

# Palo Alto Montessori School

## COVID-19 Guidelines

October 7, 2020



# Palo Alto Montessori School

The health and safety of our children, staff, and community are paramount. Please refer to the following guidelines to help keep everyone safe.

## Drop-off / Pick-up

Local and State guidelines require parents/caregivers to wear masks at all times when dropping off/picking up children.

Parents/caregivers are request to pick-up and drop-off children at the school entrance and to be as brief as possible.

To the extent possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating anyone at high risk for contracting COVID-19.

Visual wellness checks of all children and staff will be conducted upon arrival. Children and staff temperatures will be taken each morning and at the end of the day with a no-touch thermometer.

## Daily Health Check Policy

**All families, staff and their respective households are required to conduct a daily health check before arriving at school.**

If any household member has any of the following symptoms, your child should not attend school, and you are requested to notify the school.

- Fever (100 F or higher, in the preceding 72 hours)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

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Children will be required to remain out of school for 14 days unless a medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note can not be from a family member.

## **Absences**

We are required to track children's absences and the circumstances for them. If your child will not be attending school, you are requested to notify the school by 10AM of the day of absence.

## **Face Masks / Shields**

Face masks are strongly encouraged for children, if they can be worn properly. A face shield is an acceptable alternative.

Face masks or face shields will be removed for snack and lunch times, and napping, or when it needs to be replaced.

A second face mask or face shield will be required to be kept at school. It will be used if children's face mask or face shield gets soiled or contaminated. If a disposable face mask is visibly dirty, soiled or torn, it should be thrown out. Reusable masks should be washed per CDC guidelines after use daily. Refer to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

## **Classroom Space / Physical Distancing**

The indoor environment has been arranged to maintain 6 feet of separation, when possible.

We will prioritize the use and maximization of outdoor space for activities, when possible.

## **Drinking Fountain**

The drinking fountain will be turned off during the COVID-19 crisis. Children should bring their own drink/water containers. Staff will refill containers when empty.

## **Meal Times**

Children will practice proper hand washing before and after eating.

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Children will be spread 6 feet apart during snack and lunch times.

Send meals that are easily manageable by children. Meals can be heated when needed.

All utensils required to eat snacks and lunch will be brought from home and returned to the children's lunch boxes.

Tables and chairs will be immediately cleaned and disinfect after meals.

Staff will assist children when needed, while wearing gloves.

**Lunch boxes should be cleaned and disinfected everyday at home.**

## Napping

Cots will be spaced 6 feet apart with heads in opposite directions.

**All bedding material will be sent back with children daily for cleaning at home.**

## Group Size and Staffing

Children will be kept with the same social group and staff (social bubble) all day. Initial size will be 10 children per social group. Where possible siblings will be kept in the same group.

## Illness Policy

It may be necessary to exclude children from school to reduce the risk of COVID-19 transmission. If your child, or anyone in your household becomes ill during the day, you are requested to inform the school and make arrangements to have your child picked up within 30 minutes of notification.

Any children or staff exhibiting COVID-19 symptoms will be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as possible.

COVID-19 symptoms:

- Fever (100 F or higher, in the preceding 72 hours)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

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- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

COVID-19 symptoms share similar symptoms with other illnesses. During this pandemic we will treat any of the above symptoms as COVID-19, refer to Appendix D. For serious injury or illness, we will call 911 without delay.

Areas used by any individual suspected of being infected with COVID-19 will be closed off and not use until after cleaning and disinfection.

We are required to notify local health officials of any positive case of COVID-19 with children, staff, or families.

Parents and staff will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.

Children must remain out of school if any member of the household has or has been in close contact with anyone who has:

1. A suspected or confirmed case of COVID-19 (close contact at school, work, religious service, social gathering); **or**
2. Traveled: internationally; or domestically, from any area subject to travel restrictions under Federal, State, or local regulations.

Children may return 14 days after the last potential exposure, **if all three conditions are met:**

1. At least 10 days have passed since any household member first experienced symptoms; **and**
2. Symptoms have improved for any household member that experienced symptoms (refer to COVID-19 symptoms above); **and**
3. The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Depending on the circumstances parents may be required to obtain a medical clearance before children return to school.

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**Household Members:** includes people who may not live at home but may be present in the household on a regular basis (e.g. nannies, extended family, etc.).

**Close Contact:** Someone who has been within 6 feet of the positive person while they were infectious for 15 minutes or more (even if one or both people were wearing face masks). COVID-19 positive persons are considered to be infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID if they never had symptoms).

**Isolation vs. Quarantine:** Children or staff that exhibit COVID-19 symptoms will be required to practice home isolation for 10 days, and must be fever free for 72 hours without the use of fever reducing medication, and must have improvement of symptoms prior to returning. Our fever free period is stricter than the current CDC guidelines. Children or staff that have had close contact to a COVID-19 exposure are required to quarantine at home for 14 days, refer to Appendix E.

## Cleaning, Disinfection, and Ventilation

Frequently touched surfaces will be cleaned and disinfected throughout the day. **Cleaning removes germs**, dirt, and impurities from surfaces or objects. **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects.

Frequently touched surfaces include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Lunch Tables & Chairs

All outdoor play equipment will be disinfected between use by different groups of children.

The school will be deep cleaned with FDA approved disinfectants at the end of each day. This will include, but are not limited to fogging all classroom materials, disinfecting all tables and chairs, sleeping cots, all play yard equipment and sandbox, and all bathrooms.

To accommodate the deep cleaning at the end of the day and to prepare the school in the morning, school operating hours will temporarily change to 8:30AM to 4:30PM.

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Classroom windows and doors will be kept open during operating hours to promote ventilation.

## Partial or Total Closures

If a child or staff member tests positive for COVID-19 and had exposed others at the school, the following steps will be followed:

1. In consultation with the local public health department, the school may decide whether school closure versus cleaning and quarantine of the exposed area or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
2. The classroom or space where the infected person was will be closed off and not used until after cleaning and disinfection.
3. Additional areas of the school visited by the COVID-19 positive individual may also be temporarily closed for cleaning and disinfection.

## Extreme Weather

Current government guidance recommends outside versus indoor activities to the extent possible. During weather events (i.e., heat wave, rain, etc.) we will be utilizing our indoor spaces. While we have medical grade air purification available, extended use of indoor space is less than ideal. We request parents to pick up children early during such events.

## Tours and Special Events

Until further notice all in person tours have been canceled.

Entry into our campus will be available to only children and staff at this time.

Until further notice celebrations/parties (school parties, etc.) have been canceled.

**Birthdays:** We will celebrate children's birthdays with their respective class. The other class will observe from a safe distance. The school can provide treats for the birthday. Some items may include: organic fruit, organic popcorn, or organic smoothies.

## Personal Items

All personal items such as toys, backpacks, and show & tell items are temporarily restricted from school.

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Children's personal items that are allowed are: napping materials, lunch boxes, hats, extra clothes (kept at school), and jackets.

## Sunscreen

To keep physical contact to a minimum, parents are requested to apply sunscreen to children prior to arriving at school. Due to physical distancing requirement, do not apply sunscreen to children in the parking lot.

Staff assigned to each specific social group will reapply sunscreen as needed.

Spray or squirt type sunscreen is requested.

## Items to Practice at Home

Please work with your children to practice some of these steps at home:

- Sneeze or cough into the elbow; or cover mouth and nose with a tissue before sneezing or coughing, then immediately discard the tissue. Refer to Appendix A
- Wash hands often with soap and water. Refer to Appendix B
- Avoid touching eyes, nose, and mouth with unwashed hands (T-Zone)
- How to safely wear and take off cloth face masks. Refer to Appendix C

## Appendices

Appendix A: Cover Coughs and Sneezes

Appendix B: Hand Washing

Appendix C: How to Safely Wear and Take Off Cloth Face Coverings

Appendix D: Common Symptoms of COVID-19

Appendix E: Quarantine vs. Isolation (We require 72 hrs fever free without medication)

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## Appendix A

# Cover Coughs and Sneezes

Stop the spread of germs  
that can make you and others sick!



Cover your  
mouth and nose  
with a **tissue**  
when you  
sneeze or cough.



If you don't  
have a tissue,  
use your  
**elbow.**



Wash hands  
often, **especially**  
after coughing  
or sneezing.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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## Appendix B

### Stop Germs! Wash Your Hands.

#### When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



#### How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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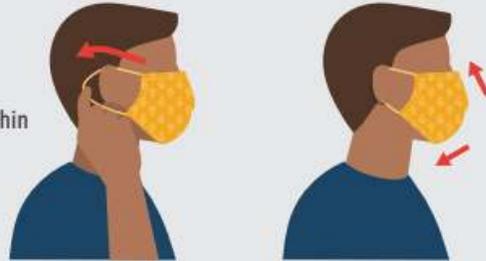
## Appendix C

### How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



#### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

#### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



#### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



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Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## Appendix D

### Symptoms of COVID-19

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
FEVER 	✓		✓		
COUGH 		✓	✓	✓	✓
SORE THROAT 	✓	✓	✓		✓
SHORTNESS OF BREATH 				✓	
FATIGUE 		✓	✓	✓	✓
DIARRHEA OR VOMITING 	✓		✓		
RUNNY NOSE 		✓	✓		✓
BODY/ MUSCLE ACHES 	✓	✓	✓		

✓ Symptom of illness



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

3/16/21-11:00 AM

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## Appendix E

### COVID-19: Quarantine vs. Isolation

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.



**If you had close contact with a person who has COVID-19**



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



**If you are sick and think or know you have COVID-19**



- Stay home until after
  - At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication **and**
  - Symptoms have improved



**If you tested positive for COVID-19 but do not have symptoms**



- Stay home until after
  - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

