



# RIVERSIDE MONTESSORI ACADEMY

## 2021-2022 COVID-19 Response Plan

### INTRODUCTION

The health and safety of our community, including students, families and our staff is our utmost priority during the COVID-19 pandemic. The purpose of this Response Plan is to inform parents of the policies and procedures Riverside Montessori Academy (RIVMA) has adopted to promote the safety and wellbeing of our students, families and staff. The changes we incorporate are guided by our mission and remain focused on ensuring that our children feel safe, happy, and can return to some normalcy in their familiar school atmosphere.

The safety procedures we have established, aim to mitigate, not eliminate the risk of COVID-19 transmission. We are committed to making every effort to keep our RIVMA students, families and staff as safe as possible. We will rely on the expertise provided by Riverside County Public Health Department, the California Department of Public Health (CDPH), and Centers for Disease Control and Prevention (CDC) when it comes to making decisions on how to best mitigate the risk and protect the RIVMA community. In addition, we will continue to monitor the current statistics related to COVID-19 in Riverside and the level of transmission in our community. We will modify this plan as is deemed necessary over the course of the school year based on updated information, conditions, health data and what is found to be effective and feasible for the overall well-being of our RIVMA students, families and staff.

### CLEANING/DISINFECTING

- A variety of cleaning checklists have been created to guide all staff through the day with scheduled cleaning and sanitizing protocols.
- Aggressive cleaning procedures will be conducted throughout the day as needed. Sanitation will take place after closing .
- Cleaning and disinfecting tables, chairs, door handles, bathrooms & toys, classroom materials, will be conducted throughout the day.
- All classrooms will be cleaned and disinfected on a daily basis.
- All restrooms will be cleaned and disinfected regularly throughout the school day.
- All surfaces will be disinfected using an electrostatic sprayer at the end of each day.
- The cleaning supplies used by RIVMA are child safe and on EPA's N list of disinfectants for COVID-19.
- RIVMA has procured the following disinfectants to clean the campus throughout the day:



- o Waxie 700 Disinfectant Cleaner: One-step, neutral-pH, hospital-grade, broad-spectrum disinfectant cleaner and deodorizer for all hard, nonporous surfaces. 10-minute kill time against human coronavirus.  
EPA Registration No. 1839-166-14994
- o Waxie 730 HP Disinfectant Cleaner Diluted solution is a flexible broad-spectrum disinfectant. A one-step, Hydrogen Peroxide based product for disinfection, cleaning and deodorizing.  
EPA Registration No. 45745-11-14994.
- o PURETABS Effervescent Sanitizing/Disinfecting tablets to be used with the Protexus Electrostatic Sprayer. Hospital grade disinfectant, OSHA Bloodborne pathogen standard.  
EPA Reg No. 71847-6-91524
- Adequate supplies will be given to students to eliminate sharing of high-touch materials (art supplies, equipment, etc. will be assigned to each individual child.)
- Students will not share supplies at this time.

### STABLE GROUPS

- RIVMA teachers serving children will be assigned to one stable group and must work solely with that stable group.
- Substitute teachers who are covering for short-term staff absences are allowed but must only work with one stable group of children per day. RIVMA will not be changing staff assignments between stable groups.
- To prevent stable group mixing, RIVMA will assign children and youth who live together or carpool together to the same stable group.
- RIVMA will not move children and youth from one stable group to another unless needed for a child's overall safety and wellness.
- Stable groups will be kept separate from one another for special activities such as art, music & movement.
- Playground time and other activities will be staggered so that no two stable groups are in the same place at the same time.
- Students will have alternating lunch areas (classroom and outdoors) to promote social distancing.

### ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

- Drop off and pick-up areas will be staggered for all students to limit direct contact with parents and guardians. Specific drop off and pick-up locations will be clearly noted with signs depending on grade level and communicated with parents/guardians prior to the school start date to prevent the mixing of stable groups. Both parent/guardian and student will be asked to walk directly to the





location.

- During pick up, parents will not be allowed to enter the classroom. Due to the structural design of the campus, parents will have to come inside the campus to pick up their child. Upon entering the campus, parents will be asked to wait outside their child's classroom door for the teacher to bring him/her to them. Specific signs will be posted so that the parent can practice a social distance of 6 feet. A staff member will accompany the child outside with their belongings.
- Gatherings and congregations will not be allowed, and it is expected that all parents/guardians and students implement safe social distancing at all times while on campus.
- Only one parent/guardian will be allowed to enter the facility when picking up their child to limit the number of individuals on campus at one time. It is requested that only one parent/guardian drop off and pick up their child daily.
- Signs will be placed on the building, entrances and walkways to denote the requirement to keep a 6ft distance between all parents, students, and visitors upon entering the school grounds.
- To promote social distancing all inter-groups events and field trips will be canceled until further notice.
- During mealtimes students will have alternating lunch areas to promote social distancing.
- Physical activities that promote safe physical distancing will be implemented to ensure that students continue to receive adequate physical activity while at school.
- Playground time and other activities that require movement outside of the classroom will be staggered so that no two stable groups are in the same place at the same time.
- All teachers and staff will be directed to navigate the school in a way that minimizes congregation in communal areas.
- Staggered arrival, departure, work and break schedules have been established for staff to limit physical and direct contact with others.

#### FACE COVERINGS & OTHER ESSENTIAL PROTECTIVE GEAR

- Face coverings must be worn at all times while on campus unless an individual is eating or napping.
- Staff/teachers are allowed to be alone in a room without a mask. However, when another staff member/teachers enters the room they will be required to replace their face mask
- All Parents/Guardians/Caregivers will be required to wear a mask (covering both the nose and mouth) during all visits (drop off, pick up, screening, payments.)
- All staff members will be provided with PPE and required to wear a mask at all times when on campus.







- All students will be required to wear a face covering at all times unless eating or napping. Parents will be asked to include an extra face mask for children to use at school if their mask becomes compromised during the day. RIVMA will provide a face mask for a student who inadvertently forgets to bring a face mask to school or has no replacement for a compromised face mask.
- Parents of students who refuse to wear a mask will be contacted to reiterate the school policy. If they continue to refuse to follow the policy, they will be excluded from on-campus instruction until they are willing to wear a face covering. Students excluded on this basis will be offered RIVMA's Learn From Home Program to continue their learning.
- Staff will be provided face masks and face coverings, and are expected to wear them daily at all times while on campus. Personal face coverings will be allowed in compliance with RIVMA dress code policy.
- RIVMA recognizes there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be communicated to the school by way of a physician's order and the staff member and students will be required to wear a face shield with a drape at the bottom.

## HEALTH SCREENINGS FOR STAFF, STUDENTS AND PARENTS/GUARDIANS

### EMPLOYEE

- Symptom screening in conjunction with temperature screenings will be done daily.
- All RIVMA teachers and staff will be asked to conduct a symptoms self-check and temperature check with a thermometer prior to arriving on campus. If they are experiencing any COVID-19 symptoms and/or have a fever of 100.4 degrees they will be advised to stay home and monitor their symptoms.
- Employees with a fever must be 24 hours fever free (without the use of fever reducing medication) and have a doctor's note to return to work.
- Employees will have their temperature taken with a non contact thermometer upon arrival to the center. If the employee's temperature is  $\geq 100.4$  they will not be cleared to work.
- Employees will also be required to have their temperature checked when clocking in after a meal period and must have a temperature under 100.4.
- If an employee's temperature is under 100.4, they will note their temperature and answer a few noninvasive symptom screening questions on the pre-screen form. These will be filed with HR in a secure, private medical file.





## STUDENTS & PARENTS/GUARDIANS

- Prior to arrival, parents will be asked to conduct a symptoms self-check and temperature check on themselves and their child. If the parent or student is experiencing any COVID-19 symptoms and/or have a fever of 100.4 degrees, they will be advised to stay home until they are no longer experiencing any symptoms.
- Parent/guardian symptoms and temperature screenings will be conducted upon arrival and pickup. Parent/Guardian and/or Student(s) with a temperature reading of greater than 100.4° will not be allowed to enter the facility and will be asked to return home. In addition, children who appear unwell despite a fever less than 100.4° will not be permitted entry.
- If Parent/Guardian & student's temperature is read normal, the Parent/Guardian will be asked to check in their child through their phone "app" on brightwheel and fill out a symptom screening questionnaire through this app. This will allow for parents to have limited contact with RIVMA staff and teachers.
- All temperature checks will be noted by RIVMA staff with staff initial and the date/time. These will be filed with the site director in a secure, private medical file.
- RIVMA teachers and staff will be vigilant throughout the day for children who become sick while on campus. Students that show symptoms while school is in session will be discreetly sent to the isolation room and parents/guardians will be notified immediately for pick up. The student will need to stay home as clarified in later parts of this document.

## VISITORS

- RIVMA will be a CLOSED CAMPUS. All nonessential visitors will be restricted from campus during this time.
- Essential vendors will be expected to wear proper disposable PPE and pass a temperature check and symptom screening prior to entering school.

## HEALTHY HYGIENE PRACTICES

- All staff and student(s) will be required to wash their hands upon arrival and prior to beginning their workday/school day.
- Frequent hand washing throughout the day will be required of all staff and students. Hand sanitizers will be offered throughout the school for both students and teachers to use.
- Teachers will educate students on safe hand hygiene practices that align with CDC guidelines through the use of educational material and frequent demonstrations.
- Handwashing will take place for at least 20 seconds per student
- Below are the intervals in which hand washing will take place. These include, but are not limited to:
  - Beginning and end of class





- After restroom uses
- Before and after meals and snacks
- Upon drop/ off and arrival
- Before/ after outside play
- RIVMA will provide alcohol free hand sanitizer for student use throughout the day

## IDENTIFICATION AND TRACING OF CONTACTS

### EMPLOYEES/STUDENT DEVELOP COVID-19 SYMPTOMS WHILE AT SCHOOL OR HOME

- In order to limit the possibility of exposing other students, parents, and staff members, we ask that parents do not send student(s) to school if they display any symptoms of COVID-19 (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.) Students who are absent from school are always welcomed to join the RIVMA Learn From Home Program.
- If a child becomes sick while at school, they will be removed from the classroom, isolated in the isolation room and will need to be picked up by a caregiver within an hour.
- If an employee becomes sick while at work, they will be removed from the classroom, and sent home immediately.
- The employee or student may return to campus when:
  - Symptoms have significantly improved AND
  - Are fever free for 24 hrs (without the use of fever reducing medication)

### EMPLOYEE OR STUDENT TEST POSITIVE FOR COVID-19

- RIVMA will notify Riverside Public Health Department within 24 hours.
- A student or employee who tests positive for COVID-19 will be required to notify the Executive Director, Dr. Amila Chandrapala immediately via email at [drchandrapala@rmakids.com](mailto:drchandrapala@rmakids.com) or by telephone at 951-682-1335.
- RIVMA will identify close contacts.
- RIVMA will report all positive COVID-19 cases and close contacts to Riverside Department of Public Health within 24 hrs via SPOT.
- **Exclude confirmed cases** for 10 days from the last positive test date.
- To return to school, a confirmed case must:
  - show significant improvement in overall COVID-19 symptoms AND
  - be fever free without the use of fever reducing medications for 24 hrs AND
  - complete 10 days of isolation after the date of the last positive test.
- **Exclude all exposed** close contacts (possibly the entire stable group) from







school for 10 days after the last date the confirmed COVID-19 case was exposed at school while infectious.

- Teachers or students who have been in close contact with someone with COVID-19 will be required to quarantine for 10 days with the following points considered:
  - If the individual does not exhibit symptoms, they must quarantine for 10 days.
  - If an individual begins to show symptoms during the 10 day quarantine time period, testing is recommended 5-7 days after exposure. If the test is negative, the individual may return to campus after 10 days. If the test is positive, the individual must isolate for 10 days from the positive test result.
- Cleaning and Disinfecting after a confirmed COVID-19 case:
  - RIVMA has created a specific cleaning protocol with the guidance of CDC to disinfect areas where an individual exposed or diagnosed with COVID-19 would have had contact. All areas will be cleaned and disinfected with the proper solutions depending on the surface type (germicidal disinfectant spray or bleach and water solution), focusing especially on frequently touched surfaces.
  - RIVMA will close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before cleaning and disinfecting areas identified.

## PHYSICAL DISTANCING

At RIVMA, our goal is to create a balanced environment that promotes social distancing and safety precautions while minimizing the disruption to teaching and learning. Physical distancing of at least 4ft will be implemented among students. Physical distancing of at least 6ft will be implemented for all adult individuals who come onto campus (staff & parents/guardians). Teachers will continue to encourage safe, healthy, learning, and play. The following activities have been modified to promote social distancing:

## SOCIAL DISTANCING

- All RIVMA teachers, staff, and parents will be advised to maintain social distance during any times when contact is required.

## MEALTIME PROTOCOLS

- Students will have alternating lunch areas (classroom and outdoors) to promote social distancing.

## OUTDOOR PROTOCOLS

- Physical activities that promote safe physical distancing will be implemented to ensure that students continue to receive adequate physical activity while at school.





- Outside play equipment will be sanitized daily.

#### **CLASSROOM PROTOCOLS**

- To promote social distancing all inter-groups events and field trips will be canceled until further notice.
- Students will receive individualized supplies and sharing of supplies will be limited depending on activity.
- Table space will be marked off with a name tag to ensure proper distancing. Water bottles will be placed within their table space.
- Share time has temporarily been suspended and toys or stuffed animals will not be allowed into the classroom.
- Whenever possible, class will be held outside and windows will be opened to provide more ventilation.

#### **PARENTS**

- Drop off and pick up areas will be staggered for all students to limit direct contact with parents and guardians. Specific drop off and pick up locations will be determined by grade level and communicated with parent/guardian prior to the school start date. Both parent/guardian and student will be asked to walk directly to the location. During pick up, staff will conduct a symptom and temperature screening prior to entrance into the facility.
- RIVMA will request that only one (not both) parent/guardian accompany the student when checking in or picking up and that the same parent/guardian accompany their child daily for both the drop off and the pick-up.
- Relatives including siblings should refrain from accompanying the student and will not be allowed into the facility.
- While we can understand that socializing and catching up with friends and others in the parking lot, classrooms, and other areas inside the school buildings was a key part of the relational culture at RIVMA, at this moment, we are asking parents not to loiter in such areas.

#### **STAFF TRAINING AND FAMILY EDUCATION**

- RIVMA teachers and staff will receive an Employee COVID-19 Guidebook and complete a mandated COVID-19 training on the following topics:
  - Coronavirus Awareness
  - COVID-19 Symptom identification
  - Temperature checks and health screening
  - Hand Washing and other safety measures to stop the spread of COVID-19
  - PPE and Guidelines for Using Face Covering
  - RIVMA's Confirmed COVID-19 Protocol







- RIVMA administration will conduct regular virtual staff meetings and COVID-19 trainings for all staff and teachers.
- Students will be trained on proper hygiene practices that align with CDC guidelines through the use of educational material and frequent demonstrations.
- Staff and families will be trained on arrival and departure procedures, social distancing practices, daily pre-screening protocols, the importance of maintaining social distancing and will be provided information on RIVMA's safety plan.

## TESTING OF STUDENTS AND STAFF

- RIVMA will consistently monitor and work with Riverside Department of Public Health to determine the levels of community transmission and when making decisions about implementing layered prevention strategies against COVID-19.
- RIVMA's testing cadence will be determined based on the CDC's Screening Testing Recommendations for K-12 Schools by Level of Community Transmission guidance:
  - **LOW TRANSMISSION**
    - Students: Do not need to screen students
    - Teachers and staff: Offer screening testing for teachers and staff who are not fully vaccinated at least once per week.
  - **MODERATE TRANSMISSION**
    - Students: Offer screening testing for students who are not fully vaccinated at least once per week.
    - Teachers and staff: Offer screening testing for teachers and staff who are not fully vaccinated at least once per week.
  - **SUBSTANTIAL TRANSMISSION**
    - Students: Offer screening testing for students who are not fully vaccinated at least once per week.
    - Teachers and staff: Offer screening testing for teachers and staff who are not fully vaccinated at least once per week.
  - **HIGH TRANSMISSION**
    - Students: Offer screening testing for students who are not fully vaccinated at least once per week.
    - Teachers and staff: Offer screening testing for teachers and staff who are not fully vaccinated at least once per week.

**Levels of community transmission defined as total new cases per 100,000 persons in the past 7 days (low, 0-9; moderate 10-49; substantial, 50-99, high, ≥100) and percentage of positive tests in the past 7 days (low, <5%; moderate, 5-7.9%; substantial, 8-9.9%; high, ≥10%.)**

- RIVMA will require all staff members to show proof of being fully vaccinated or if unvaccinated staff will be required to test weekly.
- RIVMA will require response testing for all staff and students who have had





known exposure to COVID-19.

- Students and staff will be provided with the following options to receive testing:
  - Consult/receive a referral from their primary care physician or medical plan to get tested.
  - Staff will also have the following option:
    - Use MeMD medical plan provided through AFLAC whereby employees will call 855-636-3669 to consult with a licensed medical provider and receive information on where to get tested. The cost for this service is \$25 per e-visit.
- The School Administrative Coordinator will work with each teacher and staff member to confirm their test was taken, and collect results in accordance with privacy laws.
- Results of each student and staff member's test will be sent via email to our Administrative Coordinator, Tyra Moody to Tyra@rmakids.com to be tallied and forwarded to Dr. Chandrapala for review.
- Positive data results will be used to contact trace.
- As required, RIVMA will report positive results to the County of Riverside Public Health Department via SPOT.
- Identification and notification of all persons who came in close contact with the positive diagnosed person will be implemented.

### TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

- School closure will be determined based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19 and consultation with the Riverside Public Health Officer.
- In the event of a school closure, RIVMA's onsite program will be suspended and students will be transitioned to RIVMA's Learn From Home Program.
- Triggers for school closure:
  - At least 5 percent of the total number of teachers, students, and staff are confirmed COVID-19 cases within a 14-day period (school switches to Distance Learning Protocol) or
  - 3 individuals during a 2 week period
  - RIVMA may reopen after 10 days and the following have occurred:
    - Cleaning and disinfection.
    - Consultation with the local public health department.

### COMMUNICATION PLANS

- RIVMA will communicate possible COVID-19 exposure to parents using the bright wheel app. This will alert parents immediately via a text message of the potential exposure.
- A follow up email will also be sent to parents informing them of the possible exposure. This email will provide information on RIVMA's COVID-19 safety





protocols, options for distant learning and information on testing.

- Teachers will be notified via phone call, text message and email of possible exposure and information on testing.
- RIVMA admin will report confirmed and exposed cases to local health officials within 24 hours via SPOT.



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