

Palo Alto Montessori School

COVID-19 Guidelines



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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

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

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

If a staff member isn't present, press the door bell button (next to the attendance system).

Daily Health Check Policy

All families, staff and their respective households are requested 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 24 hours)
- Continuous 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

Children should remain out of school (refer to Appendices F & G) unless a medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness or have a negative COVID-19 test result. The physician's note can not be from a family member.

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Environment

Our indoor air in is cleaned with hospital grade air filtration which scrubs the air 5 times per hour. All classroom air can be changed up to every 8 minutes, and the air pressure can be changed to positive or negative pressure depending on outdoor conditions.

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 10 AM of the day of absence.

Face Masks

Beginning April 11, 2022, masking became optional for children and staff. Families that want to wear masks can continue to do so. We will follow the guidelines outlined by federal, state, and local authorities if conditions or regulations change. Please continue to follow COVID-19 health and safety guidelines by keeping your children at home if they are sick or have symptoms, and returning to school only when a COVID-19 test result is negative. Face masks are encouraged for children.

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

Backup face masks are required for every child, which will be kept at school.. If a child is coughing, sneezing, or has a runny nose, and a child has had a recent negative COVID-19 test, the staff will place a mask on the child for everyone's safety.

Drinking Fountain

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

Meal Times

Children will practice proper hand washing before and after eating.

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.

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

Staff will assist children when needed.

Lunch boxes should be cleaned and disinfected on a regular basis at home.

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 24 hours)
- Continuous 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

COVID-19 symptoms share similar symptoms with other illnesses. During the 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.

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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 a positive COVID-19 case at school 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. Traveled: internationally; or domestically, from any area subject to travel restrictions under Federal, State, or local regulations.

Children may return 5 days after the last potential exposure, **if all three conditions are met:**

1. At least 5 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 24 hours without the use of fever-reducing medicines, and a COVID-19 test result was negative.

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

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-19 if they never had symptoms).

Isolation vs. Quarantine: Children or staff with a confirmed positive COVID-19 result will be required to practice home isolation for 5 days, and must be fever free for 24 hours without the use of fever reducing medication, and must have improvement of symptoms. Prior to returning a negative COVID-19 test result is required, and a high-quality mask must be worn for 10 days, refer to Appendix F. Children who were in close contact with a COVID-19 exposure can return to school while wearing a high-quality mask for 10 days, but must test on day 5, refer to Appendix E. However, to be extra cautious parents are strongly encouraged to follow the isolation protocol of Appendix F.

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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

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.

COVID-19 Tests

We recommend a PCR, NAAT, or CUE test to get the highest degree of accuracy. For families using antigen home tests, we require serial testing, in which two antigen tests are performed 36–48 hours apart. This gives a higher probability of detecting the virus that may have been

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missed on the first test. Please email your test results to the school. Families using the antigen test can send pictures of the test results.

FDA-authorized antigen home tests are recommended for testing before returning to school after a confirmed COVID-19 isolation, refer to Appendix F.

Extreme Weather

During weather events (i.e., heat wave, & 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 all in person celebrations/parties (school parties, etc.) have been paused.

Birthdays

Parents can provide birthday treats and favors. Avoid any food items with nuts. Parents are encouraged to bring birthday favors several days in advance so staff can wipe them down.

Sunscreen

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

Spray or squirt type sunscreen is requested.

Travel

After travel test with a PCR, NAAT, or CUE test, or serial antigen test. If you don't get tested, stay home and self-quarantine for 10 days after travel. Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms."

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Guidance for international travel is available from the CDC at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

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: Confirmed Close Contact to Someone With COVID-19

Appendix F: Tested Positive for COVID-19

Appendix G: Developed Symptoms of COVID-19

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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

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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



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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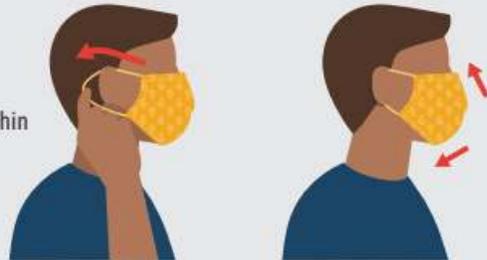
Appendix C

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



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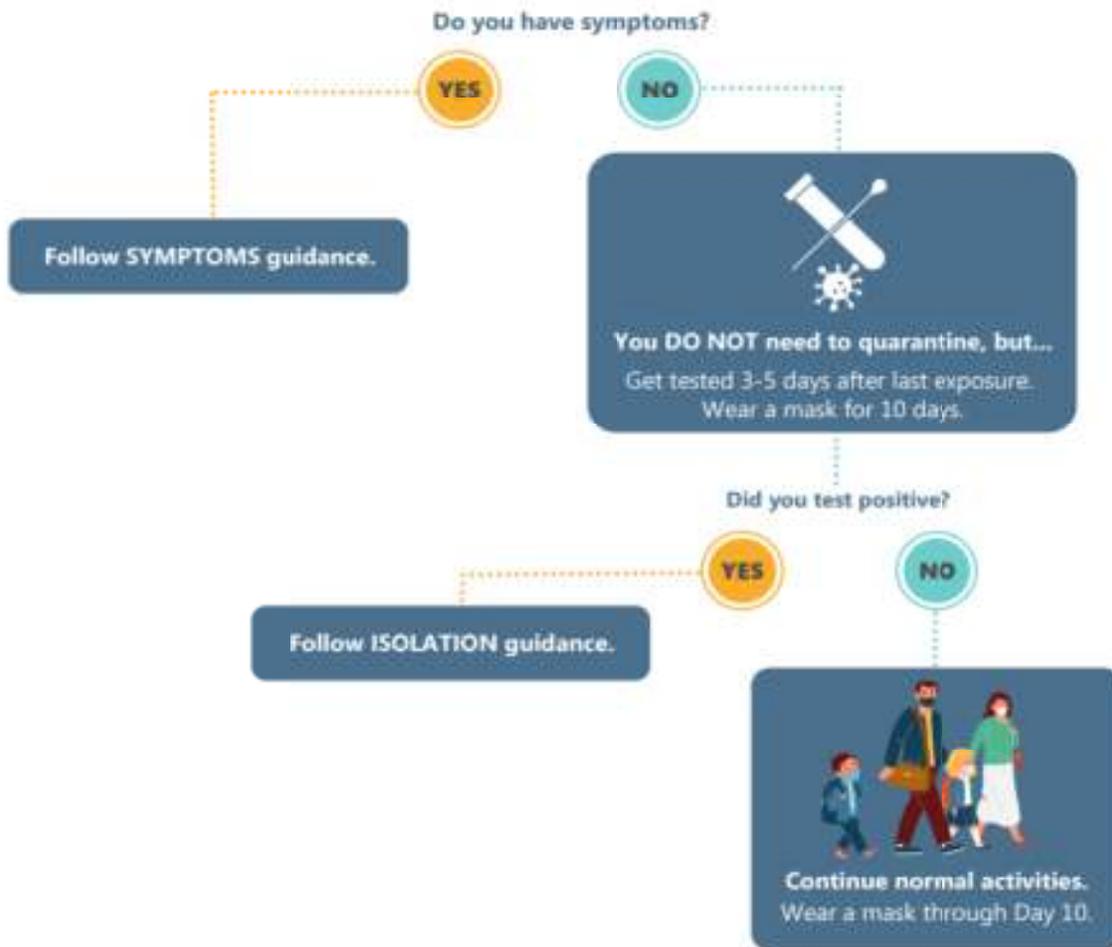
Appendix E

I Am A Confirmed Close Contact to Someone

with COVID-19, what do I do?



CLOSE CONTACTS



*Visit [SCCStayHome.org](https://www.sccstayhome.org) for more details on what to do.

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Appendix F

I Tested Positive for COVID-19

What do I do?



ISOLATION



Stay home for at least 5 days.

Test again on or after Day 5 using an antigen test. Wear a mask for 10 days.

Do you have symptoms at Day 5?

YES

NO

Did you get tested on or after Day 5?

NO

YES

Was your test positive?

YES

NO



Continue to stay home for at least 10 days*



End isolation after Day 5. Wear a mask for a full 10 days.

*Visit [SCCStayHome.org](https://www.sccstayhome.org) for more details on what to do.

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I Developed Symptoms of COVID-19

What do I do?



SYMPTOMS



**GO HOME
RIGHT AWAY.**

Get tested and stay home
until you get your results.

Did you test positive?

YES

NO

Follow ISOLATION guidance

Are you fever-free and are
your symptoms improving?

YES

NO

Are you a close contact?

YES

NO

Follow QUARANTINE guidance

You can go back to
work or school



Stay home at least until...

Fever-free and other
symptoms are improving.

Visit [SCCStayHome.org](https://www.sccstayhome.org) for more details on what to do.