

Milestones Montessori of Lake Forest

COVID-19 Safety Protocols & Procedures

Elementary Reopening Plans

CLEANING AND DISENFECTION

Our school has implemented a daily cleaning checklist for all classrooms and shared areas with designated times on when and where the cleaning/disinfecting should occur. Staff are routinely cleaning and disinfecting all materials with each use whether used by staff or children throughout the day.

COHORTING

Group sizes are lowered to restrict co-mingling of children inside and outside the classroom. The children are fixed to their assigned group for the remainder of their school day.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Parents/guardians are restricted from entering our school for drop-off and pick-up. We have created a drop-off and pick-up station immediately out front of our school's doors. All adults are required to wear face masks when picking up and dropping off their child.

Students are always to remain with their assigned group inside and outside their classroom during the school day.

Staff are to remain in their assigned area and are limited to staff areas based on allowed occupation of that area. All areas of occupancy are to be disinfected with each use.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

To comply with the COVID-19 Industry Guidance for Schools and School-based Programs, all children in grades 3-12 will wear a face covering; children in grades K-2 will be encouraged, but not mandated to wear a face covering.

A face shield is an acceptable alternative for children in K-2 who cannot wear a cloth face covering, or for students who have a medical or mental health condition that prevents them from wearing a cloth face covering.

Staff are always required to wear face coverings while on campus, except during their break/lunch when they can maintain six feet social distancing in designated areas or are off campus for that activity.

Gloves are not required for students and staff, except when staff is cleaning, conducting first aid, or handling food.

HEALTH SCREENINGS FOR STUDENT AND STAFF

A wellness check to determine the general health of each child and staff will be conducted before the person is allowed into the school. All children and staff will have their temperature taken with a touchless thermometer. Anyone registering a temperature of 100°F or above will not be admitted.

We will be strictly enforcing the policy for children and staff – anyone set home with COVID-19 related symptoms may not return to school until they are free of the symptoms without medication for a full 72 hours or cleared by a physician.

Any child that shows symptoms will be taken to the front desk and isolated from the rest of the children until they are picked up. You must pick up your child within 30 minutes of our call, no exceptions.

Any staff that shows symptoms will be relieved of their position and immediately sent home.

HEALTHY HYGIENE PRACTICES

Hand sanitizer is available for staff and parents in the lobby upon check-in and in any high traffic areas.

Staff and children routinely wash their hands inside and outside the classrooms, especially during the transition of location change and mealtimes.

There are signs inside and outside the classrooms to remind all to wash their hands and how to wash their hands.

IDENTIFICATION AND TRACING OF CONTACTS

When there is a confirmed case, with the guidance from California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC), the director will create a list of exposed students and staff that will be notified of the exposure. The director will remain the direct contact for the CDPH and CDC about COVID-19 will follow the instructions given.

PHYSICAL DISTANCING

To the best of our abilities, all classrooms are on a rotating schedule to maintain physical distancing and to restrict the co-mingling of children from other groups. The classrooms are set up to create as much spacing apart as possible amongst students and staff for practicing social distancing.

STAFF TRAINING AND FAMILY EDUCATION

Staff are routinely updated and trained on procedures pertaining to any current and newly implemented regulations to ensure the safety of children and staff.

Current parents are notified of all new and updated policies via letter. Incoming parents are notified of all policies upon enrollment.

TESTING OF STUDENTS AND STAFF

Students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be required to see their physician and rapidly tested. Students and staff may return to school while following the instructions of their physician.

At the school's discretion, staff will be tested periodically to detect asymptomatic infections.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

The elementary program will close when there is a positive COVID-19 detection and with direction from the CDPH and CDC.

In this situation, a distance learning platform will be implemented. Packets will be sent home with the child and/or sent to the parents. Video meetings will be scheduled for the class in groups, and individual video/phone conferences will be scheduled as needed.

COMMUNICATION PLANS

The director will contact each child's family and staff to inform of direct exposures at the school via phone call and letter. Families and staff who are not considered exposed according to the CDC guidelines will be notified via letter about the current case(s) and exposure at the school.

Due to privacy laws, the name of the child or staff member will not be disclosed.