

LMS Pandemic Response Plan-March 2022

The purpose of this document is to outline the protocols and procedures that have been implemented to achieve the health and safety of our school community during this time.

LMS's teachers and administration are very much looking forward to welcoming new students to campus. Our staff have used their professionalism to create classroom environments which - to the best of their ability and within the limitations that exist - promote maximum safety as outlined in this document. As such, we ask each family to read through what is outlined here very carefully and, be sure your family understands and considers the limitations that exist.

LMS's approach to minimizing risk is detailed below. We appreciate the understanding of all LMS parents that protocols may evolve as we refine and analyze our practices on an ongoing basis and as our health community updates their guidelines.

Updates for Members of the LMS Community

Student and Staff Attendance

Students and staff who show any signs of illness may not attend school. Examples of symptoms include:

- a persistent cough
- a temperature > 100°F
- chills
- muscle pain
- shortness of breath or difficulty breathing
- sore throat
- congestion or runny nose
- temporary loss of taste or smell
- nausea
- vomiting
- diarrhea
- fatigue

If any member of the household exhibits any of the above symptoms, please refrain from coming to campus until you have been symptom-free for at least 24 hours. If a student exhibits any of the above symptoms, they will need to do one of the following:

Provide a negative PCR test and wait 24 hours after the symptom starts improving. Alternatively, a student may stay home for 5 days after the symptom starts and take an antigen (home kit) test on Day 5. If it is negative and symptoms have been improving for 24 hours, the student can return on Day 6. If a Doctor concludes the symptom is a chronic symptom, like an allergy, you may provide a note with contact information for us to follow up.

Email (or call) the office and your child's Teacher to let them know when the symptoms began and whether you will be getting a PCR test or waiting 5 days to give the antigen test.

If an unvaccinated student has had contact with a confirmed Covid-19 case outside of school, they must quarantine at home and away from the COVID positive individual for 5 days. They can take an antigen (home kit) test on Day 5 and return on Day 6 if it is negative. If the child develops any symptoms within 14 days of their exposure, they will need to take a PCR test before returning. Please inform the office and your child's Teacher if this occurs. Vaccinated students and staff do not need to quarantine after exposure, though we do ask they test on Day 3.

If a student exhibits any of the above symptoms while at school, we will isolate them in the front room of the office and call the parents immediately. If a parent can't be reached within 30

minutes, we will start calling the emergency contacts listed. The child will need to follow the above protocols when any symptom is present.

Check in with your Doctor about receiving a PCR test for your symptomatic child. If you cannot obtain one at your Doctor's office, tests can be found at local county [testing sites](#) for free.

After Travel

Students and staff do not need to quarantine after travel.

Arriving at the LMS Facility

Arrival Procedure

We request that parents take their child's temperature before leaving home each morning. Should a child's temperature be 100°F or higher, please refrain from bringing them to school.

The following steps are our arrival procedure:

1. Temperature check
 - a. A staff member will take your child's temperature using a non-touch thermometer
2. Wellness Check
 - a. The staff member will check that your child is symptom-free before allowing them inside
3. Sign In/Out
 - a. We offer a touch free experience when signing your child in and out. Parents use an app on their phone to sign their child in/out.
4. Handwashing
 - a. Children will enter the classroom and go straight to the sink to wash their hands

We ask parents who accompany their children to school to remain with them until they are cleared following the wellness check.

Should a student's temperature be higher than 100°F on the first check, we will ask the child to step aside for a minute in the shade to see if that cools their temperature down. Should a student's temperature remain higher than 100°F after a few minutes, we will ask the child to follow the above protocols of getting a negative PCR test and waiting 1 day after the fever resolves, or waiting 5 days to take an antigen test before returning to school.

If we see a child with any of the above symptoms during our wellness check, we will ask the child to follow the same protocols. If a staff member or child has a runny nose due to allergies, we will need to have a Doctor's note stating that fact.

We ask that all parents wear a face mask for drop-off and pick-up. Here are the locations for drop off based on your child's classroom:

- Bumblebees & Centipedes: You will go directly to the back door of your child's classroom. Your child's teacher will follow the above check-in procedure before allowing them into the classroom.
- Dragonflies & Fireflies: You and your child will line up at the side gate, next to the office. A staff member will follow the above check-in procedure before allowing your child to walk back to their classroom.

- Elementary, Caterpillars & Grasshoppers: You and your child will line up at the back gate, behind the school. A staff member will follow the above check-in procedure before allowing your child to walk back to their classroom.
- Crickets & Butterflies: You will go directly to the back door of your child's classroom. Your child's teacher will follow the above check-in procedure before allowing them into the classroom.
- Beetles & Ladybugs: You and your child will line up at the back gate, behind the school. A staff member will follow the above check-in procedure before allowing you to walk your child back to their classroom door.

Drop off times are as follows:

8:15-8:30 - Fireflies, Centipedes, Grasshoppers, Crickets, Ladybugs & Elementary

8:30-8:45 – Bumblebees, Caterpillars, Dragonflies, Butterflies, & Beetles

Departure Procedure

We ask that all parents wear a face mask for drop-off and pick-up. Please remember to stay 6 feet away from other parents and staff. Here are the locations for pick up based on your child's classroom:

- Bumblebees & Centipedes: You will pick up directly from the back door of your child's classroom.
- Dragonflies & Fireflies: You will line up at the side gate, next to the office. Your teacher or a staff member will bring your child out to you.
- Grasshoppers & Caterpillars: You will line up at the back gate, behind the school. Your teacher or a staff member will bring your child out to you.
- Elementary: You will pick up directly from the back door of your child's classroom, but enter through the back gate behind the school.
- Crickets & Butterflies: You will pick up directly from the door of your child's classroom.
- Ladybugs & Beetles: You will pick up directly from the door of your child's classroom, but enter through the back gate behind the school.

Pick up times are as follows:

12:30-12:45 & 2:30-2:45 – Fireflies, Grasshoppers & Centipedes

12:45-1:00 & 2:45-3:00 – Bumblebees, Caterpillars, Dragonflies & Elementary (full day only)

12:15-12:30 & 2:45-3:00 – Butterflies & Beetles (2:30-2:45 full day)

12:00-12:15 & 2:30-2:45 - Crickets & Ladybugs

Updated Actions for LMS Students, Staff and Parents

Parents on Campus

If you need to speak to someone in the office, we prefer and recommend a phone/zoom call or email. If you must come in person, please be sure there is only one person in the lobby at a time. As of now, we are still not allowing parents to come and go on campus.

Mixing Classrooms

To keep children within their own "cohort," we will not mix children on the playground or between classrooms. In order to support the needs of parents before and after school, children will be

mixed together in AM and PM EDP. We will minimize this by creating small, stable “cohorts” within EDP. But the same quarantine rules apply if someone with the EPD community tests positive for COVID.

Masks

Face masks will be mandatory for all staff members. We highly recommend that all children ages two and up bring a mask to school (1 should be left on site as back up). We will encourage the children to wear masks throughout the day.

Handwashing

Handwashing will occur at the following times:

- Upon arrival at school
- After sneezing or blowing your nose
- Before and after eating
- After the use of cleaning products (staff only)
- After using the toilet
- Hand Sanitizer will be available in every classroom and office room if hand washing isn't possible

Please refer to **Appendix A: [Handwashing Procedure](#)**.

Food and Drink

We ask that you pack your child's lunch everyday. Children will set their tables with the plates, glasses and cutlery needed. Children will eat at their table, and pack their lunch back into their Tupperware before loading the dishwasher and cleaning their place. We will place clear partitions between children while eating. Snacks will be provided by the school and offered to the children each morning and afternoon.

Please provide a water bottle, labeled clearly with your child's name, and filled with only water for your child to take to school. Students will keep water bottles on their tables or in their cubbies and will be asked not to touch other students' personal items.

More drinking water is available for students, and refills will be managed by a teacher who will ensure that there is no contact between the student's water bottle and the drinking water dispenser.

We ask that parents wash their child's water bottle thoroughly in warm, soapy water at the end of each day. We also ask that lunchboxes are kept clean.

Bathroom Protocol at School

Staff will attend to toddlers in the bathroom and wipe down toilets, sink, and handles after each use. Primary and Elementary students will be able to use the bathroom on their own, individually, and the staff will clean the bathroom 2-3 times per day.

COVID Positive Results and Contact Tracing

Contact tracing is part of the process of mitigating the spread of infection. LMS has a plan to work with public health officials if a community member tests positive for COVID-19. The School and/or

local public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. Patient confidentiality will be maintained.

If there is a positive COVID case in your child's classroom, you will be notified immediately. Children are allowed to return the following day as long as they do not have any symptoms, can produce a negative antigen test and can mask well for 5 days if over the age of 2.

Anyone who is absent due to a positive COVID-19 test shall not be permitted back in school until an antigen test proves negative at least 5 days after the positive PCR test result, and other symptom improvement. Longer absence may be warranted and required by the school. (Further health authority guidance pending.)

Anyone who is absent due to close contact with a person in the home who has COVID-19 must quarantine at home and away from the COVID positive individual for 5 days. They can take an antigen (home kit) test on Day 5 and return on Day 6 if it is negative. If the child develops any symptoms within 14 days of their exposure, they will need to take a PCR test before returning. We will notify you as soon as we are aware if your child was a close contact with someone in your child's classroom. Anyone considered a close contact in either scenario should check their temperature daily and be observant for any onset of symptoms. They should also stay away from anyone who is at higher risk for getting sick and get tested.

The school director will be responsible for communicating COVID positive results to the Health authorities and to possible exposed persons.

In addition to these requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the school director before being allowed back on campus.

Updated Measures for the LMS Facility

Classrooms

To improve ventilation, all windows and sliding doors will be open with the HVAC running for the duration of the school day.

Cleaning Schedule and Routine

A cleaning routine is scheduled after each day and periodically throughout the day. When cleaning, we disinfect the following high-touch objects.

- Doorknobs and handles
- Light switches
- Tables and counters
- Toilet door handles
- Toilet flush handles
- Hand sanitizer pumps
- Faucets
- Chairs
- Cabinets
- Playground structure cleaned between every use

All classrooms will be equipped with a kit for cleaning products. Primary Students will be permitted to clean their own work area with a soap/detergent solution that is dispensed by the teacher. Surfaces will be cleaned before they are disinfected. Children will not come into contact with disinfectant spray.

Campus Closure Triggers & Plans

Every effort will be made to maintain on-campus operations. However, certain conditions may require closure of individual classrooms, or the school campus. Campus operations will be such that students will be kept in small classroom cohorts with consistent students and staff, to minimize mixing of student groups and possible exposure to COVID campus wide. Local health department officials will determine extent and length of closures.

Condition	Action	Action / Duration
COVID 19 Positive Case in a cohort (classroom community)	Individual COVID positive Student or Staff excluded, and isolated. Close contacts return with negative antigen or PCR test.	No closures.
Close contact with a confirmed COVID 19 case (i.e. family member)	Unvaccinated COVID exposed student quarantined for 5 days, return with negative antigen test. Vaccinated student returns to school	No closures.
COVID 19 symptoms (i.e. fever, cough, etc...) in individual student or staff.	Individual COVID symptomatic Student or Staff excluded, and testing required. Return following negative PCR test or Day 6 with negative antigen test and symptoms improving	No closures.

Training and Preparedness

This document will serve as the Lifetime Montessori School response plan for COVID-19. Additional communications and training will be ongoing as COVID-19 guidelines and requirements change.

Parents will receive communication about the pandemic related procedures via email, and will sign acknowledgement of receipt and understanding. The document will be an addendum to the Parent Handbook. Updates will be provided as appropriate. To ensure everyone understands our plans and agrees with the above, all staff and families must sign the following Agreement:

Lifetime Montessori School COVID-19 Agreement,

NOTICE: To be sure your family and LMS agree with the importance of keeping our community safe, please read this document carefully and in its entirety.

Lifetime Montessori School and the undersigned acknowledge that the COVID-19 pandemic is unprecedented. LMS is following the most current guidelines issued by Federal, State, and local authorities and require everyone participating in our program to be respectful of others by complying to ensure the general safety and wellbeing of all. Our goal is to keep all children, families, and staff safe and healthy. We will need to shut down environments that have exposure to COVID-19 and need your support to be sure this doesn't occur. We are all in this together, and we appreciate your commitment to your health and that of your community.

Participating Family Commitment

As a participant in Lifetime Montessori School's Program, we commit to the following safety measures defined by the [SD County Public Health Order](#), while outside of the program's schedule:

- Unvaccinated and Vaccinated individuals are recommended to wear masks when indoors ([as noted by the CDPH](#))
- Plan playdates carefully to the best of our ability, to avoid cross-contamination between schools and classrooms.
- Maintain transparency and honesty about our, and anyone in our household's, exposure to COVID-19.

COVID-19 Disclaimer & Acknowledgment of Risk

COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Lifetime Montessori School in no way warrants that the COVID-19 infection will not occur through participation in our program. We hereby acknowledge and agree that participating in Lifetime Montessori's program comes with this inherent risk.

For more details regarding COVID-19, please visit the [CDC Website](#) for the most updated information.

We, parents of _____, have read and understand the information outlined in
Name of child(ren)

the Lifetime Montessori School COVID-19 Agreement. By signing below, we agree to follow the policies and procedures described in the Agreement until notified by LMS when these policies are no longer needed.

Signature _____
Parent/Guardian

Date: _____

Appendix A: Handwashing Procedure

Please cooperate in measures against infectious diseases.

Washing hands

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

As you touch many objects like door knobs and the straps on trains it is possible that the virus is present on them.

Frequently wash your hands, upon returning home, before and after cooking and before meals.

Washing hands

Correct way to wash hands.

Before washing hands

- Keep your fingernails short.
- Remove wristwatches and rings.



After thoroughly wetting your hands with running water, apply soap and rub the palms well.



Rub the back of your hands up and down.



Thoroughly rub the fingertips and nails.



Wash between your fingers.



Twist and wash your thumbs with the palms of your hands.



Don't forget to clean your wrists.

After cleaning with soap thoroughly rinse with water and wipe dry with a clean towel or paper towel.


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Appendix B: Coughing Etiquette

Please cooperate in measures against infectious diseases.

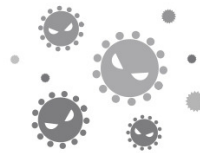
! “Coughing manners”

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask**.

■ In order not to transmit viruses to others.

It is possible that the droplets ejected when you cough or sneeze may contain viruses. Please observe the following “coughing manners”.

- **Wear a mask.**
- **Cover your mouth and nose with a tissue etc.**
- **If you suddenly sneeze or cough do so into your elbow or inside your jacket.**
- **Keep as far away as possible from other people.**



“Coughing manners”

Three “coughing manners”



Coughing or sneezing without shielding your mouth or nose.

Using your hands to cover coughs or sneezing.



Wear a mask. (covering mouth and nose)

Cover your mouth or nose with a tissue/handkerchief.

Cough or sneeze into your sleeve.

• Observe the manners on a train, at work, school or wherever people gather.

If you don't have a mask.

Sudden sneezes or coughs.

Correct way to wear a mask.



1 Ensure both your nose and mouth are covered.

2 Place the rubber string over your ears.

3 Cover up to your nose so there are no gaps.

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