



# SPRUCE TREE MONTESSORI SCHOOL

286 N. Cushman St. | Fairbanks, AK 99701 | 907-479-TREE (8733) | SpruceTreeMontessori.com

## COVID-19 MITIGATION PLAN - updated 7/24/2020.

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- Purpose
  - The purpose of this document is to guide the Spruce Tree Montessori school community in a responsible return to school, protecting the health and wellness of students and staff, in an effort to support general public health.
- Requirements to Operate: Spruce Tree Montessori School (STMS) will adhere to State of Alaska guidance for Day Camps, issued April 23 and revised and effective May 13, 2020, Part of Phase II of the Reopen Alaska Responsibly Plan and the State of Alaska Advisory Document Phase III-IV, issued May 22, 2020.
  - Definition of Class - includes the number of children in each class; it does not include staff.
  - Operations: Staffing / Capacity
    - STMS will maintain a hard copy of this COVID-19 Mitigation Plan in the front office, along with sanitization logs, health screening logs and attendance information.
    - STMS will post entryway signage stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises.
    - STMS will provide training for staff regarding this Mitigation Plan and each staff member will be provided a copy of this plan as well as be informed of any and all revisions.
    - STMS will enroll children into three static classes, that is, children will remain with their respective class at all times.
    - Class size will be limited to 25 children. Classes will be multi-aged as follows: two classes ages 3 - 6 and one class ages 6 - 12. Classes will be identified as Boreal, Taiga and Tongass, respectively, for appropriate management of children/staff.
- Siblings will be placed in the same class, per level, to reduce exposure for each class. Cross level siblings (elementary and primary) will not be placed in the same class.
- Each classroom will have two designated staff. Staff will avoid mixing; however if it is necessary for a staff member to assist a child in another class, the staff member will wash their hands before, during, between, and at the end of such interactions and disinfect any common items or spaces.

- Each classroom will use a designated entry / exit point (gate) and designated carline for drop off and pick up.
  - Gate A, Taiga classroom, east/main carline.
    - Siblings will use designated drop off gates for arrival, but the same pick up gate, Gate A - Taiga, for departure.
  - Gate B, Boreal classroom, north carline, inside track.
  - Gate C, Tongass classroom, north carline, outside track.
- STMS will require affirmation from the parent/guardian of any child who comes from out of state or has recently traveled out of state that the child has proof of a COVID negative test upon arrival in Alaska; adherence to Mandate 010, prior to attending school.
- STMS will conduct health screenings upon arrival for staff and students; a screening log will be kept in each designated space.
  - Staff will check their own temperature upon arrival and log it daily.
- STMS staff and students are to stay home if they are sick.
  - If a staff member or child has a temperature of 100.5 or greater (defined fever) or chills, they should stay home. Temperature checks are performed at morning carline.
    - Staff and students must be 72 hours clear of fever prior to returning to STMS.
  - If a staff member or child is displaying a combination of two or more COVID-19 symptoms as listed below, they should stay home.
    - Parents should call the school office to report symptoms and answer questions related to potential exposure for the school's health screening log intended to assist with contact tracing if/when a child/sibling/household member tests positive.
      - The Head of School reserves the right to use discretion for communicating illness, reports of symptoms, and testing.
    - Depending on potential exposure and the advice of the local health department, the Head of School reserves the right to temporarily close the potentially infected classroom for a 72 hour period. Educational support will be provided virtually during the closure in accordance with the Pandemic Policy (as stated in the Parent Handbook).
    - COVID-19 Symptoms as defined by the CDC:

- 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\*
- If a member of your immediate household is under quarantine or testing requirements, for any reason (symptomatic, travel outside of Alaska, close contact with a COVID+ person, etc), the child should also quarantine or provide negative test results prior to attending school. Children are subject to the same restrictions as any of their household members. In all cases, quarantine is defined as 14 days from the point of contact or concern.
    - Examples:
      - Mother travels outside of Alaska for work, and is required to test or quarantine upon her return to Alaska, child should quarantine or provide a negative test result prior to his/her return to school.
      - Parent is required to regularly test for work, child can attend school until the parent has a COVID+ test, at which time the child must quarantine or provide a negative test result prior to returning to school.
      - Grandma, who regularly picks up child from school, tests positive, child should quarantine or provide negative test results prior to returning to school.

\*The Spruce Tree Montessori School Parent Handbook asks that children stay home when vomiting or diarrhea has occurred within 24 hours of the school day.

- If a student is displaying any COVID-19 symptoms, their sibling shall also stay home for a period of 72 hours clear of symptoms.
- When a student, a student's sibling (enrolled or not enrolled), or staff member is identified as being COVID-19 positive by testing, STMS will inform the school community as soon as possible and the student and the student's sibling if enrolled, or staff member will not be

permitted to attend for the 14-day incubation period or until a COVID-19 negative test has been submitted, whichever is first as advised by local medial provider.

- When a student or staff member is identified as being COVID-19 positive by testing, STMS will perform CDC recommended cleaning. At the discretion of the Head of School, alternatively, the school will close the potentially contaminated classroom for 72 hours to allow for natural deactivation of the virus followed by comprehensive disinfection of all common surfaces prior to students' return.
- STMS will designate sink use: kitchen sink - food prep; classroom sinks - hand washing and filling water bottles.
- Spruce Tree Montessori Head of School will explain health guidelines to all children, parents, and staff, in an age-appropriate manner.
- STMS will conduct student and parent orientation meetings (via Zoom) in order to communicate the details of this plan, along with other basic enrollment requirements as follows, and periodically as necessary to update parents on new/revised State or school-sanctioned guidelines:
  - Teachers will present Grace & Courtesy Lessons- arrival procedures, 6 foot ribbons, hand washing, face covering use, work tables, individual supplies, snack procedures, lunch procedures, restroom use, shelf for lessons to be sanitized or cards to be placed on lessons that need to be sanitized.
  - Parents should keep children home who are sick or exhibiting any symptoms of COVID-19. Children must be 72 hours clear of fever prior to returning to STMS.
  - Required Personal belongings to remain at school: indoor shoes, water bottle, spare clothing.
  - Optional personal belongings: nap blanket (remains for week at a time), sunscreen, bug spray.
    - No other optional belongings may be brought to school, including school supplies.
  - Use of face coverings, required use of personal water bottles, use of indoor/outdoor shoes, designated entry/exits, and staggered drop off/pick up times.
  - Sack lunch limitations; i.e. importance of independence (easy open packages/containers to reduce the need for adult assistance), use of own utensils if needed.
  - Health screening best practices; i.e. use of touchless thermometer to screen temperature upon arrival. Spruce Tree Montessori staff will use the standard medical definition of fever

which is 100.4 to determine student wellness; therefore a student with a fever of 100.5 or greater will not be allowed to attend school.

- Temperature will be taken upon arrival by the staff gate greeter; parents should remain in carline until temperature is approved.
  - STMS will not administer fever-reducing medicine for the foreseeable future.
  - Should a child show symptoms during the day, particularly a fever greater than 100.4, parents will be notified for pick up as soon as possible and child will be quarantined in the Peace Room until parents arrive. Peace Room will be sanitized following any use.
  - Children must be 72 hours clear of fever prior to returning to STMS.
- Physical Distancing
    - Each class will have a designated indoor and outdoor classroom space (as weather permits) and hand washing sink.
    - Each environment will have sanitization toolboxes, with hand sanitizer, sanitization spray, all purpose cleaner, paper towels, etc.
    - Physical distancing will be encouraged in designated outdoor spaces for each class and whenever possible in indoor classroom environments with an understanding on limitations in physical distancing in young children.
    - Snack, lunch, circle time, morning meetings, art, PE and other academic and/or enrichment activities will be held outside whenever feasible and weather permitting.
    - Visitors are allowed on a limited basis, by appointment, for classroom observation only, including parents of enrolled students.
    - Excursions (bike rides, hikes, walks) and off campus field trips to various outdoor venues and parks will be scheduled by group (no mixing of groups). Students will practice physical distancing guidelines during such excursions.
      - If the STMS school bus is required, children will wear cloth face coverings during transport.
    - Children who nap will use designated nap mats and sheets in designated space so as to maintain physical distance while napping as is practical.
    - STMS will closely manage the inventory of classroom supplies so as to ensure adequate supplies for the number of children in each group to minimize sharing of high-touch materials to the extent possible. Spruce Tree Montessori will provide individual school

supplies, general art supplies, and assign a container to each child. Speciality supplies and Montessori materials will be disinfected between uses and children will be instructed to wash their hands before and after using community supplies.

- Hygiene Protocols

- Cloth face coverings will be worn by all STMS personnel upon entry and in shared spaces. Face coverings may be removed when presenting lessons, leading outdoor activities, eating, when in private spaces, or when adequate spacing can be achieved.
- Cloth face coverings should be worn by all children. Face coverings may be removed during lessons, outdoor activities, PE activities, and when seated or working in individual area, or when adequate spacing can be achieved.
- Students will wash their hands frequently using warm water and soap. Hand washing will occur upon arrival, after restroom use, before/after eating, after PE, and/or once per hour, at minimum. Hand sanitizer will be used at teacher discretion.
  - Upon entry to the school, students should wear a face covering. Children will meet their teacher at the classroom door, be screened for temperature, remove outside shoes, and apply hand sanitizer. Children will then go to their cubby, place personal belongings, and put on inside shoes. Once this is complete, students will thoroughly wash their hands before doing a lesson and/or using materials.
- STMS Staff will wash hands frequently using hot water and soap. Hand washing will occur upon arrival, before/after lesson prep, before/after food preparation, before/after assisting a child with eating, or helping a child in the restroom.
- STMS will provide hand sanitizer with at least 60 percent alcohol for each designated environment.
- Spruce Tree Montessori staff will disinfect frequently touched surfaces on an hourly basis. This includes doorknobs, light switches, countertops, cabinet handles, sinks, faucets, paper towel dispenser, soap dispenser, sanitizer pump, and restroom hardware. Shared supplies / materials will be disinfected after each use, as practical.
  - Teachers will sanitize frequently touched surfaces at minimum hourly, and at their discretion.
  - Sanitization checklists will be kept in each classroom and staff members will initial after each sanitization.

- Individual work packets and laminated materials will be utilized to reduce sharing of materials. If a student chooses a lesson that is difficult to sanitize (ex: flag lesson or puzzle), said lesson may be stored away for a 72 hour period to allow natural deactivation of potential contamination before the next use.
- Students will have a designated space for class gatherings; i.e. circle time, class meetings, and for snack/lunch.
- Students will have individual supply baskets and supplies, and each will be thoroughly sanitized at the end of each day.
- Classrooms will have designated PE toys; i.e. balls, frisbees, etc and each set will be sanitized daily.
- Spruce Tree Montessori will maintain an adequate supply of disinfectant, hand sanitizer, and paper towels to have available.
- Inventory will be closely monitored and a master list kept in the school office that will monitor the school's supply of disinfectant, hand sanitizer, paper towels and hand soap.
- Snacks will be provided each morning using a set weekly menu, pre-prepared and plated and/or individually wrapped and will not require the use of utensils.
- Children will be required to bring a water bottle from home to remain at STMS for the duration of attendance. Water bottles will be sanitized daily by Spruce Tree staff.
- Cleaning / Disinfecting
  - Cleaning and disinfecting will be conducted in compliance with CDC protocols daily by a contracted janitorial service.
  - Nap mats will be sanitized daily after use and nap sheets will be laundered weekly.
  - Work mats will be cleaned frequently.
  - When an active staff member or participant is identified as being COVID-19 positive by testing, STMS will perform CDC recommended cleaning; alternatively STMS reserves the right to close the school for 72 hours to allow for natural deactivation of the virus followed by comprehensive disinfection of all common surfaces prior to students' return.
- Best Practices
  - Use of designated entry/exits for each classroom.
  - Timely student arrival.
  - Carline staff will not get child out of carseat; parents required to do so.

- Children and staff should wear cloth face coverings upon arrival.
- Attachments
  - School Operations Schedule (for internal use only)
  - Health Screening Log (to be kept in binder as attachment as completed weekly)
  - Sanitization Log (to be kept in binder as attachment as completed weekly)

## **FRIENDLY REMINDERS ABOUT OUR SCHOOL**

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### **Vision & Mission**

Our vision is to nurture a conscientious spirit in children, families and educators that empowers all to make a positive impact in their community and world while leading a productive and happy life.

**The mission of Spruce Tree Montessori School is to create an experience that we all love.**

We seek to instill a lifetime love of learning in students by providing authentic Montessori early childhood and elementary education in an inspiring environment using the Montessori philosophy.

### **Core Values Statement**

At Spruce Tree we value creativity, honesty, and patience, and strive to preserve the ideals of the Montessori philosophy with integrity and compassion.