these Guidelines to insure everything is done that possible can be done.

We are firmly convinced that the children need to get back into school for a learning reason and the emotional/psychological reason. Secondly, we are convinced that the parents need daily, reliable care of their child so they can get back to work and some sort of “normalcy”.

The school is following the procedures for reopening that come from the Santa Barbara County Dept. of Health and the Dept. of Social Services, Community Care Licensing (primary). There is a risk involved in reopening while the COVID – 19 virus continues to spread but we feel with these health and safety protocols, we will do everything we can to mitigate that risk. The purpose of these Guidelines is to establish procedures that will best safeguard the health of the children while at school and to inform the families. It is necessary that the school and the parents are in accord about the procedures expected of the children. Success depends on a group effort.

These Guidelines include policies and procedures to mitigate COVID-19 related risks at school. New health monitoring and screening procedures, classroom procedures that reduce contact, group size and interactions among the children. These procedures do not require very young children to wear masks in the classroom or to observe social distancing expected of the older children (elementary) and adults. We do not believe it is possible to enforce those restrictions with the very young children, but primary children should be prepared to cooperate or try for a short period of time, e.g. in a small group lesson, to wearing a mask or shield, when asked by the teacher. Masks will not be worn outside.

CMS has concluded that reopening under these conditions is in the best interest of the community and that each CMS family will make its own decision about the balance of risk and what is best for their child.

## School Hours:

Drop-off begins at 8:30; pick-up begins at 2:30. There will be no extended care program before or after school. This change from previous years is to enable the increased classroom cleaning, preparations and minimize activity during the day. These time periods may change depending upon how long this will take.

Half day program for 2 & 3 year old children in August; pick-up 11:30 (before lunch and nap time).

## Drive Through Drop off & Pick up:

To better do social distancing, we will be doing drive through drop off and pick up. There will be arrows marking the route. **CAUTION: The driveway is not two lane so, please, yield to an entering vehicle.**

## Drop off:

- Drop off time begins at 8:30. Families will be assigned a 5 minute window for drop off. Please let Jim know if your window needs changed.
- Drop off will be drive through. Arrows will be marking the direction of the line beginning at the drive way.
- Stop at the pedestrian gate usually used to enter the playground. It will be marked clearly.
- Parent must wear mask and remain in the car. Child remains buckled until staff can assist.
- We would ask that the same person drop off each day (and pick up, if possible).
- HEALTH SCREENING paper must be completed and given to staff with signature of driver and time of drop off. Staff may ask questions about child's health.
- Child's temperature will be taken with contactless thermometer. Temperature must be 100°F or below to be admitted.
- Staff will assist child unbuckling (if necessary).
- Lunch bag and thermos is to be on the back seat floor where child can reach it.
- After door is closed and your child is safely away from car, exit the parking lot carefully, there may be cars entering.
- Thermometer will be disinfected and hands sanitized after each child.
- **PRIMARY:** Child will be walked to the classroom door where they will be met and assisted putting their things away and greeting the teacher. Upon arrival each child's hand will receive an ink stamp to keep track of hand washing. The ink will

stay the whole day and be gone at pick-up when enough hand washing has been done.

- **ELEMENTARY:** Child will walk through the breezeway and go right around to the back door classroom entrance (on Constellation) by the lockers.
- **Late Drop off:** must be scheduled in advance with Jim (text 805-294-3368) and will be done the same as the drive through way, above. (Please make every effort to arrive during your designated window as it is important to help all the new procedures to run smoothly.)

### Pick up:

- Pick up time begins at 2:30. Families will be assigned at 5 minute window for pick up. Please let Jim know if your window needs changed. There is no extended care program.
- Pick up will be drive through as was drop off.
- Park at the gate. Driver must wear mask and remain in the car during pick up.
- Staff will assist your child getting into car seat.
- Once the door is closed, pull up past the tree and before the corner of the building to finalize buckling your child in their seat.
- Half day pick up at 11:30 will be the same procedure.
- **Early Pick up:** must be notified in advance if you wish to pick up early, (text Jim 805-294-3368). The procedure will be drive through and the same as the 2:30 pick up. Please remain in your car, wear a mask and wait at the gate. (Please make every effort to arrive during your designated window as it is important to help all the new procedures to run smoothly).

### Sign in/out:

State Licensing has given schools the option to assign a staff to sign primary children in and out each day in order to eliminate exchanging a clip board and pen.

### Health Screening:

Daily child and staff health screening is necessary to maintain diligence in our awareness of the virus. All children and staff who meet any of the criteria below will not be admitted:

Temperature over 100.0°F.

If medications were used to lower an individual's temperature.

Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:

Cough

Shortness of breath or difficulty breathing  
Chills  
Repeated shaking with chills  
Muscle pain  
Headache  
Sore throat  
Loss of taste or smell  
Diarrhea

**NOTE:** For the safety of the community, please do not bring your child to school if they have been administered a fever reducer within the past 24 hours, in the previous 14 days has ben contact with someone with a confirmed diagnosis of COVID-19, in under investigation for COVID-19 or I n the previous 14 days has traveled to another state of another country. A negative COVID-19 test result taken at day 7 will allow re-entry into the program.

### **Parent Screening of Child:**

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home and completed the **HEALTH SCREENING FORM** prior to arrival. Below is the form that must be given Jim at drop off daily.

This form will be emailed to all families to make copies. If you need copies printed, tell Jim.

## **HEALTH SCREENING FORM**

Child's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Please fill out this whole form each morning before dropping your child off at school. Please fill out one form PER child. Circle answer.**

Has your child had a temperature over 100°F in the last 48 hours?

**Yes**

**No**

Has your child, or have you had contact with anyone tested positive for COVID-19 in the past 14 days?

**Yes**

**No**

In the past 24 hours has your child have a persistent cough, shortness of breath, chills, aches, headache, sore throat, or a new loss of taste or smell?

**Yes**

**No**

Has your child taken any medications to lower their temperature in the last 24 hours?

**Yes\_**

**No**

**Drop off Parent signature:** \_\_\_\_\_

### **Staff Screening of Child:**

Upon arrival, a staff member will take your child's temperature using a contactless thermometer.

If the child has a temperature of over 100.0 °F, staff will verify the temperature with another thermometer. A child with a temperature of over 100.0 °F will not be admitted.

Staff will conduct and log the temperature checks of each child and adult in the community three times each day (at arrival, before lunch and prior to departure. Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symbols at arrival or at any point during the day, the child will be isolated and parents will be required to pick up their child.

### **Staff Screening:**

Staff will conduct the same self-screening as the children prior to arriving at school and fill out the same HEALTH SCREENING FORM. Records of these checks will be kept daily.

### **Communication:**

Communication between parents and teachers will need to be limited to email, text or virtual meetings ([montessorilompoc@aol.com](mailto:montessorilompoc@aol.com) and Jim's phone 805-294-3368).

Interviews of prospective families will be done by a virtual meeting, as well.

### **Social Distancing:**

The drive through drop off and pick up procedure will help the school establish control over activity around the outside of the school building and secure access to the classrooms only for the children and staff. Primary will enter their classroom through the glass door, as usual, on the parking lot side of the building. Elementary children will walk through the breezeway to the Constellation Rd. side of the building from the drop off point and enter their classroom through the door where their lockers are located.

### **Primary:**

The school will not expect to maintain strict social distancing for the young children while at school. The young child learns by engaging with their environment, which includes the other people. However, we will employ the following strategies for limiting contact:

Children will be reminded to socially distance with positive redirection and role play about social distancing which will occur daily and in group lessons.

Tables will be spaced 6' apart and only one child may work at a table.

There will be no interaction between primary and elementary children. Elementary children will not be allowed to come into the primary to access materials as they have been in the past.

Each child will have a designated table and work area. Frequently used materials will be on each child's table and each child will have their own rug thus limiting the need to move around the room.

When napping begins, the mats will be spaced out as much as possible with alternating head to toe arrangements to reduce the distance between children.

### **Elementary:**

The needs of the elementary child for social contact are different at this age. These children learn by interacting and collaborating with each other and, therefore, there will be some tables in the classroom with a plastic partition allowing two children to sit at the same table. Other tables will be single. All tables will be placed at a 6' distance from each other.

The elementary child is better able to understand the need of keeping a social distance under these circumstances and to even study when this technique has been used in other countries and cultures, the affect it has.

**SPECIAL ELEMENTARY MATERIALS:** To help facilitate the frequent need of the elementary child for pencils, paper, a ruler, sharpener, etc. each student is expected to purchase a set of the following to be kept at their table. See last page of these Guidelines.

### **PTC Activities:**

Many of our PTC activities will have to be suspended. These include all group events both fund raisers and school social events. There are still many ways for families to participate and help with activities that can be done. The PTC officers are working on continuing activities that do not jeopardize social distancing, e.g. a virtual Jog-a-thon. There is a list of volunteer positions that are important to the school's daily operation that are listed in the School News #10.

Onside Conferences and meeting will be held remotely.

Parent observation of the classrooms have been suspended as well as elementary Going Out.



## Lunch, Snack, Water Thermos & Jacket:

To minimize the number of things that are coming and going from home to school daily, lunch/snack needs to be in a disposable container (paper bag no lunch boxes, no backpacks for elementary). Children will bring their own lunch, snack, water thermos and jacket from and back home daily. Communal snacks from the school will not be served as before. The children will have snack and lunch at their own table. They will take their thermos home daily and return with it in the morning. There will be no elementary Snack Shop as before.

Food preparation (an important part of the Montessori curriculum of practical life) will be temporarily suspended (banana cutting, cracker spreading, orange juicing etc.). Allowing these activities at home would be a opportunity for your child to continue to develop skills and interest. If you would like assistance, let us know.

## Napping:

There will be no nap room during the first four weeks of school beginning August 3rd. The 2 and 3 years old children will be going home at 11:30. Beginning August 31st we will start 2 and 3 year old children full day and will begin the nap period after lunch. Each napper has their own bedding that will be laundered each week end.

- ◆ The office will be the nap room in the afternoon.
- ◆ Mats will be placed at least three feet apart with children positioned head to toe.
- ◆ Bedding will be folded and stored separately when not in use.
- ◆ Bedding (sheet, pillow case and blanket) will be washed weekly.

## Masks, Shields and Protective Equipment:

Parents with children in the Primary classroom are asked to bring a face covering for the child to have onsite with his or her items. Face coverings will not be required, but may be used at the parent or teacher's discretion depending on the age and maturity level of the child.

- Elementary children will need to wear a mask while in the classroom.
- All staff will wear a mask while working indoors.
- Masks will not be worn outside.
- Gloves will be used by staff while disinfecting surfaces, materials and objects.



## Hand Washing:

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth.

### Hand Washing Procedure:

We will be working daily with the children to develop this awareness in them and emphasize its necessity. As a group the children will wash hands a minimum of three times a day. After washing hands at arrival, each child will have a stamp on the back of their hand as a visual cue for hand washing throughout the day. Stamps should be faded or gone by pick up.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean towel

## Disinfecting:

**COMMON AREAS** will be disinfected three times a day with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.). Minor disinfecting will be done before children arrive in the morning and when they are outside. Major disinfecting will be done after school hours with electrostatic cleaning and UV. Windows will be opened to provide ventilation before children enter classroom:

- ◆ Adult bathrooms: faucets, toilet handles, sink surfaces, dispensers
- ◆ Kitchen area: counters, sink area, faucets, frig. handles, cupboard handles, microwaves
- ◆ Office area: keyboards, printers, computer, monitors
- ◆ Phones, cell phones
- ◆ All flat surfaces

**CLASSROOM AREAS** including playground will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.). Minor disinfecting will be done before children arrive in the morning and when they are outside. Major disinfecting will be done after school hours with electrostatic cleaning and UV.

- ♦ All tables and chairs
- ♦ Classroom shelves
- ♦ Commonly used materials and objects. When a child has finished using a piece of material from the shelf they will put it on a designated “Cleaning Table” and it will be taken out of the classroom by staff and disinfected before being brought back and used again.
- ♦ All door handles including lockers
- ♦ Toilet flush handle
- ♦ Towel dispensers
- ♦ Tricycle handles and seats
- ♦ Commonly used outside equipment
- ♦ Climbing equipment.

**NOTES:**

- ♦ Materials and equipment that cannot be disinfected will not be used.
- ♦ Towels, cloths and all single use porous material will be laundered after use.
- ♦ Books and other paper materials are not considered a high risk for transmission and do not require disinfected unless mouthed.
- ♦ Windows will be opened during the day (weather permitting) to ventilate the classrooms.

## **COVID-19 Symptoms at School - Child:**

If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.

- ♦ Child will be asked to wear a mask.
- ♦ Child will be taken to the office for isolation to lie on a mat.
- ♦ Parents will be contacted for pick up.
- ♦ Staff will supervise child from the door way until parents arrive.
- ♦ Parents will use the drive through pick up procedure and child will be brought out and assisted into the car in the usual way. Please wait in the car and wear a mask.

Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.

A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the child for return based on a negative COVID19 test and/or an alternative diagnosis.

In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to the community until the child has met the criteria for return by a medical professional.

### **COVID-19 Symptoms at School - Staff:**

In the case of a staff member who has symptoms that could be COVID-19, the individual is assumed to have COVID-19, and may not return to work until the a medical professional's note clearing them for return based on a negative COVID-19 test or an alternative diagnosis.

### **COVID-19 Exposure - Child & Staff:**

If a child or staff has been identified as having close contact to someone outside the classroom community who is diagnosed with COVID-19, that child or staff will be required to self-quarantine for 14 days per the CDC guidelines. Close contact means being closer than 6 feet apart for more than 15 minutes the person was infectious.

### **Positive Case of COVID-19 in the Classroom:**

If a confirmed positive case of COVID-19 is confirmed in a child or staff from the classroom community, the school is required to take the following action:

- ◆ Contact Community Care Licensing to report the presence of COVID-19
- ◆ Notify the Santa Barbara County Dept. of Health.
- ◆ Notify staff and parents of both classrooms that a member of the school community has been diagnosed with COVID-19. (Confidentiality will be maintained.)
- ◆ All follow up actions (quarantine, classroom closure, etc.) will be dictated by the Santa Barbara County Dept. of Health and Community Care Licensing.

**Questions? Concerns? Suggestions? Please contact Jim  
montessorilompoc@aol.com or text 805-294-3368**

## Disinfecting Checklist

Materials: Lysol Spray, Clorox Wipe of Bleach Water Solution or other approved disinfectant, electro-static and UV disinfecting.

Children can not be present in the room when disinfecting.

Allow surfaces to air dry with solution.

Open windows/doors to facilitate ventilation.

**Initial when completed:**

ITEM	AM	MID	PM
Child Tables			
Child Chairs			
Shelves			
Materials			
Door Handles			
Locker Handles			
Bathroom Area			
Towel Dispenser			
Sink Faucets			
Floor			
Tricycles			
Climbing Eq.			
Outside Materials			
Kitchen Area			
Office Area			
Flat Surfaces			

## **HEALTH SCREENING FORM**

Child's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Please fill out this whole form each morning before dropping your child off at school. Please fill out one form PER child. Circle answer.**

Has your child had a temperature over 100°F in the last 48 hours?

**Yes**

**No**

Has your child, or have you had contact with anyone tested positive for COVID-19 in the past 14 days?

**Yes**

**No**

In the past 24 hours has your child have a persistent cough, shortness of breath, chills, aches, headache, sore throat, or a new loss of taste or smell?

**Yes**

**No**

Has your child taken any medications to lower their temperature in the last 24 hours?

**Yes\_**

**No**

**Drop off Parent signature:** \_\_\_\_\_

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Yes\_

No

Drop off Parent signature: \_\_\_\_\_



## CMS ELEMENTARY RE-OPENING PLANS

Children's Montessori School (CMS) is making application to the California Department of Public Health (CDPH) for a waiver to re-open the elementary class for in-class instruction beginning Oct. 5, 2020. This letter confirms the following plans will be implemented by the school in accordance with CDPH and local health department requirements as stated in the CDPH guidelines, COVID-19 INDUSTRIAL GUIDANCE: Schools and School-Based Programs.

**Cleaning & Disinfection:** All shared surfaces and objects including educational materials are disinfected before another child may use the material. All shared surfaces and common areas including playground equipment, sinks, bathroom areas, floors, locker area, etc. will be disinfected at the end of each school day. Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, etc. will be disinfected periodically during the day. Students will have assigned tables and chairs and have their own set of frequently used materials, such as pencils, scissors, glue, paper, etc. at their table.

**Cohorting:** The school has one preschool class (2-6 years) and one elementary class (1-6 grade) located in two separate rooms separated by a hall way. Both cohorts are kept separate at all times in the building and go outside at different times. There will be only one classroom for all 1<sup>st</sup> through 6<sup>th</sup> graders with currently 6 individuals enrolled. Maximum enrollment will be 12. Presently we are doing remote classes for elementary. All elementary students will be kept together as one cohort during the duration of their time at school for all activities like instruction, lunch, recess, etc. There will be no contact between students of the two separate cohorts. Each cohort will have the same teacher each day and there will be one staff available to assist in either classroom most of the time taking materials that have been used by the students into the kitchen for disinfecting and returning them to the classroom shelf before another student uses them.

**Entrance, Egress and Movement Within the School:** Drop off and pick up of all students will be done by drive through one family at a time. Designated staff, wearing a mask and face shield, will assist students, wearing a mask, to exit the car, parent will remain in the car wearing a mask, and student will enter the classroom through one designated door after putting their things in their locker one student at a time in the locker area. The preschool and elementary have separate entrances to the classroom on opposite sides of the building. Movement in the classroom will be controlled by the teacher requiring social distancing between students and staff. Parents will be escorted by staff whenever in the school facility.

We are not allowing visitors on campus, student drop off will be drive through, interviews with new families will be a remote meeting, conferences with parents will be a remote



meeting, "masks must be worn and 6' physical distance maintained" signs will be posted on the mail gate, the auxiliary gate, and the door to the office.

**Face Coverings and Other Essential Protective Gear:** All students and staff are required to wear a mask when in the building. Students, staff and drivers must all be masked during drop off and pick up. The school will make available extra children's masks if a child needs one. Masks must be worn outside by students if physical distancing cannot be kept. Masks may be removed in the building while student remains at their assigned table for snack and lunch. Reminders and lessons about the importance of washing hands frequently and not touching one's face will be given during the day. Information concerning proper use, removal and washing of a cloth mask will be given to the families of the school. Any child or adult not enrolled in the school and who is visiting or on school campus must wear a face mask unless they are exempt and must maintain physical distancing. Staff must wear face coverings at all times including with children and with other staff. Gloves will be worn by staff when assisting a child with snack, lunch food and assisting a student in the bathroom.

**Health Screening of Students and Staff:** All students and staff temperatures will be taken with a contactless thermometer daily upon arrival and departure and be recorded. Staff will conduct a visual symptom check of students upon arrival and throughout the day. Staff will screen each other on the same schedule. The parents of each student must fill out and submit a Health Screening Form upon arrival attesting to the health condition of the student since last at the school. Questions concerning child having a fever, cough or other COVID symptoms and contact with individuals who exhibit these symptoms. Students or staff exhibiting symptoms of COVID-19 during the day will be isolated in a separate room and arrangements for their immediate pick up be made. That student's table will be disinfected as will the isolation room before being used by another person.

**Healthy Hygiene Practices:** A handwashing sink is located in the classroom and students will be expected to wash their hands before using any of the materials in the classroom, after using the bathroom, after recess and before eating snack and lunch. Each student will have their own container of hand sanitizer at their table. Reminders and lessons will be given students on the importance of washing hands (as well as the proper way to do it), not touching their eyes, nose and mouth and how to cover their sneeze or cough in their arm. Tissues will be readily available in the classroom. Wall signs reminding to wash hands will be posted.

Health hygiene practices concerning wearing of face masks in public places, being aware of social distancing when in public, following up immediately on any symptoms appearing in the family's household and being aware of any affect it may have on the school community. Maintaining awareness in the children and the families of the continued urgency of thinking in terms of the school community and working together as a group.

**Identification and Tracing of Contacts:** In the event there is a confirmed case of a staff or child who has tested positive, the director, Jim Murphy, will support contact tracing and compile a list of exposed students and staff to the local health department and notify exposed persons. Jim will be the contact person for the local health department and the school will be prepared to follow any directives the health department requires.

**Physical Distancing:** Students will be physically distanced at tables six feet apart. The students will have supplies of frequently used items like paper, pencils, sharpener, roler, etc. to minimize the need for students move around the room. Where lines are needed in the classroom there will be floor stickers every six feet for waiting. Movement of the students in the classroom to use the restroom or get their snack will be under the direction of the teacher and physical distancing will be maintained at all times. Discussions of the importance and responsibility to socially distance will be conducted with students periodically and when needed. Six foot distancing will be enforced when lining up in the classroom and outside. Non-compliance will result in the student having to be under the teacher's direction at all times. The classroom has ample windows and doors that can be opened to create ventilation. The heating/AC fan system will be turned on to enable circulation of the air.

Drop off and pick up will be drive through with driver wearing a mask staying in the car and masked staff assisting students, also masked, to disembark and walk to the classroom building. Enrollment is small, 17 students total in preschool and elementary, and half of the families have two children enrolled. Elementary enrollment is 6 students. Preschool and elementary will be arriving in the same 10 minute window and entering their classroom in separate entrances on opposite sides of the building.

Outdoor area is amply big enough to accommodate elementary with basketball, climbing equipment, garden and large grass area. A tent will be raised and tables situated on the outside grass area to provide a work place for elementary students.

**Staff Training and Family Education:** Staff training will include reading and being familiar with the school's CMS Health and Safety Guidelines for COVID-19 publication. There will also be onsite training on the details of all these procedures and expectations. All families in the school will receive a hard copy of the school's Guidelines. All families will be required upon arrival at the school each morning to submit a Health Screening Form with four questions about their child's physical symptoms, temperature and contact with anyone who has symptoms or tested positive for COVID-19.

The CMS Health and Safety Guidelines spells out in detail our procedures in the following: 1) How the physical facility, tables, chairs, floors, bathrooms, all common areas, outdoor play equipment, etc. will be disinfected daily. 2) Physical distancing to students in the classroom,

outside, and allowing students to have contact only with those in their cohort. 3) Information about the use, removal and washing of face masks will be contained in the Guidelines. 4) Students and staff will be screened daily at arrival and during the day. Parents are expected to be extra vigilant of their child's physical behavior and appearance in terms of health symptoms of COVID. 5) Making families aware of the procedures the school must follow in the event of symptoms appearing in a child when at school and need for all families to think in terms of the school community and the effect their actions can have on others in the community.

**Testing of Students and Staff:** In the event of a student or staff who has COVID symptoms of a fever, cough, shortness of breath, chills, etc. they will not be allowed to come to school or if at school, will be sent home immediately, and must stay quarantined for 24 hours after these symptoms have gone. If symptoms persist, they will be expected to be tested for COVID and remain isolated until test results show a negative reaction before being allowed to return to school. In order to prepare for in-person instruction, the school will begin the process of completing COVID testing for all school staff immediately. Prior to reopening school, all school staff who will be on the school campus and having contact with children, will complete a baseline routine COVID-19 test. This test may be completed at any of the community testing sites or at a private lab. Following the baseline test, school staff will be tested again after two months. The later testing may be done in a phased manner."

Staff and families will be made aware of the importance of taking seriously the appearance of any of the symptoms of COVID appearing in themselves or their child and the possible effect it can have on the school community. As director of the school, I will periodically send out a note about reiterating the effort we all need to make regarding keeping the infection rate of COVID under control in our lives and in this school environment.

**Triggers for Switching to Distant Learning:** In the event of the appearance of symptoms in two or more students or staff in the school that have tested positive and the likelihood that the infection was communicated at the school, I would immediately close the school and make arrangements for all students to begin distance learning. Our distance learning program is already in place and ready to start immediately.

**Communication Plans:** Daily when children are dropped off the parent must give staff a completed Health Screening Form verifying 1) child's temperature has been under 100 °F in last 48 hours, 2) possible contact of child or family member with anyone who has tested positive for COVID in the last 14 days, 3) has your child had any of the COVID symptoms in the last 24 hours and 4) has your child taken any medication to reduce a fever in the last 24 hours.

Exposure of a child at the school will result in all staff being notified immediately, student will be isolated immediately, child's parents will be advised to have child tested and quarantined

until test results are available and only parents in the student's class will be notified of a known contact without the student's name being given. The students in the class will not be notified.

In the event of a confirmed case of COVID in a school staff or student, the person will be isolated immediately and excluded from the school until all criteria for return have been met, the SB County Public Health Dept. will be notified, and the school community will be notified of a known case. All other students in the class and staff will be quarantined for 14 days from the last day the case was present in school while infectious. The name of the case will not be revealed. All students will begin distance learning until class reopens.

### **School's response plan for an exposure to a case of COVID:**

Individual will be sent home for quarantine for a period of 14 days from day of exposure. If student, they would begin distant learning immediately.

Family would be advised to have child tested.

Other families of student in that cohort will be notified of known contact without name of family revealed.

Cohort would remain open.

### **Cohorting plan for assigning students to a cohort:**

Students age 6-12 years will be in the elementary cohort and students age 2-5 years in the preschool cohort. There are six in elementary and 11 in preschool. Matriculation from preschool to elementary is determined by age and degree of proficiency in language and mathematics skills.

### **The school's 2-month staff testing plan:**

There are 3 to 4 staff currently in the school that will be tested every two weeks, one at a time, on a rotating basis. Testing will take place at:

COUNTY HEALTH CLINIC – LOMPOC  
301 N R St, Lompoc, CA 93436-5226

**SPECIAL ELEMENTARY MATERIALS:** To help facilitate the frequent need of the elementary child for pencils, paper, a ruler, sharpener, etc. each student is expected to purchase a set of the following to be kept at their table. These can be found on Amazon Smile.



**2Packs Toddler Kids Anti Spitting Protective Hat Boys Girls Protective fisherman hats Full face shield Fisherman hat for 3-10 years Children**  
★★★★☆ ~ 22  
Business Price ~ \$19.99 Prime FREE Delivery  
Order it now. Offered by Leziazany.



**Electric Pencil Sharpener, Battery-Powered, Batteries Included, High-Speed Automatic, best for Colored, No. 2 Wood Graphite Pencils, Home Office School Classroom Adults Kids, Straight Blade (Pink)**  
★★★★☆ ~ 1,602  
\$12.99 ✓prime  
Color : White/Pink



**Allinone Plastic Ruler Flexible Ruler with inches and metric Measuring Tool 12\" and 6\" inch (2 pieces)**  
★★★★☆ ~ 402  
\$3.59 ✓prime  
Size : 6\"+12\" | Color : Clear



**Electric Pencil Sharpener, Battery-Powered, Batteries Included, High-Speed Automatic, best for Colored, No. 2 Wood Graphite Pencils, Home Office School Classroom Adults Kids, Straight Blade (Black)**  
★★★★☆ ~ 1,602  
\$12.99 ✓prime  
Color : White/Pink



**Fiskars 7 Inch Softgrip Student Scissors, Color Received May Vary**  
★★★★☆ ~ 203  
\$3.97 ✓prime  
Quantity discount available.



**Helix Universal Locking Compass and Protractor Set, Assorted Colors (18803)**  
★★★★☆ ~ 333  
\$4.99 ✓prime  
Style : Whiteboard 4 Piece Set  
Quantity discount available.



**Prismacolor Scholar Colored Pencil Set, 24 Pack (24 Pencils)**  
★★★★☆ ~ 203  
\$15.29 ✓prime  
Size : 24 Pencils