

Campus Reopening Guidelines

We, at La Jolla Montessori School, have been planning for and preparing (and practicing) on how to reopen in a way that prioritizes the health and safety of our entire school community. The purpose of this document is to outline the protocols and procedures that have been implemented to achieve that. As you know, LJMS has been open since May 18th, so, many of the protocols you will read about have been in practice for months.

LJMS's teachers and administration are very much looking forward to welcoming students back to campus. One significant point to keep in mind for families is that while we believe the risk is manageable and the socio-affective benefits for students will be substantial, it would be impossible and impractical to state that there is no risk at all.

Our staff will use their professionalism to create classroom environments which - to the best of their ability and within the limitations that exist - promote maximum safety as outlined in this document. As such, we ask each family to read through what is outlined here very carefully and be sure your family understands and considers the limitations that exist.

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Key Information

As per the Centers for Disease Control, the key factors in minimizing the risk of infection and community spread of Covid-19 are:

- Minimize the chance of exposure
- Promote the use of everyday preventive actions
- Protect high-risk populations

LJMS's approach to minimizing risk is detailed below. We appreciate the understanding of all LJMS parents that protocols may evolve as we refine and analyze our practices on an ongoing basis.

Updates for Members of the LJMS Community

Student and Staff Attendance

Students and faculty members who show any signs of illness may not attend school and will be asked to *show proof of a negative Covid test before they return to school (or they can get a doctor's note or stay home for 14 days) and it will have to be 72 hours after the symptoms have gone.*

Examples of symptoms include:

- a persistent cough
- a temperature > 100°F
- chills
- muscle pain
- shortness of breath or difficulty breathing
- sore throat
- congestion or runny nose
- temporary loss of taste or smell
- nausea
- vomiting
- diarrhea
- fatigue

If any member of the household exhibits any of the above symptoms, please refrain from coming to campus until you have been symptom-free for at least 72 hours. If a student or staff member has had contact with a confirmed Covid-19 case, they must quarantine at home for 14 days, even with a negative test.

After International Travel

Students and staff returning from any international travel will need to self-isolate for 14-days, commencing the day after arrival in San Diego. For instance, someone returning from abroad on September 1st would be free to return to school on September 16th.

Also, if any LJMS community member hosts or socializes with a visitor or other contact who has travelled internationally, we require all members of that household to self-quarantine away from the LJMS campus for 14 days. We also require that you disclose to the office your intention to self-quarantine due to contact with someone who has travelled internationally.

Returning to the LJMS Facility

Arrival Procedure

We request that parents take their child's temperature before leaving home each morning. Should a child's temperature be 100°F or higher, please refrain from bringing them to school and notify the office.

The following steps are our arrival procedure:

1. Temperature check
 - a. A staff member will take your child's temperature using a non-touch thermometer (temperatures will again be taken in the middle of the day)
2. Symptom Check
 - a. The staff member will ask you if anyone in your family has had an illness or exposure to a positive case of COVID-19. If yes is answered to any of the questions, the child will not be allowed to attend school.
3. Wellness Check
 - a. The staff member will check that your child is symptom-free before allowing them inside. We will ask that your child pull down their mask so we can see their nose.
4. Sign In/Out
 - a. Staff will be signing your child in and out to help minimize exposure.
5. Handwashing
 - a. Children will enter the classroom and go straight to the sink to wash their hands

We ask parents who accompany their children to school to remain with them until they are cleared following the wellness check.

Should a student's temperature be higher than 100°F on the first check, we will send the child and parent to the office to use the ear thermometer to check again. Should a student's temperature remain higher than 100°F for the second check, we will ask the child to return home for 72 hours after the fever has broken (and a negative Covid test result).

If we see a child with any of the above symptoms during our wellness check, we will ask the child to return home for 72 hours after the symptoms have passed. If a staff member or child has a runny nose due to allergies, we will need to have a Doctor's note stating that fact.

We ask that all parents wear a face mask for drop-off and pick-up.

Drop off times are as follows:

8:15-8:30 – Primary Classes (Sea Turtles & Starfish)

8:30-8:45 - Toddler classes (Dolphins & Jellyfish)

Departure Procedure

We ask that all parents wear a face mask for drop-off and pick-up. Please remember to stay 6 feet away from other parents and staff. Here are the locations for pick up based on your child's classroom:

Pick up times are as follows:

2:30-2:45 - Primary Classes (Sea Turtles & Starfish)

2:45-3:00 - Toddler Classes (Dolphins & Jellyfish)

Parents on Campus

If you need to speak to someone in the office, we prefer and recommend a phone/zoom call or email. If you must come in person, please stay outside of the office door until invited in.

Staff

All staff must wash hands and complete a daily temperature and wellness check before accepting children.

In addition, staff must arrive on campus wearing a face mask. Spare disposable masks will be available on-site if required.

Hand sanitizers will be located in each classroom and in each shared space i.e., kitchen, office area, etc. Please make sure to utilize hand sanitizers whenever hand washing is not feasible.

Updated Actions for LJMS Students, Staff and Parents

Physical Distancing and Movement on Campus

Classrooms and outside areas will be modified to encourage age-appropriate social distancing.

Physical contact and close physical proximity between and amongst all members of the LJMS community will be limited. As such, the practice of shaking hands when students and teachers greet each other will not be continued until such time that it is safe to return to such a way of interacting socially. Teachers will still give lessons to the students in their classroom and, as such, will be closer than 6 feet during these times.

As we have such a generous outdoor space, we will be utilizing our outdoor environment to its fullest extent. After adding more shading, we have divided the playground and courtyard up in such a way that every primary classroom can send children outside, with an additional staff member, without interacting with other classrooms. This allows for a limited number of 16 children inside the classroom at a time, with the remaining children outside. Children will rotate inside and outside, so everyone works inside and plays outside throughout the work period. The playground will also be on a rotation, so children don't mix from different classrooms. The playground structure will be cleaned between each classroom's use.

Additionally, in the toddler community, we will limit the number of children inside at a time to 12 per classroom. The remaining children will be utilizing our outdoor patio space to work and play with an additional staff member. Children will rotate inside and outside, so everyone works inside and outside throughout the work period.

Nap beds will be spaced 6 feet apart or 3 feet apart with a head to toe orientation. Bedding will be washed or sent home weekly. Bedding should be clean when returned to school every Monday.

Mixing Classrooms

To keep children within their own “cohort,” we will not mix children on the playground or for after school care. Some children may be able to stay after school within their classroom with a staff member staying beyond 3pm.

Also, to prevent mixing between classrooms: if a student has a sibling within the same age range, we will keep siblings together for the time being. We will not combine a toddler into a primary classroom. We will only combine siblings within the same age range.

Partitions

Every table that is shared by two or more children will have a clear partition between the children. In this way, our students get more distance while still speaking or working socially together.

Masks

Face masks will be mandatory for all staff members. We require that all children ages two and up bring a mask to school (1 should be left on site as back up). We will encourage the children to wear masks throughout the day to the best of their ability. When outside, both the use of face masks and students’ physical activity will be carefully monitored by teachers to minimize the risk of students overheating. We will keep children in the shade and will remove masks if needed when outside.

Handwashing

Handwashing will occur at the following times:

- Upon arrival at school
- Every 45 minutes
- After sneezing or blowing your nose
- Before and after eating
- After the use of cleaning products (staff only)
- After using the toilet

Where possible, a teacher will turn the tap on and off for younger students using a paper towel to minimize the risk of many students touching the same tap with unclean hands. Older students will be asked to use a paper towel when turning the tap on and off themselves. The bathrooms will be cleaned several times throughout the day and after every use by a toddler student.

Please refer to **Appendix A: [Handwashing Procedure](#)**.

Food and Drink

We will not have communal, “family style” meals at school during this time. We ask that you pack your child’s lunch and morning & afternoon snacks in separate containers. Also, please include all cutlery needed for their meal. Children will eat at their table, and pack their Tupperware and cutlery back into their lunchbox after eating.

Please provide a water bottle, labeled clearly with your child's name, and filled with only water for your child to take to school. Students will keep water bottles on their tables or in their cubbies and will be asked not to touch other students' personal items.

More drinking water is available for students, and refills will be managed by a teacher who will ensure that there is no contact between the student's water bottle and the drinking water dispenser.

We ask that parents wash their child's water bottle thoroughly in warm, soapy water at the end of each day. We also ask that lunchboxes are kept clean (most can be washed in a washing machine and set to air dry).

Bathroom Protocol at School

Staff will attend to toddlers in the bathroom and wipe down toilets, sink, and handles after each use. Primary students will be able to use the bathroom on their own, individually, and the staff will clean the bathroom 3-4 times per day.

Illness at School

Students who show signs of illness as outlined in the Student and Staff Attendance section above, have a temperature higher than 100°F, a persistent cough, or a runny nose will be sent home from school. A member of the administration or a teacher will phone a parent to arrange immediate pick-up from the office. We will recommend a COVID-19 test, but either way, the child will need to remain at home until 72 hours after the symptoms have passed.

Teachers are asked to inform the office if a child registers a temperature higher than 100°F during the day.

Updated Measures for the LJMS Facility

Classrooms

To improve ventilation, all windows and sliding doors will be open and air conditioning on for the duration of the school day.

Children will work at individual tables or tables with partitions. If a child moves outside and someone else uses that table, it will be disinfected first. Rugs will be available for floor work and will be cleaned regularly.

Toddler & Primary materials will be cleaned after every use. Materials will be disinfected by a teacher at the end of each day.

In addition, the classrooms are fogged with a disinfectant daily and cleaned by janitorial staff every day.

Primary students will be asked to bring their own equipment to school to be kept in a pencil case marked clearly with their names. Required items include:

- Toddler: TBD
- Primary: pencil, eraser, sharpener, scissors, coloring pencils

Cleaning Schedule and Routine

A cleaning routine is scheduled after each day and periodically throughout the day. When cleaning, we disinfect the following high-touch objects.

- Doorknobs and handles
- Light switches
- Tables and counters
- Toilet door handles
- Toilet flush handles
- Hand sanitizer pumps
- Faucets
- Chairs
- Cabinets
- Playground structure cleaned between every classroom use

All classrooms will be equipped with a kit for cleaning products. Primary Students will be permitted to clean their own work area with a soap/detergent solution that is dispensed by the teacher. Surfaces will be *cleaned* before they are *disinfected*. Children will not come into contact with disinfectant spray.

La Jolla Montessori School COVID-19 Agreement,

NOTICE: To be sure your family and LJMS agree with the importance of keeping our community safe, please read this document carefully and in its entirety.

La Jolla Montessori School and the undersigned acknowledge that the COVID-19 pandemic is unprecedented. LJMS is following the most current guidelines issued by Federal, State, and local authorities and requires everyone participating in our program to be respectful of others by complying to ensure the general safety and wellbeing of all. Our goal is to keep all children, families, and staff safe and healthy. We will need to shut down environments that have exposure to COVID-19 and need your support to be sure this doesn't occur. We are all in this together, and we appreciate your commitment to your health and that of your community.

Participating Family Commitment

As a participant in La Jolla Montessori School's Program, we commit to the following safety measures, while outside of the program's schedule:

- Continue to respect and practice social distancing guidelines.
- Avoid all physical gatherings.
- Continue to wear a face mask while out in public or within 6 feet of others.
- Avoid indoor public spaces, to the best of our ability.
- Limit playdates to the best of our ability, to avoid cross-contamination between schools and classrooms.
- Maintain transparency and honesty about our, and anyone in our household's, exposure to COVID-19.

COVID-19 Disclaimer & Acknowledgment of Risk

COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. La Jolla Montessori School in no way warrants that the COVID-19 infection will not occur through participation in our program. We hereby acknowledge and agree that participating in La Jolla Montessori's program comes with this inherent risk.

For more details regarding COVID-19, please visit the CDC Website for the most updated information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

We, parents of _____, have read and understand the information outlined in

Name of child(ren)

the La Jolla Montessori School COVID-19 Agreement. By signing below, we agree to follow the policies and procedures described in the Agreement.

Signature _____

Parent/Guardian

Date: _____

To Sign this form electronically, click below:

 [PLEASE CLICK HERE TO SIGN.](#)

Appendix A: Handwashing Procedure

Please cooperate in measures against infectious diseases.

! Washing hands

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

As you touch many objects like door knobs and the straps on trains it is possible that the virus is present on them.

Frequently wash your hands, upon returning home, before and after cooking and before meals.

Washing hands

Correct way to wash hands.

Before washing hands

- Keep your fingernails short.
- Remove wristwatches and rings.



1 After thoroughly wetting your hands with running water, apply soap and rub the palms well.



2 Rub the back of your hands up and down.



3 Thoroughly rub the fingertips and nails.



4 Wash between your fingers.



5 Twist and wash your thumbs with the palms of your hands.



6 Don't forget to clean your wrists.

After cleaning with soap thoroughly rinse with water and wipe dry with a clean towel or paper towel.



Ministry of Health, Labour and Welfare Search

Appendix B: Coughing Etiquette

Please cooperate in measures against infectious diseases.

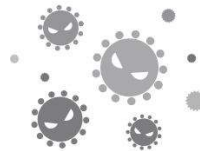
! “Coughing manners”

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

■ In order not to transmit viruses to others.

It is possible that the droplets ejected when you cough or sneeze may contain viruses. Please observe the following “coughing manners”.

- **Wear a mask.**
- **Cover your mouth and nose with a tissue etc.**
- **If you suddenly sneeze or cough do so into your elbow or inside your jacket.**
- **Keep as far away as possible from other people.**



“Coughing manners”

• Observe the manners on a train, at work, school or wherever people gather.

Three “coughing manners”



Coughing or sneezing without shielding your mouth or nose.

Using your hands to cover coughs or sneezing.



Wear a mask. (covering mouth and nose)

Cover your mouth or nose with a tissue/handkerchief.

Cough or sneeze into your sleeve.

Correct way to wear a mask.



1 Ensure both your nose and mouth are covered.

2 Place the rubber string over your ears.

3 Cover up to your nose so there are no gaps.



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