

## **I. Consultation**

**Please confirm consultation with the following groups:**

### **Labor Organization**

**Name of Organization(s) and Date(s) Consulted:**

N/A

### **Parent and Community Organizations**

**Name of Organization(s) and Date(s) Consulted:**

- All parents of enrolled students were surveyed on August 7, 2020 and reported that they are in favor of in-person instruction.
- Distance learning will remain an option for students, if at any time parents do not feel comfortable with in-person instruction.
- Please see attachment with parent response and attestation from Jules Everest, Head of School.

**If no labor organization represents staff at the school, please describe the process for consultation with school staff:**

- Elementary staff were directly asked to notify the school administration if they did not feel comfortable returning to in-person teaching, and were given the option to teach remotely. The staff that will be working on campus believe the benefits of in-person instruction outweigh any risks and are willing to follow all protocol and take precautions to ensure the health and safety of the students and staff on campus.
- Please see attachment with staff response and attestation from Jules Everest, Head of School.

## **II. Elementary School Reopening Plans**

**Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):**

**Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.**

- Desks and/or tables will be sanitized by staff members, using a diluted bleach solution (1.6 oz of bleach mixed with 1 gallon of water, as recommended by the CDC) before class starts at 8 am, before the children consume food at their tables at 11:30 am, and in the afternoon at 2 pm.
- High touch surfaces, such as doorknobs, the sink areas, light switches, and countertops will be sanitized by staff members every 2 hours.
- The restrooms will be sanitized by staff members every hour.
- A professional cleaning crew will clean and sanitize the school every evening.
- The classroom will be equipped with an air purifier.
- All students will have their own pencil box with school supplies, including: pencils, pencil sharpeners, glue sticks, scissors, and erasers. Students will store their personal school supplies in their own desk.
- Personal items, such as jackets, water bottles, and lunch boxes will be stored in individual cubbies. All items will be sent home with the children at the end of the day.
- Students are not permitted to share personal items or food.

- Shared materials in the classroom touched by a student, such as a puzzle, will be set in a designated area and remain unused until sanitized.
- Playground equipment is wiped down between uses of different groups.

**☐ Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.**

- There is only one elementary class on our campus. The group will remain together for the entire duration of the day.
- We have 1 other group on campus that are part of our licensed child care facility. The other group will not be mixed with the elementary group.
- One designated staff member will cover breaks for the teacher during recess time when the class is outside.
- Playground times are staggered between the other child care groups, so they do not mix.
- Non-essential visitors, such as volunteers will not be permitted at school.

**☐ Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.**

- There is only one entrance/exit to the school.
- Parents are given a 30-minute window for drop off and pick up to allow for staggered arrival and departure times.
- Parents are required to maintain social distancing when waiting to drop off and pick up.
- Parents are not permitted in the building and will drop off and pick up students at the entrance/exit of the school, and a staff member will walk the students directly to their classroom.
- The teacher will remain with the group of students at all times, with the exception of scheduled breaks.
- The same staff member will cover the teacher's breaks while the students are outside.
- Staff will maintain physical distancing to the greatest extent possible and must wear face coverings at all times.
- Staff will not gather in person for meetings or trainings unless physical distancing can be maintained. Virtual meetings and trainings are preferred.

**☐ Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.**

- Because the students are TK and Kindergarten, face coverings will be strongly recommended, but not required.
- The teacher and all other staff members at the facility are required to wear face coverings at all times.
- Parents are asked to wear face coverings during drop off and pick up time.

**☐ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.**

- All students and staff will have their temperature taken using a no touch thermometer upon arrival at the school.



- Parents must notify school if their child or anyone in their household has had any symptoms of illness in the past 72 hours including: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, runny nose, congestion, and/or new loss of taste or smell.
- Parents must notify the school if their child or anyone in their household has been tested for COVID-19 or if their child or anyone in their household has come into contact with anyone who has tested positive or is presumed to have COVID-19. The student will be required quarantine at home for 14 days before returning to school and will be given the option to complete distance learning during this time. If the student or any household members develop any symptoms during the 14-day quarantine period, the student must produce a negative COVID-19 test and have medical clearance from a physician before returning to in-person instruction.
- Students who become ill at school will be separated into an isolation area, and must be picked up within 30 minutes. Ill students will be required to wear a disposable mask (provided by the school) while waiting to be picked up.
- Ill staff members will be sent home immediately.
- Per our illness policy, students and staff may not return to school until they are symptom free, without using fever reducing medications, for a minimum of 72 hours.
- Staff members are required to report to the school if they have had exposure to anyone who has tested positive or presumed to have COVID-19, and will be required to quarantine at home for 14 days from their exposure. The staff member must produce a negative COVID-19 test and have medical clearance before returning to work, even if they do not present symptoms.

**☐ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.**

- We have hand sanitation stations equipped with alcohol-based hand sanitizer that contains at least 60% alcohol in the classroom and in the office.
- Hand sanitizer will only be used under the supervision of an adult.
- Teachers and students will be required to use hand sanitizer or wash their hands when they arrive in the classroom.
- Handwashing stations with soap and water are located both in the restroom and inside the classroom.
- Staff and students will be expected to frequently wash their hands with soap and water throughout the day, especially after playing outside, before eating, before and after using the restroom, if they touch their face, after coughing or sneezing, and if they wipe their nose with at tissue.
- Regular handwashing routines will be established and built into the daily schedule.
- CDC handwashing posters are posted at all sinks to remind and enforce proper handwashing protocol.

**☐ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.**

- All student and staff absences are recorded. If a student or staff member is absent due to illness, the symptoms of their illness will be recorded privately.



- One staff member (Karin Walsh) will be in charge of contacting the local health department should a confirmed case of COVID-19 be reported to the school.
- The staff member (Karin Walsh) will provide all information required by the Orange County Health Care Agency including lists of students and staff that have been in close contact with the individual that tested positive, a timeline of symptoms from the individual that tested positive, and will report any other symptoms of illness or absences due to illness by students or staff members that have been recorded during that timeline.

**□ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.**

- Desks and/or tables will be spaced a minimum of 6 feet apart
- The floor will be marked with tape to allow for spacing when lining up to go outside.
- Transition times are staggered, so groups do not have to pass each other.

**□ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.**

- The CDE's School Reopening Guidance will be distributed to staff a minimum of 1 week prior to school starting. September 1 – 4 will be designated days for staff to train and set up the classroom to ensure social distancing and safety.
- Information will be provided to all staff and families on proper use, removal, and washing of cloth face coverings.
- Staff will be trained on enhanced sanitation practices, screening practices, how COVID-19 is spread, COVID-19 symptom identification, and physical distancing guidelines.
- Parents will be sent the policies and procedures created by our school, along with CDE's Reopening Guidance via email.
- Parents will be required to sign our Policies and Procedures and adhere to them. Non-compliance will result in being dismissal from the school.

**□ Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.**

- Any students or staff members that have symptoms without known exposure to COVID-19 will be required to stay home until they are free of all symptoms without the use of fever reducing medications for a minimum of 72 hours.
- Any students or staff members that have symptoms with known exposure to COVID-19 will be required to quarantine for 14 days from their exposure and stay home until they are free of all symptoms without the use of fever reducing medicine for a minimum of 72 hours. A negative COVID-19 test will be required, and they must have medical clearance from a physician to return to campus.
- If exposure to COVID-19 happens at school, all staff and parents of students who were exposed through close contact will be notified. The cohort that was exposed will move to distance learning for a minimum of 14 days, and everyone that was exposed will be asked to quarantine at home during that time. COVID-19 testing will be recommended for students and required for staff. Staff and students may only return to campus after if guidance from the Orange County Health Care Agency is followed and they do not develop symptoms.

- Staff will be tested periodically while infection rates in the area are above the recommended CDPH threshold to rule out asymptomatic cases. 25% of the staff will be tested every 2 weeks to include all staff being tested over 2 months. Employees will
- **Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.**
  - We will consult with the Orange County Health Care Agency and follow the guidance provided. We will physically close the school and prohibit in-person instruction if it is warranted for the length of time determined by the Orange County Health Care Agency.
- **Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.**
  - To protect privacy of both students and staff, when communicating with parents and staff about cases and exposures at school, we will not identify if the exposure came from a student or a staff member.
  - If a positive COVID-19 case is reported to us by a parent or a staff member, we will contact Orange County Health Care Agency and follow the guidance provided.
  - All messages will be communicated via email.

Waiver will be posted on [www.sunflowermontessorischool.net](http://www.sunflowermontessorischool.net)

School email: [sunflowermontessorischool@gmail.com](mailto:sunflowermontessorischool@gmail.com)

Private School Affidavit: 30664647102221