



CHILDREN'S GARDEN

Montessori School

**COVID-19 Protocols
for the 2020/2021 School Year
A Handbook Addendum for Families**

Safety Procedures and Protocols to Facilitate In-Person Education

As we bring our community together again during these unusual times, it is crucial that each of us be ready for a different school year. Children's Garden Montessori School (CGMS) has created this COVID-19 Handbook, which describes new safety protocols to respond to the Coronavirus Disease 2019 (COVID-19) COVID-19 pandemic and is to be used by CGMS Employees, Parents, and Children (the "Community"). Parents, please read this Handbook and return a signed copy to the school acknowledging your acceptance of the responsibility to help protect our children and staff from the spread of the Covid-19 virus.

The Handbook supplements our current policies and is based upon current information. The Handbook may be updated as new information becomes available. The Community is expected to read and adhere to any updates.

Information Regarding Coronavirus Disease 2019 (COVID-19)

The Centers for Disease Control and Prevention (CDC) offers general guidelines and recommendations to the public regarding how to limit the spread of COVID-19 in schools. These guidelines currently include:

- Cleaning and disinfecting frequently touched surfaces
- Frequent and thorough handwashing with soap and water for at least 20 seconds, or using an alcohol-based hand sanitizer that contains at least 60% alcohol
- Wearing a cloth face covering that covers the nose and mouth
- Staying at least 6-feet away from non-household members, when possible
- Covering the mouth and nose with a tissue when coughing or sneezing. Throwing away the tissue and immediately washing or sanitizing hands
- Not sharing toys, supplies, electronic devices, or books
- Staying at home if you or anyone in your household has tested positive for COVID-19 or has COVID-19 symptoms, or has come into close contact with a person who has tested positive for COVID-19.

To promote safety in our Community, the following wellness procedures will be followed:

- Temperatures will be taken daily for all Children and Employees. Anyone with a temperature of 100.4 F or higher must leave immediately.
- Every day, Children and Employees must answer symptom checklists before arrival at school. CGMS will provide a questionnaire, which should be completed before coming to school. Alternatively, checklists will be available upon arrival.
- The Community should have a clear understanding of when to stay home or when to go home. Any person with the following symptoms should not come to school or should leave immediately, if they develop while at school:
 - Temperature of 100.4 F or higher
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
- Other indicators of illness include but are not limited to the following:
 - Congestion or runny nose
 - Fatigue
 - Sore Throat
 - Headache
 - Muscle or body aches
 - Nausea or vomiting
 - Diarrhea
- Students must stay at home if they have tested positive for COVID-19 or are showing COVID-19 symptoms. In the event of a confirmed COVID-1 case, the Student or Employee must remain at home until it has been 24 hours since they had a fever, and any respiratory symptoms have improved, **and** it has been at least 10 days since their symptoms first appeared. Students and Employees don't need a negative COVID-19 test to return to school.
- Students must stay at home if anyone in their household has tested positive for COVID-19 or is showing COVID-19 symptoms, and must remain at home for no less than 14 days, regardless if the Student or Employee receives a negative COVID-19 test result. If the student or employee develops symptoms of COVID-19 during those 14 days, the student or employee must remain at home until it has been 24 hours since having a fever, and any respiratory symptoms have improved, **and** it has been at least 10 days since symptoms first appeared.
- Students must stay at home for no less than 14 days if anyone in the household has recently come into close contact with a person who tested positive for COVID-19. "Close contact" means being less than

six feet away from someone who tested positive for COVID-19 for longer than 15 minutes. If the student or employee or anyone in the home develops symptoms of COVID-19 during those 14 days, the student or employee must remain at home until it has been 24 hours since the students or employee had a fever, and any respiratory symptoms have improved, **and** it has been at least 10 days since symptoms first appeared.

- CGMS recommends contacting your PCP for advice involving illness and recommendations for returning to school.
- Other behavioral modifications:
 - Please note that this is general guidance and a request of our community. We thank you in advance for taking the safety of the entire community into consideration when considering travel and socialization.
 - TRAVEL GUIDANCE:
 - Symptoms may not appear until 2-14 days after exposure to the virus. We recommend following the [CDC Guidance for Travel](#) and reviewing the [CDC Frequently Asked Questions About Travel](#) as well as the [CDC's Considerations for Travelers](#)
 - International travel, domestic travel to "Hot Spots" (States or Regions with Active outbreaks as Indicated in Dark Orange or Red on the CDC Map), or domestic travel that involves flying &/or cruise ships should be avoided. Upon your return, please either consult with your Doctor for clearance to safely return to school, or quarantine for 14 days.
 - SOCIAL ACTIVITIES
 - We recommend following the [CDC Guidelines for Personal and Social Activities](#), and avoiding activities and large group gatherings that will increase your risk.
 - In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.

Protocol for Potential Cases--Handling Illness at School

We are prepared for the reality that a student or staff member will fall ill with symptoms indicating a presumptive positive case of COVID-19 while at school. In this case, we will follow these protocols:

- Remove and isolate the suspected case from the classroom.
 - After notifying the Head of School, an Employee who is feeling ill must leave the premises. Employees who are ill should follow the public health guidelines for returning.
 - Students who show signs of illness, have a fever, or develop symptoms of infectious illness while at school will be isolated from others immediately. They will be supervised in a screened off space, well removed from the rest of the school community before going home from school. A member of school leadership will contact parents to arrange for immediate pick-up of the sick child.
 - Students who are ill should follow the public health guidelines for returning.
 - Upon confirmation of a case of the virus in the school community (someone who was physically present on the school grounds), the school will implement “close and clean” measures, meaning:
 - the classroom or an area of the school will close to permit a 24-hour rest period where no individuals will enter that space
 - a 24-hour cleaning window that will include a disinfection by the school’s staff in accordance with CDC guidance.
 - Unless a larger outbreak necessitates city or statewide closures, the Denver County Public Health Department is CGMS’s health partner for determining closures and for completing contact tracing. CGMS is obligated to report to Denver County Public Health the names of any students or employees with confirmed cases. Based on health department guidelines, CGMS can report to students and families the occurrence of a known exposure. CGMS will not disclose the names of any individual with a suspected or confirmed case of COVID-19 to the school community.

Drop off/pick up protocols:

- Parents, caregivers and other individuals must:
 - If over the age of 3 wear masks and adhere to strict social distancing during pick up and drop off.
 - Not loiter during these times, assuring that all families are able to drop off or pick up their own children in an expeditious manner.

- Drop off at the specific gate for their classroom, during their drop off window:
 - Ward Hobbs AM: Northern Gate between 815 and 830 AM
 - Toddlers AM: Center Gate between 830 and 845 AM
 - 440 AM: Southern Gate between 815 and 830 AM
 - Ward Hobbs PM: Northern Gate between 1215 and 1230 PM
 - Toddlers PM: Center Gate between 1230 and 1245 PM
 - 440 PM: Southern Gate between 1215 and 1230 PM
 - Walk their children to the appropriate gate.
 - Sign in, using the contactless app we choose.
- Additionally, all Community members should wear masks and practice social distancing
 - Hand sanitizer stations will be available at each entrance for adult use.
 - Before dropping off, parents should fill out a wellness and temperature check survey, included with the contactless app. A staff member will take a child's temperature, if they haven't already had their temperature recorded for the day.
 - When children are late, parents should drive around to the back and ring the Ring to drop off their child. A classroom team member will come out back to walk them to their classroom. If a classroom team member is not available, someone from administration will do this task.
 - Parents and caregivers pick up their child from the same gate, during the following window:
 - Ward Hobbs AM: Northern Gate between 1110 and 1125 AM
 - Toddlers AM: Center Gate between 1055 and 1110 AM
 - 440 AM: Southern Gate between 1110 and 1125 AM
 - Ward Hobbs PM: Northern Gate between 255 and 310 PM
 - Toddlers PM: Center Gate between 240 and 255 PM
 - 440 PM: Southern Gate between 255 and 310 PM
 - Parents should call ahead if they need to pick up early. They can pull up to the curb and use the front Ring to let Admin know they have arrived. A classroom team member will walk the child from the classroom to the car. If a classroom team member is not available, someone from administration will do this task.
 - Parents will walk their children from the appropriate gate.

- With the exception of enrolled children and staff members, there will be limited access to the school
 - No visitors are allowed in the classrooms.
 - Observations will be arranged to be done virtually.

Expectations for Students:

In order to keep the community as safe as possible, students in our community will have the following expectations:

- Mask wearing protocols
 - All Students ages 3 years and up must wear masks while at school.
 - Students enrolled in the Toddler Program will not be required to wear masks
 - Students 3 years and older should bring two clean masks with them each day. CGMS will have a supply of masks as a back-up.
 - CGMS will also purchase and have lanyards available in order to support students in keeping their masks clean and available. We strongly suggest purchasing additional lanyards to aid in ease and independence of use.
 - Students may alternatively choose to use face shields, if they prefer. Because these are most effective when used with a mask, children will be guided to adjust to mask wearing.
 - Students who need support in learning to use their masks will be provided with opportunities to remove them in special spaces where social distancing and individual work is possible, with the goal of fully adjusting to mask-wearing.
- Handwashing protocols
 - Handwashing is critical upon arrival to ensure a safe environment.
 - Teachers will create lessons and plans for how to stagger children's bathroom use.
 - Set times for handwashing
 - Upon arrival and everytime they come inside
 - After each work
 - After using the toilet
 - After contact with bodily functions
 - Before and after eating

- After touching their eyes, nose or mouth
 - Children will be coached in proper handwashing timelines and techniques.
- Social distancing protocols
 - Social distancing will be encouraged and maintained through staff teaching (Grace and Courtesy Lessons) and environmental design
 - Students will be discouraged from giving high-fives, hugs, handshakes, fist-bumps, etc.
 - Students will be encouraged and supported in engaging in age appropriate socialization with peers and adults.

Expectations for the staff:

In order to keep the community as safe as possible, staff in our community will have the following expectations:

- Disinfecting protocols
 - Designate protocols on how and when to disinfect materials, and clearly post those in writing.
 - Materials and activities will be disinfected after each use
 - Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned.
 - If a child becomes ill while at school, materials that he or she has been working with will be set aside until they are cleaned.
 - Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- Disinfecting schedules
 - Routinely throughout the day, staff will disinfect, sanitize and clean frequently used surfaces as well as the children's bathroom
 - Between morning and afternoon cohorts, the whole classroom will be disinfected--this means shelves, tables, chairs (including chair backs), bathrooms, and frequently touched surfaces (light switches, door handles, etc.). Additionally, the classroom will be swept, mopped, and vacuumed.
 - Electrostatic Spray Tech will be used between classes when it is available
- All Staff Members will follow:
 - Mask wearing protocols

- Handwashing protocols
- Social distancing protocols

Considerations for Indoor Classroom Set-Up:

- Schedule considerations--Shared space schedules will be implemented to allow for all children to use the outdoor and indoor spaces, with minimal overlapping of classes.
- Daily walks with small groups may allow for outdoor enjoyment as well as allowing for extra space in the classrooms and on the playground during large group times.
- Materials that cannot be cleaned and sanitized will not be used.
- Vents and air returns must be clean, open and fully exposed.
- Cubbies--Assign one child per cubby, mindfully spacing out cohorts during hybrid schedules

Considerations for the Outdoor Environment:

- In order to maximize the use of our outside spaces, they must be set up and cared for as specifically as we do our indoor spaces.
- During larger group play, when only one class cohort is on the grounds, shelves should remain covered in the other classrooms space (for example: the lower yard should have its shelves covered when Ward Hobbs is on the playground). However, large motor items like trikes, cars, balls, and sandbox items should be available to all.
- Schedules and routines will be implemented to allow for movement between indoor and outdoor, with consideration and protection of cohorts and classrooms.
- Outdoor shelters will be added to allow for all weather exploration and work time.

Hybrid Model:

- During this level of operation, reduced numbers of children will attend in-person, and the other portion of the class will participate in distance learning opportunities.
- Each week, kids are split into 2 groups. A and B (with siblings in the same groups).
- Currently, this option looks like this:

Monday	Tuesday	Wednesday	Thursday	Friday
A - in person B - at home/online	A - in person B - at home/online	B - in person A - at home/online	B - in person A - at home/online	• work day

- Using our Distance Learning resource, parents should be coached in how to set up a consistent at home work space for their child.
- Families will be provided with schedules, work ideas, additional materials, and online options while distance learning.

Distance Learning:

Moving to full distance learning curriculum will be based on health necessities considering the following factors:

- Recommendations by local public health authorities
- Mandates by the Governor to return to a “Stay at Home” mandate.
- Outbreaks within the school, requiring us to shut down in-person learning completely
- Other considerations to be determined in the near future

When we move to full distance learning, we will refine our schedules to maintain consistent learning opportunities. These schedules and recommendations are still in the works and will be available when necessary.

Children's Garden Montessori School

Parent or Guardian Acknowledgement Regarding Coronavirus Disease, COVID-19

Student's Name:

Student's Date of Birth:

As we prepare to bring our community together again during these unusual times it is crucial that each of us be ready for a different school year. We are asking you to read and send a copy back to the school acknowledging your acceptance of the responsibility to help protect our children and staff from the spread of the Covid-19 virus.

The Coronavirus Disease 2019 (COVID-19) pandemic is a global health emergency. Children's Garden Montessori School (CGMS) is working on a supplemental Student/Parent Handbook, which will describe new safety protocols to respond to the COVID-19 pandemic, and which we will share with our community before the start of school. Parents are expected to read the handbook supplement when it becomes available. In the meantime, CGMS wishes to provide the following guidance regarding safety protocols it expects to implement for the 2020-2021 school year.

Information Regarding Coronavirus Disease 2019 (COVID-19)

COVID-19 is a contagious virus that spreads through person-to-person contact. The Centers for Disease Control and Prevention (CDC) offers general guidelines and recommendations to the public regarding how to limit the spread of COVID-19 in schools. These guidelines currently include:

- Cleaning and disinfecting frequently touched surfaces
- Frequent and thorough handwashing with soap and water for at least 20 seconds, or using an alcohol-based hand sanitizer that contains at least 60% alcohol
- Wearing a cloth face covering that covers the nose and mouth in public settings
- Staying at least 6-feet away from non-household members, when possible
- Covering the mouth and nose with a tissue when coughing or sneezing
- Not sharing supplies, toys, electronic devices, or books
- Staying at home if you or anyone in your household has tested positive for COVID-19 or has COVID-19 symptoms, or has come into close contact with a person who has tested positive for COVID-19.
- COVID-19 symptoms include:
 - Fever or 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 or vomiting Diarrhea

Anticipated Safety Protocols for 2020-2021 School Year

CGMS anticipates that it will require students and parents to adhere to the following safety protocols for the 2020-2021 school year:

- Each day prior to attending school at CGMS, parents will be required to submit health screening information, which includes the student's temperature taken that day and responses to health symptom questions, through a smartphone application that CGMS will make available to families.
- For families who forget to do this, touchless temperature taking and touchless sign-in will be available at the gate.
- Students must stay at home if they have tested positive for COVID-19 or are showing COVID-19 symptoms, and must remain at home until it has been 24 hours since they or had a fever, and any respiratory symptoms have improved, and it has been at least 10 days since their symptoms first appeared.
- Students must stay at home if anyone in their household has tested positive for COVID-19 or is showing COVID-19 symptoms, and must remain at home for no less than 14 days. If the student develops symptoms of COVID-19 during those 14 days, the student must remain at home until it has been 24 hours since the student had a fever, and any respiratory symptoms have improved, and it has been at least 10 days since symptoms first appeared.
- Parents must notify CGMS immediately if their child becomes ill for any reason, if a family member tests positive for COVID-19.
- Students must stay at home for no less than 14 days if anyone in the household has recently come into close contact with a person who tested positive for COVID-19. "Close contact" means being less than six feet away from someone who tested positive for COVID-19 for longer than 15 minutes. If the student or anyone in the home develops symptoms of COVID-19 during those 14 days, the student must remain at home until it has been 24 hours since the student had a fever, and any respiratory symptoms have improved, and it has been at least 10 days since symptoms first appeared.
- Students with signs or symptoms of COVID-19 will be sent home immediately.
- Students will be asked to wash their hands with soap and water frequently throughout the day.
- Students 3 years and older must bring two clean masks with them each day. CGMS will have a supply of masks as a back-up.
- Students must bring their own individual snack to school. All items must be clearly labelled with first and last names.
- Parents and other family members must wear masks and adhere to strict social distancing during pick up and drop off. Please do not loiter during these times, assuring that all families are able to drop off or pick up their own children in an expeditious manner.
- Students must wear clean clothing every day and provide the school with at least one full change of clothing.

- Outdoor time will be provided every day, for extended periods of time. Students should dress in layers of clothing, with all weather types in mind.
- Parents will follow CDC and Colorado Health Department recommendations regarding travel and keep students at home per those recommendations, dependent on mode of travel and location visited.
- Families will follow CDC and Colorado Health Department recommendations regarding isolation and quarantine after attending large group gatherings or after participating in other risky social behavior.

COVID-19 can lead to severe illness, personal injury, permanent disability and death. Participating in CGMS program and accessing the facility of CGMS could increase the risk of contracting COVID-19. CGMS in no way warrants that COVID-19 infection will not occur during participation in the program at CGMS.

Further, I understand that this pandemic has brought with it rapid changes to mandates, available information and guidance. As such, I understand that the anticipated plan I receive is not comprehensive and is subject to change. I also understand that I am expected to stay up to date regarding new information as it becomes available, and abide by any current and future mandates, regulations, policies, procedures and guidance from CGMS (including all supplements to the Student/parent handbook), The centers for Disease Control and Prevention, Colorado Department of Public Health and Environment, Denver County Public Health and any other regulatory, licensing, governing or accrediting agencies in order to increase safety and mitigate the risks of COVID-19 exposure for my child and other members of the CGMS community.

If CGMS is unable to provide in person learning for an extended period of time due to COVID-19, I understand and agree that CGMS reserves the right to provide online learning. I understand that CGMS resources will be available to our community throughout the school year even if the doors of the facility close for a time, and that CGMS will continue to collect tuition to keep the staff and school funded. Contracts are binding for the full school year. Additionally, I understand that CGMS looks for ways to support families who have extraordinary or COVID related financial hardships, and know that it is my responsibility to reach out for help should the need arise.

Parent Acknowledgment:

I, _____, hereby acknowledge that I have received, carefully read, and fully understand Children's Garden Montessori School's Anticipated Safety Protocols for the 2020-2021 School Year and the school's response to the COVID-19 pandemic concerns as part of the school program. I acknowledge and agree to follow these and any other safety protocols for student participation in academic programs. I understand COVID-19 is a contagious virus that spreads through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus.

Signature

Printed full name

Date