



SBSM Pandemic Response Plan

We at Step by Step Montessori School have been preparing and practicing how to reopen in a way that prioritizes the health and safety of our entire school community. The purpose of this document is to outline the protocols and procedures that have been implemented to achieve that. As you know, SBSM has been open since June, so many of the protocols you will read about have been in practice for months.

SBSM's teachers and administration are very much looking forward to welcoming students back to campus. One significant point to keep in mind for families is that while we believe the risk is manageable and the socio-affective benefits for students will be substantial, it would be impossible and impractical to state that there is no risk at all.

Our staff will use their professionalism to create classroom environments which - to the best of their ability and within the limitations that exist - promote maximum safety as outlined in this document. As such, we ask each family to read through what is outlined here very carefully and be sure your family understands and considers the limitations that exist.

Key Information

As per the Centers for Disease Control, the key factors in minimizing the risk of infection and community spread of Covid-19 are:

- Minimize the chance of exposure
- Promote the use of everyday preventive actions
- Protect high-risk populations

SBSM's approach to minimizing risk is detailed below. We appreciate the understanding of all our parents that protocols may evolve as we refine and analyze our practices on an ongoing basis.

All protocols and procedures listed in this document are a direct result of guidance from the California Department of Public Health, the Contra Costa County Office of Education, Contra Costa County Health & Human Services Agency and the Centers for Disease Control.

Updates for Members of the SBSM Community

Student and Staff Attendance

Students and faculty members who show any signs of illness may not attend school. Examples of symptoms include:

- Persistent cough
- Temperature > 100°F
- Muscle pain
- Shortness of breath / difficulty breathing
- Sore throat
- Chills
- Congestion or runny nose
- Temporary loss of taste or smell
- Nausea
- Vomiting
- Diarrhea
- Fatigue

If any member of the household exhibits any of the above symptoms, please refrain from coming to campus until they have been symptom-free for at least 72 hours. If a student or staff member has had contact with a confirmed Covid-19 case, they must quarantine at home for 14 days, even with a negative test.

If a student exhibits any of the above symptoms while at school, we will isolate them and call the parents immediately. If a parent can't be reached within 30 minutes, we will start calling the emergency contacts listed. The child will need to stay home for 72 hours after the symptoms have cleared. The minimum time at home will be three days from temperature (i.e. send home on Monday, return on Friday at the earliest). Children or staff who are sent home with a fever will need to be fever free without using any fever reducing medicine prior to returning and *may* also be required to complete a negative COVID-19 test.

After International Travel

Students and staff returning from any international travel will need to self-isolate for 14-days, commencing the day after arrival. For instance, someone returning from abroad on September 1st would be free to return to school on September 16th. The person can also take a Covid test after 3 days of arrival and provide it to the school in order to return. Also, if any SBSM community member hosts or socializes with a visitor or other contact who has travelled internationally, we require all members of that household to self-quarantine away from the SBSM campus for 14 days. We also require that you disclose to the office your intention to self-quarantine due to contact with someone who has travelled internationally.

Returning to the SBSM Facility

Arrival Procedure

Before arriving on campus:

- Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home.
- We request that parents take their child's temperature before leaving home each morning. Should a child's temperature be 100°F or higher, please refrain from bringing them to school.

- Parents should communicate with the School. If one of them or a member of their household tests positive for COVID-19, experiences symptoms of COVID-19, or has close contact* with someone who is positive or symptomatic of COVID-19.
- The CDC currently defines “close contact” as “someone who was within six feet to an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.”
- Parents should continue to report student absences via the school phone number; reports of COVID-19 symptoms, close contacts, and COVID-19 diagnoses via email or phone to the School Director.

The following steps are our arrival procedure:

1. Masks must be worn by children over the age of 2, along with the guardian dropping them off
2. Maintain 6 ft distance from any other child or guardian arriving at the same time
3. Temperature check w/ non-touch thermometer for both student and guardian
4. The staff member will check that your child is symptom-free before allowing them inside
4. Parents should bring their own pen to sign-in on the clipboard. We will offer hand sanitizer as well if needed
5. Handwashing- Children will enter the classroom and go straight to the sink to wash their hands

If we see a child with any of the above symptoms during our wellness check, we will ask the child to return home for 72 hours after the symptoms have passed. If a staff member or child has a runny nose due to allergies, we will need to have a Doctor’s note stating that fact.

Departure Procedure

We ask that all parents wear a face mask for drop-off and pick-up. Please remember to stay 6 feet away from other parents and staff.

1. Wear a mask
2. Use provided Hand Sanitizer and ring the doorbell
3. Use your own pen to sign student out

Staff

All staff must wash hands and complete a daily temperature and wellness check with an office staff member before accepting children. In addition, staff must arrive on campus wearing a face mask. Spare disposable masks will be available on-site if needed. Hand sanitizers will be located in each classroom and in each shared space.

Updated Actions for SBSM Students, Staff and Parents

Physical Distancing and Movement on Campus

Classrooms and outside areas will be modified to encourage age-appropriate social distancing. Physical contact and close physical proximity between and amongst all members of the SBSM community will be limited. Teachers will still give lessons to the students in their classroom and, as such, will be closer than 6 feet during these times.

The playground will also be on a rotation, so children don't mix from different classrooms. The playground structure will be cleaned between each classroom's use.

Nap beds will be spaced 6 feet apart or 3 feet apart with a head to toe orientation. Bedding will be sent home weekly to be washed. Bedding should be clean when returned to school every Monday.

Mixing Classrooms

To prevent mixing between classrooms: if a student has a sibling within the same age range, we will keep siblings together for the time being. This may mean that one of your children will move to a sibling's classroom. We will not combine a toddler into a primary classroom, only combine siblings within the same age range.

Masks

Face masks will be mandatory for all staff members. We require that all children ages three and up wear a mask to school. We will encourage the children to wear masks throughout the day to the best of their ability. When outside, both the use of face masks and students' physical activity will be carefully monitored by teachers to minimize the risk of students overheating. We will keep children in the shade and will remove masks if needed when outside. It would also be helpful to provide one or two extra masks to be kept at school for backups should they be needed.

Handwashing

Handwashing will occur at the following times:

- Upon arrival at school
- After sneezing or blowing your nose
- Before and after eating
- After the use of cleaning products (staff only)
- After using the toilet
- Hand Sanitizer will be available in every classroom if hand washing isn't possible

Food and Drink

We ask that you pack your child's lunch at home and include all cutlery needed for their meal. Children will eat at their table and pack their tupperware and cutlery back into their lunchbox after eating. We would like to reduce contact with your child's food as much as possible, so we are refraining from warming it up in the microwave. Should you want to provide hot food, please prepare it in the morning and put it in a thermos to stay warm for lunch.

Please provide a water bottle, labeled clearly with your child's name, and filled with only water for your child to take to school. More drinking water is available for students, and refills will be managed by a teacher who will ensure that there is no contact between the student's water bottle and the drinking water dispenser. We ask that parents wash their child's water bottle thoroughly in warm, soapy water at the end of each day. We also ask that lunchboxes are kept clean.

Bathroom Protocol at School

Staff will attend to toddlers in the bathroom and wipe down toilets, sink, and handles after each use. Primary students will be able to use the bathroom on their own, individually, and the staff will clean the bathroom 3-4 times per day.

Updated Measures for the SBSM Facility

Cleaning Schedule and Routine

A cleaning routine is scheduled after each day and periodically throughout the day. When cleaning, we disinfect the following high-touch objects.

- Doorknobs & handles
- Light switches
- Tables and counters
- Toilet door handles
- Toilet flush handles
- Hand sanitizer pumps
- Faucets
- Chairs
- Cabinets
- Playground structure cleaned between classroom use

Campus Closure Triggers & Plans

Every effort will be made to maintain on-campus operations. However, certain conditions may require closure of individual classrooms, or the school campus. Campus operations will be such that students will be kept in small classroom cohorts with consistent students and staff, to minimize mixing of student groups and possible exposure to COVID campus wide. Local health department officials will determine extent and length of closures.

Condition	Action	Action / Duration	Communication
County Health Dept. or State Mandated County Wide Closures	School campus closes. All classes pivot to online platform.	School closure; time determined by authorities.	School wide email communication
COVID 19 Positive Case in a cohort (classroom community)	Individual COVID positive Student or Staff excluded, and quarantined, along with close contacts (likely entire cohort). School- age Education for cohort pivots to online platform.	Room closure; 14 days, or as determined by authorities.	School wide email communication
Close contact with a confirmed COVID 19 case (i.e. family member)	Individual COVID exposed Student or Staff quarantined for 14 days. Education resources supplied to quarantined student if school age.	No closures.	Cohort email communication
COVID 19 symptoms (i.e. fever, cough, etc...) in individual student or staff.	Individual COVID symptomatic Student or Staff excluded, and testing recommended. Return following negative test and/or 3 days after symptoms resolve. (pending further guidance)	No closures.	n/a
COVID 19 positive cases across multiple cohorts or in >5% of student body	School campus closes. All classes pivot to online platform.	School closure; time determined by authorities; likely 14 days.	School wide email communication

During any extended school closure due to environmental or Covid-19 factors, our teachers will still be providing lessons to the students via Zoom and will be working hard to provide them with

as much instruction as possible for a seamless transition. Tuition fees are still required at this time and are essential to keeping the school open for business.

Parents will receive communication about the pandemic related procedures via email and will sign acknowledgement of receipt and understanding. The document will be an addendum to the Parent Handbook. Updates will be provided as appropriate. To ensure everyone understands our plans and agrees with the above, all staff and families must sign the following Agreement:

Step By Step Montessori School COVID-19 Agreement,

NOTICE: To be sure your family and SBSM agree with the importance of keeping our community safe, please read this document carefully and in its entirety.

Step by Step Montessori School and the undersigned acknowledge that the COVID-19 pandemic is unprecedented. SBSM is following the most current guidelines issued by Federal, State, and local authorities and require everyone participating in our program to be respectful of others by complying to ensure the general safety and wellbeing of all. Our goal is to keep all children, families, and staff safe and healthy. We will need to shut down environments that have exposure to COVID-19 and need your support to be sure this doesn't occur. We are all in this together, and we appreciate your commitment to your health and that of your community.

Participating Family Commitment

As a participant in Step by Step Montessori School's Program, we commit to the following safety measures, while outside of the program's schedule:

- Continue to respect and practice social distancing guidelines.
- Avoid all physical gatherings
- Continue to wear a face mask while out in public or within 6 feet of others.
- Avoid indoor public spaces, to the best of our ability
- Limit playdates to the best of our ability, to avoid cross-contamination between schools and classrooms
- Maintain transparency and honesty about our, and anyone in our household's, exposure to COVID-19.

COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Step by Step Montessori School in no way warrants that the COVID-19 infection will not occur through participation in our program. We hereby acknowledge and agree that participating in Step by Step Montessori's program comes with this inherent risk.

For more details regarding COVID-19, please visit the CDC Website for the most updated information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

We, parents of _____, have read and understand the information outlined in the Step by Step Montessori School COVID-19 Agreement. By signing below, we agree to follow the policies and procedures described in the Agreement.

Signature _____ Date: _____ Parent/Guardian

Please cooperate in measures against infectious diseases.

! Washing hands

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

As you touch many objects like door knobs and the straps on trains it is possible that the virus is present on them.

Frequently wash your hands, upon returning home, before and after cooking and before meals.

Washing hands

Correct way to wash hands.



Before washing hands

- Keep your fingernails short.
- Remove wristwatches and rings.

After cleaning with soap thoroughly rinse with water and wipe dry with a clean towel or paper towel.



Ministry of Health, Labour and Welfare

Please cooperate in measures against infectious diseases.

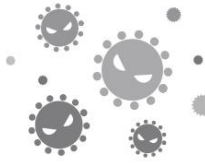
! “Coughing manners”

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

■ In order not to transmit viruses to others.

It is possible that the droplets ejected when you cough or sneeze may contain viruses. Please observe the following “coughing manners”.

- **Wear a mask.**
- **Cover your mouth and nose with a tissue etc.**
- **If you suddenly sneeze or cough do so into your elbow or inside your jacket.**
- **Keep as far away as possible from other people.**



“Coughing manners”

• Observe the manners on a train, at work, school or wherever people gather.

Three “coughing manners”



Coughing or sneezing without shielding your mouth or nose.



Using your hands to cover coughs or sneezing.



Wear a mask. (covering mouth and nose)



Cover your mouth or nose with a tissue/handkerchief.



Cough or sneeze into your sleeve.

If you don't have a mask.

Sudden sneezes or coughs.

Correct way to wear a mask.



1 Ensure both your nose and mouth are covered.



2 Place the rubber string over your ears.



3 Cover up to your nose so there are no gaps.



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