

## PENINSULA MONTESSORI SCHOOL REOPENING CHECKLIST

Peninsula Montessori School  
31100 Hawthorne Blvd.  
Rancho Palos Verdes, CA 90275

Maximum Occupancy per Fire Code: 598

Total Square Footage: 28,000

Estimated # of employees returning to in person services: 26

Estimated # of students per grade: TK: 0 K: 15 1: 15 2: 15 3: 14 4: 11 5: 17

Number of separate stable groups per day: 6

Maximum number of members in stable groups: 18

Stable groups in Montessori are comprised of children who remain in one classroom with 2 teachers throughout the day.

Peninsula Montessori has a COVID-19 Prevention Program outlining workplace policies to protect staff and students.

A designated COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Claudia Krikorian, Head of School, is designated as a liaison to DPH in the event of an outbreak on campus.

The COVID-19 protocol includes:

Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. Temporary isolation at school is arranged if needed prior to the person's return to their home.

Informational materials are given to the parents of the case covering regulations governing self-isolation and links to sites with further guidance.

Peninsula Montessori School's Exposure Management Plan, consistent with DPH guidance outlines procedures for isolation of case(s); identification of persons exposed to cases at school; immediate quarantine of exposed employees and/or students; assurance of access to testing for all exposed individuals within the school; notification of DPH of all confirmed cases of COVID-19 among employees and children who had been at school at any point within 14 days prior to the illness onset date. Reporting of cases is done within 1 business day of the school's notification of the case using the secure web application:

<http://www.redcap.link/lacdph.educationsector.covidreport>

Peninsula Montessori School will immediately report a cluster of cases (3 or more cases within 14 days) to the DPH using the same reporting system outlined above.

In the event that full or partial closure of in-person school operations becomes necessary based on an outbreak in the school or community, distance learning will resume.

All staff and students have access to COVID-19 testing at Palos Verdes Medical Group or Exer.

All testing results will be reported to the Department of Public Health.

Vulnerable employees should discuss any concerns with their healthcare provider to make appropriate decisions on returning to the workplace.

Staggered schedules have been instituted to maximize physical distancing where possible.

All employees have been instructed not to come to work if sick or if they have been exposed to a person who has COVID-19. Employees are entitled to paid sick leave.

Use of school facilities for non-school purposes is not permitted. One exception is the use of our outdoor athletic field by non-school youth sports clubs, which is permitted when school is not in session.

Employee screenings are conducted before employees may enter the workspace. Wellness and temperature checks are mandatory. These screenings are done in-person upon arrival at the site.

Anyone entering school property is required to wear a face mask covering the nose and mouth.

All staff must wear a face mask at all times, except when working alone in a private office with closed doors or when eating or drinking. A medical grade mask is provided to any employee who is caring for a sick child.

Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.

All employee workstations allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student.

Staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a 6 foot distance from others.

Signs are posted showing 6 foot social distancing rules in force.

Staggered breaks are scheduled to reduce occupancy in staff breakroom.

All employees have been provided instructions regarding maintaining physical distancing and the required use of face masks when around others.

Classrooms, restrooms, the front office, and break room are disinfected frequently throughout the day.

There is no sharing of food, dishes, glasses, or utensils between staff and/or students.

Disinfectant and related supplies are available to employees in the staff kitchen in addition to each classroom and front office.

Hand sanitizer effective against COVID-19 is available to all employees in the front office, classrooms, and faculty breakroom.

Soap and water are available to all employees in their classrooms, staff breakroom, and all restrooms.

Employees and children are encouraged to wash their hands frequently throughout the day.

Copies of this protocol have been distributed to all employees.

The maximum number of employees permitted in the facility to maximize physical distancing of at least 6 feet far exceeds the entire number of staff.

The maximum number of students permitted in the facility to ensure physical distancing of at least 6 feet far exceeds the entire student body.

Staggered school start times make it easier for parents to drop off their children in the designated areas where they are escorted to their classroom.

Schedules are adjusted to ensure that only one cohort is moving through common spaces such as hallways at a given time.

School employees assure physical distancing as students walk through the hallways to their classrooms.

A cohorting approach has been adopted school-wide in which supervising adults and children stay together for all activities.

In-person class size has been limited to the number of students that can maintain a 6 foot physical distance throughout the day.

Online learning is offered as an option for all students and for all classes.

Teaching methods have been modified to avoid close contact between students that may usually involve group activities.

Outdoor activities are selected to permit physical distancing. Contact sports are not permitted.

Children eat their morning snack and lunch at their individual desks. A meal program is not provided; the students bring their food from home.

Montessori materials are sanitized by the teacher before and after each use.

Signage alerts visitors to maintain a 6-foot distance from school personnel.

Workstations of administrative personnel have been arranged to permit a minimum of 6 feet between individuals.

Student, staff, and visitors are screened before they may enter the school. Screening includes a check-in concerning symptoms consistent with possible COVID-19. A temperature check with a o-touch thermometer is part of the screening for all employees, students, and visitors.

Anyone who exhibits any symptoms will be reported to the COVID-19 Compliance Team which, in turn, will determine whether the individual should be excused from the facility according to DPH guidance. That person will be given a medical grade mask and accompanied to an isolation space where they can remain while arrangements are made for their return home.

Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year. All students over the age of 2 are required to wear face masks at all times while on school property except while eating or drinking.

Signage at the entry to the school and throughout the school building reinforces this requirement, as well as social distancing, and frequent hand washing. Handwashing stations are located in all classrooms, as well as bathrooms. Ethyl alcohol-based hand sanitizer is also made available to students and staff at strategic locations throughout the school, including the reception area. It should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.

Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to a preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. Upon their return home, they are instructed to self-quarantine as required by the Health Officer Quarantine Order.

Campus tours for prospective students are permitted if the tour is limited to one household unit only. All social distancing strategies are observed including proper physical distancing and face masks worn by all parties at all times.

Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are not permitted to interact with any cohorts.

Measures are in place to promote optimal ventilation in the school. Prior to school reopening, the HVAC system has been evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers.

Our HVAC system is set to maximize indoor/outdoor air exchange. High-efficiency air filters have been installed throughout the building.

Doors and windows are kept open during the school day, however fire codes requiring closure of fire-rated doors must be respected.

Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school.

A disinfecting schedule has been established in order to avoid both under and over use of cleaning products.

Common areas are disinfected daily by a professional maintenance company and frequently touched objects are cleaned frequently by staff using products that are effective against COVID-19 and EPA approved.

All cleaning products are kept out of children's reach and stored in a space with restricted access.

Custodial staff are equipped with appropriate personal protective equipment, including gloves, eye protection, and respiratory protection.

Water fountains are only used to refill students' individual water bottles.

Administrative services or operations that can be offered remotely have been moved on-line.

Our COVID-19 Prevention Program has been sent to all our families and is also posted on our website along with this Reopening Protocol.

