



SPRUCE TREE MONTESSORI SCHOOL

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COVID-19 MITIGATION PLAN COVER SHEET - [updated 1/10/22](#)

1. Symptoms Control

Students and staff should not come to school if they are sick. Staff will request early pick up for any child displaying any symptoms in order to maintain the wellness of the community. A negative test will be required to return to school after an absence due to symptoms. Testing is available at school upon request or recommendation; consent to test is required.

2. Masking

Universal indoor masking is in effect. Face coverings are required indoors for all students and staff, parents and visitors, regardless of vaccination status.

3. Hand Hygiene

Students and staff are required to wash their hands frequently; before/after restroom use, eating, and before/after a group lesson or project when shared materials or supplies are used.

4. Co-Horting

Spruce Tree uses a co-horting model in which children are assigned to a designated cohort and classroom environment. Cohorts mix when outside on the playground and in PE.

5. Travel

Spruce Tree adheres to state guidance on travel; currently there are no State of Alaska travel mandates for testing or quarantine.

6. Communication

Spruce Tree will communicate any/all student or staff Covid positive cases to the school community via email and contact any individuals determined to have had high probability of exposure.

7. COVID-19 POSITIVE Case Isolation Requirement

Students/staff who test positive for COVID-19 may not attend school in person until completion of a **5-day isolation period**. All students/teachers in a cohort in which a student or teacher tests positive will be tested at the earliest convenience. Student/teachers who have tested positive within 90 days will not be tested.

8. Close Contacts

Quarantine of close contacts is *not* required while universal masking is in effect. **Close contacts, including household contacts, who have been vaccinated within 6 months or boosted are not required to quarantine.** All close contacts, regardless of vaccination status or initial negative test result, should monitor for symptoms for 10 days from exposure **and test again on day 5**. We will identify close contacts through a thorough review of time/space. **Teachers vaccinated within 6 months or boosted are not required to quarantine.**

COVID-19 MITIGATION PLAN - updated 1/10/22

- Purpose
 - The purpose of this document is to guide the Spruce Tree Montessori school community in responsible school operations protecting the health and wellness of students and staff, in an effort to support general public health.
 - Spruce Tree Montessori School mitigation policies are rooted in the ideals of the Montessori philosophy. Spruce Tree considers current guidance from the CDC, State, and the local public health department when making revisions that lift or restrict mitigation strategies.
- Definition of Cohort - the number of children in each class; it does not include staff.
- Definition of Contacts - contacts are those living, learning, working, and playing with a person identified as COVID+ through testing.
 - Close contact - an unvaccinated, unmasked person who comes within six feet of a symptomatic COVID+ person for a total of 15 minutes or more on the days of contagion.
 - Secondary contact - a contact of a contact; i.e. a sibling or parent, a team mate or friend, of a close contact.

GENERAL PREVENTION

- STMS maintains a hard copy of this COVID-19 Mitigation Plan in the front office. Spruce Tree also maintains the following records: an electronic Symptoms Log for students and staff, the STMS COVID-19 Vaccine Accountability Log, a confidential COVID-19 Case & Close Contact Log and student attendance information.
- STMS posts entryway signage stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises.
- STMS provides training for staff regarding this Mitigation Plan and each staff member receives an electronic copy of this plan. Staff were instrumental in composing this plan and provide input, feedback, comments and suggestions, on any/all revisions to this plan.
- STMS enrolls children into cohorts; children are assigned to a home cohort.
 - Cohort size is limited to 30 children at the primary level. Cohorts are multi-aged as follows: two cohorts ages 3 - 6. Cohorts are identified as Boreal and Taiga for appropriate management of children/staff and contact tracing/exposure record keeping.

- Cohort size is limited to 40 total children at the elementary level. The cohort is multi-aged and identified as Tongass (grades 1 - 6 or at Head of School discretion for placement) for appropriate management of children/staff and contact tracing/exposure record keeping.
 - Main Car Line, Boreal and Taiga cohorts, car line along playground fence.
 - North Car Line, Tongass families and those who children are proficient with the arrival routine, North carline.
- STMS monitors the health of staff and students; staff and students should not come to school if displaying cough, fever, loss of taste or smell. STMS requests early pick up for children displaying symptoms of COVID-19 and will offer a test to any child/family member who has symptoms. See Testing Clinic Guidelines for details about testing requirements.
- The Administrative Director and/or Head of School will conduct a health screening for visitors.
 - Visitors are allowed on a limited basis at the discretion of the Head of School, by appointment, for classroom observation and for guest teaching and/or assembly purposes. Face coverings are required for unvaccinated visitors and those not wearing a face mask will be asked to sign the STMS COVID-19 Vaccination Accountability Log. Each visitor will undergo a health screening on the day of their visit (vaccination status, survey of symptoms, exposure, travel).
- STMS staff and students are to stay home if they are sick.
 - Spruce Tree Montessori will use the CDC's definition of subjective fever / feeling feverish or experiencing chills, or a temperature greater than 100.4 to determine student wellness.
 - Staff and students must be 72 hours clear of fever prior to returning to STMS, unless the fever has a known cause and the child's provider has cleared attendance; i.e. flu vaccines can cause low grade fever in children and providers may clear children for attendance after 24 hours fever free, post vaccination.
 - If a staff member or student is displaying any of the following symptoms as listed below, they should stay home.
 - Fever greater than 100.4 degrees Fahrenheit
 - Cough, or shortness of breath with an unknown cause
 - Congestion, runny nose, or sore throat with an unknown cause
 - Headache, Muscle aches or chills with an unknown cause
 - New loss of taste or smell

- Nausea or vomiting*
- Diarrhea*
- 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).

*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.

CONTAINMENT & RE-ENTRY

- When a student or staff member is identified as COVID+ by testing, the student's parent or the staff member should inform the Head of School immediately.
- The Head of School will inform the school community as soon as possible via email.
 - The email will contain pertinent information as follows: date of potential exposure, type of exposure (masked/unmasked), date of positive test, general information about close contacts if known, with respect to confidentiality.
 - A subsequent email will be sent to those identified as having high probability of exposure.
 - See Testing Clinic Guidelines for testing requirements for a cohort or close contacts of a positive case.
- **The COVID+ student** or staff member is not permitted to attend school in person for the CDC defined isolation period; currently **5 days**.
 - A child/staff member who tests positive for COVID-19 may return to school/work following their isolation period and confirmation that they have had no symptoms for 24 hours. A negative test is not required.

- A child/staff member who tests positive is not subject to further quarantine or testing requirements for a period of time as determined by public health; currently 90 days from the date of symptoms onset.
- **Close contacts** will be identified as those unmasked having high probability of exposure to the student or staff member identified as COVID+ by testing. A thorough review and analysis of the type and length of exposure, including factors related to masking and symptoms, as well as a review of attendance on the days determined as days of exposure will be performed by the Head of School and cohort teacher.
 - Vaccinated (within 6 months or boosted) close contacts are not required to quarantine but should test on day 5 and monitor for symptoms for 10 days.
 - Unvaccinated close contacts should quarantine for 5 days as recommended by the CDC and test on day 5 prior to returning to school.
- Siblings and parents of a close contact are considered secondary contacts. Secondary contacts are not subject to quarantine or testing and may attend school / work at Spruce Tree so long as they are asymptomatic.
- If a student or unvaccinated staff member gets tested for COVID due to having symptoms, the student or staff member should stay home until test results come back negative.

OPERATIONAL MITIGATION

- The school is cleaned throughout the school by staff using approved sanitization cleaning products and nightly by the janitor.
- STMS designates sink use: kitchen sink - food prep; classroom sinks - hand washing and filling water bottles.
- Spruce Tree Montessori Staff explains mitigation guidelines to all children, parents, and staff, in an age-appropriate manner.
- STMS conducts student and parent orientation meetings (via Zoom if needed) in order to communicate the details of this plan, along with other basic enrollment requirements as listed below, and periodically as necessary, to update parents on new/revised public health or school-sanctioned guidelines.
 - Required Personal belongings to remain at school: indoor shoes, spare clothing.
 - Optional personal belongings: nap blanket (remains for week at a time), sunscreen, bug spray.

- No other optional belongings, including stuffed animals and unnecessary accessories may be brought to school, including school supplies and water bottles. (All children use a designated metal cup that is washed daily.)
- Parents are to provide face coverings (masks) for their child.
- Sack lunch limitations; i.e. importance of independence (easy open packages/containers to reduce the need for adult assistance), use of own utensils.
- Health screening best practices:
 - STMS does not administer fever-reducing medicine for the purpose of reducing fever. STMS will administer other parent-approved medicines for pain or allergy.
- Should a child show symptoms during the day, parents will be notified for pick up as soon as possible. The child will await pick up in the Main Lobby until parents arrive.
- **Physical Distancing**
 - Each class has a designated indoor and outdoor classroom space (as weather permits) and hand washing sink.
 - Each environment has sanitization toolboxes, with hand sanitizer, sanitization spray (as available), all purpose cleaner, paper towels, etc.
 - Physical distancing is 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.
 - Lunch is at distance for all children with use of individual tables and one person per table guidelines.
 - Snack, lunch, circle time, morning meetings, art, PE and other academic and/or enrichment activities will be held outside whenever feasible and weather permitting.
 - Excursions (bike rides, hikes, walks) and off campus field trips to various venues and parks are scheduled by cohorts. Students practice physical distancing guidelines during such excursions.
 - Children who nap use designated nap mats and sheets in designated space so as to maintain physical distance while napping.
- **Hygiene Protocols**

- Face coverings are required to be worn by all students and staff upon entry and in shared spaces. Face coverings may be removed by staff when presenting lessons when 6' of distance can be maintained or when a barrier is used, leading outdoor activities, eating with 6' of distance, when in private spaces, and whenever adequate spacing can be achieved.
- Students wash their hands frequently using warm water and soap. Hand washing occurs after restroom use, before/after eating, after PE/recess, and/or once per hour, at minimum. Hand sanitizer will be used at teacher discretion.
- STMS Staff 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 provides hand sanitizer with at least 60 percent alcohol for each designated environment.

- **Sanitization**

- Spruce Tree Montessori staff sanitize frequently touched surfaces during the mid-day and at their discretion. This includes doorknobs, light switches, countertops, cabinet handles, sinks, faucets, paper towel dispenser, soap dispenser, sanitizer pump, and restroom hardware.
- Teachers sanitize shared supplies/materials regularly.
- Students have a designated space for class gatherings; i.e. circle time, class meetings, and for snack/lunch.
- Spruce Tree Montessori maintains an adequate supply of disinfectant, hand sanitizer, and paper towels. Inventory of sanitization supplies is closely monitored.
- Snacks are provided at designated table with appropriate spacing or plastic barrier.
- Cleaning and disinfecting is conducted daily with approved products and protocols by a contracted janitorial service.
- Nap mats are sanitized daily after use and nap sheets are laundered weekly.
- Work mats are washed frequently.

<< END OF SPRUCE TREE MONTESSORI SCHOOL MITIGATION PLAN >>

FRIENDLY REMINDERS ABOUT OUR SCHOOL

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.