



Phased School Reopening Health and Safety Plan

The Montessori School



The Montessori School

An independent preschool & kindergarten

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: The Montessori School

Family and staff should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities.

All our school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Type of Reopening

Key Questions and Answers

- How do we plan to bring students and staff back to physical school buildings, particularly if we still need social distancing in place?
We are limiting the number of children. We have designated places to work on a rug on the floor. We have installed a UV filter and a HEPA filter. There are Plexiglass dividers for the tables. Masks are to be worn by students and teachers. Children may take masks off when they are behind Plexiglass dividers. Teachers may take their masks off during lunch.
- How did we engage stakeholders in the type of re-opening our school entity selected?
We emailed, texted, and spoke to all who were involved
- How will we communicate our plan to our local community?
Website
- Once we reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
Head of School and Assistant Head of School will meet. A call to the Bucks County Health Department (BCHD) will be made for guidance. Once a decision has been made we will notify the Bucks County Health Department, staff, and families.

Based on our county's current designation and local community needs, which type of reopening has our school entity selected?

- Total reopen for all students and staff
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning: September 1, 2020

Pandemic Coordinator/Team

The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of our local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year.

- Health and Safety Plan Development:**
Coordinator and team drafted the enclosed Health and Safety Plan.
- Pandemic Crisis Response Team:**
Coordinator and team will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students.
- Both (Plan Development and Response Team):**
Coordinator and team will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Craig Jackson	Administrator and Teacher	Coordinator of Both
Mary Ann Jackson	Administrator and Teacher	Both

Cleaning, Sanitizing, Disinfecting, and Ventilation

We will do walk-throughs every morning before school and after school to make sure everything is cleaned. We will have cleaning supplies in the classroom and office. There will be a sanitation station for high contact materials. We will follow the CDC and BCHD guidelines for cleaning. We have a HEPA filter and a UV filter in the classroom. The Windows will be opened when possible. The self-contained air conditioner will be on when possible. The cleaning will occur after the morning session, after lunch, and after school. The teachers will be trained to clean and sanitize each area of our classroom.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	UV Filter and HEPA filter installed. Windows open and A/C on. Wiping down of tables, chairs, plexiglass, and door handles after each session. Sanitation Station for high contact materials. Bathrooms cleaned at lunch time and daily.	UV Filter and HEPA filter installed. Windows open and A/C on. Wiping down of tables, chairs, plexiglass, and door handles after each session. Sanitation Station for high contact materials. Bathrooms cleaned at lunch time and daily.	Craig Jackson Assistant Head of School & Plan Coordinator	Bleach Mr. Clean Disinfectant Wipes Filters Gloves	YES
Other cleaning, sanitizing, disinfecting, and ventilation practices	Janitor will do cleaning at the end of the day.	Janitor will do cleaning at the end of the day.	Craig Jackson Assistant Head of School & Plan Coordinator	Bleach Mr. Clean Disinfectant Wipes Filters Gloves	NO

Social Distancing and Other Safety Protocols

We have created more space between our tables. We have put plexiglass dividers on the tables to limit contact. We have designated areas for the children to put out their rugs to create more distance. Children will have their own scissors, pencils, and markers in a supply box. We have only one class so there will not be any mixing of groups. We will be going outside as much as possible and do as many group times outside to increase social distancing. Visitors and auxiliary staff are not permitted in the building. The staff will be trained on how to keep social distancing. During our meeting we will go over BCDH and CDC guidelines. Preparedness will be measured by visual observation by Coordinator and Head of School.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Tables have plexiglass dividers. Tables have increased distances. Designated areas for rugs on floor	Tables have plexiglass dividers. Tables have increased distances. Designated areas for rugs on floor	Mary Ann Jackson Head of School	Tables Chairs Designated floor work areas Plexiglass dividers	YES
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Lunch in classroom with plexiglass dividers	Lunch in classroom with plexiglass dividers	Craig Jackson Assistant Head of School & Coordinator	Tables Chairs Plexiglass dividers	YES

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Washing hands when entering. Washing hands before and after lunch and playground. Washing hands before each work activity.	Washing hands when entering. Washing hands before and after lunch and playground. Washing hands before each work activity.	Craig Jackson Assistant Head of School & Coordinator	Water Soap Paper towels	YES
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs posted throughout the classroom and school	Signs posted throughout the classroom and school	Mary Ann Jackson Head of School	Signs	NO
* Identifying and restricting non-essential visitors and volunteers	No visitors Auxiliary staff classes done virtually	No visitors Auxiliary staff classes done virtually	Craig Jackson Assistant Head of School & Coordinator	N/A	YES
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Staff will spray down equipment after playing	Staff will spray down equipment after playing	Craig Jackson Assistant Head of School & Coordinator	Bleach solution and spray bottle	YES
Limiting the sharing of materials among students	Each child will have their own scissors, pencils, markers in a supply box.	Each child will have their own scissors, pencils, markers in a supply box.	Mary Ann Jackson Head of School	Scissor, markers, pencils	YES

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	One classroom school with no hallways or communal spaces	One classroom school with no hallways or communal spaces	N/A	N/A	NO
Adjusting transportation schedules and practices to create social distance between students	The staff will meet children at their car and bring them into school one car at a time.	The staff will meet children at their car and bring them into school one car at a time.	Craig Jackson Assistant Head of School & Coordinator	N/A	YES
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	We have restricted our class to 25 from 30	We have restricted our class to 25 from 30	Mary Ann Jackson Head of School	N/A	NO
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A	N/A	N/A	N/A	N/A
Other social distancing and safety practices	Children will choose their individual work space for the day in the morning by placing their supply box on a table. They will also have lunch in this location.	Children will choose their individual work space for the day in the morning by placing their toolbox on a table. They will also have lunch in this location.	Mary Ann Jackson	Supply box	YES

Monitoring Student and Staff Health

Parents and guardians will sign an agreement stating they will monitor their children and all household members for COVID-19 symptoms. They will agree to keep their child home if their child or any member of the household is ill.

We will do a visual inspection throughout the day of all staff, teachers, and students. We will ask individuals how they are feeling and take their temperature if unsure. If student is ill, the child will be isolated and contact with their parents will be made. Staff that are ill will be sent home. If COVID-19 is confirmed, a call to the BCHD will be made and we will follow the most up-to-date guidelines. This will also be the policy when notifying parents. The Head of School and Assistant Head of School will be responsible for isolation requirements. A 14 day quarantine must be met for all individuals with COVID-19 or a family diagnosed with COVID-19. The teachers will be trained to monitor students and other staff members. The training will be during a meeting before school begins and we will follow the CDC and BCHD guidelines. This will be measured by asking staff to verbally review with the Head of School how to identify an individual who is ill.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Parents sign a COVID-19 agreement. Visual inspection and temperature taking if signs of illness.	Parents sign a COVID-19 agreement. Visual inspection and temperature taking if signs of illness.	Mary Ann Jackson Head of School	Signed COVID-19 agreement Thermometer	YES
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Isolate and call student's parent. Staff sent home	Isolate and call student's parent. Staff sent home	Mary Ann Jackson Head of School	Isolated Area	YES

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	14 day quarantine for staff and students exposed to COVID-19. Individuals with positive COVID-19 test may return 10 days after symptoms first started and are fever free for 24 hours and other symptoms are getting better.	14 day quarantine for staff and students exposed to COVID-19. Individuals with positive COVID-19 test may return 10 days after symptoms first started and are fever free for 24 hours and other symptoms are getting better.	Mary Ann Jackson Head of School	Signed COVID-19 agreement Doctors note if applicable	YES
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Call to CDC and BCHD for consultation and follow up email to families and staff	Call to CDC and BCHD for consultation and follow up email to families and staff	Mary Ann Jackson Head of School	Text message Email	NO
Other monitoring and screening practices	N/A	N/A	N/A	N/A	NO

Other Considerations for Students and Staff

All staff and students must wear masks in the classroom. Children may take off their masks during lunch and if they are sitting behind a plexiglass divider. If staff or student is considered high risk, we will follow the CDC and BCHD guidelines. Substitute teachers will be notified of procedures before coming in. Training will happen during meetings before school and with children during group and individual time. If our school should be closed, our program will be virtual with group, small group, and individual lessons.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Follow CDC and BCHD guidelines	Follow CDC and BCHD guidelines	Craig Jackson Assistant Head of School & Coordinator	CDC and BCHD guidelines	YES
* Use of face coverings (masks or face shields) by all staff	All staff and children must wear masks. Masks can be off for students sitting behind dividers and lunch. Adults may remove masks for lunch and outside.	All staff and children must wear masks. Masks can be off for students sitting behind dividers and lunch. Adults may remove masks for lunch and outside.	Craig Jackson Assistant Head of School & Coordinator	Masks	YES
* Use of face coverings (masks or face shields) by older students (as appropriate)	N/A	N/A	N/A	N/A	N/A
Unique safety protocols for students with complex needs or other vulnerable individuals	Work with the family to recognize and meet their needs	Work with the family to recognize and meet their needs	Mary Ann Jackson Head of School	CDC and BCHD guidelines	YES
Strategic deployment of staff	3-4 staff members in the classroom	3-4 staff members in the classroom	Mary Ann Jackson Head of School	CDC and BCHD guidelines	YES

Health and Safety Plan Professional Development

The success of our plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning	Staff	Mary Ann Jackson Head of School	Example Cleaning	Cleaning supplies	8/20	6//20
Student and Staff Health	Staff	Mary Ann Jackson Head of School	Going through the CDC guidelines	CDC guidelines	8/20	6/20
Weekly Meetings on COVID-19 Topics and Resources	Head of School	AMS & Montessori Town Hall Meetings	Zoom	None	3/20	Ongoing
Montessori Heads Group	Head of School	Marie Conti	Zoom	None	3/20	Ongoing

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Our school will be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers as needed (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, we have contacted and will maintain ongoing communication with local and state authorities to determine current mitigation levels in our community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
School Policy for Illness	Parents	Craig Jackson Assistant Head of School	PowerPoint and Email	8/20	Ongoing
COVID-19 Updates and Alerts	Parents	Mary Ann Jackson Head of School	Email	7/20	Ongoing

Health and Safety Plan Summary: The Montessori School

Anticipated Launch Date: September 1, 2020

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p><i>We will do walk-throughs every morning before school and after school to make sure everything is cleaned. We will have cleaning supplies in the classroom and office. There will be a sanitation station for high contact materials. We will follow the CDC and BCHD guidelines for cleaning. We have a HEPA filter and a UV filter in the classroom. The Windows will be opened when possible. The self-contained air conditioner will be on when possible. The cleaning will occur after the morning session, after lunch, and after school. The staff will be trained to clean and sanitize each area of our classroom.</i></p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p><i>We have created more space between our tables. We have put plexiglass dividers on the tables to limit contact. We have designated areas for the children to put out their rugs to create more distance.</i></p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p><i>Children will have their own scissors, pencils, and markers in a supply box. Children will choose their place at a table and work at that place for the day as well as eat lunch at that location.</i></p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p><i>Children will be washing their hands when they come in, before and after every activity, lunch, and recess.</i></p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p><i>We have only one class so there will not be any mixing of groups.</i></p>
<p>Limiting the sharing of materials among students</p>	<p><i>We will be going outside as much as possible and do as many group times outside to increase social distancing.</i></p>
<p>Staggering the use of communal spaces and hallways</p>	<p><i>Visitors and auxiliary staff are not permitted in the building.</i></p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p><i>Signs will be posted throughout the classroom to wash hands.</i></p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p><i>After recess, we will be spraying down our toys and equipment with a Clorox Bleach solution.</i></p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p><i>At the beginning of the day, a teacher will greet each child and take them from their cars one by one. At the end of the day a teacher will bring each child to their car one by one.</i></p>
<p>Other social distancing and safety practices</p>	<p><i>The staff will be trained on how to keep social distancing. During our meeting we will go over BCDH and CDC guidelines. Preparedness will be measured by visual observation.</i></p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p><i>Parents and guardians will sign an agreement stating they will monitor their children and all members of their household for COVID-19 symptoms. They will agree to keep their child home if their child or any member of the household is ill.</i></p> <p><i>We will do a visual inspection throughout the day of all staff, teachers, and students. We will ask individuals how they are feeling and take their temperature if unsure. If student is ill, the child will be isolated and contact with their parents will be made. Staff who are ill will be sent home. If COVID-19 is confirmed, a call to the BCHD will be made and we will follow the most up-to-date guidelines. This will also be the policy when notifying parents. The Head of School and Assistant Head of School will be responsible for isolation requirements. A 14 day quarantine must be met for all individuals with COVID-19 or a family diagnosed with COVID-19. The teachers will be trained to monitor students and other staff members. The training will be during a meeting before school begins and we will follow the CDC and BCHD guidelines. This will be measured by asking teachers and staff to verbally review with the Head of School how to identify an individual who is ill.</i></p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p><i>All staff and students must wear masks in the classroom. Children may take off their mask during lunch and if they are seated behind a plexiglass divider. If staff or student is considered high risk, we will follow the CDC and BCHD guidelines and will work with the student and family to recognize and meet their needs. Substitute teachers will be notified of procedures before coming in. Training will happen during meetings before school and with children during group and individual times.</i></p> <p><i>Three to four staff members will be with the children at all times to ensure the safety of the children.</i></p> <p><i>If school is closed, our program will be virtual with group, small group, and individual lessons.</i></p>