### **Waiver Application Cover Form**

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. Proposed enrollment numbers for each school should be provided (see Appendix A). If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

### **Background Information:**

MONTESSORI ELEMENTARY AND MIDDLE SCHOOL OF TRACY, INC.

School Type: PRIVATE SCHOOL - CDS Code: 39754997104292

Number of Schools: ONE (1)

Enrollment: IN-PERSON: 69 DISTANT: 93. TOTAL: 166

Total Number of Staff: 19 TEACHERS; 4 STAFF; 1 DAYTIME CUSTODIAN

Superintendent (or equivalent) Name: DR PAMELA ZELL RIGG, HEAD OF SCHOOL

Address: 120 MURRIETA WAY, TRACY, CA

Grades/Number of Students Proposed to be Reopened: (IN PERSON LEARNERS)

MULTI-GRADE LEVEL CLASSROOM ORGANIZATION:

ROOM 1 (Kindergarten)): 10 IN PERSON 10 DISTANT LERARNERS

ROOM 2 (1, 2 & 3 Grade) 13 IN PERSON 17 DISTANT LEARNERS

ROOM 3 (1, 2 & 3 Grade) 14 IN PERSON 18 DISTANT LEARNERS

ROOM 4 (1, 2 & 3 Grade) 15 IN PERSON 17 DISTANT LEARNERS

ROOM 5 (4, 5 & 6 Grade) 6 IN PERSON 18 DISTANT LEARNERS

ROOM 6 (4, 5 & 6 Grade) 11 IN PERSON 13 DISTANT LEARNERS

Date of Proposed Reopening: SEPTEMBER 14, 2020

# DR PAMELA ZELL RIGG, HEAD OF SCHOOL

Phone Number:	(209) 832-3459		

Email: pamelarigg@montessorica.com

Signature: Date: September 4, 2020

### I. <u>Consultation</u>

Confirmed consultation with the following groups:

#### 1. David Rodenborn

Rainbow Montessori School

790 East Duane Avenue

Sunnyvale, CA. 94085

Phone Number: (510) 565-6186

Email Address: dave@rainbow-montessori.com

Date Consulted: July, 2020

Phone Number: (510) 565-6186

Email Address: dave@rainbow-montessori.com

Appendix A.1 David Rodenborn, Rainbow Montessori School

letter attesting to consultation.

### 2. Ann Gavey

Rising Star Montessori School

1421 High Street

Alameda, CA. 94501

Phone Number: (510) 681-5445

Email Address: anngaveyrisingstar@gmail.com

Date Consulted: May-August, 2020

Appendix A.2 Ann Gavey, Rising Star Montessori School,

letter attesting to consultation.

No labor organization represents the staff at the school.

Appendix B.1. Signed staff statement that no labor union represents the staff.

Appendix B.2. Signed statement by the Head of School stating that no labor union represents the staff.

Appendix C.1. Parent's Statement – Compliance Waiver

### Il 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) - include page number where references to each topic can be found:

### 1.Cleaning and Disinfection:

How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

### 2.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.

### 3.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.

### 4. Face Coverings and Other Essential Protective Gear:

How CDPH's face covering requirements will be satisfied and enforced.

### 5. 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.

### **6.Healthy Hygiene Practices:**

The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

# Pages 9-11,

48-56

Pages 12,

57-59

# Pages 13-15,

60-67

# Pages 16-17,

# 68-85

Pages 18-20,

68-83, 85

# Pages 21-25,

86-110

### 7.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.

Pages 26-28, 111

Pages 29-32,

# 8. Physical Distancing:

How space and routines will be arranged to allow for physical distancing of students and staff.

112

## 9.Staff Training and Family Education:

How staff will be trained and families will be educated on the application and enforcement of the plan.

Page 33, 68-83

# 10. 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.

Pages 34-36 68-83,

111, 84

# 11. 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.

Pages 37-39,

93, 105

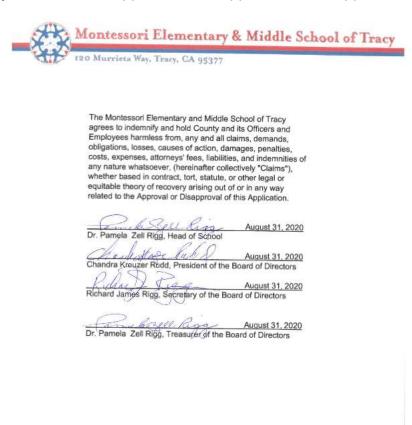
**12.Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Pages 40-42,

68-83

### II. Indemnification and Defense - Next Page

Applicant agrees to indemnify and hold County and its Officers and Employees harmless from, any and all claims, demands, obligations, losses, causes of action, damages, penalties, costs, expenses, attorneys' fees, liabilities, and indemnities of any nature whatsoever, (hereinafter collectively "Claims"), whether based in contract, tort, statute, or other legal or equitable theory of recovery arising out of or in any way related to the Approval or Disapproval of this Application



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### III. Authorization - Next Two Pages

Submit an order or resolution of the governing body for the school or school district agreeing to and authorizing the submittal of this application

### MINUTES OF THE SPECIAL SHAREHOLDERS

AND

### **BOARD OF DIRECTORS MEETING**

OF

### MONTESSORI ELEMENTARY AND MIDDLE SCHOOL OF TRACY, INC.

### Held on or about, August 31, 2010

The following are minutes of the Special Meeting of the Shareholders meeting followed by the elected Board of Directors for the Montessori Elementary and Middle School of Tracy, INC, a California corporation, held on August 31, 2020, at 101 Callan Avenue, Suite 420, San Leandro, CA 95377.

Shareholders attending the Meeting, in person or by proxy, were:

Chandra Kreuzer Rudd, President Pamela Zell Rigg, Treasurer Richard James Rigg, Secretary

# RESOLUTION FOR BOARD OF DIRECTORS MEETINGS

Upon a motion made and carried it was:

RESOLVED, that the Board of Directors authorizes the submittal of the Waiver Application to the San Joaquin County Public. Health Services to conduct In Person instruction at the Montessori Elementary and Middle School of Tracy.

### BOARD OF DIRECTORS MEETING

Chandra Kreuzer Rudd, President, acted as Chairman of the Meeting, and

Richard James Rigg, Secretary, acted as Secretary.

#### ADJOURNMENT

There being no other business to consider and upon a motion made and carried, the Meeting was adjourned.

Richard dames Rigg Secretary

APPROVED BY DIRECTOR:

Chandra Kreuzer Rudd, Director

Richard James Rigg, Director

Pamela Zell Rigg, Director

# 1. Cleaning and Disinfection:

How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

### Precautions have been implemented to reduce shared surfaces:

The drinking fountains have been deactivated and each student brings their own water bottle with their name label on the water bottle.

Appendix 1.1

Appendix 1.2

# Touch-points are disinfected mid-morning, mid-day, and mid-afternoon by the custodian:

- -Door handles
- -Light switches
- -Bathroom surfaces

### Appendix 1.3

# School custodian disinfects daily in the early morning when the students are not present:

- -Tables
- -Student Desks
- -Chairs
- -Classroom counters, sinks & sink fixtures
- -Touch-points including light switches

### Motion-activated devices are not "touchpoints" but are disinfected daily:

- faucets: motion-activated
- soap dispensers: motion-activated
- towel dispensers: motion-activated
- toilet flush: motion-activated
- hand sanitizer dispensers: motion-activated

### Appendix 1.4.1 & 1.4.2

### No school buses.

# Touch-points is infected mid-morning, mid-day, and mid-afternoon by the custodian:

- -Door handles
- -Light switches
- -Bathroom surfaces

### Appendix 1.3

### Motion-activated devices are not "touchpoints":

- faucets
- soap dispensers
- towel dispensers
- toilet flush
- hand sanitizer dispensers

### Appendix 1.4

Students use individual, school-provided, pencil box with school-supplied items: colored pencils, lead pencil, ruler, eraser, pencil sharpener, facial tissues packet, hand sanitizer – all items with personal name or initial labeled. No sharing of items in the personal pencil box or other personal items is permitted.

Appendix 1.5

**EPA List N: Products with Emerging Viral Pathogens and Human Coronavirus claims for use against SARS-CoV-2.** To reduce the risk of asthma and other health effects related to disinfecting the following product was selected on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program:

EPA Registration #91861-2
Active ingredient – hydrogen peroxide
Commercial Product Name: *Bona STL Disinfecting Cleaner*by Bonakemi USA, Inc.

This product contains the recommended active ingredient: hydrogen peroxide.

Bonakemi's products do not contain peroxyacetic (paracetic) acid, sodium hypochlorite\* (bleach) or quaternary ammonium compounds, which can cause asthma. Bona STL Disinfecting Cleaner does not contain peroxyacetic (paracetic) acid, sodium hypochlorite\* (bleach) or quaternary ammonium compounds.

Label directions are on the container are adhered to. Safety Data Sheet for Bona STL Disinfecting Cleaner is in the School files for reference.

Protective equipment, including gloves, eye protection, respiratory protection, and protective coveralls are used other appropriate protective equipment are not required by the product, *Bona STL Disinfecting Cleaner*, instructions.

All products are stored in a section of the building with restricted access, in the maintenance, kept out of the students' reach.

Appendix 1.6

Cleaning and sanitizing is provided daily in the early morning.

The UV-C light is activated in each classroom for the designated time period of one hour when the last adult leaves the room. A sign is posted on the outside of the door to indicate

Appendix 1.7

Safe and correct application of disinfectant is maintained by referring to the product's label, and the cleaning products are kept away from students. Appendix 1.6

Proper ventilation during cleaning and disinfecting is supported by opening the outside doors, and the connecting door between two classrooms for cross ventilation.

The School was built five years ago. The quarterly filter maintenance assures healthy air quality. Further, the radiant heating from the cement floors greatly reduces the air pollution possibilities.

MERV (Minimum Efficiency Reporting Value) established by ASHRAE (American Society of Heating, Refrigeration, and Air conditioning Engineers) recommends the MERV 13 or higher cannot be used.

MERV 13 filter, which is a disposable, pleated filter, made of polyester or cotton paper sheets and are highly effective at trapping particulates. The school has MERV 9 filters:

Eight (8) filters - 20" x 20" x 2" Twenty-two (22) filters 16" x 25" x 2"

No water features are at the school, and the drinking fountains has been inactivated.

Appendix 1.1

### 2.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.

### Classroom Space:

Students remain as a single group and classroom throughout the school day. They have the same teachers as well.

Appendix 2.1

There are four outside areas play area, and the younger students (K-3<sup>rd</sup> grade) have their outside time between 11:30 - 12:00 and the  $4^{th} - 6^{th}$  grade students have their outside time between 12:00 - 12:30. There are four designated outside play areas:

soccer field, large climbing structure which is disinfected daily, prior to the students use, and two side areas: one for gardening and the other for cement games (hopscotch, 4 square, etc.).

Appendix 2.2

Additional outside materials have been purchased: 3 balancing beams, two outside basketball hoops (six basketballs which are sanitized with wipes between use).

Teachers are with the same group of students the entire day. There are two or three teachers for each group so that during the break of one teacher the other teacher takes responsibility, and vice-versa.

Assigned seats of each student is positioned six feet apart.

# 3. 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.

**Arrival and Departure:** 

No buses are used.

Arrival time has been expended to 7:30 – 8:00AM.

The School's temperature camera scan system is airport-quality taking temperatures at .5 degree accuracy in one second. The speed obviates a bottleneck at the School lobby.

Students walk in a single direction reducing cross-flow traffic. Appendix 3.1

Dismissal time is expanded to 2:40 – 3:00PM. Six (6) staging areas for dismissal are identified allowing for social distancing.

Each classroom has an exit door directly to the outside. Three (3) of the six (6) classrooms are scheduled to use the side doors for exit to move to the designated dismissal area for that classroom. Appendix 3.2

Classroom Space:

Students remain as a single group and classroom throughout the school day. They have the same teachers as well. Appendix 2.1

There are four outside areas play area, and the younger students (K-3<sup>rd</sup> grade) have their outside time between 11:30 – 12:00 and the 4<sup>th</sup> – 6<sup>th</sup> grade students have their outside time between 12:00 – 12:30. There are four designated outside play areas:

soccer field, large climbing structure which is disinfected daily, prior to the students use, and two side areas: one for gardening and the other for cement games (hopscotch, 4 square, etc.).

Appendix 2.2

Additional outside materials have been purchased: 3 balancing beams, two outside basketball hoops (six basketballs which are sanitized with wipes between use).

Teachers are with the same group of students the entire day. There are two or three teachers for each group so that during the break of one teacher the other teacher takes responsibility, and vice-versa.

Assigned seats of each student is positioned six feet apart.

Teacher desk is positioned six feet from the students.

All desks are faced in a single direction, not facing each other, so that in addition to the face coverings students are not breathing in the direction of the other students.

The classroom were designed five years ago to afford plenty of space in each classroom: 1500SF. Spacing of students at least 6 feet apart is not a challenge.

Appendix 3.5

The classroom were designed five years ago to afford plenty of space in each classroom: 1500SF in each classroom. Spacing of students at least 6 feet apart is not a challenge.

Appendix 3.6

There are no choir or band lessons or practice.

Google classroom is established for each student – in-person students (Option A) and distant learner students (Option B). The technology teacher has assisted the teachers in establishing the classroom, and will support the students, individually for the younger students, in how to record and upload assignments to their Google classroom file.

Shields are not part of the protocol at this time because of the very large classrooms. The use of shields is an open option though.

**Non-Classroom Spaces:** 

Non-staff Adults and non-enrolled children are not permitted in the school unless they are state, county or federal agents at the school on official business, or official maintenance or repair persons on official business.

Communal activities have been suspended at this time.

Students move in a single, circulatory direction around the central ball court from which the eight (8) classrooms are positioned – four (4) on each side. Each classroom has two doors: one door to the central area and one door to the outside.

The use of the bathroom is staggered (scheduled) by classroom. The students do not change classrooms but stay in their own classrooms for instruction.

Appendix 3.7

Students have their lunch (which is family-provided because the school does not provide food services) in their own classrooms.

Appendix 3.8

There are four outside areas play area, and the younger students (K-3<sup>rd</sup> grade) have their outside time between 11:30-12:00 and the  $4^{th}-6^{th}$  grade students have their outside time between 12:00-12:30. There are four classrooms out in the first recess time using the four areas: soccer field, large climbing structure which is disinfected daily, prior to the students use, and two side areas: one for gardening and the other for cement games (hopscotch, 4-square, etc.).

Recess schedule assures that classroom cohorts do not co-mingle. Appendix 3.9

# 4. Face Coverings and Other Essential Protective Gear:

How CDPH's face covering requirements will be satisfied and enforced.

Face coverings are used in accordance with California Department of Public Health and Prevention guidelines found in *Guidance for the Use of Face Coverings*. There are no teachers, staff or students that are exempt from this requirement. While the students, teachers, or staff are on school property, in-doors or out-of-doors (except outdoor recreation), face coverings are required.

The School teaches wear and reinforces the use of face coverings.

- Students and staff are frequently reminded not to touch the face covering and to wash their hands frequently.
- Information is provided to all teachers, staff and families in the school community on proper use, removal, and washing of cloth face coverings.

Information contained in the CDPH Guidance for the Use of Face Coverings:
The School's pamphlet, Site-Specific Plan, Covid19 – Ensuring School
Safety – Ensuring Home Safety – We Are All in This Together, contains
the PDPH Guidance for the Use of Face Coverings.

Appendix 4.1. Site-Specific Plan, Covid19 – Ensuring School Safety – Ensuring Home Safety – We Are All in This Together

This pamphlet is provided to teacher, staff and families. The CDPH Guidelines discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, rules, and practices the School has adopted to ensure the use of face coverings.

### Appendix 4.1

Teachers and staff pass the temperature and mask detection camera scanner upon entry to the school each day, ensuring that teachers and staff are wearing face coverings.

### **Appendix 4.2 & 4.3**

### Guidelines on wearing face covering:

Age	Face Covering Requirement		
Under 2 years old	No		
2 years old – 2 <sup>nd</sup> grade	Strongly encouraged**		

A cloth face covering are removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it is replaced with a School-provided disposable face covering.

The Schools excludes students from the School premises if they are not wearing a face covering under CDPH guidelines and refuse to wear one provided by the School. The Schools provide disposable face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. The School offers Distant Learner (Option B) educational opportunity for students who are excluded from campus generally, and for not wearing the face covering in particular.

### **Teachers and Staff**

All teacher and staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

At this time there are no students that require the removal of the face covering for pedagogical or developmental reason.

There are no workers or other persons handling or serving food that must use gloves in addition to face coverings because we do not have food services.

Disposable gloves are available in all classrooms and bathrooms.

# 5. 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 staff take the Covid19 identification test every two months, beginning August 2020, and continuing October and December 2020, February, April, and June 2021. The Covid19 test is conducted through *Project Baseline* or other. Employees test results are filed confidentially. August results are all negative. Should there be a case of a student or a staff having Covid19 then the staff will immediately be tested again.

The temperature camera scanner is required of everyone entering the school. The temperature camera scanner reads temperatures in one (1) second to .5 degrees accuracy and identifies that a facial covering is used. The backup of the picture and temperature is recorded and saved for 14 days. Appendix 4.3

Visual and verbal wellness protocol is conducted by the PDSO or the DSO for everyone entering the school each day.

The verbal wellness protocol includes the question, "Is anyone in the household that is exhibiting Covid19 symptoms?" Staff greet each parent upon arrival and ask, "Is your child and the people at home well?"

Documentation of incidents of possible exposure to Ovid19 is journaled. Notification of exposure to Covid19 is made to the 1) San Joaquin County Public Services office, 2. school teachers, staff and families immediately of any exposure while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records, and 3) San Joaquin County Department of Education.

Dr. Pamela Zell Rigg, Head of School, as the Primary Designated School Official (PDSO) is the designated liaison responding to Covid19 concerns. The PDSO is trained to coordinate the documentation and tracking of possible exposure in order to notify the San Joaquin County Public Health Services, teachers, staff and families promptly, and the San Joaquin County Department of Education.

Section 11 below details process for notification. The staff liaison / PDSO or DSO serves in a coordinating role to ensure prompt and responsible notification.

When a student exhibits symptoms of COVID-19, the teachers or staff immediately move the student to the *Symptoms Isolation Room*. The PDSO or the DSO is informed and immediately refers to the family emergency notification form for contact information. The listed persons are notified for pick-up.

Teachers, staff and students are monitored throughout the day for signs of illness. Feeling unwell and exhibiting Covid19 symptoms or registering a fever of 100.4 degrees requires that the person leave the school premises.

Student restricted to home immediately have the distant learner option (Option B) and use the same Google classroom that the distant learner students have been using. There is no interruption to instruction.

The Symptoms Isolation Room has been identified. This private office has a side door exit which obviates the need for the symptom-person to enter the lobby area.

Any students, teacher or staff exhibiting symptoms is immediately required to wait in the *Symptoms Isolation Room*. The student, teacher or staff would already be wearing a face covering as is required by the school. If an adult, they immediately leave the building. If a student the emergency contact is notified to immediately pick them up. In both instances the ill person is advised to immediately seek medical attention.

### **COVID-19 symptoms:**

- -Fever
- -Cough 15
- -Shortness of breath or difficulty breathing
- -Chills
- -Repeated shaking with chills
- -Fatigue
- -Muscle pain
- -Headache
- -Sore throat
- -Congestion or runny nose
- -Nausea or vomiting
- -Diarrhea
- -New loss of taste or smell

In the event of serious injury or illness, the school calls 9-1-1 immediately. If COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face 9-1-1 is called immediately.

If there is a covid-19 positive test for student, teacher or staff at the School, families are informed and Dr. Maggie Park, Public Health Officer, San Joaquin County Public Health Services is informed.

SJC-PHS conducts a contact tracing which involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) a case, and working with cases and contacts to interrupt disease spread.

The classroom that was used by an individual suspected of being infected with

the virus that causes COVID-19 will be closed until cleaned and disinfected. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Student restrict to home immediately have the distant learner option (Option B) and have been using the same Google classroom that the distant learner students have been using. There is no interruption to instruction.

Students at risk and at home have the distant learner option (Option B) and have been given the Google classroom instruction/orientation in order to easily transition to distant learning instruction.

### The Site Specific Plan

The Site Specific Plan developed by the School details the process for investigating any Covid19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases are recorded.

Appendix 4.1

• Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

# 6. Healthy Hygiene Practices:

The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

# Teach and reinforce washing hands and hand sanitization

Parental support at home for hand washing / hand sanitizing is supported at home. A letter and parental signatures attest to this support.

Appendix 6.1

Personal hand sanitizers are provided to each student with individual name on each dispenser, Appendix 6.2

Each classroom has a touchless hand sanitizer dispenser. Appendix 6.3

Each classroom has a sink with touchless faucet and touchless soap dispenser
Appendix 6.16

Hand washing and sanitization signs are posted in each classroom. Appendix 6.4

Individual instruction for each student was provided on Saturday, August 8, 2020 and Saturday, August 15, 2020.

Appendix 6.5

Avoid contact with one's eyes, nose, and mouth.

Parental support is provided at home as attested in the letter and the parental signatures, Appendix 6.6

Required face coverings prohibit touching of nose and mouth, Reminder notifications of not touching eyes, nose and mouth posted in each classroom.

Appendix 6.7

Cover coughs and sneezes by students, teachers and staff.

Parental support at home as indicated in the letter and parental signatures.

Appendix 6.8

Personal facial tissue packet provided to each student with individual name on each packet,

Appendix 6.9

Each classroom has a facial tissue dispenser positioned strategically.

### Appendix 6.10

Reminder notifications of *Cover Coughs & Sneezes* posted in each classroom, **Appendix 6.11** 

Reminder to wash hands after a cough or sneeze posted in each classroom **Appendix 6.12** 

### Students, teachers and staff wash hands frequently throughout the day

- before and after eating;
- after coughing or sneezing;
- before & after recess
- before and after using the restroom.

Parental support at home – letter and parental signatures, **Appendix 6.13** 

Personal hand sanitizers provided to each student with individual name on each dispenser,

Appendix 6.14

Each classroom has a touchless hand sanitizer dispenser,

Appendix 6.14

Reminder notifications of hand sanitization posted in each classroom, **Appendix 6.15** 

Sink and touchless soap dispenser in each classroom,

Appendix 6.16

Classes where students handle shared items – **not permitted**,

Art - individual set of colored pencils & scissors with name and initials provided by the School,

Appendix 6.17

### Hand washing procedure for students, teachers & staff:

20 seconds with soap, rubbing thoroughly after application.
 Soap products marketed as "antimicrobial" are not necessary or recommended.

Parental support at home – letter and parental signatures, **Appendix 6.1** 

Hand washing instructions posted in each classroom.

Appendix 6.18

Parental support at home – letter and parental signatures,

Appendix 6.1

Touchless hand sanitizers (2) in school entrance lobby.

### Appendix 6.18

Personal hand sanitizers provided to each student with individual name on each dispenser,

# Appendix 6.2

Each classroom has a touchless hand sanitizer dispenser,

### Appendix 6.3

Each classroom has a sink with touchless faucet and touchless soap dispenser, **Appendix 6.16** 

Hand washing and sanitization posted in each classroom.

### Appendix 6.4

## Teachers and staff model and practice handwashing.

Teacher and staff support handwashing in the classroom and on campus – letter with teacher and staff signatures,

## Appendix 6.20

Each classroom has a sink with touchless faucet and touchless soap dispenser for the teacher to frequently model and practice handwashing,

### Appendix 6.16

Hand washing notice and procedure are posted in each classroom.

### Appendix 6.14

# Students, teachers and staff use fragrance-free 70% ethyl alcohol-based hand sanitizer when handwashing is not practicable.

Isopropyl and methanol-based hand sanitizers are not used.

Hand sanitizer notice and procedure posted in each classroom:

Sanitizer must be rubbed into hands until completely dry.

Note

Frequent handwashing is more effective than the use of hand sanitizers.

### Appendix 6.21

Students under age nine (9) are adult supervised when using hand sanitizer. Teachers and Staff sign the disclosure statement including the supervision statement.

### Appendix 6.22

Portable handwashing stations not required because there is a sink with touchless faucet and touchless soap dispenser in each classroom. Minimize movement and congregations in bathrooms is practical because each classroom has its own sink with touchless faucet and touchless soap dispenser.

### Appendix 6.16

I. Staggered bathroom schedule enabling students, teachers and staff to regularly wash their hands at staggered intervals. There is a sink in each classroom, as well.

Appendix 3.7

### Ensure adequate supplies to support healthy hygiene behaviors.

Liquid soap, facial tissues, no-touch trashcans, face coverings, hand sanitizers with at least 60 percent ethyl alcohol **Appendix 6.23** 

### Information contained in the CDPH Guidance for the Use of Face Coverings

The School's pamphlet, Covid19 – Ensuring School Safety – Ensuring Home Safety – We Are All in This Together, contains the PDPH Guidance for the Use of Face Coverings.

This pamphlet is provided to teacher, staff and families. The CDPH Guidelines discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, rules, and practices the School has adopted to ensure the use of face coverings.

Appendix 6.24

# The School Ensure Staff Use Face Coverings in Accordance with CDPH Guidelines and All Required Protective Equipment.

Teachers and staff pass the temperature and mask detection camera scanner ensuring that teachers and staff are wearing face coverings.

Appendix 4.2

The School's pamphlet, Site Specific Plan - Covid19 – Ensuring School Safety – Ensuring Home Safety – We Are All in This Together, contains the PDPH Guidance for the Use of Face Coverings.

Appendix 4.1

### **Influenza Immunization**

Families are urged to have an annual influenza immunization each Fall. Staff and teachers are required to have an annual influenza immunization each Fall. The influenza immunization: Statement found in the *Site Specific Plan* to both families and teachers and staff.

#### Rationale:

- -Protect the school community
- -Reduce demands on health care facilities
- -Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities.

### **Limited Sharing:**

Each student has their own locker for the storage of their personal items – back-pack, coat/sweater, etc. Each student is required to remove all items from their locker and return them home for cleaning or storage.

Appendix 6.25

Each student has their individual and name-labeled pencil box with all items required for school and hygiene, in addition to their personal computer. Art supplies are not shared. Educational manipulatives are retained in each classroom and are not shared across classrooms.

Appendix 6.17

Each student has their own computer which is family provided. That is the only device permitted in the classroom.

# 7. 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.

Medical records are confidential. To the limited degree that the school has access to medical records they are kept confidential.

Isolation at home is recommended in all situation in which the student, teacher, or staff is sick or has been in contact with an individual with Covid19.

The temperature camera scanner is required of everyone entering the school. The temperature camera scanner reads temperatures in one (1) second to .5 degrees accuracy and identifies that a facial covering is used. The backup of the picture and temperature is recorded and saved for 14 days. Appendix 3.1

Visual and verbal wellness protocol is conducted by the PDSO or the DSO for everyone entering the school each day.

The verbal wellness protocol includes the question, "Is anyone in the household that is exhibiting Covid19 symptoms?" Staff greet each parent upon arrival and ask, "Is your child and the people at home well?"

Hand sanitizer stations (2) are located in the school lobby directly past the temperature camera scanner.

There are six (6) hand washing sinks in both the boys and the girls bathrooms. There is one (1) hand washing sink in each of the eight (8) classrooms. There is a hand sanitizer in each of the eight (8) classrooms.

Documentation of incidents of possible exposure to Ovid19 is journaled. Notification of exposure to Covid19 is made to the 1) San Joaquin County Public Services office, 2. school teachers, staff and families immediately of any exposure while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records, and 3) San Joaquin County Department of Education.

Dr. Pamela Zell Rigg, Head of School, as the Primary Designated School Official (PDSO) is the designated liaison responding to Covid19 concerns. The PDSO is trained to coordinate the documentation and tracking of possible exposure in order to notify the San Joaquin County Public Health Services, teachers, staff and families promptly, and the San Joaquin County Department of Education.

Section 11 below details process for notification. The staff liaison / PDSO or DSO serves in a coordinating role to ensure prompt and responsible notification.

When a student exhibits symptoms of COVID-19, the teachers or staff immediately move the student to the *Symptoms Isolation Room*. The PDSO or the DSO is informed and immediately refers to the family emergency notification form for contact information. The listed persons are notified for pick-up.

Teachers, staff and students are monitored throughout the day for signs of illness. Feeling unwell and exhibiting Covid19 symptoms or registering a fever of 100.4 degrees requires that the person leave the school premises.

Student restricted to home immediately have the distant learner option (Option B) and use the same Google classroom that the distant learner students have been using. There is no interruption to instruction.

The Symptoms Isolation Room has been identified. This private office has a side door exit which obviates they need for the symptom-person to enter the lobby area.

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### **COVID-19 symptoms:**

- -Fever
- -Cough 15
- -Shortness of breath or difficulty breathing
- -Chills
- -Repeated shaking with chills
- -Fatigue
- -Muscle pain
- -Headache
- -Sore throat
- -Congestion or runny nose
- -Nausea or vomiting
- -Diarrhea
- -New loss of taste or smell

In the event of serious injury or illness, the school calls 9-1-1 immediately. If COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face 9-1-1 is called immediately.

If there is a covid-19 positive test for student, teacher or staff at the School, families are informed and Dr. Maggie Park, Public Health Officer, San Joaquin County Public Health Services is informed.

SJC-PHS conducts a contact tracing which involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) a case, and working with cases and contacts to interrupt disease spread.

The classroom that was used by an individual suspected of being infected with the virus that causes COVID-19 will be closed until cleaned and disinfected. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Student restrict to home immediately have the distant learner option (Option B) and have been using the same Google classroom that the distant learner students have been using. There is no interruption to instruction.

Students at risk and at home have the distant learner option (Option B) and have been given the Google classroom instruction/orientation in order to easily transition to distant learning instruction.

# The Site Specific Plan

The Site Specific Plan developed by the School details the process for investigating any Covid19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases are recorded.

Appendix 4.1

• Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

# 8. Physical Distancing:

How space and routines will be arranged to allow for physical distancing of students and staff.

Arrival time has been expended to thirty minutes, between 7:30 - 8:00AM.

The School's temperature camera scan system is airport-quality taking temperatures to within .5 degree accuracy in one second. The speed obviates a bottleneck at the School lobby.

Students walk in a single direction reducing cross-flow traffic as they move about the School's interior from classroom to restrooms.

Appendix 3.1

The School's temperature camera scan system is airport-quality taking temperatures at .5 degree accuracy in one second. Students, teacher and staff are required to have their temperatures taken upon arrival at the school. Each person is asked how they are feeling generally.

Disposable face coverings are available to anyone that has failed to bring their own. Appendix 8.1

No buses.

#### Classroom Space:

Students remain as a single group and classroom throughout the school day. They have the same teachers as well.

Appendix 2.1

There are four outside areas play area, and the younger students (K-3<sup>rd</sup> grade) have their outside time between 11:30 - 12:00 and the  $4^{th} - 8^{th}$  grade students have their outside time between 12:00 - 12:30. Less than 40 students are in the four play areas at one time which is, on average, less than 10 students in a play area. soccer field, large climbing structure which is disinfected daily, prior to the students use, and two side areas: one for gardening and the other for cement games (hopscotch, 4 square, etc.). Appendix 2.2

Additional outside materials have been purchased: 3 balancing beams, two outside basketball hoops (six basketballs which are sanitized with wipes between use).

Teachers are with the same group of students the entire day. There are two teachers for each group so that during the break of one teacher the other teacher takes responsibility, and vice-versa.

Assigned seats of each student are positioned six feet apart.

Teacher desk is positioned six feet from the students.

All desks are faced in a single direction, not facing each other.

The classroom was designed five years ago to afford plenty of space in each classroom: 1500SF. Spacing of students at least 6 feet apart is not a challenge. Appendix 3.5

No choir or band lessons or practice.

No singing activities.

Google classroom is established for each student – in-person students (Option A) and distant learner students (Option B). The technology teacher has assisted the teachers in establishing the classroom, and will support the students, individually for the younger students, in how to record and upload assignments to their Google classroom file.

Shields are not part of the protocol at this time because of the very large classrooms. The use of face shields is an open option though in addition to the face coverings.

### **Arrival and Departure:**

No buses are used.

- Arrival time has been expended to 7:30 8:00AM.
- The School's temperature camera scan system is airport-quality taking temperatures at .5 degree accuracy in one second. The speed obviates a bottleneck at the School lobby.
- Students walk in a single direction reducing cross-flow traffic.
   Appendix 3.1
- Dismissal time is expanded to 2:40 3:00PM. Seven (7) staging areas for dismissal are identified allowing for social distancing.
- Each classroom has an exit door directly to the outside. Four (4) of the seven (7) classrooms are scheduled to use the side doors for exit to move to the designated dismissal area for that classroom.

Appendix 3.2

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soccer field, large climbing structure which is disinfected daily, prior to the students use, and two side areas: one for gardening and the other for cement games (hopscotch, 4 square, etc.).

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Teachers are with the same group of students the entire day. There are two teachers for each group so that during the break of one teacher the other teacher takes responsibility, and vice-versa.

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Teacher desk is positioned six feet from the students.

All desks are faced in a single direction, not facing each other.

No choir or band lessons or practice.

No singing activities.

Google classroom is established for each student – in-person students (Option A) and distant learner students (Option B) to diminish the touching of papers. The technology teacher has assisted the teachers in establishing the Google Classroom, and will support the students, individually for the younger students, in how to record and upload assignments to their Google classroom file.

Shields are not part of the protocol at this time because of the very large classrooms. The use of shields is an open option though.

Non-Classroom Spaces:

Non-staff Adults and unenrolled children are not permitted in the school unless state, county or federal agents at the school on official business, or official maintenance or repair persons on official business.

Communal activities have been suspended at this time.

For social distancing this option is not necessary.

Students move in a single, circulatory direction around the central ball court from which the classrooms are positioned.

Each classroom has two doors: one door to the central area and one door to the outside.

The use of the bathroom is staggered (scheduled) by classroom.

The students do not change classrooms but stay in their own classrooms for instruction.

Appendix 3.7

Students have their lunch (which is family-provided because the school does not provide food services) in their own classrooms.

Appendix 3.8

page #

# 9. Staff Training and Family Education:

How staff have been trained and families educated on the application and enforcement of the plan.

All staff and Families have received the following School statements in the School's Site Specific Plan:
Site Specific Plan – Covid19 – Ensuring Our School Safety –
Ensuring Your Home Safety – We Are All In This Together.
Appendix 4.1

Staff received their orientation to the document (SSP) as a group on Saturday, August 8, 2020.

Families had an individual (by family and student) orientation to the document and to our many precautionary procedures, in addition to the requirements for home support of those precautions. The individual conferences/ orientations with each family were schedule in fifteen (15) minute intervals by classroom on Saturday, August 8, and Saturday, August 15, 2020.

# 10. 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.

Staff take the Covid19 identification test every two months, beginning August 2020, and continuing October and December 2020, February, April, and June 2021. The Covid19 test is conducted through *Project Baseline* or other. Employees test results are filed confidentially. August results are all negative. Should there be a case of a student or a staff having Covid19 then the staff will immediately be tested again.

The temperature camera scanner is required of everyone entering the school. The temperature camera scanner reads temperatures in one (1) second to .5 degrees accuracy and identifies that a facial covering is used. The backup of the picture and temperature is recorded and saved for 14 days.

Appendix 4.2

Visual and verbal wellness protocol is conducted by the PDSO or the DSO for everyone entering the school each day.

The verbal wellness protocol includes the question, "Is anyone in the household that is exhibiting Covid19 symptoms?" Staff greet each parent upon arrival and ask, "Is your child and the people at home well?"

Documentation of incidents of possible exposure to Covid19 is journaled. Notification of exposure to Covid19 is made to the 1) San Joaquin County Public Services office, 2. school teachers, staff and families immediately of any exposure while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records, and 3) San Joaquin County Department of Education.

Dr. Pamela Zell Rigg, Head of School, as the Primary Designated School Official (PDSO) is the designated liaison responding to Covid19 concerns. The PDSO is trained to coordinate the documentation and tracking of possible exposure in order to notify the San Joaquin County Public Health Services, teachers, staff and families promptly, and the San Joaquin County Department of Education.

Section 11 below details process for notification. The staff liaison / PDSO or DSO serves in a coordinating role to ensure prompt and responsible notification.

When a student exhibits symptoms of COVID-19, the teachers or staff immediately move the student to the *Symptoms Isolation Room*. The PDSO or the DSO is informed and immediately refers to the family emergency notification form for contact information. The listed persons are notified for pick-up.

Teachers, staff and students are monitored throughout the day for signs of illness.

Feeling unwell and exhibiting Covid19 symptoms or registering a fever of 100.4 degrees requires that the person leave the school premises.

Student restricted to home immediately have the distant learner option (Option B) and use the same Google classroom that the distant learner students have been using. There is no interruption to instruction.

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### **COVID-19 symptoms:**

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- -Nausea or vomiting
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- -New loss of taste or smell

In the event of serious injury or illness, the school calls 9-1-1 immediately. If COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face 9-1-1 is called immediately.

If there is a covid-19 positive test for student, teacher or staff at the School, families are informed and Dr. Maggie Park, Public Health Officer, San Joaquin County Public Health Services is informed.

SJC-PHS conducts a contact tracing which involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) a case, and working with cases and contacts to interrupt disease spread.

The classroom that was used by an individual suspected of being infected with the virus that causes COVID-19 will be closed until cleaned and disinfected. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible

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### The Site Specific Plan

The Site Specific Plan developed by the School details the process for investigating any Covid19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases are recorded.

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 Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

## 11. 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.

#### Appendix 6.8

#### **Negative or Unintended Consequences:**

The negative or unintended consequences to teachers, staff, students and/or families of implementing the waiver measures would be a Covid-19 positive test.

## Present new cases in San Joaquin County:

August 29, 2020	51
August 30, 2020	128
August 31, 2020	121
September 1, 2020	247*
September 2, 2020	128
September 3, 2020	

<sup>\*&</sup>quot;Case data from 7/27/2020 and onward is impacted due to technical issues and multiple reporting systems"

City of Tracy epidemiological data was not found. Tracy has a population of nearly 100,000.

San Joaquin County population estimate as of 2020 was 772,948. San Joaquin Country Covid-19 positive as of August 1, 2020 was 11,483.

1.5% of the total population has had covid-19 positive results over the past five (5) month period.

The percentage of children between the ages of six and fourteen was (strangely) not available, although this statistic is crucial to SJC's schools!

Over the past two weeks (July 18 – August 1, 2020) San Joaquin County has recorded 3,664 new cases.

The number of hospitalizations has been steady. There are now 269 patients with a confirmed or suspected Covid-19 cases that are hospitalized.

14% of ICU beds are open, which falls below state standards.

The county has enough available ventilators to satisfy official guidelines.

#### **Vulnerable populations:**

Starting at age 60, there is an increasing risk of disease and the risk increases with age. The highest risk of serious illness and death is in people older than 80 years. The *Families and Students* Statement of understand includes disclosure of older people People with serious underlying health conditions also are more likely to develop serious outcomes including death.

The people who are at greatest risk are those older than 80 and who also have serious long-term health conditions such as diabetes, heart disease, or lung disease.

The families of our in-person instruction students have no person in the home that is of "increasing" or "highest risk of serious illness".

**Parents -** Implementation of the Conditions of the Waiver Application & Household Profile of High-Risk Members.

Appendix 6.8

#### Contact tracing:

Contact tracing is used by health departments to prevent the spread of infectious disease.

If there is a covid-19 positive test for student, teacher or staff at the School, families are informed and Dr. Maggie Park, Public Health Officer, San Joaquin County Public Health Services is informed. SJC-PHS conducts a contact tracing which involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) a case, and working with cases and contacts to interrupt disease spread.

This includes asking people with COVID-19 (*cases*) to isolate, and their *contacts* to quarantine at home voluntarily.

## Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious,
- Notifying contacts of their potential exposure,
- Referring contacts for testing,
- Monitoring contacts for signs and symptoms of Covid-19.
- Connecting contacts with services they might need during the self-quarantine period.

## Contact tracing steps by the San Joaquin County Public Health Services generally, includes the following steps:

- **Case investigation**: Public health staff work with a patient to help them recall everyone they have had close contact with during the time they may have been infectious.
- **Contact tracing**: Public health staff begin contact tracing by notifying exposed people (contacts) of their potential to be infected, and safeguard the infected patient's identity.
- **Contact** support: Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.
- **Self-quarantine**: Contacts are encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the infected patient, in case they also become ill.

Contact tracing is a core disease control activity. It has been used for decades by state and local health departments to slow or stop the spread of infectious disease.

### **Covid19 Surveillance Testing Every Other Month:**

The School's teachers and staff are essential workers. Staff includes office staff, custodians, and any other school employee that may have contact with students, teachers or other staff.

## Schedule of employee surveillance testing:

Prior to the school's academic year beginning on August 24, 2020 each teacher and staff are tested.

Each alternate month after August all employees are subject to *surveillance testing*: October, December, 2020: February, April, June. August 2021 prior to the beginning of the 2021 – 2022 school year the cycle continues.

Staff Confirmation of *Project Baseline* Covid19, or other, testing for August 2020:

## Staff & Teachers:

On File: Supriya B

Iciar CGricelda PZachary CSteffany SPascal DShaina SSaba FAna RRamon GMorgan RHue He GSylvia S

Jennifer L Janet M Shaliny M Daniel M

If San Joaquin County is later placed on the county monitoring list, our School will begin testing all employees once a month.

Appendix 6.20

#### 12. 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.

Documentation of incidents of possible exposure to Ovid19 is journaled. Notification of exposure to Covid19 is made to the 1) San Joaquin County Public Services office, 2. school teachers, staff and families immediately of any exposure while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records, and 3) San Joaquin County Department of Education.

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## Appendix A.1

David Rodenborn, Rainbow Montessori School letter attesting to consultation.

To be submitted

## Appendix A.2

## Ann Gavey, Rising Star Montessori School, letter attesting to consultation.



High Street Campus 1421 High Street (510) 865-4536 • Fax (510) 865-4538 license # 013420949

Cottage Campus 770 Santa Clara Avenue (510) S21-8940 beense # 013420950

September 5, 2020

Dr. Maggie Park San Joaquin County Public Health Services 1601 East Hazelton Avenue Stockton, CA 95205

Dear Dr. Park,

School Director

I have been active in the Montessori school community in the San Francisco Bay Area over the last six months as we navigate the ups and downs of the Covid19 pandemic. As an operator of two Montessori Schools in the city of Alameda since the 1970's I have been quite active in developing solutions within our community. As a natural collaborator and disseminator of information I have been meeting (by ZOOM) often over the past months with Montessori directors regarding this issue. I have toured the Montessori preschool and elementary school in Tracy and have actually gotten several new ideas which I have recorded and shared with the other Montessori schools. Of course, I have shared with the Montessori schools in Tracy the many ideas that our other Montessori schools have generated.

Pamela Rigg and I have discussed responses to situation that have arisen over the last four decades – Covid19 being the most recent and the most serious. Because of the seriousness of this present situation our discussions have been far more frequent and far more intense.

I have been happy to share my expertise with her, and appreciate her willingness to share any insights she may have from her research of the issues and possible solutions to making our schools safe.

Feel free to contact me further if required.

Kind regards,
Ann Rose Gavey M.Ed.

Academic excellence in a warm nurturing environment that celebrates diversity.

## Appendix B.1



August 2020

No labor organization represents the staff at the school.

The signatures of the teaching staff below lease attestation to this:

PRINT	SIGNATURE	DATE	-/ 1
	ristensen Je	The second secon	8/31/20
Saba Far		8/3//20	
	drighes aborby		
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Janet (	amacho Get Get	8/3/10	lo
Supriya Bho		R /31/20	
Daniel Muss		08/31/20	
Morgan 1		October 08/31/2	
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Parcon			12020.
Nadia		8/31/	
Sylvia S	isneva =	8/31/2	0

## Appendix B.2



August 2020

#### TO WHOM IT MAY CONCERN:

This letter serves to confirm that the School's teachers and staff are NOT represented by a labor union in any way. Further, they have not been represented by a labor union in the past, and representation is not anticipated in the future.

Dr. Pamela Zell Rigg, Head of School

## **Appendix C.1 Parent's Statement – Compliance Waiver**



Parents'	Statement	
Househo	old Profile of High-Risk Members -	
Statemen	nt of other people residing in your home:	
60	30 years or older	
80	30 years or older	
N	None 60 years or older	
	People with serious underlying health conditions: diabetes, heart disea	ase,
or	r lung disease.	
Print Child	ld's Name:	
Print Fam	nily Member Name:	
Signature	e:Date:	
Support	Student's Knowledge, Understanding & Agreement –	
	onditions of the Waiver Application	
	Social distancing – six feet,	
23	Temperature body camera scan with face mask identification.	
7.0	Use of touchless water faucets, touchless soap dispensers, touchle	ess flu
	valves, touchless towel dispenser,	
23	Personal and classroom hand sanitizer or hand washing after coug	hing o
	sneezing.	
-	Use of individual facial tissue or classroom facial tissues for a snee cough and when appropriate,	ze or
**	Hand sanitization or hand washing prior to selection of any shelf ma	aterial
	Use individual, school provided pencil box with school-supplied iter	
23	colored pencils, lead pencil, ruler, eraser, pencil sharpener, facial ti packet, hand sanitizer —	ssues
- 29	all items with personal name or initial labeled,	
-	No sharing of items in the personal pencil box or other personal item	ms.
2.5	Support in explaining the conditions and proper use of face covering	g.
78	hand washing and hand sanitizing, use of facial tissues after cough sneezes.	s or
23	social distancing, and no sharing of materials with others,	
50	Proper mask use on school property - indoors and outdoors - exce	pt for
	physical play and recreation.	*******
Drint Econ	nily Member Name:	
r iint ram	ally Member Name.	
Signature	e: Date:	

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**Appendix 1.1 Drinking Fountains Deactivated** 



**Appendix 1.2 Student Water Bottles** 



Appendix 1.3 Custodian Log of Disinfecting Touchpoints: door handles, light switches, bathroom surfaces



## Appendix 1.4.1

## Daily School Compliance Plan Check By Custodian

Т	ouchless hand sanitizer dispensers (2) in lobby filled & functional (2)
В	Bathrooms – Male
20.00	functional touchless toilets (5) and urinals (3)
	functional touchless faucets (6)
	filled & functional touchless soap dispenser (6)
	filled & functional touchless towel dispenser (2)
В	athrooms – Female
	functional touchless toilets (6)
	functional touchless faucets (6)
	filled & functional touchless soap dispenser (6)
_	filled & functional touchless towel dispenser (2)
C	lassrooms - 1, 2, 3, 4, 5, 6, 7, 8
	functional touchless faucet (1)
	filled & functional touchless soap dispenser (1) filled & functional touchless towel dispenser (1)
	filled wall-mounted tissue dispensers (3)
	illied wall-illoutited tissue disperisers (5)
В	athrooms: sanitized three times daily: disinfect sinks, counters,
	Bathrooms – Male
	mid-morning
	mid-day
	mid-arternoon
	Bathrooms – Female
	mid-morning
	mid-day
	mid-afternoon
Т	ouch-points three times daily:
	classroom door knobs - 1, 2, 3, 4, 5, 6, 7, 8
	office, staff and staff bathrooms door knobs
me	ent & Correct Deficiencies:
	None
_	Deficiencies:
	Remediation:

## Appendix 1.4.2 Custodian Log of Disinfecting of Classrooms and School

## Daily Cleaning Schedule

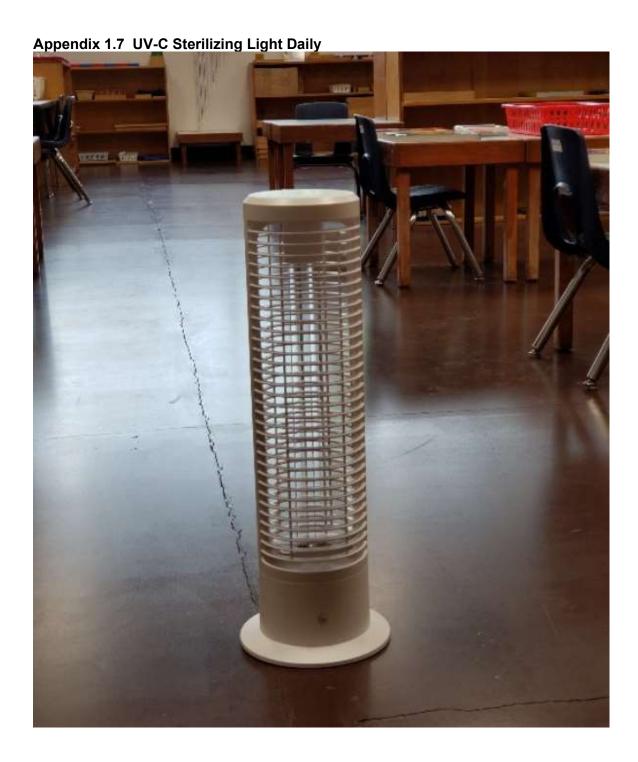
Bathrooms	Mens	Womens	Staff	
Hours				
Clean all parts of toilets			7	
Clean sink & counter		1	8	19
Clean sink fixtures				
Clean mirror	8		į.	la .
Check & add toilet paper				
Check & add paper towels				
Check & add hand soap			0	
Empty paper towel bin			000	
Mop floor			1.00	
Clean Door Handles	8		Š.	1
Activate UVC light - post sign				
Leave	8	16	į į	l å
	1 1950 W.	1000 600	0.59 80	10500 550
Classrooms	Room 1	Room 2	Room 3	Room 4
Beginning time			0	
Clean Sink & Counter				
Mop Floor			5-0	
Activte UVC light - post sign	8		2	8
Classrooms	Room 5	Room 6	Room 7	Room 8
<u> </u>		1		-
Clean Sink & Counter		1		
Mop Floor			0	1
Activte UVC light - post sign				
				1
Entrance	- F	1	8	1
ļ <u></u>	_	-		-
Mop Floor	- 1	3 (	8	- 2
		1		+
		1		1
			§.	
		1		-
	1	1	1	1

Appendix 1.5 Students' Individual Pencil Holders

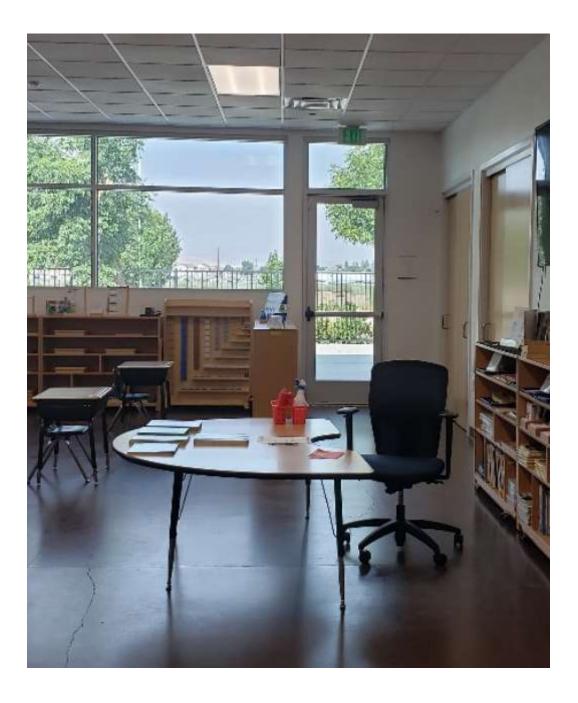


Appendix 1.6 Bona Disinfecting Cleaner and Informational Panel





Appendix 1.8 Cross by Doors Open to Outside

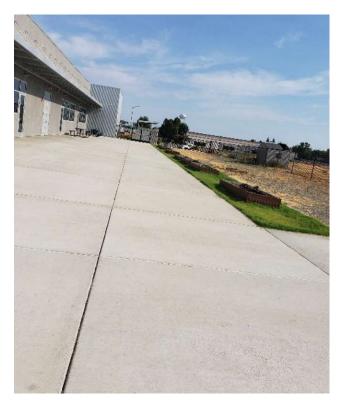


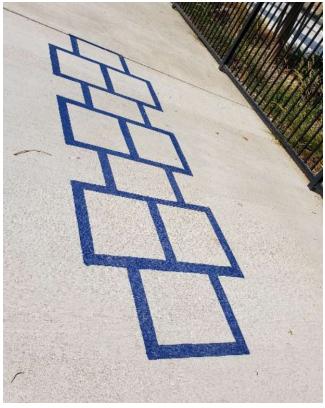
## Appendix 2.1





## Appendix 2.2

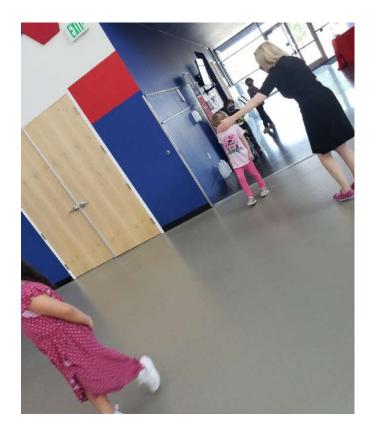






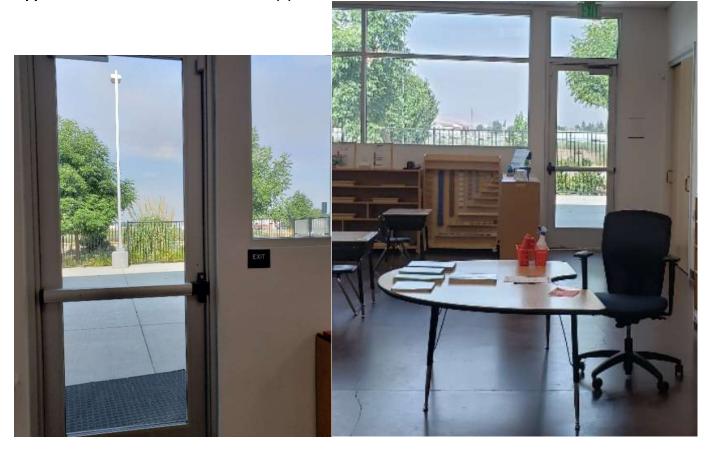


## Appendix 3.1





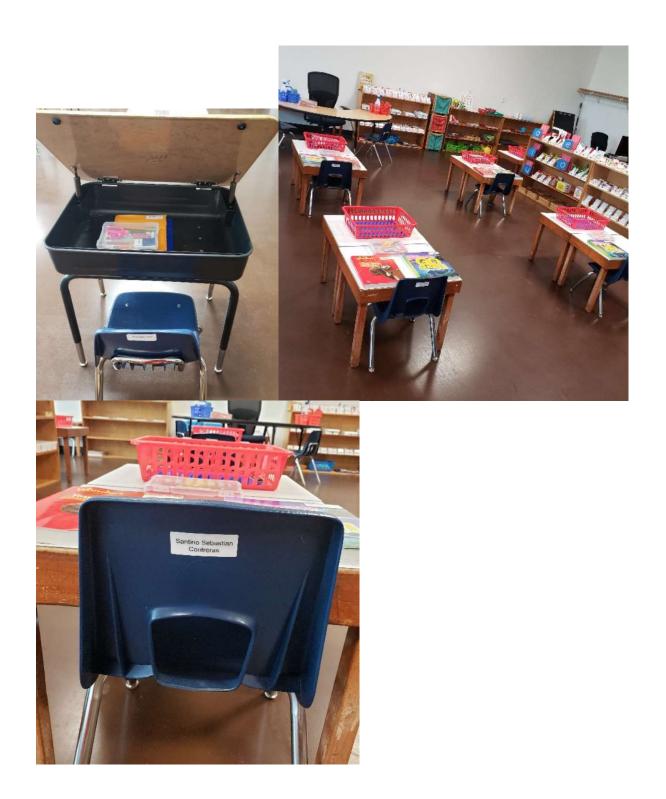
Appendix 3.2 Classroom Exits Doors (4)



Appendix 3.5
Physical distancing of assigned students' desks



Appendix 3.5 Assigned Seating with Six (6) Feet Distance



## Appendix 3.6



## Appendix 3.7 Staggered bathroom schedule & sink in each classroom



#### Bathroom. Schedule

	7:30 - 8:00 AM	9:50 – 10:25 AM	12:00noon	3:00 PM
Room 1	as students arrive	9:50AM	12:00PM	as required
Room 2	as students arrive	9:55AM	12:05PM	as required
Room 3	as students arrive	10:00AM	12:10PM	as required
Room 4	as students arrive	10:05AM	12:15PM	as required
Room 5	as students arrive	10:10AM	12:30PM	as required
Room 6	as students arrive	10:15AM	12:35PM	as required
Room 7	NA	NA	NA	as required
Room 8	as students arrive	10:25AM	12:40PM	as required





## **Appendix 3.9 Outside Play Yard Use Schedule**



#### Recess Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Room 1	Side Yard 11:00 – 11:30	Climbing Structure 11:00 – 11:30	Side Yard 11:00 – 11:30	Climbing Structure 11:00 – 11:30	Side Yard 11:00 – 11:30
Room 2	Structure 11:30 12:00 PM	Side Yard 11:30 – 12:00PM	Climbing Structure 11:30 – 12:00 PM	Side Yard 11:30 – 12:00PM	Climbing Structure 11:30 – 12:00 PM
Room 3	Sports Field 11:30 – 12:00 PM	Climbing Structure 11:30 – 12:00	Sports Field 11:30 – 12:00 PM	Climbing Structure 11:30 – 12:00	Sports Field 11:30 – 12:00 PM
Room 4	Side Yard 11:30 – 12:00	Sports Field 11:30 – 12:00 PM	Side Yard 11:30 – 12:00	Sports Field 11:30 – 12:00 PM	Side Yard 11:30 – 12:00
Room 5	Sports Field 12:00 – 12:30 PM	Side Yard 12:00 – 12:30PM	Sports Field 12:00 – 12:30 PM	Side Yard 12:00 12:30PM	Sports Field 12:00 – 12:30 PM
Room 6	Side Yard 12:00 – 12:30PM	Sports Field 12:00 – 12:30 PM	Side Yard 12:00 – 12:30PM	Sports Field 12:00 ~ 12:30 PM	Side Yard 12:00 – 12:30PM
Room 7	NA	NA	NA	NA	NA
Room 8	Gym Court 12:00 – 12:30PM	Garden	Gym Court 12:00 – 12:30PM	Garden	Gym Court 12:00 – 12:30PM

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# SITE SPECIFIC PLAN COVID 19

**ENSURING OUR SCHOOL SAFETY** 

**ENSURING YOUR HOME SAFETY** 

We Are All In This Together

#### Introduction

As we anticipate the School opening Monday, September 14, 2020 we have new considerations unique to the pandemic.

#### There are substantial precautions that have been taken at the School:

Curb drop-off of students – non-employee adults not permitted.

Social distancing tape at the lobby entrance – visual reminder for the students.

Temperature & face covering camera scanner & monitor –

airport-quality – one second,

temperature & face covering monitor temperature calibrated for 98.6F

alarm set at 100.4F

image & data capturing for three days.

Touchless hand sanitizer dispensers (2) in lobby

Single direction movement of students – to right

Bathroom to void – touchless flush

Bathroom to hand wash – touchless faucet, touchless soap dispenser, touchless towel dispenser

Individual, assigned lockers

No coats or backpacks in the classrooms – personal items leave in individual, assigned locker

Sinks in each classroom with touchless faucet and touchless soap dispenser

Touchless hand sanitizer dispenser in each classroom

Individual, assigned work space (desk or table) with distance of six feet between work spaces.

Individual pencil case with colored pencils, ruler, pencil, pencil sharpener, eraser, scissors, tissues, personal hand sanitizer dispenser with name or initials on all items. Individual clip board with name.

Wall-mounted tissue dispensers (3) with reminder to cover sneeze and cough with a tissue.

Disposal of tissues and other items to discard in touchless trash can.

Three (3) signs: Hand wash or hand sanitize before selection of materials on shelf.

Touch-points disinfected three times daily.

Classrooms: Sanitized daily, disinfected tables, desks and chairs daily, sterilized by UV-C light each evening.

Bathrooms: Sanitized three times daily; disinfect sinks, counters, toilet, & touch-points three times daily; sterilized by UV-C light each evening.

Fog disinfectant entire inside of building each weekend including interior of lockers.

## There are substantial precautions that can be taken at home:

- Guidance for the Use of Face Coverings

explain to your child how to use and not touch the face covering

See page 9-11

- When & How to Wash Your Hands (Hand Sanitizer included)

remind your child: often & 20 seconds

See page 12-14

- What to Do If You Are Sick

See page 15-19

#### Send your child to School:

- with personal water bottle with name on it
- lunch box with meal including utensils and napkin, paper mat provided sanitize the lunch box each evening
- -remind of social/physical distancing, to sneeze & cough into tissue,

to dispose of tissue after one use, to keep face covering on but avoid touching, wash or sanitize hands often

Maintain influenza immunization each Fall for student and family members.

## There are substantial precautions that can be taken by teachers & staff:

Review the attached CDPH (California Department of Public Health) Guidelines:

- Guidance for the Use of Face Coverings

explain to your child how to use and not touch the face covering

See page 9-11

- When & How to Wash Your Hands (Hand Sanitizer included)

remind your child: often & 20 seconds

See page 12-14

- What to Do If You Are Sick

See page 15-19

#### Bring to School:

- your personal water bottle with name on it
- lunch box with meal including utensils and napkin, paper mat provided sanitize the lunch box each evening
- maintain social/physical distancing among the students at all times
- remind the students to sneeze & cough into tissue, and dispose of tissue after one use
- keep face covering on, and reinforce this with the students
- avoid touching the face covering

- wash and/or sanitize hands often
- encourage students to wash and/or sanitize hands often

Maintain influenza immunization each Fall.

Continue with the *Project Baseline* Covid19 testing every two months: August (completed), October and December 2020; February, April and June 2021.

Communication from teachers, from staff and from our families is important in self-report symptoms and receive prompt notifications of exposures. Confidentiality, as required by FERPA and state law related to privacy of educational records, are maintained.

Communication by teachers, staff, and family are directly to:

Dr. Pamela Rigg, Primary Designated School Official (PDSO), or Ms. Shaina Schamp, Designated School Official (DSO) (209) 832-3458.

# Daily School Compliance Plan Check By Custodian

Date:	
Custo	dial Oversight:
	Touchless hand sanitizer dispensers (2) in lobby filled & functional (2)
	Bathrooms – Male
	functional touchless toilets (5) and urinals (3) functional touchless faucets (6)
	filled & functional touchless soap dispenser (6)
	filled & functional touchless towel dispenser (2) Bathrooms – Female
	functional touchless toilets (6) functional touchless faucets (6) filled & functional touchless soap dispenser (6)
	filled & functional touchless towel dispenser (2) Classrooms – 1, 2, 3, 4, 5, 6, 7, 8
	functional touchless faucet (1) filled & functional touchless soap dispenser (1) filled & functional touchless towel dispenser (1) filled wall-mounted tissue dispensers (3)
	Bathrooms: sanitized three times daily: disinfect sinks, counters, toilet
	Bathrooms – Male mid-morning mid-day mid-afternoon

	Bathrooms – Female
	mid-morning
	mid-day
	mid-afternoon
-	Fouch-points three times daily:
	classroom door knobs – 1, 2, 3, 4, 5, 6, 7, 8
	office, staff and staff bathrooms door knobs
Docum	ent & Correct Deficiencies:
	None
_	Deficiencies:
_	Remediation:
	ian Signature:
Daily :	School Compliance Plan Check
bv Pri	mary Designated School Official (PDSO) or
•	condary Designated School Official (SDSO)
by Se	condary Designated School Official (SDSO)
Date: _	
	200 Occarationts
PDSO/L	OSO Oversight:
=	curb drop-off of students – non-employee adults not permitted.
	social distancing tape at the lobby entrance
-	temperature & face covering camera scan
	operational
-	single direction movement of students – to right
Clasara	omo 12215670
	oms – 1, 2, 3, 4, 5, 6, 7, 8
-	individual, assigned work space (desk or table) with distance of
-	six feet between work spaces.
-	individual pencil case with
	colored pencils, ruler, pencil, pencil sharpener, eraser, scissors,
	tissues, personal hand sanitizer dispenser with name or initials on all items.
-	individual clip board with name.
-	reminder notice to cover sneeze and cough with a tissue
_	disposal of tissues and other items into touchless trash can
_	three (3) signs: Hand wash or hand sanitize before selection
	of materials on the shelf.
_	no coats or backpacks in the classrooms – personal lockers only
_	personal water bottle with name on it
	And the state of t
=	sterilized by UV-C light each evening – teacher attestation
A/ I-I	Mandau
vveekiy	- Monday
-	fog disinfectant entire inside of building each weekend
	including interior of lockers.
	Monday: attestation and visual inspection
	Today is not Monday
Docum	ent & Correct Deficiencies:

None Deficiencies: _	
Remediation: _	
PDSO or DSO Signature:	

#### **Teachers and Staff**

**The teachers and staff** that have agreed to instruction in-person have been given a copy of the Waiver Application Conditions digitally and hard copy, have been trained on the behaviors, routines and procedures required for compliance

#### Labor - Teachers and Staff

Knowledge of and agreement to the implementation of the Conditions of the Waiver Application, in particular –

- Social distancing six feet between adults, between children, between adults and children.
- Thermal body camera scan with face mask identification,
- Face covering mandatory for all adults and students according to CDPH guidelines as found in the Site-Specific Plan."
- Use of touchless water faucets, touchless soap dispensers, touchless towel dispenser, touchless flush valves,
  - touchless hand sanitizer dispenser.
- Personal or classroom hand sanitizer or hand washing after coughing or sneezing,
- Use of individual facial tissue or classroom facial tissues when appropriate,
- Hand sanitization or hand washing prior to selection of any shelf material,
- Use personal, school provided pencil box with school-supplied items: colored pencils, lead pencil, ruler, eraser, facial tissues packet, hand sanitizer with personal name or initial labeled on each item.
- No sharing of personal items.
- Teacher support for explaining the conditions of face covering, hand washing and hand sanitizing, use of facial tissues after coughs or sneezes, social distancing, and no sharing of materials with others,
- Proper mask use on school property indoors and outdoors.

#### **Parents**

Household Profile of High-Risk Members - Statement of other people residing in your home:	
60 years or older	
80 years or older	
None 60 years or older	
People with serious underlying health conditions: dia	abetes, heart disease,
or lung disease.	
Print Child's Name:	
Print Family Member Name:	<u></u>
Signature:	Date:

# Support Student's Knowledge, Understanding & Agreement – to the Conditions of the Waiver Application

- Social distancing six feet,
- Temperature body camera scan with face mask identification,
- Use of touchless water faucets, touchless soap dispensers, touchless flush valves, touchless towel dispenser,
- Personal and classroom hand sanitizer or hand washing after coughing or sneezing,
- Use of individual facial tissue or classroom facial tissues for a sneeze or cough and when appropriate,
- Hand sanitization or hand washing prior to selection of any shelf material,
- Use individual, school provided pencil box with school-supplied items:
- colored pencils, lead pencil, ruler, eraser, pencil sharpener, facial tissues packet, hand sanitizer -
- all items with personal name or initial labeled,
- No sharing of items in the personal pencil box or other personal items.
- Support in explaining the conditions and proper use of face covering,
- hand washing and hand sanitizing, use of facial tissues after coughs or sneezes,
- social distancing, and no sharing of materials with others,
- Proper mask use on school property indoors and outdoors except for physical play and recreation.



# State of California—Health and Human Services Agency California Department of Public Health



Released June 18, 2020

 Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

#### **GUIDANCE FOR THE USE OF FACE COVERINGS**

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or presymptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing <u>CDPH guidance</u> for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

#### Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;<sup>1</sup>
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;<sup>2</sup>
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public;
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

 $<sup>^{1}</sup>$  Unless exempted by state guidelines for specific public settings

 $<sup>^{2}</sup>$  Unless directed otherwise by an employee or healthcare provider

- Working in any space where food is prepared or packaged for sale or distribution toothers;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present.
   When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is notfeasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that
  prevents wearing a face covering. This includes persons with a medical
  condition for whom wearing a face covering could obstruct breathing or
  who are unconscious, incapacitated, or otherwise unable to remove a
  face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

 Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

**Note:** Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

#### **Background**

#### What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

#### When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

#### How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- · Have holes or tears in the fabric

###



# Handwashing: Clean Hands Save Lives

# When and How to Wash Your Hands

During the Coronavirus Disease 19 (COVID-19) pandemic, <u>keeping hands clean is especially important to help</u> prevent the virus from spreading.

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

#### **How Germs Spread**

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

#### **Key Times to Wash Hands**

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- · After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage
- During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

#### Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

- 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. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- 4. **Rinse** your hands well under clean, running water.
- 5. **Dry** your hands using a clean towel or air dry them.

#### Use Hand Sanitizer When You Can't Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based <u>hand sanitizer</u> that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

#### Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

**Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

#### How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.

around 20 seconds.			

80

• Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take

If you have a fever, cough or <u>other symptoms</u>, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

Steps to help prevent the spread of COVID-19 if you are sick

<u>If you are sick with COVID-19 or think you might have COVID-19</u>, follow the steps below to care for yourself and to help protect other people in your home and community.

house user light icon Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ride-sharing, or taxis.

bed light icon Separate yourself from other people

**As much as possible, stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

- Additional guidance is available for those living in <u>close quarters</u> and <u>shared housing</u>.
- See COVID-19 and Animals if you have questions about pets.

temperature high light icon Monitor your symptoms

- Symptoms of COVID-19 include fever, cough, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When to seek emergency medical attention

Look for **emergency warning signs**\* for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:** 

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake

• Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

mobile light icon

Call ahead before visiting your doctor

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

head side mask light icon

If you are sick wear a mask over your nose and mouth

- You should wear a <u>mask</u>, over your nose and mouth if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a mask using a scarf or bandana.

box tissue light icon
Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

hands wash light icon Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Handwashing Tips

ban light icon

Avoid sharing personal household items

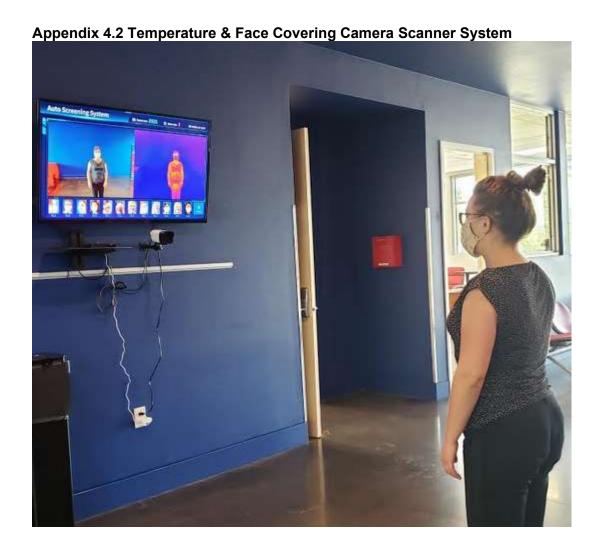
- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put in the dishwasher.

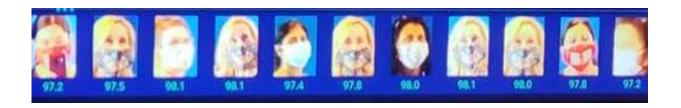
Spray bottle icon Clean all "high-touch" surfaces everyday

- Clean and disinfect high-touch surfaces in your "sick room" and bathroom; wear disposable gloves.
   Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another
  detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found <a href="hereoternal">hereexternal</a> icon.
  - Complete Disinfection Guidance



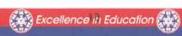


### Appendix 6.1 Teach and reinforce washing hands and hand sanitization: Parental Support



MEMS-TR Families and Students	
Parents	
Statement of other people residing in your ho	ome;
60 years or older	
80 years or older	
People with serious underlying health conditi or lung disease.	ons: diabetes, heart disease,
Print Child's Name:	
Print Family Member Name:	
Signature:	Date:
<ul> <li>Social distancing – six feet,</li> <li>Thermal body camera scan with factors</li> <li>Use of touchless water faucets, tour flush valves, touchless hand sanitized</li> </ul>	ichless soap dispensers, touchless
<ul> <li>Thermal body camera scan with face</li> </ul>	ichless soap dispensers, touchless er dispenser, er or hand washing after coughing
<ul> <li>Thermal body camera scan with far</li> <li>Use of touchless water faucets, tou flush valves, touchless hand sanitiz</li> <li>Personal or classroom hand sanitiz or sneezing,</li> <li>Use of individual facial tissue or cla</li> </ul>	ichless soap dispensers, touchless ter dispenser, ter or hand washing after coughing ssroom facial tissues when
<ul> <li>Thermal body camera scan with factors of touchless water faucets, tour flush valves, touchless hand sanitized personal or classroom hand sanitized or sneezing,</li> <li>Use of individual facial tissue or classification or hand washing material,</li> <li>Use personal, school provided pendicolored pencils, lead pencil, ruler, expressions.</li> </ul>	achless soap dispensers, touchless ter dispenser, ter or hand washing after coughing assroom facial tissues when prior to selection of any shelf cil box with school-supplied items: araser, facial tissues packet, hand
<ul> <li>Thermal body camera scan with factors of touchless water faucets, tour flush valves, touchless hand sanitized personal or classroom hand sanitized or sneezing,</li> <li>Use of individual facial tissue or classification or hand washing material,</li> <li>Use personal, school provided pendicular</li> </ul>	achless soap dispensers, touchless ter dispenser, ter or hand washing after coughing assroom facial tissues when prior to selection of any shelf cil box with school-supplied items: araser, facial tissues packet, hand
<ul> <li>Thermal body camera scan with factors of touchless water faucets, tour flush valves, touchless hand sanitized or sneezing,</li> <li>Use of individual facial tissue or classification or hand washing material,</li> <li>Use personal, school provided pendolored pencils, lead pencil, ruler, esanitizer – personal name or initial lessifications.</li> <li>The support in the for explaining the washing and hand sanitizing, use of sneezes, social distancing, and no seeded.</li> </ul>	ichless soap dispensers, touchless ter dispenser, ter or hand washing after coughing assroom facial tissues when prior to selection of any shelf cil box with school-supplied items: traser, facial tissues packet, hand labeled. conditions of face covering, hand of facial tissues after coughs or sharing of materials with others.
<ul> <li>Thermal body camera scan with factors of touchless water faucets, tour flush valves, touchless hand sanitized personal or classroom hand sanitized or sneezing,</li> <li>Use of individual facial tissue or classification or hand washing material,</li> <li>Use personal, school provided pendolored pencils, lead pencil, ruler, esanitizer – personal name or initial lessons in the support in the for explaining the washing and hand sanitizing, use of</li> </ul>	ichless soap dispensers, touchless ter dispenser, ter or hand washing after coughing assroom facial tissues when prior to selection of any shelf cil box with school-supplied items: traser, facial tissues packet, hand labeled.  conditions of face covering, hand if facial tissues after coughs or sharing of materials with others.
<ul> <li>Thermal body camera scan with factors of touchless water faucets, tour flush valves, touchless hand sanitized or sneezing,</li> <li>Use of individual facial tissue or classification or hand washing material,</li> <li>Use personal, school provided pendolored pencils, lead pencil, ruler, esanitizer – personal name or initial lessifications.</li> <li>The support in the for explaining the washing and hand sanitizing, use of sneezes, social distancing, and no seeded.</li> </ul>	ichless soap dispensers, touchless ter dispenser, ter or hand washing after coughing assroom facial tissues when prior to selection of any shelf cil box with school-supplied items: traser, facial tissues packet, hand labeled.  conditions of face covering, hand facial tissues after coughs or sharing of materials with others, y - indoors and outdoors.

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Appendix 6.2 Teach and reinforce washing hands and hand sanitization

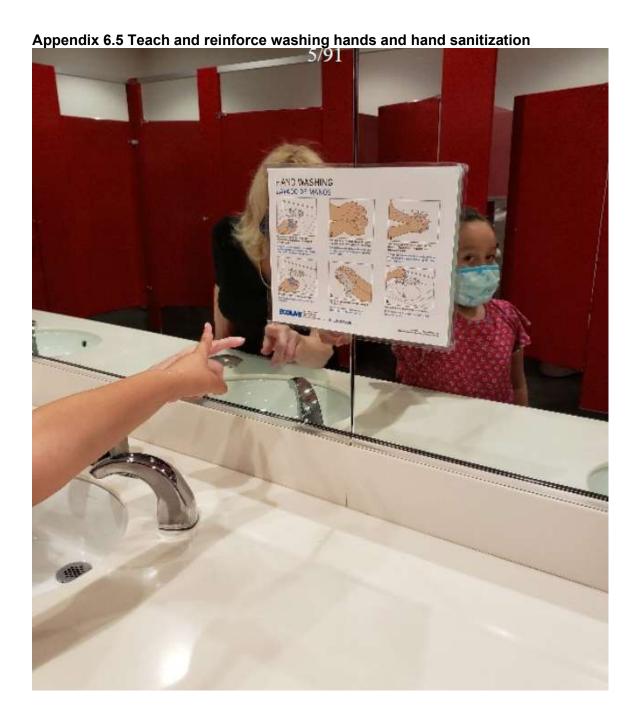


Appendix 6.3 Teach and reinforce hand sanitization



#### Appendix 6.4 Teach and reinforce washing hands







#### Appendix C - 1 MEMS-TR Families and Students

Parents
Statement of other people residing in your home: 60 years or older 80 years or older People with serious underlying health conditions: diabetes, heart disease, or lung disease.
Print Child's Name: Print Family Member Name:
Signature: Date:
Support Student's Knowledge, Understanding & Agreement – of the Conditions of the Waiver Application
<ul> <li>Social distancing – six feet,</li> <li>Thermal body camera scan with face mask identification,</li> <li>Use of touchless water faucets, touchless soap dispensers, touchless flush valves, touchless hand sanitizer dispenser.</li> <li>Personal or classroom hand sanitizer or hand washing after coughing or sneezing,</li> <li>Use of individual facial tissue or classroom facial tissues when appropriate,</li> <li>Hand sanitization or hand washing prior to selection of any shelf material,</li> <li>Use personal, school provided pencil box with school-supplied items: colored pencils, lead pencil, ruler, eraser, facial tissues packet, hand sanitizer – personal name or initial labeled.</li> <li>No sharing of personal items.</li> <li>the support in the for explaining the conditions of face covering, hand washing and hand sanitizing, use of facial tissues after coughs or sneezes, social distancing, and no sharing of materials with others,</li> <li>Proper mask use on school property - indoors and outdoors.</li> </ul>
Print Child's Name:
Signature: Date:

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Appendix 6.7 Teach and reinforce washing hands and hand sanitization



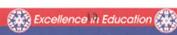
# Please do not touch your eyes, nose or mouth





Appendix C - 1 MEMS-TR Families and Students	
Parents	
Statement of other people residing in 60 years or older 80 years or older People with serious underlying health or lung disease.	
Print Child's Name: Print Family Member Name:	
	Date:
of the Conditions of the Waiver App - Social distancing – six feet,	
<ul> <li>Social distancing – six feet,</li> <li>Thermal body camera scan seed of touchless water fauce flush valves, touchless hand</li> <li>Personal or classroom hand or sneezing,</li> <li>Use of individual facial tissue appropriate,</li> <li>Hand sanitization or hand was material,</li> <li>Use personal, school provide colored pencils, lead pencil, sanitizer – personal name or</li> <li>No sharing of personal items</li> <li>the support in the for explaining washing and hand sanitizing,</li> </ul>	with face mask identification, ets, touchless soap dispensers, touchless sanitizer dispenser. sanitizer or hand washing after coughing e or classroom facial tissues when ashing prior to selection of any shelf ed pencil box with school-supplied items: ruler, eraser, facial tissues packet, hand initial labeled. ing the conditions of face covering, hand use of facial tissues after coughs or
<ul> <li>Social distancing – six feet,</li> <li>Thermal body camera scan</li> <li>Use of touchless water fauce flush valves, touchless hand</li> <li>Personal or classroom hand or sneezing,</li> <li>Use of individual facial tissue appropriate,</li> <li>Hand sanitization or hand wa material,</li> <li>Use personal, school provide colored pencils, lead pencil, sanitizer – personal name or</li> <li>No sharing of personal items</li> <li>the support in the for explain washing and hand sanitizing, sneezes, social distancing, a</li> </ul>	with face mask identification, ets, touchless soap dispensers, touchless sanitizer dispenser. sanitizer or hand washing after coughing e or classroom facial tissues when ashing prior to selection of any shelf ed pencil box with school-supplied items: ruler, eraser, facial tissues packet, hand initial labeled. ing the conditions of face covering, hand
<ul> <li>Social distancing – six feet,</li> <li>Thermal body camera scan</li> <li>Use of touchless water fauce flush valves, touchless hand</li> <li>Personal or classroom hand or sneezing,</li> <li>Use of individual facial tissue appropriate,</li> <li>Hand sanitization or hand wa material,</li> <li>Use personal, school provide colored pencils, lead pencil, sanitizer – personal name or</li> <li>No sharing of personal items</li> <li>the support in the for explain washing and hand sanitizing, sneezes, social distancing, a</li> </ul>	with face mask identification, ets, touchless soap dispensers, touchless sanitizer dispenser. sanitizer or hand washing after coughing e or classroom facial tissues when ashing prior to selection of any shelf ed pencil box with school-supplied items: ruler, eraser, facial tissues packet, hand initial labeled. inig the conditions of face covering, hand in use of facial tissues after coughs or not no sharing of materials with others, property - indoors and outdoors.

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Appendix 6.9 Cover coughs and sneezes by students, teachers and staff.

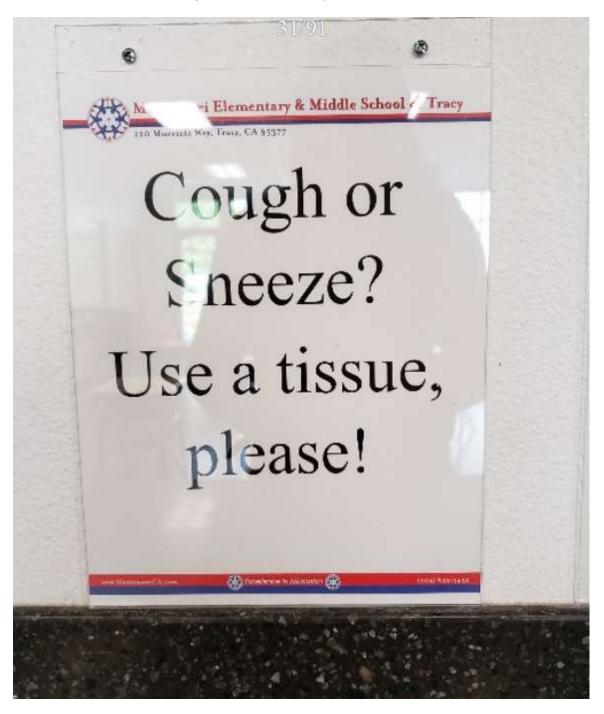


Appendix 6.10 Cover coughs and sneezes by students, teachers and staff.





Appendix 6.11 Cover coughs and sneezes by students, teachers and staff.



Appendix 6.12 Cover coughs and sneezes by students, teachers and staff: Wash your hands after you cough or sneeze

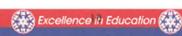


# Appendix 6.13 Students, teachers and staff wash hands frequently throughout the day: Parental Support



Appendix C - 1 MEMS-TR Families and Students
Parents
Statement of other people residing in your home: 60 years or older 80 years or older People with serious underlying health conditions: diabetes, heart disease, or lung disease.
Print Child's Name:Print Family Member Name:
Signature: Date:
<ul> <li>Social distancing – six feet,</li> <li>Thermal body camera scan with face mask identification,</li> <li>Use of touchless water faucets, touchless soap dispensers, touchless flush valves, touchless hand sanitizer dispenser.</li> <li>Personal or classroom hand sanitizer or hand washing after coughing or sneezing,</li> <li>Use of individual facial tissue or classroom facial tissues when appropriate,</li> <li>Hand sanitization or hand washing prior to selection of any shelf material,</li> <li>Use personal, school provided pencil box with school-supplied items: colored pencils, lead pencil, ruler, eraser, facial tissues packet, hand sanitizer – personal name or initial labeled.</li> <li>No sharing of personal items.</li> <li>the support in the for explaining the conditions of face covering, hand washing and hand sanitizing, use of facial tissues after coughs or sneezes, social distancing, and no sharing of materials with others,</li> </ul>
<ul> <li>Thermal body camera scan with face mask identification,</li> <li>Use of touchless water faucets, touchless soap dispensers, touchless flush valves, touchless hand sanitizer dispenser.</li> <li>Personal or classroom hand sanitizer or hand washing after coughing or sneezing,</li> <li>Use of individual facial tissue or classroom facial tissues when appropriate,</li> <li>Hand sanitization or hand washing prior to selection of any shelf material,</li> <li>Use personal, school provided pencil box with school-supplied items: colored pencils, lead pencil, ruler, eraser, facial tissues packet, hand sanitizer – personal name or initial labeled.</li> <li>No sharing of personal items.</li> <li>the support in the for explaining the conditions of face covering, hand washing and hand sanitizing, use of facial tissues after coughs or</li> </ul>

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# Appendix 2.D.2 Students, teachers and staff wash hands frequently throughout the day

Appendix 6.14 Students, teachers and staff wash hands frequently throughout the day



Appendix 6.15 Students, teachers and staff wash hands frequently throughout the day



Appendix 6.16 Students, teachers and staff wash hands frequently throughout the day



Appendix 6.17 Students, teachers and staff wash hands frequently throughout the day



#### Appendix 6.18 Hand washing procedure for students, teachers & staff







Appendix B Labor - Teachers and Staff

The teachers and staff that have agreed to instruction in-person have been given a copy of the Walver Application Conditions digitally and hard copy, have been trained on the behaviors, routines and procedures required for compliance

#### Labor - Teachers and Staff

Knowledge of and agreement to the implementation of the Conditions of the Waiver. Application, in particular

- Social distancing six feet between adults, between children, between adults and children.
- Thermal body camera scan with face mask identification,
- Face covering mandatory for all adults and students according to CDPH guidelines as found in the Site-Specific Plan.
- Use of touchless water faucets, touchless soap dispensers, touchless towel dispenser, touchless flush valves, touchless hand sanitizer dispenser.
- Personal or classroom hand sanitizer or hand washing after coughing or sneezing,
- Use of individual facial tissue or classroom facial tissues when appropriate,
- Hand sanitization or hand washing prior to selection of any shelf material,
- Use personal, school provided pencil box with school-supplied items: colored pencils, lead pencil, ruler, eraser, facial bissues packet, hand sanitizer with personal name or initial labeled on each item.
- No sharing of personal items.

Daniel Moody

- Teacher support for explaining the conditions of face covering, hand washing and hand sanitizing, use of facial tissues after coughs or sneezes, social distancing, and no sharing of materials with others,
- Proper mask use on school property indoors and outdoors.

Signature:		Date:
Teachers a	nd staff:	
On File:	Supriya Bhardwaj lolar Christianson Zachary Cloke Pascal Dacruz Saba Fazar Ramon Gill Hue He Gore Jennifer Lurahay Janet Machaco Shaliny Maddapatla	Griselda Paz Steffany Sanchez Shsina Schamp Ana Rodriguez Morgan Rockefellow Sylvia Sisneros Parnela Rigg

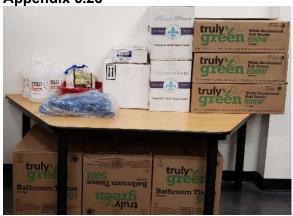
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**Appendix 6.25 Personal Use Lockers** 





Appendix 7.1 Symptoms Isolation Room



