



Montessori School of Silicon Valley

COVID-19 RESPONSE PLAN 2020 GUIDELINES

Updated per the Santa Clara County Health Order effective July 13, 2020

Childcare may open under the current order issued by our local Health Department. MSOSV is open to serve our enrolled and incoming families. Parents can count on us to provide the best possible and safe program for the children in our care which will allow parents to focus on work and providing for their families.

This document serves as an addendum to our School Handbook and is subject to change with 24-hour notice.

SUMMARY

- MSOSV resumed operations on May 18th.
- School Hours are 8am to 5pm Monday-Friday for the immediate future.
- Children will be kept in small groups, not to exceed 24 children.
- Only designated school staff and enrolled children will be allowed inside our school buildings until further notice.
- The work period, bathroom, food service, and outside play have been modified to still offer the best possible program while maintaining a safe environment.
- MSOSV is in constant contact with both the state and the county, receiving updates and new orders. Adjustments will be made accordingly in a timely manner. The school will communicate updates and changes with enrolled families within a 24-hour period.
- Children need to be bathed and clean prior to coming to school. This includes wearing clean clothing.
- MSOSV is current with all required postings as well as Covid-19 required documents/written protocols submitted to The County of Santa Clara Health, State of California, Community Care Licensing.
- MSOSV has "Covid-19 Prepared" binders at each site that provide additional instructions for staff.
- Attendance records for staff and stable groups of children will be maintained and made available upon request from the state or the county. Any changes in the staff or stable group of children will be recorded with date.

INSTRUCTIONS FOR FAMILIES RETURNING OR JOINING MSOSV

- Children who are presenting a temperature of 100.00 degrees or higher, green/cloudy nasal discharge, coughing, vomiting or diarrhea, must stay home until fever-free for 72 hours (3 days) without fever reducing medication.
- Parent/Guardian are to take children's temperature every morning before dropping off and report temperature to staff at drop off.
- If a child develops a fever while attending school, the child will be immediately isolated. The parent will be called immediately. It is expected that the child is picked up within 30 minutes.
- Parents understand that children attending MSOSV may NOT attend another childcare program or child/youth activity within the same 3-week period.



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DROP- OFF PROCEDURE - 8 AM TO 9:30 AM

NOTE: if you arrive outside of this scheduled window, please remain in your car and call the school phone. A staff member will come out to assist you.

Parent Instructions: Parents exiting the vehicle or waiting in line outside the school are required to wear a cloth face covering at drop off and pick up. Parents may choose to wait in carline or park and walk to the designated area for drop off/pick-up. Please practice social distancing while in line at the school.

Parent Instructions: Car line

1. Pull vehicle to the front door/gate. wait in car line, stay in vehicle until vehicle reaches the front door/gate.
2. Follow directions for carline (site specific – ask your Head of School if you need a copy)
3. Exit the vehicle with child and meet the school staff member at the door

Parent Instructions: Parking

1. Park vehicle in designated area
2. Walk child to the school entrance, wait in line, practice social distancing
3. Wait for staff member to approach

The staff member will ask:

1. Child's temperature as taken prior to driving to school
2. Parent's personal 4-digit sign-in code
3. If the child has received any fever-reducing medicine in the previous 72 hours.
4. How the family is feeling.

Please limit personal belongings to:

- Extra change of clothes -placed in child's cubby box
- One jacket or sweater - staff will place in large Ziploc or plastic bag - personal belongs will be kept separate.
- The school will provide each child with a labeled large Ziploc bag/plastic bag to hold items to keep separated from others.
- Lunch is to be brought from home. The catered lunch is not available currently. Please pack a ready to eat/ready to heat lunch for your child.
- Sunhats are allowed. Please label. Sunscreen will be available beginning June 1 in both the morning and afternoon (30 min prior to going outside). Please inform staff at drop off if sunscreen was applied before drop-off. Staff will apply sunscreen 30 minutes prior to outside playtime both in the am and the pm. Note: summertime outdoor schedules begin May 18th. Children do not play outside from 11:00 am to 2:00 pm.
- AT THIS TIME NO OTHER ITEMS ARE ALLOWED TO BE BROUGHT INTO THE SCHOOL (this includes items such as toys, sippie cups, blankets, etc.)



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NEW PICK- UP PROCEEDURE – 4 PM TO 5 PM

NOTE: if you arrive outside of this scheduled window, please remain in your car and call the school phone. A staff member will come out to assist you.

Parent Instructions: Car line:

1. Pull vehicle to the front door/gate. wait in car line, stay in vehicle until vehicle reaches the front door/gate.
2. Follow directions for carline (site specific)
3. Staff will walk your child to you as you wait outside of your vehicle
4. Secure child in car seat.
5. Staff will ask for personal pin code to sign your child out for the day.

Parent Instructions: Parking

1. Park the car and walk to the school entrance, wait in line, practice social distancing, wait for staff member to approach
2. Staff will ask for personal pin code to sign your child out for the day.
3. Walk child to vehicle.

Note: Staff to wash hands or use hand sanitizer in between each child being dropped off and picked up

CLASSROOM OPERATIONS

Groups Size and Staffing

- **Children will remain in groups as small as practical, not to exceed 24 children in one group.**
- **Children will remain in the same group of children and teacher/staff will remain with the same group of children. Children will not mix with other groups of children.**
- **Classrooms/Schedules have been arranged to ensure social distancing is maintained, to the extent possible.**
 - One person tables – one child per table
 - Work rugs – for individual work
 - Circle Time
 - Lining up to go outside
 - Eating lunch and snack outdoors - rotating
 - Outdoor classroom work periods – rotating



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Face Coverings

- **Children**
 - Since children remain with classroom group and teacher and do not mix with other children in the center, face coverings will not be required. This is supported by recommendations from the CDC that children under the age of 6 **DO NOT** need to wear a face covering and, children under the age of 2 should **NEVER** wear a face covering.
- **Teachers and Staff**
 - All adults will maintain 6 ft distance from other adults and wear a cloth-face covering while on campus except while eating or drinking.
 - When staff are near children, in the environment and outdoors, they will wear a cloth face covering. The exception to this would be in the event a child is in distress and needs care and support best provided without a face covering, a staff member may elect to remove face covering to best care for the child.

We ask that you do not send your child to school with a face covering.

Please keep in mind: our school community is considered a second home for the children in our care. It is important they feel safe and comfortable in our environment. It is also very important for the staff to be able to hear your child, see the expressions on his/her face. This is critical to ensure everyone's safety. It is our belief that covering most of the face creates such a barrier, we cannot ensure safety.

Also, please keep in mind, your child does not wear a mask in the home. They are at home when they are at school. They need to eat, drink water, rest. The mask would have to come off during these times.

Staff interacting with parents at the door/gate **will** wear a face covering.

AM & PM SNACK

Primary/K

Primary/K children will still participate in "independent snack" with modifications.

Snack will be separated into snack size Ziploc bags.

- Crackers in one baggie and fresh cut fruit in one baggie
- Children will have snack one by one at the snack table.
- Handwashing procedures will be followed before and after snack.
- Water is be available all day in every classroom & outside.



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Nido/Pre-Primary

Nido/Pre-Primary children will be separated and eating times will be staggered.

LUNCH

- Lunch is to be brought from home and contained in a labeled plastic or paper bag or lunch box.
- Children will sit apart from one another during lunch.

Primary/K

- One-person tables will be spread out throughout the classroom. One child per table.
- Each child will set their own place for lunch with tablecloth, plate, silverware, cup and napkin.
- Each child will set up their own lunch.
- The children will eat together with 6 feet space in between.

Weather permitting, classrooms will alternate eating outside in the fresh air with the same distancing in place.

REST TIME

For the children who take a daily nap:

Rest mats will be placed 3 feet apart and children will lie head-to-toe.

- Rest mats are kept separated with plastic dividers.
- Dividers are disinfected daily.
- Rest mats are disinfected weekly or as needed.
- Sheets and blankets are washed weekly or as needed.

OUTSIDE PLAY

Each group will attend the playground twice per day, 30 minutes at a time. Classrooms will also have time outside to work in the outdoor environment/garden - weather permitting.

Once per week, the play structures, tricycles, ride-on's will be power washed with mild detergent.



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HYGIENE

Staff will reinforce proper hygiene habits with children.

1. How to wash hands properly as well as when to wash hands
2. How to use the toilet and wash hands and use a paper towel to turn off faucet after handwashing
3. Teach and model how to avoid contact with one's eyes, nose, and mouth
4. Teach and model how to cough/sneeze inside their elbow
5. Teach and model how to wash hands after coughing or sneezing

HANDWASHING

Children will be required to wash their hands:

- When arriving at the school and before they leave the school
- Before and after handling food or eating.
- After using the toilet every time
- After wiping their nose, mouth, or cough/sneeze
- Before and after outside play
- Before and after working on their materials or activities.

BATHROOM

- Children are always supervised in the bathroom.
- During this time, children will use the bathroom one at a time.
- Handwashing policies are in effect.
- Children will be taught to use paper towel to turn off faucet, dry hands and throw paper towel away
- Bathrooms will be disinfected daily (when children are not present).
- Children waiting to use the bathroom and/or to wash hands in between activity, will wait outside of the bathroom.

CLEANING AND DISINFECTING

- The environment will be disinfected during the day, with caution to the amount of disinfectant being used inside the classroom during school hours.
- Disinfecting will take place while the children are outdoors.
- Doors and windows will be open as much as possible to circulate the air.
- Our custodial cleaning crew will perform a nightly cleaning that will also include a full disinfecting of the school.



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SCREENING PROCEDURES FOR ILLNESS – CHILDREN

If a child becomes ill, with any Covid-19 related symptoms, a doctor's note will be required for child to return to school.

If a child in the school community tests positive for Covid-19, all families and personnel in the school community will be notified. Confidentiality will be strictly maintained.

SCREENING PROCEDURES FOR ILLNESS - STAFF

It is recommended that staff be tested for Covid-19 at least every four weeks. Screening procedures are implemented for all staff. Each day the staff will be asked about any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the previous 24 hours) that they, or someone in their homes, might have. Staff will also be asked if they have had any exposure to another individual with suspected or confirmed COVID-19 cases. As a daily practice, this will be documented and tracked.

POLICY FOR STAFF WHO BECOME SICK

Staff are encouraged to stay home if they are feeling unwell. MSOSV has staff on stand-by ready to return to work, when needed.

In the unlikely event a staff member or child in the facility become infected with COVID 19 the school will immediately contact The Department of Social Services and Santa Clara County Health Department. We will follow the directions provided by both agencies.

REFERENCES

Covid-19 Updated Guidance for Childcare Program and Providers

July 17, 2020

<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>

Santa Clara County Public Health – Programs serving children or youth – Effective July 13, 2020

<https://www.sccgov.org/sites/covid19/Documents/Mandatory-Directives-Programs-Serving-Children-or-Youth.pdf>