



# County of San Diego Elementary School Waiver

Application for a Waiver to Re-open In-Person Instruction for TK-6 Elementary Education.

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for the elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

If all documentation is not included application can not be processed.

Once the waiver is approved, your information will be posted on the County of San Diego website, <http://Coronavirus-sd.com/K12Schools>

**School Name**

Country Montessori School

**District name**

Private School

**District School(s) Name****Contact Name**

Adela Corrales

**Contact Email**

adelac@countrymontessori.org

**Address**

12642 Monte Vista Road

**City**

Poway

**Zip Code**

92064

**Type**

Private School

**Grades to be Reopened**

- 1
- 2
- 3
- 4

5  
K

**Number of Students in Reopening Grades**

80

**Number of Staff at Reopening Sites**

23

**Proposed Reopening Date**

08/24/20

**Labor Organization**

Labor Organization: Staff members have been involved with planning and preparations for the schools reopening plan. Staff members were consulted through various meetings between 6/22/2020 and 8/7/2020 (during summer). Additionally, teachers signed a letter of support on 8/10/2020 & 8/12/2020 (see additional documents - teacher support signatures).

**Parent Organization**

Parent Organization: We provided a Fall Preference Form for families to indicate their instruction preference for the 2020-2021 school year. This survey was sent out June 29th and remained open for 30 days, 65.71% of our families indicated that they wanted the onsite - looping method for the fall. Those who indicated they would like distance learning will be offered distance learning (see additional documents - Fall Preference Form).

**Community Organization**

Our school Board of Directors which is made up of the Head of school, teacher representatives and parents have been consulted via virtual meetings. Those board members have also participated in the fall preference form indicating their preferred instruction method for the fall. Board members were consulted on June 9th regarding school reopening procedures. Additionally, they have been regularly consulted between June through August regarding reopening updates and adjustments to health and safety protocols. Board members have also been recipients of all Admin Corner (school newsletters) used to provide regular family updates and information about health and safety protocols (Our board members also participated in the fall preference form see additional documents - Fall Preference Form).

**1. Published on Webpage**

<https://www.countrymontessori.org/reopeningplan/>

**1.A) Webpage Section/Page**

Page 2, Section 1

## **1.B) Webpage Language**

1. Webpage: All Reopening Plan(s) / Coronavirus Disease Prevention are published on our school website <https://www.countrymontessori.org/reopeningplan/>

## **2. Distance Learning**

YES

### **2.A) Distance Learning Section/Page**

Page 2, Section 2

### **2.B) Distance Learning Language**

2. Distance Learning: A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student's health conditions. The distance learning option will be available to all students, regardless of circumstances. Our distance learning option will mirror the on-site classroom and will be live Monday-Friday. Our goal is to have our distance learners experience be as close to what they would have on-site. We know that in the beginning, it may require additional communication with our parents and students, with the intention to have the communication balance out as it would if the student were on-site. Families who select distance learning will still have the opportunity to have their child assessed on a regular basis in accordance with the CA Health and Human Services Agency to ensure their instruction is individualized and meets the unique needs of each student.

- Class will begin on time
- Attendance / Tardies will be recorded
- Each student needs access to an electronic device and a quiet workspace/desk/table
- Students need to be dressed and fed breakfast before class begins
- Recess/snack and lunchtime will be assigned
- Google classroom and Zoom will be used
- Lessons
  - o All lessons will be given live, some pre-recorded may be used
  - Zoom lessons will not be recorded
  - o Lessons will be given individually and in small groups
    - Work will be sent home and turned in
    - Schedule to be determined
    - Will occur during the regular school day dismissal procedure
    - Materials/Supplies will be provided
    - o Enrichment Classes
      - Spanish-Live
      - Music-Live
      - PE-Live, may have some pre-recorded lessons
      - Computer-Pre-recorded lessons will be phased in
      - Elementary Art-Live and may have pre-recorded lessons
      - Reading Groups-Live
      - Communication
      - o Students
        - Individual check in times will be arranged on as needed basis

- o Parents
- Check in times will be arranged
- Before or after school, not during the regular school day on as needed basis

### **3. Physical Distancing**

YES

#### **3. A) Physical Distance Section/Page**

Page 3, Section 3

#### **3. B) Physical Distancing Language**

3. Physical Distancing: Classroom Environment –

- o Stable groups
  - o Classroom spaces divided by shelving or partition
  - o Tables/work rugs spaced 6 feet apart and assigned seating for both (each child will have their own workspace not shared by anyone else)
  - o Plastic/Cardboard table corrals for tables of more than one student
  - o No apron/jacket racks
  - o Designated bathrooms
  - o Designated cubby space for lunches, work
  - o Student water bottles will be permitted (will be placed on their table)
  - o Each student will have a pencil box of supplies on their table
  - o Group snack
  - o Assigned lunch tables/seats - Rotation
  - o Utilizing outdoor learning spaces
  - o Designated/ Rotation of playground and outdoor spaces
  - o Open windows
  - o Students will stay with their designated cohort throughout the day for recess, lunch and all other activities
- We will also be utilizing our ample outdoor space as additional learning areas to maximize social distancing throughout the day. (See additional documents - waiver application for photos of classroom spaces promoting social distancing and outdoor spaces on page 4-13)

### **4. Stable Cohorts**

YES

#### **4. A) Stable Section/Page**

Page 14, Section 4

#### **4. B) Stable Cohorts Language**

4. Stable Cohorts

- Country Montessori School will be utilizing the Department of Education Looping method – students will be placed in consistent stable groups (cohorts) with an assigned teacher/s and similar age levels. Looping allows for safe onsite instruction thus maintaining the relationships between students and teachers, more targeted and efficient instruction. Cohort will utilize a designated area with all the requirements of PPE and hygiene protocols. Classrooms environments will be equipped with plastic/ vinyl/ cardboard dividers/corrals for desks, taped off floor space to promote social distancing. Outdoor areas will also be utilized as much as possible

as weather permits. Cohort sizes will be dependent on enrollment but will be established to promote the smallest groups possible in accordance with available staffing and learning spaces. Cohorts will remain together throughout the day for all activities including: classroom instruction, recess, and lunch.

## **5. Face Coverings**

YES

### **5.A)Face Covering Section/Page**

Page 14, Section 5

### **5.B) Face Covering Language**

#### **5. Face Coverings and Other Essential Protective Gear**

- In accordance with CDPH guidance: Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.
- CMS has a supply of face coverings to provide them to any student who inadvertently fails to bring a face covering to school to prevent unnecessary exclusions.
- Any student excluded from campus due to refusal to wear a face covering but who is not exempt will be offered distance learning.
- CMS has a supply of face coverings to provide them to any individual who needs one.
- Face Masks- CMS will be following the COVID-19 Industry Guidance for Schools regarding face masks. All Students 3rd – 5th grade will be required to wear a face mask. For 3rd – 5th grade (who are required to wear a face mask) a face shield is not an acceptable alternative to a face mask. At this time all other grades are strongly encouraged to wear a face mask. In accordance with the California Department of Public Health (CDPH): All persons two years of age or older who are present in the county shall have possession of a face covering when they leave their home or place of residence. We are requiring that ALL students, regardless of their age, wear their face mask during morning arrivals and dismissals as they are entering their respective classrooms. This will help us to ensure we are all in compliance with the CDPH requirement that everyone have a mask in their possession. Once in their classroom K, 1st and 2nd grade may take their mask off if needed. However, we strongly encourage all students to wear their face masks as much as possible. Teachers and staff will wear a face mask throughout the day.
- Teachers have all been provided with cloth face coverings. Additionally, our campus maintains a supply of disposable face masks in the event a teacher or student requires one.
- Gloves- our school maintains a supply of nitrile gloves to be utilized at any time needed for cleaning or as additional protective gear
- We have established a PPE cabinet that contains all needed safety and protective gear including but not limited to: gloves, hand sanitizer, face masks, EPA approved cleaners and disinfectants

## **6. Cleaning and Disinfection**

YES

### **6. A) Cleaning and Disinfecting Section/Page**

Page 15, Section 6

### **6. B) Cleaning and Disinfecting Language**

6. Cleaning and Disinfection – CMS will be utilizing the guidance of the CDC in regards to how to properly clean and disinfect  
[https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

- [ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
- Disposable gloves are available to be used when cleaning or disinfecting
- Touch free hand sanitizing stations have been installed near all entrances and exits of all classrooms throughout the campus
- All hand sanitizers contain at least 60% ethyl alcohol as recommended by the CDC
- Staff will sanitize supplies and facilities throughout the day
- Play structures will be phased in (TBD) and sanitized prior to use by different groups
- CMS has also purchased an electrostatic disinfectant sprayer to allow for quick disinfecting of all classroom spaces and materials as part of regular deep cleaning practices
- All water fountains will be taped off. Students will bring reusable water bottles which teachers will assist with filling to ensure they have regular access to water throughout the day
- Daily cleaning and enhanced sanitation will occur at the end of each day with a focus on disinfecting all “high touch” areas
- Janitorial staff have also been instructed to focus on high touch areas for increased sanitation

## **7. Entrance, Egress and Movement**

YES

### **7. A) Entrance/Movement Section/Page**

Page 15, Section 7

### **7. B)Entrance/Movement Language**

7. Entrance, Egress, and Movement Within the School

Morning Arrivals

- 8:15-8:45
  - 4 lanes for cars
    - o Grades 4 cohort and 5 cohort use curbside
    - o Grades 2 cohort-3 cohort use lane closest to the cross walk
    - o Grade 1 cohorts (2) and Kindergarten class DF -use second lane
    - o Kindergarten classes BB and LB -Use lane closest to fence
  - All teachers must be wearing masks
  - All 3-5 grade students will be wearing their masks when exiting their car and throughout the day
  - All 1-2 grade students must be wearing their mask before exiting their car and are strongly encouraged to wear it all day
  - All Kindergarten students must be wearing their mask before exiting their car and are strongly encouraged to wear it all day
  - Only the student cohorts teacher will retrieve their students from the car
  - The cohorts will not mix while walking to their classrooms
- Entries/Exits
- All 4 grade students will enter/exit the classroom using front door on the south side
  - All 5 grade students will enter/exit the classroom using the door that is on the north side
  - All 3 grade students will enter/exit the classroom using the door on the north side
  - All 2 grade students will enter/exit the classroom using the first door on the south side
  - All 1 grade students will enter/exit the classroom using the second door on the south side
  - All LB Kindergartners will use their south facing door

- All BB Kindergartners will use their south facing door
- All DF Kindergartners will use their south facing door
- No one will use the kitchen entry

#### Dismissals/Departures

- 3:00-3:15
- 4 lanes for cars
  - o Grades 4 cohort -5 cohort use curbside
  - o Grades 2 cohort 3 cohort use lane closest to the cross walk
  - o Grade 1 cohorts (2) and Kindergarten class DF -use second lane
  - o Kindergarten classes BB and LB -Use lane closest to fence
- o All teachers must be wearing masks
- All 3-5 grade students will be wearing their masks when exiting their classroom and until they are in their car
- All 1-2 grade students must be wearing their mask before exiting their classroom and until they are in their car
- All Kindergarten students must be wearing their mask before exiting their car and are strongly encouraged to wear it all day
- Only the student cohorts teacher will put their students in the car
- The cohorts will not mix while walking to their cars

#### Visitors/Parents

- Visitors are not allowed on campus
- Parents do not need to be on campus with the above arrival/dismissal procedures
  - o Administration will meet parents outside in parking lot should they need something
  - o Administration and parents must be wearing masks
- Teachers will be limited to interactions with cohorts to the extent possible
  - o Grade level teachers will only be with their cohorts
  - o Spanish, PE, and Art teachers will be with all cohorts
- Using outdoor learning classroom environments

## 8. Health Screenings

YES

### 8. A) Health Screening Section/Page

Page 17, Section 8

### 8. B) Health Screening Language

#### 8. Health Screenings for Students and Staff

- Daily Self-Declaration by Families and Staff – In an effort to protect the health and safety of our entire community families and staff will need to digitally sign a daily self-declaration prior to entering the campus. Families and staff must be able to answer “no” to the following questions.
  - o Have you or anyone in your household traveled internationally within the last 14 days?
  - o Have you or anyone in your household had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
  - o Have you or anyone in your household experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?
  - o Have you taken any fever reducing medication within the last 24 hours?
- If you answer “yes” to any of these questions additional details will be required prior to you entering the campus.
- All parents must complete a daily self- declaration prior to dropping their child off. Teachers must complete a daily self-declaration prior to beginning their work day.
- The parent and staff self-disclosure is completed by scanning a QR

code that is linked to a Google Form. For those without a smart phone we also have paper copies of the self-declaration available as well.

- Daily Temperature Checks – prior to a student/ staff entering campus/ classroom they will have their temperature taken using a no-touch forehead thermometer. Any student or staff with a temperature exceeding 100 degrees will not be allowed to attend school/ work that day.
- In the event that a child or staff shows symptoms once onsite they will be separated in a designated area away from others so that they can be sent home immediately and minimize possible exposure to others

### **8. C) Language for Symptomatic Students or Staff**

- In the event that a child or staff shows symptoms once onsite they will be separated in a designated area away from others so that they can be sent home immediately and minimize possible exposure to others

## **9. Healthy Hygiene Practices**

YES

### **9. A) Healthy Hygiene Section/Page**

Page 18, Section 9

### **9. B) Healthy Hygiene Language**

#### 9. Healthy Hygiene Practices

- Upon arrivals all teachers and staff will wash their hands, have their temperature taken and open all windows of their classroom environments.
- Teachers regularly reminding students to use tissue to wipe their nose and to cough/ sneeze into a tissue or their elbow
- Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; upon entering the classroom from outside area; before/ after handling any shared items; and before and after using the restroom.
- Upon arrival all students will wash their hands immediately after entering their classroom environment
- Students and staff are regularly reminded to always wash their hands for 20 seconds with soap. Signage reminding them about using soap and the proper duration of handwashing is posted in all restrooms
- Individual supply kits have been established so that each student has their own materials of all needed supplies
- Touch free hand sanitizing stations are also being installed near all entrances and exits of all classrooms throughout the campus
- All hand sanitizers contain at least 60% ethyl alcohol as recommended by the CDC
- Staff will sanitize supplies and facilities throughout the day
- Daily cleaning and enhanced sanitation will occur at the end of each day with a focus on disinfecting all “high touch” areas
- Lunch areas for all students will be set up to allow for social distancing
- Recess times will reflect the same groupings of students as their classroom cohorts
- Play structures will be phased in (TBD) and sanitized prior to use by different groups
- CMS has also purchased an electrostatic disinfectant sprayer to allow for quick disinfecting of all classroom spaces and materials as part of regular deep cleaning practices



- All water fountains will be taped off. Students will bring reusable water bottles which teachers will assist with filling to ensure they have regular access to water throughout the day
- Parents who are dropping off at CMS may also be subject to a temperature check
- Parents will sign in using a no touch sign in utilizing a QR code which they will scan with their smartphone.
- Parents who are dropping off must also wear a face mask that covers their nose and mouth
- Parents will be asked to digitally sign a daily self- declaration form
- All required signage is posted in all classrooms, buildings and bathrooms

## **10. Identification and Tracing of Contacts**

YES

### **10. A) Identification and Tracing Section/Page**

Page 19, Section 10

### **10. B) Identification and Tracing Language**

#### 10. Identification and Tracing of Contacts

Country Montessori School utilizes a student information system called FACTSMgt to maintain contact information for all enrolled students and families. Contact lists are being compiled for each consistent cohort containing student's name, parent names, phone number and email addresses. These contact lists will make it possible to quickly notify individual groups of any possible exposure risks. These lists can also be provided to local health department in the event that we need to coordinate with local health department for notification or tracing of contacts.

In the event of a confirmed COVID-19 case infection: In accordance with COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year CMS would take the following actions:

- Notify the San Diego Department of Public Health
- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious
- Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
  - o Electrostatic disinfectant sprayer will be utilized to thoroughly disinfect any materials or area where case spent significant time
- School may remain open depending on the extent of potential exposure and recommendations by local department public health
- School will utilize Admin Corner (school newsletter) to provide notification of a confirmed COVID-19 case as well as the follow up procedures and recommendations by the local department of public health

We have designated 2 administrative staff to assist with any contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. The main point of contact for the local health department about Coronavirus Disease is our Head of School, Adela Corrales adelac@countrymontessori.org 858-673-1756

## **11. Staff Training and Family Education**

YES

**11. A) Staff Training and Family Edu. Section/Page**

Page 19, Section 11

**11. B) Staff Training and Family Edu. Language**

11. Staff Training and Family Education

Staff Training

- Designated meetings with small groups of teachers of different grades and classes are scheduled for the week of August 10, 2020
  - Areas to be covered
    - o Face coverings – sharing and reviewing the CDC guidance on how to wear masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
    - o Cleaning and disinfection
    - o Physical distancing guidelines and their importance
    - o COVID-19 specific symptom identification - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
    - o How COVID-19 is spread
    - o Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
    - o Lunch procedures and schedules
    - o Recess procedures and schedules
    - o Arrival/dismissals of students procedures
    - o Entry/exit locations for all grades
    - o Staff procedures and protocol when arriving at the school each day
    - o Procedures for egress and movement within the school
    - o Procedures of screening our students and staff for symptoms of Coronavirus disease 2019 and where the designated isolation areas are
    - o Measures to be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with CoVID-19
    - o Triggers that would cause school to go to distance learning
    - o Communication procedures and protocol about cases and exposures at the school using the California Department of Public Health criteria
- Family Education
- Continued communication via the Admin Corner (a bi-monthly newsletter or as needed)
  - o Immediate responses to emails with questions from parents who may need things clarified

**12. Testing of Students and Staff**

YES

**12. A) Testing Section/Page**

Page 20, Section 12

**12. B) Testing Language**

12. Testing of Students and Staff

In accordance with COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year school staff are essential workers, and staff includes teachers, paraprofessionals, or any other school employee that may have

contact with students or other staff. Staff members will be directed to their primary care physicians to request regular testing. Every month 50% of all staff will contact their primary care physician to request COVID-

21

19 testing as an essential worker. We will maintain these testing practices as testing capacity permits and as practicable.

Similarly, any students / staff who are displaying possible symptoms of COVID-19 which include but are not limited to will be directed to contact their primary care physician for recommendations regarding being tested for COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Students or staff waiting for test results will need to be cleared by a physician prior to returning to campus.

### **12. C) Staff Tested Periodically Language**

In accordance with COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year school staff are essential workers, and staff includes teachers, paraprofessionals, or any other school employee that may have contact with students or other staff. Staff members will be directed to their primary care physicians to request regular testing. Every month 50% of all staff will contact their primary care physician to request COVID-19 testing as an essential worker. We will maintain these testing practices as testing capacity permits and as practicable.

### **13. Triggers for Switching to Distance Learning**

YES

#### **13. A) Triggers to Dist. Learning Section/Page**

Page 21, Section 13

#### **13.B) Triggers to Dist. Learning Language**

13. Triggers for Switching to Distance Learning

- We will follow the California Department of Public Health criteria
- School closure will be based off of the following
  - o Number of cases
  - o The percentage of the teacher/students/staff that are positive for COVID-19
  - o Multiple cases in multiple cohorts when at least 5 percent of the total number of teachers/ students/ staff are cases within a 14 day period
  - o Follow up with the Local Health Officer
  - o The LHO may also determine school closure for reasons such as
- Results from public health investigation
- Other local epidemiological data

## 14. Communication Plans

YES

### 14. A) Communication Plans Section/Page

Page 21, Section 14

### 14. B) Communication Plans Language

#### 14. Communication Plans

Country Montessori School provides regular updates to families and staff through the use of bi-monthly newsletters (admin corner). We are also able to send directed emails and/or text messages to specific groups of families based on cohort groupings utilizing our student information system FACTSMgt and their Parent-Alert system.

We will continue to provide regular updates to our community to ensure everyone is informed of the latest updates regarding our school health and safety procedures and any changes to guidance for our COVID-19 protocols.

In the event a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19 we would follow the guidance provided in COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

Notification would be given to all those who were potential exposed, but would not disclose personal information in accordance with FERPA and HIPAA privacy standards.

(see additional documents - communication of symptoms, infection or diagnoses of COVID-19 and copies of past school newsletters - Admin Corner).

#### Superintendent Name

Adela Corrales

#### Job Title

Head of School

#### Phone

8586731756

#### E-mail

adelac@countrymontessori.org

#### Attachments

Upload Files

11 Attachments

		Cancel	Submit