

Montessori Community School Health and Safety Protocol COVID Response 2021-2022

7-13-21



MONTESSORI COMMUNITY SCHOOL
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Introduction

Aloha families -

With the goal of providing a safe and welcoming environment for the students, staff, and families of Montessori Community School (MCS) in the time of a continuing global pandemic caused by the Novel Coronavirus COVID-19, MCS has created the following Health and Safety Protocol COVID-19 Response for the 2021-2022 school year. The MCS Health and Safety Protocol 2021-2022 has been developed with the help of the Health and Wellbeing Committee, tasked with examining the guidelines for schools and early childhood care centers issued by the Centers for Disease Control and Prevention (CDC), the Hawaii Department of Health (HDOH), and the Hawaii Department of Human Services (DHS). Please read through it carefully and feel free to contact us with any questions.

Beginning in the spring of 2020, as COVID-19 spread around the world and across the United States, the State of Hawaii issued a number of Executive Orders, the purpose of which was and continues to be mitigation against the potential spread of the disease. These orders have changed and evolved over time as more is known about the virus and conditions have changed. As of July 13, 2021, the average daily case count for the past seven days on Oahu was 41 with an average rate of positivity of 2.4%, and the state has moved into Tier 5 with some restrictions. Statewide, vaccination rates are at nearly 60% for those 12 years old and up, however we know that for children in our age groups, the vaccine is not yet available. In order to protect the youngest of our keiki, the state's guidelines for schools have seen little change and thus, until further notice, MCS's protocols and practices will continue as outlined below in Section 3: Overview of Steps towards Health and Wellbeing.

We are gratified that last school year, due to the implementation of rigorous Health and Safety protocols, MCS successfully operated with all students and staff on campus for most of the year with zero on-campus COVID transmissions. While we did have a few members of our community contract the virus, our protocols prevented its transmission at school. We are grateful for everyone's cooperation and compliance that allowed us to maintain much of our regular programming. We are hoping that as the guidelines change to allow for larger group gatherings, that we will be able to come together as a whole community sometime later this year. We miss being able to get together with you, and we look forward to that day!

MCS believes that vaccination is the key to stemming the spread of the virus, minimizing serious health effects, and protecting our community. As a school, we will continue to follow science and the guidelines set forth by Hawaii public health agencies. As a school that offers early childhood programming for Two-Year-Olds and preschool-aged children as well as After School Care programs, we are governed by the Department of Human Services, and our decisions are made in consultation



with the Department of Health and our advising pediatrician. With new virus mutations on the rise, we will continue to monitor rates of transmission and the virulence of the virus. At some point, we expect that the disease will reach a stage where its threat is more like that of the flu and less like that of a pandemic, but we aren't quite there yet. We strongly urge all MCS staff to receive the vaccine and, currently, approximately 95% of MCS staff are fully vaccinated. When it becomes available to children below the age of 12, we will encourage eligible students to receive the vaccine. For current students who are 12 years and older, we encourage that they be vaccinated. If you have questions about the vaccine, please consult your pediatrician or family physician.

At MCS, we are currently in the GREEN alert level, meaning that the rate of spread of the virus on Oahu is low, the campus is open to all students, we have no known cases of COVID among students, families, or staff, and we are observing all our health and safety protocols. You will be notified should we move into a higher level of alert. See Section 4: COVID-19 Status - Monitoring & Communication.

As always, our goal is to provide a safe and welcoming environment to the students, families and staff of MCS, providing the care that our families have come to expect from us, always keeping our students' wellbeing as our highest value.

Important dates for your calendar:

8/6/21 (Friday) Last day for Summer Programs 2021

8/17/21 (Tuesday) 4:00-5:15pm: Parents Only - "MCS Campus and Classroom Orientation for Two-Year-Olds and Preschool & Kindergarten families (more information to follow at a later date)

8/18/21 (Wednesday) 4:00-5:15pm: Parents Only - "MCS Campus and Classroom Orientation for Elementary families" (more information to follow at a later date)

8/19/21 (Thursday) by appointment: In-person classroom visits for new students

In addition, Ms. Norine will schedule individual Introductory Meetings with new Two-Year-Old parents. Please watch for this invitation.

8/23/2021 (Monday) First Day of School



Section 2: The MCS Vision & Mission

Our Vision

We are a learning community of children and adults committed to excellence and optimal development of children's intellectual, social/emotional, physical, creative, and spiritual potential. Through an unparalleled Montessori education, children are well prepared to succeed in the 21st Century and to contribute to the betterment of our world.

Our Mission

Our purpose is to educate children two to twelve years old through a non-sectarian, Montessori program which nurtures a lifelong enthusiasm for learning, encourages a commitment to the community, and fosters a stewardship of the natural world.

Our Values and Commitments

Safety - The safety and wellbeing of the children at MCS is our highest value. We are committed to taking the necessary steps to welcome children, staff, and families to a safe and healthy environment.



On-Campus - To the extent possible, given the possible constraints of the times, MCS hopes to maintain school operations on campus during the upcoming school year.

Communication - We will share information about our program and protocols in a timely fashion, and seek input and feedback from our community in order to continue to provide excellent service.

Adaptability & Flexibility - We will stay informed about conditions locally, nationally, and globally in order to respond to the needs of our school community.



Section 3: Overview of Steps towards Health and Wellbeing of Students, Staff and Families

Steps towards Health and Wellbeing of Students, Staff and Families <i>(For additional details, see Appendix)</i>	
 <p>Cleaning and Sanitizing</p>	<ul style="list-style-type: none"> • Prior to reopening, a thorough and detailed cleaning will be conducted • Hand sanitizer is available to adults • Regular cleaning of outdoor areas and play equipment will be conducted • Children's belongings will be kept separated from others • Each child will have a labeled personal container of consumable classroom supplies • Hand Washing scheduled for children and adults <ul style="list-style-type: none"> • Upon arrival at school • Before and after recess • Before and after snacks and lunch • After bathrooms and diapering • As needed • Janitorial service will conduct classroom and office cleaning using EPA-registered disinfectant products • Areas used by any person infected with COVID-19 will be closed until properly disinfected according to State of Hawaii guidelines.
 <p>Physical Distancing-</p> <p>Each classroom will be considered its own cohort and remain together throughout the school day attended by a limited number of identified staff members.</p> <p>Cohort groups will remain separated from one another on campus to minimize exposure to others. If a cohort becomes exposed to COVID-19 and is required to quarantine off campus, Distance Learning will commence for cohorts in quarantine.</p>	<ul style="list-style-type: none"> • Each classroom will be considered as one cohort group and will not mix with other classroom cohorts • During Transitions - Students will make transitions while keeping sufficient distance in between • Barriers and signage will be posted for guidance for staff and visitors in the front office and across the campus • Within classrooms, children will, to the extent possible, work at a distance from each other at tables, desks, or mats • In circle time, or larger group meetings, to the extent possible, children will face forward in the same direction toward the teacher • Teachers will take advantage of outdoor and alternate campus spaces in order to provide greater distance between children





Health and Safety



- *Health Screening - Daily upon arrival (See Appendix: MCS Coronavirus (COVID-19) Screening)*
 - *Health screening of students and staff to prevent symptomatic individuals from entering the school*
 - *MCS Revised Sick Child Policies shared with parents and staff (see Appendix)*
 - *All visitors, including parents and vendors, will be logged in for the purposes of supporting contact tracing by the Hawaii Department of Health*
- *Non Medical Face Masks worn while on campus (age and program/situation specific)*
 - *Two-Year-Old Program*
 - *Staff*
 - *Students - to the extent that they are able*
 - *Preschool & Kindergarten Program*
 - *Staff*
 - *Students*
 - *Elementary Program*
 - *Staff*
 - *Students*
 - *Front Office – All*
 - *Parents and Visitors – All*
- *Mental health and wellbeing awareness and support for children and adults will be provided by the School Counselor*
 - *Communication about protocols and preparation for their health and safety will be provided to students, families, and staff*
 - *Age-appropriate instruction regarding COVID-19 and individual wellbeing support will be provided to students*



Facility Safety

- *Environment*
 - *Regular cleaning of frequently touched surfaces*
- *Ventilation*
 - *Ventilation systems are regularly maintained*
 - *Open windows / Open doors are recommended in all campus spaces to promote circulation of fresh air*
 - *A/C use will be reduced in favor of fresh air circulation*
 - *Air purifiers with HEPA filters are installed in each classroom and shared indoor spaces*






 <p>Child and Parent Expectations</p>	<ul style="list-style-type: none"> • Signs are posted on shared responsibilities (including proper hygiene and sanitation, face coverings, social distancing) • Safety protocols are publicly available • MCS Revised Sick Child Policies are shared with parents • 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 protocols • Parents must provide updated family emergency contact information • COVID-19 related policies are shared with families, and families are informed about how to notify the school in case of exposure to COVID-19 • Resources are made available to families to address the social-emotional and other needs of students, parents, and staff, including access to the School Counselor and other community resources
 <p>Employee Support</p>	<ul style="list-style-type: none"> • Staff will be informed about and trained on Health and Safety protocols • Communication with employees is maintained on a regular basis; employees are invited to offer feedback on an ongoing basis • All staff have access to adequate sanitizing supplies and Personal Protective Equipment (PPE) • A daily schedule of cleaning and sanitizing responsibilities by employees is available in the classrooms and school office • Employees have been informed about leave benefit options and policies




Section 4: COVID-19 Monitoring & Communication

On a regular basis, MCS will inform families and staff about the health and safety status of our campus according to the following scheme:

Status	Hawaii/Oahu Community	MCS On-Campus Community
Status Green 	<ul style="list-style-type: none"> -Rate of uncontrolled COVID-19 infection is low -Government permits essential services, including schools, to be re-opened 	<ul style="list-style-type: none"> -Campus is open to all students -No known cases of COVID-19 amongst students, families, or staff at MCS -Protocols for health and safety are being observed by students, families, and staff -Students remain in classroom cohorts
Status Yellow 	<ul style="list-style-type: none"> -Rate of COVID-19 infection is rising creating a heightened level of concern -Government permits essential services, including schools, to remain open -Some additional emergency orders are issued or under consideration for citizens/businesses by State, County, or Federal governmental bodies 	<ul style="list-style-type: none"> -Campus is open to all students -Possible case/s of COVID-19 amongst students, families, or staff, <u>yet to be confirmed</u> -Protocols for health and safety are being observed by students, families, and staff -All students who are permitted to attend in-person instruction remain in classroom cohorts
Status Orange 	<ul style="list-style-type: none"> -Rate of COVID-19 infection continues to grow -Hawaii State Government issues new and more limiting recommendations for essential services including schools 	<ul style="list-style-type: none"> -Some parts of the campus are closed due to diagnosis of or exposure to COVID-19 by a student, staff member, or parent, or by state government mandate -Distance learning is offered to select classrooms based on potential exposure -Some classroom cohorts continue in-person learning on campus. -All students allowed to attend in-person instruction remain in classroom cohorts -Protocols for health and safety are being observed by students, families, and staff

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<p>Status Red</p> 	<p>-Rate of COVID-19 infection is high -Hawaii State Government issues new and severely limiting recommendations for essential services including schools -Hawaii Department of Health, Governor, or Mayor has issued additional stay-at-home orders</p>	<p><u>-The campus is closed to students and teaching staff</u> <u>-Distance learning is practiced for all classrooms</u></p>
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Section 5: A Note About Cohorts - From Your Family Ohana to the Classroom Ohana

Just as you isolated yourself and family during the initial pandemic outbreak and created a Family Ohana at home, thereby minimizing contacts with people outside your home in the broader community, while at school this coming year your child will be isolated as much as possible with their own Classroom Ohana, or cohort, away from others in a different Classroom Ohana. What this means is that, to the extent possible, your child will interact only with students and teachers from his or her own classroom.

What this will look like -

**At Drop-off time, students will go directly to their own classroom and stay with those students and teachers throughout the school day*

**Recess, Lunch, and Physical Education will take place with their Classroom Ohana (no mixing with other Classroom Ohana)*

**Elementary specialists - Students will remain with their Classroom Ohana for Music, Art, Coding, and Hawaiian Studies (more information to follow)*

**At Pick-up time, 2:30 students must be picked up no later than 2:45 p.m.*

In the event that an incidence of COVID-19 occurs on campus with a student or teacher in a classroom, it is possible that only the affected Classroom Ohana will be isolated, according to the directives and timeline recommended by Hawaii health authorities. The affected classroom(s) would then engage in Distance Learning until such time as approved to return to campus.



Section 6: Revised Sick Child Policies

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.

During the COVID-19 pandemic, MCS's policies on sick children have been changed to incorporate current health guidelines issued to group child care centers from the Department of Human Services and the Department of Health. In addition to the Health Policies stated in the current Family Handbook, the health policies outlined in the Revised Sick Child Policies are in effect until such time as the guidelines are revised. Parents will be notified of any changes.

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. Parents will be called to immediately pick up their child, and must take no longer than one hour to pick up their sick child.

See Appendix for full text of the 2021-2022 MCS Sick Child Policy.



Section 7: Counseling - Social Emotional Support

Supporting the social emotional wellbeing of MCS students, parents, and staff is the central focus of our school counselor. Students will continue to have emotional counseling, social guidance, and academic encouragement as needed. Teachers will be provided with curriculum to appropriately inform students about COVID-19, teach coping skills, and practice emotional regulation strategies. In addition, MCS staff will have emotional counseling available to them to ensure all staff feel calm, safe, and supported. Standard counseling resources will be provided to all MCS parents, as well as information specific to managing family challenges related to the COVID-19 pandemic. MCS parents will be encouraged to request support from the school counselor for guidance and collaboration regarding their child and family.



Section 8: After-School Care and Extra-Curricular Programs

MCS will be offering After-School Care programs for all age levels. Students will be kept in their level cohorts throughout the afternoon.

Extra-Curricular programs:

**MCS will not be offering a catered lunch service until further notice.*

**Children must bring lunch from home.*

**Limited on-campus extra-curricular programs may be offered this fall. More information to follow.*



Section 9: Additional Resources

- Centers for Disease Control and Prevention Official Coronavirus Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- State of Hawaii Department of Health – COVID-19: <https://hawaiiicovid19.com>
- Hawaii Department of Human Services: <https://humanservices.hawaii.gov/provider-vendor-covid-19-information/>
- American Academy of Child and Adolescent Psychiatry – Resources for Helping Kids and Parents Cope Amidst COVID-19: https://www.aacap.org/AACAP/Families_and_Youth/Resource_Libraries/covid-19/resources_helping_kids_parents_cope.aspx
- HI Crisis Hot Line: Is the uncertainty surrounding COVID-19 making you anxious? If you need someone to talk to, the Hawaii Department of Health has expanded its 24-hour Crisis Line of Hawaii to help. Call (800)753-6879, or text the word ALOHA to 741741 anytime of day. Staff are available 24/7.



Section 10: School Contact Information

Office: (808) 522-0244, info@montessorihawaii.org

Office Manager: Joanne Kennedy, joanne@montessorihawaii.org

Head of School: Marjie Carroll, mcarroll@montessorihawaii.org

Director of Admissions: Cari Suzuki, cari@montessorihawaii.org

Director of Finance and Operations: Robert Dobrzynski, finance@montessorihawaii.org

Program Administrator: Kathy Shirakawa, kathy@montessorihawaii.org



Section 11: Appendix

MCS Two-Year-Old Program – Health and Safety Operational Policies

MCS Preschool & Kindergarten Program – Health and Safety Operational Policies

MCS Elementary Program – Health and Safety Operational Policies

2021-2022 MCS Sick Child Policy

MCS Coronavirus (COVID-19) Screening





Montessori Community School

Two-Year-Old Program Health & Safety Operational Policies

Re: DHS Guidelines for Child Care Facilities to Reopen or Continue Care (*Updated: August 27, 2020*)

July 14, 2021

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. Prior to reopening, a thorough and detailed cleaning of the entire program was conducted, with focus on high-contact areas that would be touched by both employees and children (e.g., desks, equipment, toys, outdoor play structure).
- 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. 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.
- d. Staff will sanitize high-touch surfaces, shared resources, and bathrooms (e.g. tables, chairs, door handles, light switches, etc.) frequently throughout the day and as needed.
- e. Soft items, or any other items that cannot easily be sanitized, such as stuffed animals, pillows, or cushions, shall not be used.
- f. Playdough will be kept in separate containers, labeled with each child's name, for their personal use only. Each child will have a labeled container of supplies (e.g. markers, crayons, child-safe scissors, glue, etc.) for their personal use only. These materials will be managed by the staff.
- g. A janitorial service will deep 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.
- h. 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.
- i. Routine cleaning of outdoor areas will be conducted following [CDC guidelines](#). High-touch outdoor surfaces, such as the play structure, will be disinfected daily.
- j. Areas used by any person exhibiting COVID-19 symptoms will be closed off and will not be used until they have been cleaned, following a waiting period of at least 24 hours or longer before cleaning the affected area.
- k. 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.

- l. Each child's belongings are kept in individually-labeled cubbies, with as much distance maintained between cubbies as possible. Families will be directed to take home their children's belongings weekly, or as needed, to be cleaned. Each child's belongings are placed in labeled plastic bags or personal, child-sized backpacks. **All personal belongings must be labeled with the child's name.**
- m. Activities that have been handled by children will be identified for disinfecting before their next use.
- n. 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 do not cross-deploy 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. There will be a staggered schedule of arrival and pick up times. A limited number of families will be allowed into the program area at a time. Waiting families are separated by identified six-foot distances on the program playground. 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 will bring their own lunch from home. Food will be eaten from the containers provided by the parents, using utensils provided by the parents.

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 removed from the classroom and 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 will verify, by signing or submitting a written form, that they have not experienced COVID-19 symptoms for 14 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 or drinking. "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. Anyone with breathing difficulties will not be required to wear a face mask. Students will be provided with a disposable mask if necessary. Face shields 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](#).
- i. No employee, parent, or child may enter the MCS campus if exposed to COVID-19, and will be required to quarantine following current Hawaii public health guidelines.
- j. All parents will be required to sign off on the amended MCS sick child policy prior to the child's first day of on-campus attendance.

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 will be asked to 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 be brought to the office 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.

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. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted in her office, through email, or on the phone.
- d. All staff have access to adequate sanitizing supplies and PPE equipment.
- e. A daily checklist of cleaning and sanitizing responsibilities by employees is available in the

classroom and the school office.

- f. All employees have been informed about leave benefit options and policies.



Montessori Community School

Preschool & Kindergarten Program

Health & Safety Operational Policies

Re: DHS Guidelines for Child Care Facilities to Reopen or Continue Care

July 14, 2021

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. Prior to reopening, a thorough and detailed cleaning of the entire program was conducted, with focus on high-contact areas that would be touched by both employees and children (e.g., desks, equipment, toys, outdoor play structure).
- 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. 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.
- d. Staff will sanitize high-touch surfaces, shared resources, and bathrooms (e.g. tables, chairs, door handles, light switches, etc.) frequently throughout the day and as needed.
- e. Soft items, or any other items that cannot easily be sanitized, such as stuffed animals, pillows, or cushions, shall not be used.
- f. Playdough will be kept in separate containers, labeled with each child's name, for their personal use only. Each child will have a labeled container of supplies (e.g. markers, crayons, child-safe scissors, glue, etc.) for their personal use only. These materials will be managed by the staff.
- g. A janitorial service will deep clean floors, restrooms, and high-touch surfaces 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.
- h. 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.
- i. Routine cleaning of outdoor areas will be conducted following [CDC guidelines](#). High-touch outdoor surfaces, such as the play structure, will be disinfected daily.
- j. Areas used by any person exhibiting COVID-19 symptoms will be closed off and will not be used until they have been cleaned, following a waiting period of at least 24 hours or longer before cleaning the affected area.
- k. Each child's belongings are kept in individually-labeled cubbies, with as much distance maintained between cubbies as possible. Families will be directed to take home their children's belongings weekly, or as needed, to be cleaned. Each child's belongings are placed in labeled plastic bags or

personal, child-sized backpacks. **All personal belongings must be labeled with the child's name.**

- l. Activities that have been handled by children will be identified for disinfecting before their next use.
- m. 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 Group Child Care Centers based on the child's age.
- b. Child care groups will include the same children each day with the same teaching staff. Staff do not cross-deploy across the campus to other classrooms.
- c. Each child care group is distanced by the existing rooms and separate facility areas.
- 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. Masks do not have to be worn while eating or drinking.
- f. There will be a staggered schedule of arrival and pick up times. A limited number of families will be allowed into the program area at a time. Waiting families are separated by identified six-foot distances on the program playground. 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 will bring their own lunch from home. Food will be eaten from the containers provided by the parents, using utensils provided by the parents.

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 removed from the classroom and 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, by signing or submitting a written form, that they have not experienced COVID-19 symptoms for 14 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 or drinking. "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. Anyone with breathing difficulties will not be required to wear a face mask. Students will be provided with a disposable mask if necessary. Face shields 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](#).
- i. No employee, parent, or child may enter the MCS campus if exposed to COVID-19, and will be required to quarantine following current Hawaii public health guidelines.
- j. All parents will be required to sign off on the amended MCS sick child policy prior to the child's first day of on-campus attendance.

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 will be asked to 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 be brought to the office 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.

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. Head of School Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted in her office, through email, or on the phone.
- d. All staff have access to adequate sanitizing supplies and PPE equipment.
- e. A daily checklist of cleaning and sanitizing responsibilities by employees is available in the classroom and the school office.
- f. All employees have been informed about leave benefit options and policies.



Montessori Community School

Operational Policies to Re-open Elementary Program

Re: DOE - DOH Guidance for Reopening Schools

July 10, 2020

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. Prior to reopening, a thorough and detailed cleaning of the entire program was conducted, with focus on high-contact areas that would be touched by both employees and children (e.g., desks, materials, outdoor play equipment).
- 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 so prevent the ingestion of alcohol.
- c. 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 when coming in from playing outside. Students will be encouraged to wash their hands throughout the day. Staff will monitor hand washing.
- d. Frequently touched surfaces will be cleaned and disinfected at least daily or between use, as much as possible.
- e. Soft items, or any other items that cannot easily be sanitized, such as cushions and mats shall not be used.
- f. Each child will have a labeled container of supplies (e.g. markers, crayons, child-safe scissors, glue, etc.) for their personal use only. These materials will be managed by the staff.
- g. A janitorial service will deep 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. Routine cleaning of outdoor areas will be conducted following [CDC guidelines](#). High-touch outdoor surfaces, such as the stair railing, playground balls, hula hoops, and jump ropes, will be disinfected regularly.
- h. Areas used by any person exhibiting COVID-19 symptoms will be closed off and will not be used until they have been cleaned, following a waiting period of at least 24 hours or longer before cleaning the affected area.
- i. 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.
- j. 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. **There will be no use of the microwave oven** and we will no longer have reusable utensils available for the children's use.
- e. Children will bring their own lunch from home. Food will be eaten from containers provided by parents, using utensils provided by parents.
- f. Food and serving utensils shall not be shared by the children.
- g. Playground times will be staggered to ensure cohort integrity.
- h. Off-campus field trips and large group and communal activities have been cancelled until further notice.
- i. Activities that require close contact (e.g., circle time, waiting in line) shall be minimized.
- j. Parents 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 any applicable privacy laws or regulations upon arrival to the classroom or entrance to the school office, and during the school day as needed. A log of temperature checks will be maintained. Individuals exhibiting a fever of 100.4° F or above will promptly be removed from the classroom and sent home within the hour. They must then follow the school's revised sick policies.
- b. Children returning to school will verify by having families and staff sign a written form that they have not experienced COVID-19 symptoms for 14 days prior to return. For children in care, staff will need to verify any symptoms of the child with 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 or face shields 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 will wear masks when they arrive at school, while they are handwashing and using the restroom, and during other transitions. The wearing of masks while in the classroom is highly recommended, but is discretionary only if the child can safely and reliably wear, remove, and handle their mask throughout the day independently. Masks are not permitted to be worn by any child while sleeping. Anyone with breathing difficulties will not be required to wear a face mask.
- 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](#).
- i. No employee, parent, or child may enter the MCS campus if exposed to COVID-19, and will be required to quarantine following current Hawaii public health guidelines.
- j. All parents will be required to sign off on the revised MCS Sick Child Policies prior to the child's first day of on-campus attendance.

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. Ensure that ventilation systems are regularly maintained to ensure proper operation. Air conditioning units are fitted with approved HEPA filters. Fans will help 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 will be asked to 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. An adequate 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 be supervised in an appropriately distanced area until they can be picked up. 911 will be called for immediate treatment in an emergency.

- g. 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 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.

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. Marjie Carroll will be responsible for responding to COVID-19 concerns and can be contacted in her office, through email, or on the phone.
- d. All staff have access to adequate sanitizing supplies and PPE equipment.
- e. A checklist of cleaning and sanitizing responsibilities by employees is available in the classroom and the school office.

2021-2022 MCS Sick Child Policy

From MCS Family Handbook 2021-2022

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 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.

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. 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 you are unavailable during the day, we will contact the people whose names you have supplied to the Office through FACTS.
- 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.
- Parents or legal guardians of symptomatic students should consult with their regular physician to consider testing for COVID-19. While COVID-19 presents many symptoms, particular attention should be paid to the primary symptoms of concern, including fever over 100.4°F, persistent cough, and shortness of breath.
- If the student has symptoms and a positive COVID-19 viral (PCR) test result, they should remain home for at least 10 days after illness onset and 24 hours has passed since the fever has resolved, without the use of fever-reducing medications such as Tylenol, Advil, etc., and other symptoms are improving.
- If the student has a positive COVID-19 viral (PCR) test result and no symptoms, they should remain home for at least 10 days after illness onset. If the student develops symptoms after testing positive, follow the guidance for a student with symptoms and does not undergo COVID-19 testing.
- Alternatively, a person who has symptoms and has had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 24 hours have passed since fever has resolved, without use of fever reducing medicine, and other symptoms are improving.

- If they have symptoms and a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours has passed since the fever has resolved, without the use of fever-reducing medications such as Tylenol, Advil, etc., and other symptoms are improving.
- If they have symptoms and do not undergo COVID-19 testing, the person should remain home until 72 hours has passed since the fever has resolved, without the use of fever-reducing medications such as Tylenol, Advil, etc., and other symptoms are improving.

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

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.
 - Children exhibiting COVID-19 symptoms may discontinue isolation and return to school under **all** of the following conditions:
 - At least 3 days (72 hours) have passed since recovery, which is defined as the resolution of fever without the use of fever-reducing medications such as Tylenol, Advil, etc.; **and**
 - At least 10 days have passed since the symptoms first appeared; **and,**
 - Other symptoms (e.g. cough, shortness of breath, other respiratory symptoms, etc.) have improved.
 - Individuals who test positive for COVID-19 will be contacted by the Department of Health and will be provided with a letter of clearance once the isolation requirements are completed.
 - Individuals who have been exposed to a known case of COVID-19 must remain quarantined for 14 days. The 14-day quarantine starts on the **last day** of infectivity of the COVID-19 positive patient.
 - **OFF-ISLAND TRAVEL.** Children and their immediate household members who have traveled off-island, including neighbor island, U.S. mainland, and international travel, must follow the State of Hawaii's current travel requirements. Parents must inform the MCS Office of travel plans by completing the 2021-2022 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

1. Quarantine. Off-Island travelers who are not fully vaccinated or those who do not participate in the state's Safe Travels Program must complete a 10-day self-quarantine.

OR

2. Post-travel testing series. Travelers who are not fully vaccinated or those who do not participate in the state's Safe Travels Program who wish to forego the 10-day quarantine may complete a post-travel test, taken no more than 48 hours prior to the expected return to campus. The results of the test must be negative. In the event of a positive test result of any household member and/or member of the traveling party, the student must immediately be excluded from school.

The COVID-19 test type must be a NAAT or PCR test. Antigen (AG) and antibody tests will NOT be accepted. Self-administered at-home tests are not acceptable.

Any changes to COVID-19 travel restrictions will be adhered to as they are updated by federal, state, and/or county governments.

- **VOMITING AND/OR DIARRHEA.** Children must stay home until free from these conditions for 48 hours after the last episode of vomiting or diarrhea. Children who experience two or more episodes of vomiting related to acute gastroenteritis in the previous 24 hours must stay home until the vomiting is resolved. 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 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 be symptom-free for 24 hours without the use of medication. Verification of the successful resolution of the condition must be presented prior to returning to school.

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.

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

* * * **IMPORTANT NOTE** * * *

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

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 cannot disclose medical information on any child without written permission from that child's parent or guardian.

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.



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 continues, we are monitoring the situation closely and following 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 ENTERING THE CLASSROOMS**.

IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS BELOW, DO NOT ENTER CLASSROOMS.

Please respond to each of the following questions truthfully and to the best of your ability. Your participation 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 EXPOSURE

1. Have you 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?
2. Have you or anyone in your household been tested for COVID-19 and are waiting to receive test results?

COVID SYMPTOMS

3. Are you or anyone in your household currently experiencing any of the following symptoms, or have you experienced any of the following symptoms in the last 14 days?

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

IN THE PAST 14 DAYS, HAVE YOU OR ANYONE IN YOUR HOUSEHOLD:

4. Been in close contact to anyone who experienced any of the above symptoms or has experienced any of the above symptoms since your contact?
5. Been in close contact with anyone who has tested positive for COVID-19?
6. Been on a flight or traveled within or outside the State of Hawaii?
7. Been in close contact with anyone who has been on a flight or traveled within or outside the State of Hawaii?