

# Montessori Community School Health and Safety Protocol Summer 2022

6-13-22 v2



MONTESSORI COMMUNITY SCHOOL  
WWW.MONTESSORIHAWAII.ORG  
(808)522-0244



# Montessori Community School

From 2021-2022 MCS Family Handbook

## HEALTH & SAFETY

The health of all children is of prime importance to us. It is known that children in group care settings have an increased risk of infectious illnesses. We encourage frequent handwashing during the day, which has been shown to limit the risk of the spread of illness in similar settings. Please safeguard your child and others by keeping him home if signs of illness are present.

During the COVID-19 pandemic, Montessori Community School's policies on sick children have been changed to incorporate current health guidelines issued to group child care centers and schools from the Department of Human Services and the Department of Health. The following health policies with respect to COVID-19 are in effect until such time as the guidelines are revised. Parents will be notified of any changes.

Parental cooperation with school policies regarding health and safety is absolutely essential for the well-being of the children and proper functioning of the school.

### I. General Health Policies:

- If your child is ill and will be absent from school, please call the school office at (808) 522-0244 before 9:00 a.m.
- Children who arrive at school with symptoms of illness will be sent home. Children who become ill during the school day will be isolated as necessary. Parents will be called to immediately pick up their child, and **must take no longer than one hour** to pick up their sick child. If parents are unavailable during the day, we will contact the people whose names have been supplied to the school office through the FACTS parent portal.
- Children who are ill must stay home from school and will be sent home if they become ill at school, particularly if they have COVID-19 symptoms. (Please refer to the section below on COVID-19.)
- Should any child exhibit a rash, discharge from the eyes or ears, vomiting, or any other unusual condition, we will contact the child's parents and recommend they seek the advice of their physician or a medical professional. A doctor's statement verifying diagnosis of the child's condition may be required, at the discretion of the staff.
- **Contagious diseases must be reported to the office immediately.** This way, we can notify the other families whose children have been exposed so they can be on the alert for symptoms. ***Parents are asked to disclose any information regarding infections and/or communicable diseases which their child has had or been exposed to and are not reflected on the Form 14. This information will be treated in a confidential manner.*** MCS will not disclose medical information on any child unless required by the State of Hawaii.
- Upon returning to school following an illness, the school (at the discretion of the staff) may require a statement from a licensed medical professional (MD, DO, APRN, or PA) verifying that the child is healthy and non-contagious. A doctor's note is required for students to return to school following an absence due to contagious illness.

## II. Children must be kept home for the following reasons:

- **FEVER.** A temperature above 100.4° F within the previous 24 hours.
- **COVID-19.** Children who arrive at school with symptoms of illness, especially symptoms of COVID-19, will be sent home. Please refer to the section on COVID-19 for detailed information.
- **VOMITING AND/OR DIARRHEA.** Children must stay home until free from these conditions for 24 hours after the last episode of vomiting or diarrhea. For children in diapers, diarrhea is defined as a loose bowel movement not contained by the diaper. For children not in diapers, diarrhea is defined as stool frequency two or more loose stools greater than the child's normal stool frequency.
- **DISEASE.** Any diagnosable illness, disease, or condition which requires exclusion as per the Department of Health guidelines, such as measles, mumps, chicken pox, whooping cough, etc.
- **CONTAGIOUS CONDITIONS.** Colds, influenza (flu), strep throat, croup, runny nose or congestion unrelated to allergies, unexplained rashes, skin infections, eye infections, head lice, etc. Children must stay home until the condition has resolved and symptoms have improved. Verification of the successful resolution of the condition must be presented prior to returning to school.

*A physician's note is required as clearance for return to school following the resolution of any contagious disease or condition.*

## III. Additional Health Policies:

**CHRONIC ALLERGIES.** Children under the care of a physician for chronic allergies must present a written statement from the physician specifically stating the nature of the child's condition and that the condition is not contagious.

**MEDICATION.** Please speak with your child's teacher or the office if medication needs to be administered during school hours. Parents must complete a **Medication Release Form** (available from the office) and include it with the medicine. Medications must be sent in the original, labeled container.

**NEVER** send medication, either prescription or over-the-counter, with a child to keep in his lunch box, cubby, or back pack. This presents a serious danger to your own child and others. Please speak with your child's teacher or the office if medication needs to be administered during school hours. Parents must complete a Medication Release form (available from the teacher or office) and include it with the medicine. Medications must be sent in the original, labeled container. All medication, non-prescription as well as prescription, should be given to the teacher upon arrival. This includes, but is not limited to hand sanitizers, sunscreen, and cough lozenges.

#### **IV. COVID-19 Policies:**

*With the goal of providing a safe and healthy environment for the students, staff, and families of Montessori Community School (MCS) in the era of the global pandemic caused by the Novel Coronavirus COVID-19, MCS has developed the following COVID-19 policies and procedures for students as well as for staff. These policies have been developed following the guidance of the CDC and DOH, and are subject to change in response to current pandemic conditions.*

##### **1. COVID-19 SYMPTOMS:**

Individuals with COVID-19 have reported a wide range of symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Students who exhibit any of the following symptoms commonly reported in COVID-19 must remain at home. Symptoms of COVID-19 include, but are not limited to:

- Fever of 100.4° F or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

Conditions to return to school following the presence of COVID-19 symptoms:

1. Symptoms have improved (e.g. cough, shortness of breath, other respiratory symptoms, etc.), **AND**
2. 24 hours with no fever without the use of fever-reducing medications (if a fever was present), **AND**
3. Proof of a negative COVID-19 test must be presented to the school office. The test should be a PCR test, not a rapid antigen test.

**All required test results must be presented to the school office prior to returning to campus.**

##### **2. ISOLATION:**

Students who have tested positive for COVID-19, regardless of their vaccination status, must **isolate** for 5 days.

The 5-day isolation period begins the day after the appearance of COVID-19 symptoms or, if asymptomatic, the day after the COVID-19 test was collected.

**Conditions to return to school following isolation:**

1. Five days have passed since symptoms first appeared OR 5 days after the test was collected (if asymptomatic), **AND**

2. 24 hours with no fever without the use of fever-reducing medications, **AND**
3. Symptoms have improved (e.g. cough, shortness of breath, other respiratory symptoms, etc.).
4. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
5. Please follow instructions from your health care provider. For additional information on isolation guidelines, please see <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#isolate>

### **3. QUARANTINE:**

**Quarantine** is for individuals who have been in close contact with a person who has COVID-19.

#### **A. Who should quarantine:**

1. Individuals who are NOT vaccinated or have NOT completed a primary vaccine series.
2. Individuals who received the single-dose Johnson & Johnson vaccine over 2 months ago and have not received a booster shot.

#### **Quarantine Requirements:**

Individuals should stay home for 5 days after the last contact with the person with COVID-19, **AND**

1. They must get tested on Day 5, even if they don't have symptoms. The test may be a PCR or a rapid antigen test.
2. Monitor for symptoms. If symptoms develop, immediately self-isolate and get tested. The test must be a PCR test, not a rapid antigen test.
3. Individuals who have ongoing close contact with a person with COVID-19 because they live in the same household **MUST** take a PCR test on Day 5 of the infected person's isolation.
4. The test must be negative in order for the individual to return to school.
5. Individuals who have been identified as a close contact should avoid contact with others.

#### **B. Who does NOT need to quarantine:**

- Individuals who are ages 18 and older who are up to date on COVID-19 vaccines. Proof of vaccination is required to be submitted to the school office.

- Individuals who are ages 5-17 years and have completed the primary series of COVID-19 vaccines. Proof of vaccination is required to be submitted to the school office.

For individuals who meet these guidelines, quarantine is NOT REQUIRED and individuals may remain in school. **However, they should:**

1. Get tested on Day 5. The test may be a PCR or a rapid antigen test.
2. Monitor for symptoms. If symptoms develop, immediately self-isolate and get tested. The test must be a PCR test, not a rapid antigen test.

**Close Contacts who have recovered from COVID-19 in the last 90 days and DO NOT have symptoms:**

1. DO NOT need to quarantine.
2. DO NOT need to be tested for COVID-19.

**However, they should:**

1. Watch for symptoms of COVID-19 for 14 days after the last contact with the person with COVID-19. If symptoms develop, the individual must immediately **self-isolate** and **get tested**. The test must be a PCR test, not a rapid antigen test.

**Contacts of Close Contacts (individuals who were NOT in close contact with the person with COVID-19 infection):**

1. DO NOT need to quarantine.
2. DO NOT need to be tested for COVID-19.

**4. DEFINITIONS RELATING TO COVID-19:**

**I. Close Contacts in a School Setting:**

1. An adult close contact is defined as being within 6 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period (regardless of mask use).
2. A student close contact in an indoor classroom setting, where everyone is wearing a mask correctly and consistently, is defined as being within 3 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.
3. In cafeterias or indoor rooms (e.g. classrooms) where people were eating and drinking and not wearing masks, a close contact is any adult or student who was within 6 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.

## II. Vaccine Primary Series Completion Definition and Booster Eligibilities:

1. People are considered to have completed their **primary series** 2 weeks after their second dose in a 2-dose series, such as Pfizer-BioNTech or Moderna, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
2. Ages 12-17 are eligible for a Pfizer-BioNTech booster 5 months after receiving the second dose of Pfizer.
3. Ages 18 and older are eligible for a booster 5 months after receiving the second dose of Pfizer-BioNTech, 5 months after receiving the second dose of Moderna, or 2 months after receiving the first dose of Johnson & Johnson.
4. For information on the COVID-19 series and boosters, please refer to the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>

## III. OFF-ISLAND TRAVEL WITH REGARD TO COVID-19:

Children and their immediate household members who travel off-island, including neighbor island, U.S. mainland, and international travel, must follow MCS' travel policies with regard to COVID-19, in addition to the State of Hawaii's current travel requirements.

- Parents **must** inform the MCS Office of travel plans by completing the Travel Form in FACTS.
- In addition to the State of Hawaii's travel requirements, MCS students must adhere to one of the following clearance requirements to return to campus:

## IV. INTER-ISLAND OR U.S. MAINLAND TRAVEL

1. **POST-TRAVEL TEST.** Inter-island and U.S. Mainland travelers are not required to take a post-travel test or complete a 5-day self-quarantine.
  - Watch for symptoms of COVID-19 for 14 days after arrival on-island. If symptoms develop, the individual must immediately self-isolate and get tested. The test must be a PCR test, not a rapid antigen test.

## V. INTERNATIONAL TRAVEL

1. **POST-TRAVEL TEST.** International travelers must complete a post-travel test **within 24 hours of arrival on-island AND on Day 5 after arrival on-island.**
  - The COVID-19 test type must be a PCR or antigen test.
  - The test results of the first, post-arrival test must be submitted to the school office **before** the student is allowed on campus. The test result must be negative.
  - In the event of a positive test result of any household and/or member of the traveling party, the school office must be notified and the student must immediately follow the guidelines for isolation and quarantine, listed above.
  - Watch for symptoms of COVID-19 for 14 days after arrival on-island. If symptoms develop, the individual(s) must immediately self-isolate and get tested again. The test must be a PCR test, not a rapid antigen test.

**OR**

2. **QUARANTINE.** International travelers who do not wish to complete a post-travel test must complete a 5-day self-quarantine.

**\* \* \* IMPORTANT NOTE \* \* \***

**These guidelines and policies are subject to change in order to follow current governmental guidelines. Parents will be notified of any changes.**



# Montessori Community School

## Two-Year-Old Program Health & Safety Operational Policies

June 13, 2022

The following operational policies for its Two-Year-Old program have been developed by Montessori Community School in accordance with the health and safety guidelines set forth by the Department of Human Services for Group Childcare Programs to re-open.

### Cleaning and Sanitizing

- a. Frequent hand washing is scheduled for both the children and the staff. Children and staff will wash their hands with soap and water upon arrival in the morning, and will wash their hands throughout the day as needed. Staff will wash hands before serving food, before and after diapering, and after cleaning.
- b. Hand sanitizer is readily available to adults throughout the facility and securely stored out of reach of children. Use of hand sanitizer by children, if needed, will be monitored by staff to prevent the ingestion of alcohol.
- c. Staff will sanitize high-touch surfaces, shared resources, and bathrooms (e.g. tables, chairs, door handles, light switches, etc.) throughout the day as needed.
- d. Soft items, or any other items that cannot easily be sanitized, such as stuffed animals, pillows, or cushions, shall not be used.
- e. Playdough will be kept in separate containers, labeled with each child's name, for their personal use only.
- f. A janitorial service will clean floors and restrooms daily, after the departure of the children at the close of the school day. The contracted janitorial service will use [EPA-registered disinfectant products](#) and appropriate sanitation practices.
- g. Meal times, including snacks and lunch, will be staggered to reduce exposure in large areas. The number of children per table will be limited. Tables and chairs used for meal times will be disinfected between uses.
- h. Staff will be trained in the safe and correct application of disinfectants. Disinfectant products will be clearly labeled and kept away from children and stored in a secured area.
- i. Each child's belongings are kept in individually-labeled cubbies. Families will be directed to take their children's belongings home weekly, or as needed, to be cleaned. Each child's belongings are placed in labeled plastic bags, or in their personal child-sized backpacks. **All personal belongings must be labeled with the child's name.**

- j. Classroom supplies have been maximized to the extent possible in order to ensure adequate supplies for use by one group of children at a time, and to allow for cleaning and disinfecting between use.

### **Physical Distancing**

- a. The child care group has been made in accordance with the DHS child care rules for Infant and Toddler programs based on the child's age.
- b. Child care groups will include the same children each day with the same teaching staff. Staff limit cross-deployment across the campus to other classrooms.
- c. Each child care group is distanced by the existing separate rooms.
- d. Playground times will incorporate staggered schedules.
- e. Meal times may be staggered to reduce exposure. Eating areas will be expanded into other areas of the class environment, and the number of children per table will be minimized to maintain safe distancing.
- f. Parents are not allowed into the classroom, but will drop off or pick up their child's belongings with a staff member outside the classroom.
- g. The space capacity in the classroom allows for at least 36 square feet of personal space per child.
- h. Children will nap in a "head to toe" positioning, with the children spaced at least six feet apart.
- i. Children in the Two-Year-Old program do not go on off-campus field trips. Large group and communal activities have been cancelled until further notice.
- j. Activities that require close contact (e.g., circle time, waiting in line) shall be minimized. Safe distances will be maintained throughout the day.
- k. Parents will be advised to avoid spending unnecessary time at the school, both in the classroom as well as at the office. Employees will also be advised to avoid spending unnecessary time on campus.
- l. Food and serving utensils shall not be shared by the children. Food provided by the school, i.e. snacks, will be served in single-use, disposable containers only.
- m. Children bring their own lunch from home. Food will be eaten from the containers provided by the parents, using utensils provided by the parents. An optional catered lunch service is available, at an additional fee.

### **Health and Safety**

- a. Daily temperature checks and visual well checks for all children, with an additional health check screening survey for staff, parents, and visitors, will be conducted in accordance with applicable privacy laws or regulations upon arrival to the classroom or entrance to the school office, and during or after children's lunchtime each day. A log of temperature checks will be maintained. Individuals exhibiting a fever of 100.4° F or above will promptly be sent home within the hour.

They must then follow the school's revised sick policies for exclusion from and return to school.

- b. Employees and children returning to school following an absence will verify that they have not experienced COVID-19 symptoms for 5 days prior to return. For children in the school's care, staff will verify any of the child's symptoms with their parents.
- c. All employees must wear face masks throughout the day. Mask breaks may be taken when needed and when safely distanced. Employees may choose to wear face shields in addition to, not in place of, face masks. Reusable face masks or face shields must be appropriately sanitized at the end of each day. Disposable face masks or face shields must be appropriately disposed of at the end of the day.
- d. All visitors (including parents) must wear masks when on site, including drop-off and pick-up of their children, and practice six-foot distancing from others who are not their children.
- e. Children 2 years of age and over must wear appropriate face masks covering their nose and mouth throughout the school day, except when eating, drinking, or sleeping. Mask wearing while outdoors during recess and physical education is optional for children and staff. "Mask breaks" while safely distancing will be offered when children feel a need. Children should practice being able to safely and reliably wear, remove, and handle their mask throughout the day. Masks are not permitted to be worn by any child while sleeping. Students will be provided with a disposable mask if necessary. Face shields alone are not an acceptable substitute for face masks.
- f. Campus visitors and volunteers are limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and must follow the requirements for wearing masks or face shields and practice six-foot distancing if not required to provide direct services to children in care.
- g. All employees and children will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers (with at least 60% alcohol content), and given clear instructions to avoid touching hands to face. Children will wash hands regularly, before and after meals, before and after indoor play, before and after outdoor play, and after using the restroom.
- h. All employees will be trained on [COVID-19 symptom detection](#), [common modes of COVID-19 transmission](#) (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face) and [how to prevent COVID-19](#).

### **Facility Safety**

- a. All visitors, including parents and vendors, will be logged in for the purposes of supporting contact tracing by the Hawaii Department of Health.
- b. Ventilation systems are regularly maintained to ensure proper operation. Air conditioning window units are fitted with approved filters. Additional fans installed throughout the building help to increase the circulation of outdoor air as much as possible, and windows and doors will be kept opened as much as possible.

- c. Children will bring their own water bottles each day, which will be refilled by staff throughout the day as needed. Parents must label the bottles with their child's name, and take home the water bottles at the end of each day to be washed and sanitized.
- d. Sufficient staff is in place in order to maintain staffing levels. In instances of insufficient staffing, school administrators can also serve as back-up staff as needed.
- e. An adequate supply of necessary PPE and cleaning materials (face masks, gloves, sanitation supplies, etc.) are kept on hand in the program, and additional supplies are maintained in the office building.
- f. Safety protocols are communicated to all employees, including appropriate points of contact (e.g., local officials) to report violations of protocols.
- g. Individuals exhibiting flu-like symptoms or temperatures above normal will be sent home within one hour of the recognition of the symptoms or elevated temperature. Children with symptoms or fever will remain in their cohort to be supervised in an appropriately distanced area until they can be picked up. 911 will be called for immediate treatment in an emergency.
- h. Local health officials, staff, and families will be notified immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

### **Child and Parent Expectations**

- a. Signs are posted throughout the facility for employees, children, and parents on shared responsibilities (including proper handwashing, hygiene and sanitization, use of face coverings, physical distancing, and information for reporting concerns). Signs for proper handwashing practices are posted in every bathroom, near the sinks.
- b. Safety protocols are publicly available for employees and parents.
- c. Standard school communication methods (e.g. email, video conference, text, and notices posted on school website and FACTS site) are employed to educate all families on the new protocols and what to expect when at the facility.
- d. Family emergency contact information is kept updated as necessary.
- e. COVID-19 related program policies are shared with families, and families are informed about how to notify the school if they have had contact with COVID-19 patients.
- f. Resources, including the School Counselor and other community resources, are made available to families to address the social-emotional and other needs of students, parents, and staff.
- g. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted through email or on the phone.

### **Employee Support**

- a. Communication with employees is maintained on a regular basis, and employees are invited to offer feedback on an ongoing basis.
- b. Policies, procedures, and training are provided to staff.
- c. All staff have access to sanitizing supplies and PPE equipment.
- d. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted through email or on the phone.



# Montessori Community School

## Preschool & Kindergarten Program Health & Safety Operational Policies

June 13, 2022

The following operational policies for its Preschool & Kindergarten program have been developed by Montessori Community School, and address the health and safety guidelines set forth by the State of Hawaii Department of Human Services "Guidelines for Child Care Facilities."

### Cleaning and Sanitizing

- a. Frequent hand washing is scheduled for both the children and the staff. Children and staff will wash their hands with soap and water upon arrival in the morning, and will wash their hands throughout the day as needed. Staff will wash hands before serving food, after assisting children in the bathroom, and after cleaning.
- b. Hand sanitizer is readily available to adults throughout the facility and securely stored out of reach of children. Use of hand sanitizer by children, if needed, will be monitored by staff to prevent the ingestion of alcohol.
- c. Staff will sanitize high-touch surfaces, shared resources, and bathrooms (e.g. tables, chairs, door handles, light switches, etc.) throughout the day as needed.
- d. Soft items, or any other items that cannot easily be sanitized, such as stuffed animals, pillows, or cushions, shall not be used.
- e. Playdough will be kept in separate containers, labeled with each child's name, for their personal use only.
- f. A janitorial service will clean floors and restrooms daily, after the departure of the children at the close of the school day. The contracted janitorial service will use [EPA-registered disinfectant products](#) and appropriate sanitation practices.
- g. Meal times, including snacks and lunch, will be staggered to reduce exposure in large areas. The number of children per table will be limited. Tables and chairs used for meal times will be disinfected between uses.
- h. Staff will be trained in the safe and correct application of disinfectants. Disinfectant products will be clearly labeled and kept away from children and stored in a secured area.
- i. Each child's belongings are kept in individually-labeled cubbies. Families will be directed to take their children's belongings home weekly, or as needed, to be cleaned. Each child's belongings are placed in labeled plastic bags, or in their personal child-sized backpacks. **All personal belongings must be labeled with the child's name.**

- j. Classroom supplies have been maximized to the extent possible in order to ensure adequate supplies for use by one group of children at a time, and to allow for cleaning and disinfecting between use.

### **Physical Distancing**

- a. The child care group has been made in accordance with the DHS child care rules for Infant and Toddler programs based on the child's age.
- b. Child care groups will include the same children each day with the same teaching staff. Staff limit cross-deployment across the campus to other classrooms.
- c. Each child care group is distanced by the existing separate rooms.
- d. Playground times will incorporate staggered schedules.
- e. Meal times may be staggered to reduce exposure. Eating areas will be expanded into other areas of the class environment, and the number of children per table will be minimized to maintain safe distancing.
- f. Parents are not allowed into the classroom, but will drop off or pick up their child's belongings with a staff member outside the classroom.
- g. The space capacity in the classroom allows for at least 36 square feet of personal space per child.
- h. Children will nap in a "head to toe" positioning, with the children spaced at least six feet apart.
- i. Off-campus field trips have been suspended until further notice. Large group and communal activities have been cancelled until further notice.
- j. Activities that require close contact (e.g., circle time, waiting in line) shall be minimized. Safe distances will be maintained throughout the day.
- k. Parents will be advised to avoid spending unnecessary time at the school, both in the classroom as well as at the office. Employees will also be advised to avoid spending unnecessary time on campus.
- l. Food and serving utensils shall not be shared by the children. Food provided by the school, i.e. snacks, will be served in single-use, disposable containers only.
- m. Children bring their own lunch from home. Food will be eaten from the containers provided by the parents, using utensils provided by the parents. An optional catered lunch service is available, at an additional fee.

### **Health and Safety**

- a. Daily temperature checks and visual well checks for all children, with an additional health check screening survey for staff, parents, and visitors, will be conducted in accordance with applicable privacy laws or regulations upon arrival to the classroom or entrance to the school office, and during or after children's lunchtime each day. A log of temperature checks will be maintained. Individuals exhibiting a fever of 100.4° F or above will promptly be sent home within the hour.

They must then follow the school's revised sick policies for exclusion from and return to school.

- i. Employees and children returning to school following an absence will verify that they have not experienced COVID-19 symptoms for 5 days prior to return. For children in the school's care, staff will verify any of the child's symptoms with their parents.
- j. All employees must wear face masks throughout the day. Mask breaks may be taken when needed and when safely distanced. Employees may choose to wear face shields in addition to, not in place of, face masks. Reusable face masks or face shields must be appropriately sanitized at the end of each day. Disposable face masks or face shields must be appropriately disposed of at the end of the day.
- k. All visitors (including parents) must wear masks when on site, including drop-off and pick-up of their children, and practice six-foot distancing from others who are not their children.
- l. Children 2 years of age and over must wear appropriate face masks covering their nose and mouth throughout the school day, except when eating, drinking, or sleeping. Mask wearing while outdoors during recess and physical education is optional for children and staff. "Mask breaks" while safely distancing will be offered when children feel a need. Children should practice being able to safely and reliably wear, remove, and handle their mask throughout the day. Masks are not permitted to be worn by any child while sleeping. Students will be provided with a disposable mask if necessary. Face shields alone are not an acceptable substitute for face masks.
- m. Campus visitors and volunteers are limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and must follow the requirements for wearing masks or face shields and practice six-foot distancing if not required to provide direct services to children in care.
- n. All employees and children will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers (with at least 60% alcohol content), and given clear instructions to avoid touching hands to face. Children will wash hands regularly, before and after meals, before and after indoor play, before and after outdoor play, and after using the restroom.
- o. All employees will be trained on [COVID-19 symptom detection, common modes of COVID-19 transmission](#) (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face) and [how to prevent COVID-19](#).

### **Facility Safety**

- a. All visitors, including parents and vendors, will be logged in for the purposes of supporting contact tracing by the Hawaii Department of Health.
- b. Ventilation systems are regularly maintained to ensure proper operation. Air conditioning window units are fitted with approved filters. Additional fans installed throughout the building help to increase the circulation of outdoor air as much as possible, and windows and doors will be kept opened as much as possible.
- c. Children will bring their own water bottles each day. Parents must label the bottles with their child's name, and take home the water bottles at the end of each day to be washed and sanitized.

- d. Sufficient staff is in place in order to maintain staffing levels. In instances of insufficient staffing, school administrators can also serve as back-up staff as needed.
- e. A supply of necessary PPE and cleaning materials (face masks, gloves, sanitation supplies, etc.) are kept on hand in the program, and additional supplies are maintained in the office building.
- f. Safety protocols are communicated to all employees, including appropriate points of contact (e.g., local officials) to report violations of protocols.
- g. Individuals exhibiting flu-like symptoms or temperatures above normal will be sent home within one hour of the recognition of the symptoms or elevated temperature. Children with symptoms or fever will remain in their cohort to be supervised in an appropriately distanced area until they can be picked up. 911 will be called for immediate treatment in an emergency.
- h. Local health officials, staff, and families will be notified immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

### **Child and Parent Expectations**

- a. Signs are posted throughout the facility for employees, children, and parents on shared responsibilities (including proper handwashing, hygiene and sanitization, use of face coverings, physical distancing, and information for reporting concerns). Signs for proper handwashing practices are posted in every bathroom, near the sinks.
- b. Safety protocols are publicly available for employees and parents.
- c. Standard school communication methods (e.g. email, video conference, text, and notices posted on school website and FACTS site) are employed to educate all families on the new protocols and what to expect when at the facility.
- d. Family emergency contact information is kept updated as necessary.
- e. COVID-19 related program policies are shared with families, and families are informed about how to notify the school if they have had contact with COVID-19 patients.
- f. Resources, including the School Counselor and other community resources, are made available to families to address the social-emotional and other needs of students, parents, and staff.
- g. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted through email or on the phone.

### **Employee Support**

- a. Communication with employees is maintained on a regular basis, and employees are invited to offer feedback on an ongoing basis.
- b. Policies, procedures, and training will be reviewed after Day One to adjust and/or reinforce messaging and any changes to policies or procedures.
- c. All staff have access to sanitizing supplies and PPE equipment.
- d. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted through email or on the phone



# Montessori Community School

## Elementary Program Health & Safety Operational Policies

June 13, 2022

The following operational policies for its Elementary program have been developed by Montessori Community School in accordance with the health and safety guidelines set forth by the Department of Education and the Department of Health for the reopening of schools.

### 1. Cleaning and Sanitizing

- a. Frequent hand washing is scheduled for both the children and the staff. Children and staff will wash their hands with soap and water upon arrival in the morning, and will wash their hands throughout the day as needed. Staff will wash hands before serving food, after assisting children in the bathroom, and after cleaning.
- b. Hand sanitizer is readily available to adults throughout the facility and securely stored out of reach of children. Use of hand sanitizer by children, if needed, will be monitored by staff to prevent the ingestion of alcohol.
- c. Staff will sanitize high-touch surfaces, shared resources, and bathrooms (e.g. tables, chairs, door handles, light switches, etc.) throughout the day as needed.
- d. Soft items, or any other items that cannot easily be sanitized, such as stuffed animals, pillows, or cushions, shall not be used.
- e. A janitorial service will clean floors and restrooms daily, after the departure of the children at the close of the school day. The contracted janitorial service will use [EPA-registered disinfectant products](#) and appropriate sanitation practices.
- f. Meal times, including snacks and lunch, will be staggered to reduce exposure in large areas. The number of children per table will be limited. Tables and chairs used for meal times will be disinfected between uses.
- g. Staff will be trained in the safe and correct application of disinfectants. Disinfectant products will be clearly labeled and kept away from children and stored in a secured area.
- h. Each child's backpacks, lunch boxes, and other personal items will be kept separated from others on the shelf.

## **Physical Distancing**

- a. Children will maintain a distance of at least 3 feet between seats, including group tables. A 6-foot distance will be maintained if students are facing each other. Student groups will include the same children each day with the same teaching staff. Staff limit cross-deployment across the campus. Physical barriers will be utilized throughout classroom spaces to provide additional distancing.
- b. Each child care group is distanced by the existing separate rooms.
- c. Distancing precautions will be instituted during mealtimes to ensure a 6 foot distance between students. Children will maintain a distance of at least 3 feet between seats, including group tables. A 6-foot distance and/or physical barriers will be maintained if students are facing each other. Lunch groups will consist of children from the same cohorts to maintain cohort integrity. Physical barriers will be utilized throughout mealtime spaces to provide additional distancing. Tables and chairs used for meal times will be disinfected between uses.
- d. Meal times will be staggered to ensure cohort integrity. Eating areas will be expanded into other areas of the space, and the number of children per table will be minimized to maintain safe distancing. We will no longer have reusable utensils available for the children's use.
- e. Children bring their own lunch from home. Food will be eaten from the containers provided by the parents, using utensils provided by the parents. An optional catered lunch service is available, at an additional fee.
- f. Food and serving utensils shall not be shared by the children.
- g. Playground times will be staggered to ensure cohort integrity.
- h. Activities that require close contact (e.g., circle time, waiting in line) shall be minimized.
- i. Parents are not allowed into the classrooms and are advised to avoid spending unnecessary time at the school. Only students and staff will be allowed in the classroom.

## **Health and Safety**

- a. Daily temperature checks and visual well checks for all children, with an additional health check screening survey for staff, parents, and visitors, will be conducted in accordance with applicable privacy laws or regulations upon arrival to the classroom or entrance to the school office, and during or after children's lunchtime each day. A log of temperature checks will be maintained. Individuals exhibiting a fever of 100.4° F or above will promptly be sent home within the hour. They must then follow the school's revised sick policies.
- b. Employees and children returning to school following an absence will verify that they have not experienced COVID-19 symptoms for 5 days prior to return. For children in the school's care, staff will verify any of the child's symptoms with their parents.
- c. Students should arrive at school wearing masks, have their temperatures checked before exiting their cars, then wash their hands and go directly to their classrooms. All visitors, including parents, must wear masks when on site, including drop-off and pick-up of their children, and practice six-foot distancing from others who are not their children.
- d. All employees must wear face masks as much as possible throughout the day.

Reusable face masks or face shields must be appropriately sanitized at the end of each day. Disposable face masks or face shields must be appropriately disposed of at the end of the day.

- e. Children 2 years of age and over must wear appropriate face masks covering their nose and mouth throughout the school day, except when eating, drinking, or sleeping. Mask wearing while outdoors during recess and physical education is optional for children and staff. "Mask breaks" while safely distancing will be offered when children feel a need. Children should practice being able to safely and reliably wear, remove, and handle their mask throughout the day. Masks are not permitted to be worn by any child while sleeping. Students will be provided with a disposable mask if necessary. Face shields alone are not an acceptable substitute for face masks.
- f. Visitors and volunteers are limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and must follow the requirements for wearing masks or face shields and practice six-foot distancing if not required to provide direct services to children in care.
- g. All employees and children will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers (with at least 60% alcohol content), and given clear instructions to avoid touching hands to face. Children will wash hands regularly, before and after meals, before and after outdoor play, and after using the restroom.
- h. All employees will be trained on [COVID-19 symptom detection](#), [common modes of COVID-19 transmission](#) (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face) and [how to prevent COVID-19](#).

### **Facility Safety**

- a. All visitors, including parents and vendors, will be logged in for the purposes of supporting contact tracing by the Hawaii Department of Health.
- b. Ventilation systems are regularly maintained to ensure proper operation. Air conditioning window units are fitted with approved filters. Additional fans installed throughout the building help to increase the circulation of outdoor air as much as possible, and windows and doors will be kept opened as much as possible.
- c. Children will bring their own water bottles each day, which will be refilled throughout the day as needed. Parents must label the bottles with their child's name, and take home the water bottles at the end of each day to be washed and sanitized.
- d. A supply of necessary Personal Protective Equipment (PPE) and cleaning materials (face masks, gloves, sanitation supplies, etc.) are kept on hand in the program, and additional supplies are maintained in the office building.
- e. Safety protocols are communicated to all employees, including appropriate points of contact (e.g., local officials) to report violations of protocols. Training and guidance will be provided to teachers, staff and substitute teachers, on what to do when a student may be ill.
- f. Individuals exhibiting flu-like symptoms or temperatures above normal will be sent home within one hour of the recognition of the symptoms or elevated temperature. Children with symptoms or fever will remain in their cohort to be supervised in an appropriately distanced area until they can be picked up. 911 will be called for immediate treatment in an emergency.
- g. Families, staff, and local authorities will be notified immediately of any child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with

Disabilities Act (ADA).

### **Child and Parent Expectations**

- a. Signs are posted throughout the facility for employees, children, and parents on shared responsibilities (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns). Signs for proper handwashing practices are posted in every bathroom, near the sinks.
- b. Safety protocols are publicly available for employees and parents.
- c. Standard school communication methods (e.g. email, video conference, text, and notices posted on school websites and FACTS site) are employed to educate all families on the new protocols and what to expect when at the facility.
- d. Family emergency contact information is kept updated as necessary.
- e. COVID-19 related program policies are shared with families, and families are informed about how to notify the school if they have had contact with COVID-19 patients.
- f. Resources are made available to families to address the social-emotional and other needs of students, parents, and staff, including the School Counselor and other community resources.
- g. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted through email or on the phone.

### **Employee Support**

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- c. All staff have access to sanitizing supplies and PPE equipment.
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## Montessori Community School CORONAVIRUS (COVID-19) SCREENING

The safety of our school staff, students, and families is our overriding priority. As the coronavirus (COVID-19) pandemic persists, we continue to monitor the situation closely and follow the guidelines of the Centers for Disease Control and Prevention and local health authorities.

In order to prevent the potential risk of exposure to the school staff, students, and families and to prevent the spread of the coronavirus, please answer the following questions **BEFORE ARRIVING ON CAMPUS**.

**IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS BELOW, CONTACT THE SCHOOL OFFICE AND DO NOT ENTER THE CAMPUS UNTIL CLEARED BY THE OFFICE.**  
*(Refer to the section on isolation and quarantine in our Health and Safety protocols.)*

Please respond to each of the following questions **truthfully** and to the best of your ability. Your cooperation is important to help us take precautionary measures to protect you, the school staff, our students, and their families. If you have any questions or concerns, please email or call Head of School Marjie Carroll.

### COVID SYMPTOMS

1. Are you, your child(ren), or anyone in your household currently experiencing any of the following symptoms, or has anyone in your household experienced any of the following symptoms within the last 14 days?

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Fever of 100.4° F or higher                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Cough                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Sore or scratchy throat                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Congestion or runny nose                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Shortness of breath or difficulty breathing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Chills                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Fatigue                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Muscle or body aches                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Headache                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • New loss of taste or smell                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Nausea, vomiting, or diarrhea               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### COVID EXPOSURE

2. Within the past 14 days, have you, your child(ren), or anyone in your household tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms?

3. Are you, your child(ren), or anyone in your household awaiting a COVID-19 test result?

4. Within the past 14 days, have you, your child(ren), or anyone in your household been in close contact with anyone who has tested positive for COVID-19 within the past 14 days?

5. Within the past 14 days, have you, your child(ren), or anyone in your household been in close contact with anyone who experienced any of the above symptoms or has experienced any of the above symptoms since your contact?

6. Within the past 14 days, have you, your child(ren), or anyone in your household traveled to or from an international destination?