

Community Montessori September 28th Reopening Plan

Community Montessori Charter School (CM) is an independent study charter school. Although students may attend a learning center for up to 80% of their learning plan, it is not a site-based school. As a student-based program, our focus is each individual student in relation to his/her abilities, learning styles, available resources, and goals. Our Educational Facilitators (EFs) partner with parents and students to develop and monitor a personalized learning plan.

CM Centers are not schools; they are one of several curricular options we offer to support a student’s learning plan. We begin with the child’s dispositions, preferred modalities, interests, talents, and preferred environment to determine appropriate academic objectives, methods of study, resources, and methods of evaluation. Not all students thrive in a social learning environment, and we are not of the mindset that they must. Our aim is self-directed, independent learning, and we view the parent as the student’s primary mentor. Our approach is based on the Montessori philosophy of which the key principles are:

Multi-age groupings to foster peer learning

Uninterrupted blocks of work time

Guided choice of work activity

A prepared environment for independent learning

While the parent is the primary mentor, children in our program are expected to have several mentors. Mentors can be family members, friends, specialized instructors, EFs, etc. The mentor is an observer whose ultimate goal is to intervene less as the child develops. The mentor’s first objective is to prepare and organize the learning environment to meet the needs and interests of the child as well as promote independence.

As we reopen our learning centers, we will be following the requirements of the San Diego County Public Health Officer and taking guidance from the California Department of Education, the California Department of Public Health, and the Center for Disease Control and Prevention.

The resources used in this document are referenced below as of 9/11/20.

<u>Resources</u>	
<u>1</u>	CDPH Industry Guidance Schools and School Based Programs
<u>2</u>	COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
<u>3</u>	CDPH COVID-19 and Reopening In-Person Learning Elementary Education Waiver Process Overview
<u>4</u>	California Department of Public Health Schools Guidance FAQs

<p>14 Elements of the Attestation Form</p>	
<p>General Information: Name, District (if applicable), Grades to Reopen, Total Enrollment number, Total number of staff</p>	<p>Name: Community Montessori District: San Diego County Office of Education Grades to Reopen: TK-8 Total Enrollment Number: TK-6 - 746 Total Number of Staff: 72</p>
<p>Date Proposed for Reopening: Must be at least 14-days from the date the application is submitted <i>Additional information:</i> Resource 3</p>	<p>Phased Re-Opening starting 9/21/20</p>
<p>I. Consultation</p>	

Attestation Form Consultation	Acceptable Example
<p>Labor Consultation:</p> <p>Name of Labor Organization(s), date(s) and results/outcomes of consultation(s).</p>	<p>Community Montessori does not have a Labor Organization.</p> <p>Process:</p> <ol style="list-style-type: none"> 1) School staff were consulted during an online staff meeting on August 5th, 2020 at 9am. 2) 92% of staff supported a cohort reopening.
<p>Parent Consultation:</p> <p>Name of Parent Organization, date(s) and results of consultation(s).</p> <p><i>Additional information:</i> Resource 3</p>	<p>Parent Advisory</p> <ol style="list-style-type: none"> 1) A parent advisory teams was created with 2 parents from each learning center picked at random. 2) Parents were consulted with the plan as of 8/19/20. 3) Parents showed general support for the plan.

<p>Community Consultation:</p> <p>Name of Community Organization, date(s) and results of consultation(s).</p> <p><i>Additional information:</i> Resource 3</p>	<p>Governing Board.</p> <p>The Governing Board approved the plan on 8/26/20</p>
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
II. COVID-19 Prevention/Reopening Plan(s) consistent with guidance from CDPH and Local Health Department	
14 Elements of the Attestation Form	Summary
<p>1. Webpage: The schools' reopening plan is posted on school/district webpage.</p>	<p>www.myelement.org</p>

<p>2. Distance Learning: School plan(s) should describe how school will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model.</p>	<p>As a independent study school, distance based learning has always been a part of our program. A distance learning option will be provided to ALL students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student’s health conditions.</p> <p>All students will receive same level of instruction and education in both distance learning and in-person instruction.</p>
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<p>3. Physical Distancing: The school(s) plans describe how space and routines will be arranged to allow for physical distancing of students and staff.</p> <p><i>Additional information:</i> Resource 1 Resource 2, Resource 3</p>	<p>Summary:</p> <ol style="list-style-type: none"> 1. Students who choose to attend in person will be assigned a cohort group to accommodate a minimum of six feet of distance between individuals. 2. To the extent possible, and as recommended by the CDC, smaller student/ educator cohorts will minimize the mixing of student groups throughout the day. The movement of students, educators, and staff will be minimized as much as practical. 3. Student Physical Distancing <ol style="list-style-type: none"> a. Cohorts of students will be used to maintain physical distancing requirements. b. If six feet of physical distancing is not met, staff rosters may change in order to balance the number of students to meet the requirements. c. Signage and barriers may be installed to direct students as needed. 4. Playgrounds/Outside Spaces <ol style="list-style-type: none"> a. Train staff to ensure physical distancing.
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	<p>5. Classrooms</p> <ul style="list-style-type: none"> a. Determine maximum capacity for students of each classroom while meeting physical distancing requirements. b. In accordance with CDC and CDPH guidance, ensure desks are a minimum distance apart and arrange desks in a way that minimizes face-to-face contact c. If practical, utilize outdoor spaces for instructional activities d. Consider broadcast to other classrooms and students distance learning at home. <p>6. Staff</p> <ul style="list-style-type: none"> a. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ul style="list-style-type: none"> i. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. ii. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. b. Staff desk will be at least six feet from student desks.
<p>4. Stable Cohorts: The school(s) plans describe how students will be kept in small, stable, groups with fixed membership.</p> <p><i>Additional information:</i> Resource 1, Resource 2, Resource 3</p>	<p>1. Student cohorts (<15 students) will remain together throughout the duration of the school day. These cohorts will be maintained in classrooms, recess and lunch times. Recess and lunch times will be staggered, and cohorts will get a designated lunch area on campus. Pick up and drop off times will be staggered by cohorts to avoid unnecessary gatherings and contact.</p> <ul style="list-style-type: none"> a. A maximum number of students will be assigned to each classroom based on size and social distancing requirements including a posted maximum size. b. Based on current requirements, classrooms will have 15 or less students. <ul style="list-style-type: none"> i. 50% of students (Cohort A) will attend Monday and Tuesday. ii. 50% of students (Cohort B) will attend Thursday and Friday.

iii. Students will not be allowed to switch cohorts without a 14 day homestudy time period.

- c. Students will be instructed to wash or sanitize their hands prior to each entry and exit of the classroom.
- d. Students will participate in breakfast outdoors when possible.
- e. Any share student materials will be cleaned with EPA-N certified cleaner by and placed in a UVC disinfection box.
- f. Backpacks will not be brought from home if practical 
- g. Small group instruction may only occur if the six foot distancing is possible or sneeze guards are available.

5. Face Covering & Other Essential

Protective Gear: The school(s) plans describe how [California Department of Public Health's](#) face covering requirements will be satisfied and enforced.

All students are required to wear a face covering while on school premises except during meal times and when outdoors if physical distancing can be maintained.

All staff are required to wear a face covering while on school premises except during meal times and when they are alone in their classroom. Staff exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Face coverings must cover the nose and mouth and may not contain a vent.

At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently. If a student has inadvertently failed to bring a face covering, one will be provided. Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

When the school is made aware of a health condition that requires an exemption, the school will consider that as notice that the child has a disabling condition that impacts a major life function and will convene a 504 team to assess if the child has a right to reasonable accommodation through the support of a 504 Accommodation Plan. Accommodations could include the use of a face shield with a drape (which is less restrictive than a face cover), the use of clear barriers, and/or greater distance between them and others.

Individuals who refuse to wear a face covering will not be permitted to remain on school premises and will be given the option of distance learning.

Staff exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

6. Cleaning or Disinfection: The school(s) plans describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental 2 Protection Agency (EPA) “List N: Disinfectants for Use Against SARS-CoV-2” (“List N”) labeled to be effective against emerging viral pathogens. Staff will clean and disinfect frequently touched surfaces and objects (examples: desks, doorknobs, light switches etc.) between use such as during recess and lunch breaks. A full disinfection protocol will take place once all the students have gone home at the end of the day.

Shared Objects: Students will be provided individual educational materials that will not be shared as practical. If certain materials are shared, they will be placed on a table for materials that need to be disinfected. These materials will be wiped down with an EPA-N cleaner by staff and placed in a UV-C box for disinfection.

All cleaning solutions will be placed in locked cabinets, only accessible by staff member.

7. Entrance, Egress, and Movement

Within the School: The school(s) plans describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

The school will use multiple entry and exit points for all staff, students and parents. Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point. Arrows and markings will ensure students and families maintain distance during arrival and screening.

Parents are encouraged to remain in their vehicles and drop off children at the designated drop off zones. Parents that need to escort children to their screening and during pickup will be required to wear a mask and maintain social distancing.

All students will only use exterior door unless interior hallways are required for restroom or emergency use.

Community Montessori does not have school buses.

Staff will enter the learning center through the main entryway for screening. Staff will not congregate. Staff will eat meals in separate areas. Interior hallways will only be used as little as practical.

8. Health Screenings for Students and

Staff: The school(s) plans describe how students and staff will be screened for symptoms of Coronavirus Disease 2019 and how ill students or staff will be separated from others and sent home immediately.

Sick students and staff are encouraged to stay home and are also encouraged to stay home if there is member of their household who is sick.

Upon arrival, all students and staff will be screened for symptoms, we will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch thermometer. If the student or staff answers 'yes' to any symptom or has a fever of 100.0 F or higher, they will be sent home. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room. If a student or staff becomes ill during the school day they will be separated from the class and sent home immediately. The school will recommend to any who screens with symptoms, fever, or become sick to get a COVID- 19 test with their healthcare provider or at a community testing site.

<p>9. Healthy Hygiene Practices: The school(s) plans describe the availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.</p>	<p>All students will wash their hands when they enter the classroom in the classroom sink or nearest sink.</p> <p>Students will be required to wash their hands before and after recess and lunchtime and anytime they use the restroom. Staff will model proper handwashing technique and will reinforce handwashing throughout the day.</p>
<p>10. Identification and Tracing of Contacts: The school(s) plans describe the actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about Coronavirus Disease 2019.</p>	<p>The School Director, HR Director, and Regional Manager and Regional Assistant will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted.</p> <p>Kiran Sihota (HR Director) will be the contact person with the San Diego County Local Health Department.</p>

11. Staff Training and Family

Education: The school(s) plans describe how staff will be trained, and families will be educated on the application and enforcement of the plan, adhering to linguistic needs of the community.

A copy of the plan will be available at www.myelement.org.
Students will be given handwashing and face covering instructions.

At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopen Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.

Should linguistic needs arise for resources, materials, or training, the school will meet the needs of staff and/or families .

<p>12. Testing of Students and Staff: The school(s) plans describe how school officials will ensure that students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.</p>	<p>There is not a program in place to allow for systematic testing at this time. Community Montessori will refer staff and students to testing.</p> <p>Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site.</p> <p>Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.</p> <p>Symptomatic students and/or staff will follow the most up to date HHS and SDCOE “Fever/Covid-19 Symptom Decision Tree”</p>
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<p>13. Triggers for Switching to Distance Learning: The school(s) plans describe the criteria the superintendent will use to determine when to physically close the school</p>	<p>Our school intends to work with County of San Diego public health officials to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.</p>
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<p>14. Communication Plans: The school(s) plans describe how the Superintendent(or Equivalent) will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).</p>	<p>Our school will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on Parent Square (school communication tool). Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational records</p>
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Checklist for Physically Reopening Learning Centers for Students

Local Conditions. Ensure that the following local conditions are in place:

1. Approved Waiver or CDPH requirements met for school reopening.
2. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.
 - a. Plan for an ongoing supply of protective equipment including a goal of three month supply.
 - b. Sufficient number of no-touch thermal scan thermometers for symptom screenings.
 - c. Cleaning Supply Availability
 - i. Have enough school-appropriate cleaning supplies to disinfect the school sites in accordance with CDPH guidance.
 - ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trashcans, and paper towels.

Distance Learning

A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student's health conditions.

Physical Distancing

1. Limit the number of people in all spaces to the number that can be reasonably accommodated while maintaining a minimum of six feet of distance between individuals.
2. To the extent possible, and as recommended by the CDC, create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as practical.
3. Student Physical Distancing
 - a. Limit number of students physically reporting to maintain physical distancing requirements.
 - b. Determine student and staff capacity meeting six-foot physical distancing objectives
 - c. Signage and barriers may be installed to direct students as needed.

4. Playgrounds/Outside Spaces
 - a. Train staff to ensure physical distancing.
5. Classrooms
 - a. Determine maximum capacity for students of each classroom while meeting physical distancing requirements.
 - b. In accordance with CDC and CDPH guidance, ensure desks are a minimum distance apart and arrange desks in a way that minimizes face-to-face contact
 - c. If necessary, utilize outdoor spaces for instructional activities
 - d. Consider broadcast to other classrooms and students distance learning at home.
6. Staff
 - a. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes:
 - i. Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
 - ii. Avoid grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.
 - iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.
 - b. Staff desk will be at least six feet from student desks.

Stable Cohorts

Students

- a. Student cohorts (<15 students) will remain together throughout the duration of the school day. These cohorts will be maintained in classrooms, recess and lunch times. Recess and lunch times will be staggered, and cohorts will get a designated lunch area on campus. Pick up and drop off times will be staggered by cohorts to avoid unnecessary gatherings and contact.
- b. A maximum number of students will be assigned to each classroom based on size and social distancing requirements including a posted maximum size.
- c. Based on current requirements, classrooms will have 15 or less students.
 - i. 50% of students (Cohort A) will attend Monday and Tuesday.
 - ii. 50% of students (Cohort B) will attend Thursday and Friday.
 - iii. Students will not be allowed to switch cohorts without a 14 day homestudy time period.
- d. Students must wash hand or sanitize prior to each entry and exit of the classroom.
- e. Students will participate in breakfast outdoors when possible.
- f. Student materials will be cleaned with EPA-N cleaner and UVC lights
- g. Backpacks will not be brought from home if practical
- h. Small group instruction may only occur if the six foot distancing is possible or sneeze guards are available.

- i. Assemblies are suspended
 - j. Field Trips are suspended
 - k. Frequent opportunities for outdoor learning
- 2. Staff**
- a. Staff will maintain social distancing while in the classroom
 - b. Staff will wear masks or face shields in the classrooms while instructing.
- 3. Parents/Public**
- a. Parents will/will not be permitted in classrooms

Face Coverings and Other Essential Protective Gear

1. Face coverings must be used in accordance with [CDPH guidelines](#)
 - a. Training and information will be provided to staff and students on proper use, removal, and washing of cloth face coverings or in limited instances, face shields.
 - b. Training includes procedures on how people who are exempted from wearing a face covering will be addressed. Students will be offered a distance based learning program.
2. Staff Protective Equipment
 - a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
 - b. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
 - c. Staff will be provide a face covering if the employee does not have a clean face covering.
 - d. Employees engaging in symptom screening will be provided surgical masks, face shields, and disposable gloves.
 - e. Provide equipment and PPE for cleaning and disinfecting reflective of Cal\OSHA requirements.
 - f. Staff exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
3. Student Protective Equipment

- a. All students are required to wear a face covering while on school premises except during meal times and when outdoors if physical distancing can be maintained.
- b. All staff are required to wear a face covering while on school premises except during meal times and when they are alone in their classroom. Staff exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- c. Face coverings must cover the nose and mouth and may not contain a vent.
- d. At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently. If a student has inadvertently failed to bring a face covering, one will be provided. Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.
- e. When the school is made aware of a health condition that requires an exemption, the school will consider that as notice that the child has a disabling condition that impacts a major life function and will convene a 504 team to assess if the child has a right to reasonable accommodation through the support of a 504 Accommodation Plan. Additional assessments, medical documentation from a physician, and/or a signed medical release may be needed to complete the plan. Accommodations could include the use of a face shield with a drape (which is less restrictive than a face cover), the use of clear barriers, and/or greater distance between them and others.
- f. Individuals who refuse to wear a face covering will not be permitted to remain on school premises and will be given the option of distance learning.

Cleaning and Disinfection

1. In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:
2. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning
3. Disinfecting surfaces between uses, such as:
 - a. Desks and tables

- b. Chairs
- c. Disinfecting frequently—at least daily—high-touch surfaces, such as:
 - i. Door handles
 - ii. Light Switches
 - iii. Drinking fountains
 - iv. Sink handles
 - v. Restroom surfaces
- d. Use select disinfectant products on the EPA List N with asthma-safer ingredients when available
- e. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- f. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present.
- g. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait CDC recommended time before cleaning.
- h. Make a Plan for Adequate Outdoor Air Circulation

- i. In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
 - ii. Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems with filter rating of MERV 13.
- i. Students will only bring their lunch to the learning centers, no backpacks, bags, or other containers.

Entrance, Egress, and Movement within the School

1. The school will use multiple entry and exist points for all staff, students and parents.
2. Students
 1. Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.
 2. Arrows and markings will ensure students and families maintain distance during arrival and screening.
 3. Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
 4. Parents that need to escort younger children to their screening and during pickup will be required to wear a mask and maintain social distancing.
 5. All students will only use exterior door unless interior hallways are required for restroom or emergency use.
 6. Community Montessori does not have school buses.
 7. All students must wash or sanitize hands as they enter the learning center.
 8. If a student is symptomatic while entering the learning center or during the school day:
 - i. Student will be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, students will be physically distanced.
 - ii. Any students exhibiting symptoms will be asked to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.
 - iii. Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
 - iv. School will advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.
3. Staff – Entering the Learning Center
 - a. Staff will enter the learning center through the main entryway for screening.
 - b. Staff will not congregate
 - c. Staff will eat meals in separate areas.

- d. Interior hallways will only be used for staff

4. Visitors and Groups

- a. School sites will be only accessible by students and staff.
- b. School sites will have drop off boxes outside for parents to submit paperwork.
- c. Meetings with parents will be conducted through virtual means whenever possible.

Health Screenings for Students and Staff


1. Students and Staff

Passive Screening – Parents will be instructed to screen students before leaving for school (check temperature to ensure temperatures below 100 .0 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

- a. Active Screening – All students and staff will be screened for symptoms, will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch thermometer.
 - i. If the student or staff answers ‘yes’ to any symptom or has a fever of 100.0 F or higher, they will be sent home.
 - ii. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room.
 - iii. If a student or staff becomes ill during the school day they will be separated from the class and sent home immediately.
 - iv. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID- 19 test with their healthcare provider or at a community testing site.

Healthy Hygiene Practices

- 1. Handwashing in accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:
 - a. Provide opportunities for students and staff to meet handwashing frequency guidance .
 - b. Ensure sufficient access to handwashing and sanitizer stations.

2. Hand-Sanitizer
 - a. Available where handwashing is not accessible
 - b. Percent of effective ingredient reflective of CDC guidance.
3. Train staff and students on proper handwashing techniques and PPE/EPG use reflective of CDC guidance.
4. Wash hands when: arriving and leaving home; arriving at and leaving learning centers; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating foods 

Identification of Tracing of Contacts

The School Director, HR Director, and Regional Manager and Regional Assistant will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted.

Kiran Sihota (HR Director) will be the contact person with the San Diego County Local Health Department.

Staff Training and Family Education

Family will receive a copy of plan, families receive covid-19 resource materials, and students are given handwashing and face covering instructions.

At the beginning of the school year and at the monthly staff meetings, staff will be trained on the Reopen Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.

Testing of Students and Staff

There is not a program in place to allow for systematic testing at this time. Community Montessori will refer staff and students to testing.

Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site.

Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

Triggers for Switching to Distance Learning

Our school intends to work with County of San Diego public health officials to determine triggers for switching to distance learning and will be following the recommended measures outlined in the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

Communication Plans

Our school will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on Parent Square (school communication tool). Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational records