



Saint Clare's Tahoe:
A Mountain Montessori School

COVID ACTION PLAN:
COVID-19 PROTOCOLS

V 8.0

January 2020

Joyfully Catholic. Boldly Adventurous.

TABLE OF CONTENTS

TABLE OF CONTENTS	1
INTRODUCTION	3
GENERAL PROTOCOLS	4
Cleaning	4
Hygiene	4
Arrival Procedures & Screening	4
Coronavirus Symptoms	5
Face Coverings	5
Group Size and Staffing / Student Cohorts	5
Classroom Space / Physical Distancing	6
Visitor and Volunteer Protocols	6
Lunch and Snack Program	7
Travel Restrictions	7
COVID SYMPTOMS & CASE RESPONSE	8
Return-to-School Policies	8
COVID Symptoms	8
Allergies/Previously Existing Conditions	9
Positive Test	9
Exposure to COVID 19 Positive	10
Notifying the School	10
Contingency Plan: Returning to Distance Learning	10
Scenario 1: Short-term distance learning during quarantine periods	10
Scenario 2: Mandated Return to longer term distance learning	10
Tuition During Distance Learning	11
What Does Your Tuition Pay For?	11
APPENDIX A: FAQ	12
APPENDIX B: DAILY COVID SCREENING	13
SECTION 1: Symptoms	13
SECTION 2: Close Contact/Potential Exposure	13

APPENDIX C: Student Symptom Decision Tree

15

INTRODUCTION

We have prepared this document to help minimize the spread of COVID-19 and to ensure to the best of our ability the safety of our children, staff, and families. Here you will find the specific plans we have implemented in accordance with current best practices to keep our school community as safe and healthy as possible. In composing this plan we have taken into account the recommendations from the Center for Disease Control and Prevention (CDC), California Department of Social Services (CDSS) and the California Department of Public Health (CDPH) in concert with our staff and Board of Directors. Practicing physical distancing with children, especially young children, for a prolonged period is challenging. Here we have attempted to find pragmatic and effective ways to implement these best practices on a daily basis in our classrooms and on our campus.

Despite our best efforts, we must acknowledge that in coming back into community, we are taking on the risk of exposure to COVID-19. We ask that you do your part to help keep our community safe by following the protocols we have outlined which require your participation and communication.

Because recommendations and information from the CDC, CDSS, CDPH and other organizations are constantly being updated, our policies and plans will be updated as our knowledge and understanding of the COVID-19 virus evolves and more information becomes available.

Thank you for your continued commitment and dedication to St. Clare's!

GENERAL PROTOCOLS

Cleaning

- Staff will introduce fresh outdoor air as much as possible, by opening windows before children arrive and keeping the classrooms aired out as much as possible, weather permitting
- All high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc, will be cleaned throughout the day
- Materials will be cleaned between student use
- Classrooms will be disinfected at the end of each day
- Nap blankets will be sent home at the end of each week for laundering

Hygiene

- Personal hygiene has always been an important part of Montessori instruction. Staff will continue to model and practice handwashing upon entering the school in the morning, before and after eating, after coughing or sneezing, after playing outside and after using the restroom
- Staff will teach children to avoid contact with one's eyes, nose and mouth, and to use a tissue to wipe their nose and to cough/sneeze inside their elbow
- Hand sanitizer will be available for staff use, however, frequent hand washing is the most effective way to prevent virus spread

Arrival Procedures & Screening

- Sign-in and Drop off will be held at the school entrance. Classroom aides will assist students with handwashing upon arrival and will escort Primary students to their classrooms
- All students (both Primary and Elementary) must be signed in and out by a parent or caregiver (sanitized pens will be provided)
- Parents (on behalf of their household) and Staff must conduct a daily symptom self-check (see Appendix B, Daily COVID Screening) before coming to Campus
- A temperature check will be conducted for all persons entering campus using touch free thermometers
- If a staff member already at school shows symptoms as described above, they will go home immediately
- Staff will monitor students throughout the day for any signs of illness and will isolate and send home students with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms
- Siblings of a student who develops one high-risk symptom or two low-risk symptoms during the day will also be sent home
- Sick staff members and students will not be able to return until they meet CDC criteria to discontinue home isolation

Coronavirus Symptoms

- Fever
- Cough
- 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

Face Coverings

- All staff and students must wear a face covering or mask to school. We recommend a gaiter style covering with ear loops for ease of use. Face coverings should be made of cotton when possible as recent research indicates that other athletic style materials such as fleece may not be effective in preventing the spread of respiratory droplets
- Medical grade face masks will be provided to students and staff who forget to bring theirs to school
- Face coverings will be worn at all times when at school except when eating or drinking which will be done at assigned individual work stations. For preschool students, face coverings will also be removed when napping.
- Face coverings will not be required while outdoors while students are physically distanced (6ft apart or more)

Stable Groups / Group Size and Staffing

According to the California Department of Education, “Stable groups provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Guidance from other agencies, including the federal Centers for Disease Control and Prevention (CDC), sometimes refers to them as “cohorts” or “pods.” Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group, decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.”

- Students will operate in stable groups at all times (e.g. work cycle, recess, lunch, etc.)
- Stable groups will not exceed 16 total people (teachers and aides included)

- Stable Groups will work together in the same room, eat lunch together and play at recess together
- Different Stable Groups will not intermingle
- While working in their classrooms with their stable groups, students will have a designated work mat and access to a socially distanced disinfected table workspace
- Siblings will share tables where necessary

Ventilation

- Weather permitting, staff will open windows and/or doors to allow for increased ventilation within the school building
- Classrooms have been equipped with portable high efficiency air cleaners

Classroom Space / Physical Distancing

- Within each stable group, children will be encouraged to work individually or when necessary, in small groups
- Emphasis will be placed on redesigning group activities for smaller groups
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration will be minimized and masks must be worn
- Classroom furniture is arranged to allow for 6 feet of separation where possible
- For napping students, mats will be arranged a minimum of 3 feet apart with heads in opposite directions
- Teachers will use opportunities to reduce time spent inside by bringing students outdoors when possible (e.g. eating lunch outdoors)
- Outdoor recess schedules have been staggered so that stable groups do not intermingle
- Outdoor play equipment will be cleaned between use by different stable groups
- Children will be instructed in physical spacing in ways that are developmentally appropriate and easy to understand
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft **and** > 15 minutes (cumulative over a 24-hour period)
- Signage will be used throughout campus to support physical distancing and proper hygiene norms
- Separate toilets are available for each of the stable groups. A maximum of two students will be allowed in the Primary restroom at a time. The Elementary restroom has a locking door and will be utilized one student at a time

Visitor and Volunteer Protocols

- The safety of our staff and students is our primary concern. All visitors must be approved by the Executive Director and will be conditional on the visitor passing the same screening process as staff
- St. Clare's will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the Director
- Volunteers supervising outdoor activities are permitted so long as they follow staff protocols

Lunch and Snack Program

- To start the year we ask that parents pack a lunch as well as a snack for their child
- The snack program has been temporarily discontinued. If it becomes possible for the snack program to resume, staff will prepare snack and set out individual portion sizes so that children only touch their own food
- Work that involves food preparation (apple slicing, carrot peeling etc.) will be available for individual work only and none of the materials used for this work will be used or shared by other students
- Children will eat from their own lunch boxes and will not share or touch each other's food
- Students will practice proper hand washing before and after eating

Distance Learning Option

- Distance learning instruction and materials will be provided to enrolled students who choose not to attend in-person instruction

Travel Restrictions

Any students or staff members traveling out of the area (regardless of mode of travel) must fulfill both of the following requirements before returning to school:

- Return home from travel 7 days before coming to school, during which time they must be symptom free
- Provide written documentation of a negative test taken 5-7 days *after returning home* before returning to school.

If you do not wish you have your child tested, you must keep them home for 14 days upon return from travel. *Please note that this applies to all modes of travel including car trips out of the area.*

St. Clare's will discontinue staff travel to conferences and workshops until further notice.

COVID SYMPTOMS & CASE RESPONSE

Return-to-School Policies

COVID Symptoms

Parents/Guardians must complete the Daily COVID Screening before coming to school and sign to confirm completion of the checklist on the daily sign-in sheet. Students will not be permitted to attend school if their parent/guardian checks any of the items listed on the Daily COVID Screening. **See Appendix B.**

As of November 2020, the Diocese of Sacramento has divided COVID Symptoms into high and low risk categories. See the Student Symptom Decision Tree (Appendix C) for guidelines on when your child can return to school following symptoms and/or exposure to someone who tests positive for COVID-19.

If a student presents with any COVID symptoms while at school, he will be isolated and sent home.

Siblings of the student with two low risk or one high risk symptom will also be sent home.

Siblings only need to stay home if their brother or sister has two low risk symptoms or one high risk symptom. They may return to school immediately if the symptomatic sibling gets a negative COVID test or a health care provider confirms an alternative diagnosis, so long as the student has not developed any symptoms themselves.*

**This policy is meant to provide a “wait and watch” period, so that should the sick sibling’s initial symptoms worsen, they do not risk exposing others at school*

Testing

With an increase in the availability of testing, anyone in our school community experiencing possible COVID symptoms or exposed to someone with possible COVID symptoms should get tested.

Placer County has opened up a student and staff testing center at the Rideout Community Center in Tahoe City. The testing is free and fast (24-48 hour turn around) and is for students and staff who have symptoms or have been exposed to someone who has tested positive for COVID. You will need to schedule an appointment and bring a lab requisition form. You can find the link to the scheduler and the form here (scroll down to find the COVID 19 School Testing Sites

portion): <https://www.placercoe.org/Pages/PCOE/Departments/Administrative-Services/Crisis-Response.aspx>

Staff members who require self-isolation due to COVID 19 symptoms, or exposure will not be penalized, and will receive paid time off to cover the time absent from work.

If a staff member or student has been exposed to someone who tests positive for COVID 19, a negative test does not allow that staff member or student to return to school early. Instead he or she must follow current CDC guidelines regarding self-isolation for 14 days.

Allergies/Previously Existing Conditions

If your child has allergies or previously existing conditions (such as chronic diarrhea, etc) please consult your child's pediatrician and obtain a note indicating previously existing conditions that may present as COVID symptoms so that he may be admitted to school.

Positive Test

If a student tests positive for COVID-19, parents must notify the school administrator and child's pediatrician immediately.

School Administrator will contact Placer County Department of Public Health and Sacramento Community Care Licensing and follow all directives regarding follow-on procedures.

All parents will be notified of a positive COVID 19 exposure by the school administrator. Students within the same stable group (if at school) and siblings will be sent home immediately and directed to self-isolate.

Students, faculty, and staff with possible exposure to the student who tested positive will be evaluated on a case by case basis in accordance with directions from Placer County Department of Public Health (DPH).

Parents of students determined by school staff to have close contact with a confirmed COVID 19 positive case will, in addition to being asked to have their student self-isolate for 14 days be asked to have their child tested (immediately if symptoms present and between 5 and 7 days from exposure if no symptoms present).

In the event of a confirmed COVID 19 case at school, all staff with potential exposure will be directed to self-isolate for 14 days and must receive a negative test no earlier than day 5 from exposure before returning to work.

If more than one student and/or staff member tests positive within the same time period, Placer DPH will most likely recommend temporary school closure for 14 days.

After a positive test, student may return to school when all of the following are met:

- At least 10 days have passed since the start of symptoms; and
- Student feels well enough to participate in all classroom activities.
- 72 hours have passed since resolution of symptoms (including fever without the use of fever-reducing medications)
- If student is not retested, student must have note from pediatrician indicating that he is allowed to return to school

Student, faculty, and staff confidentiality will be protected to the best of the School's ability.

Exposure to COVID 19 Positive

Students, faculty, and staff must notify the School of any household members with a positive COVID-19 diagnosis, or if they have been exposed to someone with a COVID-19 positive test (exposure is defined as less than 6ft for greater than 15 minutes).

- To return to school, the student (s), faculty, or staff must be quarantined for 14 days and not have any symptoms.

Students whose family member has been exposed to someone who tests positive for COVID-19 must stay home until the exposed family member has gone 7 days without symptoms followed by a negative test (taken between days 5 and 7) or 10 days without symptoms.

Exposure to COVID 19 Suspected

Because our priority is keeping our students and staff as safe as possible while continuing to remain open for on-campus learning, we ask that you keep your children home if they have been exposed to someone who is suspected to have COVID-19. This includes someone who is experiencing any high-risk symptoms, or who is currently being tested or awaiting results due to symptoms or confirmed exposure until the person suspected to have COVID-19 has a negative test.

Notifying the School

If someone in your household is experiencing symptoms or has been exposed to someone who is COVID-19 positive, please email info@saintclarestahoe.com or call the school office at (530) 553-1853 to let us know.

If someone in your household tests positive for C-19 please call or text Paige Roodhouse @ (775) 721-3055 immediately. It is imperative that you notify us as soon as possible, especially if school is currently in session so that we can send students who may have been exposed home as quickly as possible.

Contingency Plan: Returning to Distance Learning

Scenario 1: Short-term distance learning during quarantine periods

We understand that under the current guidelines, there may be periods of time when your child has to stay at home when healthy. In the event that your child must be kept home from school due to COVID 19 symptoms or exposure, but is healthy enough to continue school work, your child's teacher will work with you to provide distance learning materials and instruction.

Scenario 2: Mandated Return to longer term distance learning

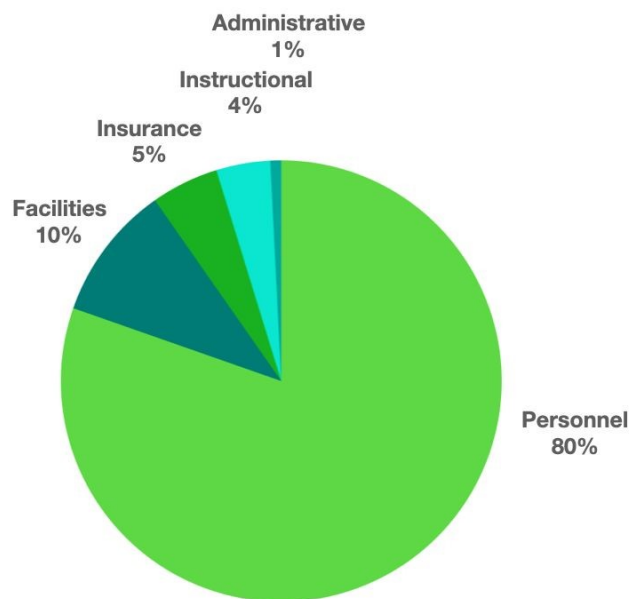
Though we do not anticipate a state-wide mandate to close daycares, in the event that we are directed by local or state authorities to close on-campus childcare we will resume distance learning as a school. Because we successfully made a whole-school shift to distance learning in the Spring, we are confident in our ability to keep our students on track academically should the scenario occur.

Tuition During Distance Learning

At St. Clare's we feel strongly that a quality Catholic education should be available to everyone who desires it, regardless of economic circumstances. Thus, we employ strong fiscal management to operate on a lean budget so that we can keep our tuition as low as possible. The tuition guide below illustrates that 95 percent of tuition covers fixed costs that do not end during digital learning. We thank you for your dedication to continuing to support our school throughout these challenging times!

What Does Your Tuition Pay For?

Tuition helps to cover costs of a St. Clare's education, which exist on or off campus



Administrative	Instructional	Insurance	Facilities	Personnel
Admissions Marketing Development Office Expenses Postage/Printing	Classroom Materials Consumables Classroom & Outdoor Activities	Liability and Other Policies	Rent Utilities Telephone Internet Janitorial Supplies	Salaries* Benefits- Medical/Dental/Vision Taxes - Payroll Substitutes Staff Development, Continuing Education & Training Courses

* Executive Director and Board Positions are Unpaid

APPENDIX A: FAQ

What if a student arrives late?

Call the front office, or contact the front office via the ring doorbell to gain entry to the school.

What about the other groups who use the building?

Both the Protestant church and the Hebrew Congregation have suspended use of the building for the year. The Hebrew Congregation will continue to have their administrator work from her office two mornings/week. With the exception of NTHC's administration, we will be the only group using the building.

What if a student needs to use the restroom?

Primary students will be escorted to the restroom by a classroom aide. No more than two primary students will be in the restroom at a time. Elementary students will use the restroom one at a time with their teacher's permission.

What is the plan for inclement weather recess?

The downstairs recreation area will serve as the space designated for when environmental or other factors prohibit being outside; however, just like normal recess, the space will only be used by one cohort at a time.

What if students need to be picked up early?

Please notify your child's teacher via email in advance, or call the school office to let us know. When you arrive, please wait outside for a staff member to escort your child to the main entrance to be signed out by the parent.

APPENDIX B: DAILY COVID SCREENING

SECTION 1: Symptoms

If someone in your household has any of the following symptoms, this creates a risk for spreading the illness to others. Please check **everyone** in your household for these symptoms each morning and keep all of your students home if someone in your home has any of the following:

	Temperature: 100.4 degrees Fahrenheit or above <i>*Please take oral temperature each morning before coming to school to avoid putting others at risk. Staff will take morning temps upon arrival with no touch thermometers.</i>
	Cough
	Shortness of breath or difficulty breathing
	Chills or repeated shaking with chills
	Fatigue or Muscle Pain
	Headache
	Sore Throat
	Congestion or Runny Nose
	Nausea or vomiting
	Diarrhea
	New loss of taste or smell
	Unexplained rash

SECTION 2: Close Contact/Potential Exposure

	Had close contact (<6' and >15 minutes) with a person with C-19 <i>* Families with medical personnel in hospital grade PPE need not check yes unless potential exposure has occurred</i>
--	---

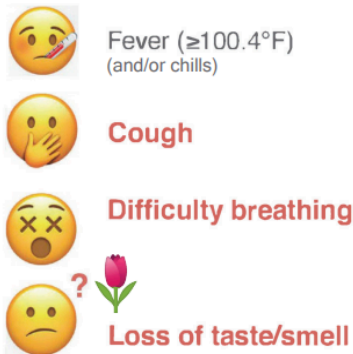
	<p>Traveled to an area with high number of C-19 cases</p> <p><i>*Please use your best judgement and discuss with the Executive Director if you plan to travel to densely populated urban areas.</i></p>
--	---

APPENDIX C: Student Symptom Decision Tree

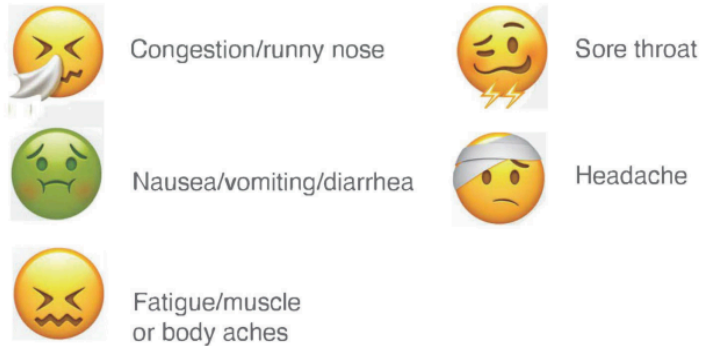
Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

High-risk: red flag symptoms

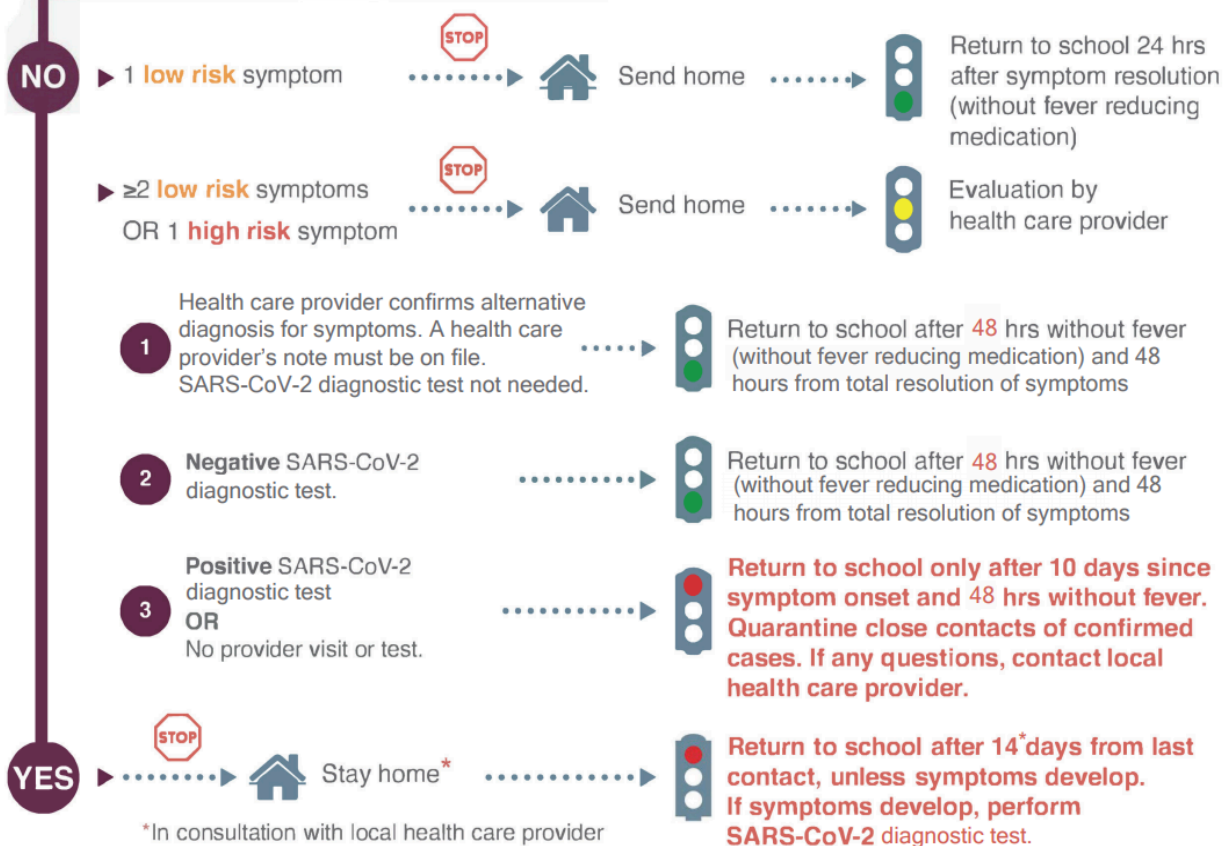


Low-risk: general symptoms



Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



*Negative test after exposure does not shorten duration of time at home

This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider.