



Bergamo Montessori School

COVID -19

**Health & Safety Guidelines for
Elementary Programs**

Release date: June 19, 2020



COVID-19 Health and Safety Guidelines for Elementary Programs

Drop off

- **Lower Elementary (Upstairs - Main Building)**
 - **Summer Program & 20-21 School Year**
 - Parents will park and accompany their child to the front of the building for screening.
 - In extreme heat or rain, a staff member may institute a car line drop off or a staff member may come to your parked car to retrieve your child.
 - The area in front of the building will be marked with tape or other placeholders to clarify 6 feet of distancing while waiting at drop off.
 - Staff members will meet the parent and child at the front door. More than one staff member will be available at busy times.
 - When at all possible, the same adult should pick up and drop off the child each day.
- **Upper Elementary (Dutra House)**
 - **Summer Program**
 - Parents drop off children to enter Dutra House classroom independently and will be screened by Wendy.
 - **20-21 School Year**
 - Parents drop off children to be screened independently at the front of the main building. Once cleared, they walk to the Dutra House classroom.

Pick Up

- Parents will provide a projected schedule for pick up times to help us prepare each child for pickup.
- Parents will call the school at **916-399-5891** when they are 15 minutes away from the school.

- **Lower Elementary:** Upon arrival, parents will access the upstairs area through the back gate and wait at the landing by the upstairs door for their child.
- **Upper Elementary:** Upon arrival, parents will come to the front door of the San Gabriel classroom to retrieve their child.

Access to the Buildings

- Access to the interior of the school and classrooms will be limited to children and staff.
- All initial school tours will be held virtually. After this initial step, vetted prospective parents may observe the classroom by appointment only.
 - All prospective parents will be screened at the front desk for temperature and complete the same self certification for symptoms required daily for staff members.
 - All prospective parents will wear a mask when onsite
 - Classroom observations will be completed through a window or, when not possible, through the doorway of the classroom.
 - Children will remain at least 6 feet away from prospective parents if observing through the doorway.
- Vendors and service providers will be limited to access at non operational times.
- Emergency service vendors (i.e. HVAC repair when the unit is not working) will be scheduled at non operational times if possible.
 - If immediate service is required:
 - Children will be removed from the area accessed by the provider
 - A staff member will accompany the service provider at all times
 - Areas and surfaces will be disinfected after completion service
 - Parents will be notified via email of the emergency service with details of repair required, the name of service provider/company, time of service call (start and end) and areas accessed.

Parent Health Screening Before Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home.

Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 100 degrees fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Note: For the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 24 hours.

Health Screening at Arrival - Children

Staff members will perform the following screening of all children at arrival:

Visual:

- Flushed cheeks
- Rapid breathing/difficulty breathing
- Fatigue

Verbal:

- Staff will ask parent (or child directly in Upper Elementary) the following questions:
 - How are you feeling?
 - Has your child been given a fever reducer in the last 24 hours?
 - Are there any family members in your household with symptoms consistent with COVID 19?

Temperature:

- Upon arrival, a staff member will take each child's temperature using a contactless thermometer.
- If the child has a temperature of over 100° fahrenheit, the staff member will verify the temperature with another thermometer.
- A child with a double verified temperature of over 100° fahrenheit will not be admitted.
- Staff will conduct and log the temperature checks of each child and adult in the community twice a day (at arrival and before lunch).
- Contactless thermometers will be used in all cases if possible.
- If an in ear/forehead thermometer is used, it will be disinfected with alcohol after each use.

Thermal Temperature Scanning

To speed up the process of monitoring the temperatures of children and staff, the school has purchased a thermal scanning kiosk which will be stationed in front of the main building. When installed and delivered, this machine will:

- Scan the temperature of the subject with a thermal camera
- Provide a reading within 2 seconds, with a notification if over 100 degrees fahrenheit
- Use facial recognition technology to identify the subject
- Log the record of the scan in a database for reference

All readings over 100 degrees fahrenheit will be duplicated with a second thermometer. Parents may choose to opt out of this scanning for their child, if desired.

Upper Elementary students will start to use this system for the 20-21 school year as they will be screened by Wendy upon arrival during the summer program.

Health Screening at Arrival - Staff

- Upon arrival, all staff members will take temperature with a contactless thermometer.
- Staff members with a temperature of 100.4 fahrenheit or more will be sent home for the day.
- All staff members will sign a daily self certification asking:
 - Do you have a cough?
 - Do you have shortness of breath?
 - Do you have a sore throat?
 - Do you have body aches?
 - Have you taken a fever reducer?
 - Are there any family members in your household with symptoms consistent with COVID 19?

Any affirmative answers to these questions will relieve the staff member of duty for the day.

Child Illness Policy & Procedure

- Children will be sent home when the following symptoms are observed:
 - Temperature is 100 degrees fahrenheit or higher
 - Temperature will be taken at least two times, five minutes apart with two separate devices.

- Cough - including a persistent dry cough without the documentation from a physician about an allergic condition
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Note: The school reserves the right to send a child home as sick even in the absence of fever and regardless of a note from a physician.

- If any other these symptoms are observed, the school will:
 - Provide a face covering if not already on the child
 - Remove the child to the isolation area with all belongings to go home
 - Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
 - If the child was in a classroom, we will open windows to increase air circulation, close off classroom areas used by the child to disinfect items of use (table, chair, etc.)
 - Move the child to isolation room to lay down on cot or mat
 - A staff member will wait with the child in the doorway of the isolation room.
 - When a parent arrives, a staff member will bring the child and belongings to the door
 - A staff member will disinfect the cot/mat bedding of the room and open windows to air out the environment.
- Returning to School:
 - If sent home, the child must be symptom free for 72 hours before returning to school without the use of a fever reducer. **The minimum time at home will be three days from temperature.** Example: child is sent home on Monday at 10 AM. The earliest return is Friday morning (we do not accept children after 9 AM each day)

Staff Illness Policy

Staff with a fever of 100.4 degrees fahrenheit or more will be sent home for the day and will not return until symptom free for 24 hours.

Admittance Policy for Children

Children will not be admitted to the school if:

- In the previous 14 days, he/she has had contact with someone with a confirmed diagnosis of COVID-19.
- In the previous 14 days, he/she has traveled to another state or another country.
- He/she is under investigation for COVID-19.

COVID-19 Off Site Exposure - Staff and Children

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days. Close contact means being closer than 6 feet apart for more than 15 minutes.

Definitions of Quarantine & IsolationQuarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Positive Case of COVID-19 in the Classroom Community - Children or Staff

If COVID-19 is confirmed in a child or staff member in a classroom community, the following actions will be taken by the school:

- Notify the local public health department
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow up actions (quarantine, classroom closure, etc.) will be dictated by the public health department.

Children or Staff with Positive Case of COVID-19 - Returning to School

Children and staff who have a positive diagnosis and who have stayed home (home isolated) can return to school/work when the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
- At least 10 days have passed since symptoms first appeared, or negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens)

Social Distancing

- Children
 - When feasible, we will:
 - Separate the children into multiple rooms to ensure social distancing:
 - Lower Elementary:
 - Main Classroom
 - Adjacent Classroom
 - Extended Care Room
 - Upper Elementary:
 - Main Classroom
 - The Family Room

- Outdoor patio
- Keep the same adults with the group (excluding floaters and substitutes to ensure the safety and supervision of children)
- Early Childhood, Lower Elementary and Upper Elementary students will remain in separate environments to contain any possible infection to that program.
 - Early Childhood: Lobby and first floor of building. Enter through the front door only
 - Lower Elementary: Second floor of building. Enter through back stairway only (no access to lobby)
 - Upper Elementary: Dutra House classroom. No access to main building or lobby
- To maintain the social connection between children in the Elementary environment, tables that seat more than one student will have a plexiglass barrier between children.
- Children will be reminded to socially distance with regular positive redirection, conversations and role play about social distancing.
- Whenever possible windows will be open to allow fresh air to circulate.
- Whenever possible, children will spend time outdoors.
- Children will be required to purchase individual supplies (pencils, protractor, etc. for individuals). [Items may be purchased here on Amazon.](#)
- Staff

Staff is expected to maintain social distancing with each other while at work

- Stay six feet apart
- Refraining from hugging, handshakes, high-fives, etc.
- Two staff members (maximum) are allowed in the staff room (and/or smaller rooms that are not classroom) for lunch breaks, etc.
- Staff is encouraged to eat outside/onsite or in their vehicle for lunches/breaks rather than going to the store, restaurant etc.

Operating Hours

- Operating hours for summer camp will be:
 - Lower Elementary: 7:30 AM to 6:00 PM.
 - Upper Elementary: 8:00 AM to 5:30 PM
- Operating hours for the 20-21 school year will be 7:30 AM - 5:30 PM for all programs

- Opening staff will prepare the environment from 7 AM to 7:30 AM to ensure protocols were met from the previous day and disinfect common surfaces.
- Closing staff will disinfect classroom environments from 5:30 PM to 6 PM.
- Janitors will service the building after the building is empty for the day.

Meals and Snack

- Children will bring all snacks and lunches from home. Communal snacks from the school will not be served. Snack and lunch eaten at individual tables or outside.
- Food preparation (an important part of the Montessori curriculum of practical life) will be temporarily suspended.

Face Coverings and Protective Equipment

- Children will be required to bring a face covering to school and will be instructed to wear, while indoors, when feasible. Families will provide this covering for their child.
- All staff will wear a face covering while working indoors
- Gloves will be used while disinfecting surfaces, materials and objects

Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth

Hand Washing Instructions

Staff are expected to follow and instruct children to follow these steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean paper towel

Notes:

- Upon arrival, children will be required to wash their hands. The back of the child's hand will be stamped afterwards to serve as a visual cue for handwashing throughout the day; stamps should be faded or gone by pickup.
- Children will wash hands as a group at a minimum of 3 times a day.
- Hand sanitizer will be provided for staff (at level out of reach of children) to use as needed. Families may provide individual hand sanitizer for their children to bring to school.

Disinfecting

- Common areas will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) after drop off time, after lunch and at the end of the day:
 - Adult bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
 - Staff room
 - Procure check in machine
 - Keypads
 - All door handles (inside and out)
 - Computer and monitor
 - Phone
 - Front desk (horizontal surfaces)
- Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, after lunch and at the end of the day:
 - Tables and chairs
 - Shelves
 - Commonly used materials and objects
 - Cubbies
 - Door handles
 - Bathroom sink faucets
 - Toilet handles
 - Paper towel dispensers
 - Commonly used outside toys
 - Grab bars on playground equipment

Notes:

- Towels, cloths and other porous materials will be single use only and laundered after use
- Books and other paper materials are not considered a high risk for transmission and do not require disinfection.

Community Events & Gatherings

- The following events will be suspended until further notice:
 - All school community events (i.e. Ice Cream Social)
 - Onsite parent teacher conferences and meetings (will be held remotely)
 - Parent observations of the classroom
 - Going outs
 - Field Trips

Transparency & Communication

- Log records of daily disinfecting will be available for parents to view as a scanned PDF and linked in the weekly email.
- Parents and staff will be informed via email of updated versions of this document with at least 24 hours notice.

Questions? Concerns? Suggestions? Please contact Matt@BergamoSchools.com



Bergamo Montessori School

Disinfecting Checklist: Office & Common Areas

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

ITEM	AM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE	INITIAL WHEN DONE
Adult bathroom: faucets			
Adult bathroom: toilet handle			
Adult bathroom: sink			
Adult bathroom: towel dispenser			
Front door handles (inside + out)			
Classroom door handles (inside + out)			
Front door keypad (outside)			
Procare touch screen			
Front desk: all horizontal surfaces			
Computer mouse			
Computer keyboard			
Computer monitor			
Phone - front desk (receiver and base)			
Phone - classrooms handheld			



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Disinfecting Checklist: Lower Elementary

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

ITEM	AM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE	INITIAL WHEN DONE
Child tables (all)			
Child chairs (all)			
Shelves			
Cubbies			
Materials on shelves			
Counter (all horizontal surfaces)			
Cabinet pulls			
Toilet handles			
Sink faucets - child			
Sink faucets - adult			
Towel dispenser			
Outdoor play objects/toys	After use only (MID)		After use only (MID)
Outdoor play equipment	After use only (MID)		After use only (MID)



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Disinfecting Checklist: Upper Elementary

NOTES:

- Required for use: Lysol spray, Clorox Wipe or bleach/water solution ([or other approved disinfectants](#)). Allow surfaces to air dry with solution.
- Open windows/doors to facilitate ventilation
- Use gloves when disinfecting
- To be done before morning (**AM**), when children are outside (**MID**) and after closure (**PM**)

WRITE DATE HERE:

ITEM	AM	MID	PM
	INITIAL WHEN DONE	INITIAL WHEN DONE	INITIAL WHEN DONE
Child tables (all)			
Child chairs (all)			
Shelves			
Cubbies			
Materials on shelves			
Counter (all horizontal surfaces)			
Cabinet pulls			
Toilet handles			
Sink faucets - child			
Sink faucets - adult			
Towel dispenser			
Outdoor play objects/toys	After use only (MID)		After use only (MID)
Outdoor play equipment	After use only (MID)		After use only (MID)

Notes and Addendums