



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District, or Program	Eugene Montessori School
Key Contact Person for this Plan	Jobina Peterson
Phone Number of this Person	541-345-7124
Email Address of this Person	info@eugenemontessorischool.com
Sectors and position titles of those who informed the plan	Director
Local public health office(s) or officers(s)	Lane County Public Health Luis Pimentel-Mendia, MPH Lane County Public Health Communicable Disease 151 W. 7 th Ave., Eugene, OR 97401 541-682-8961 office, 541-556-5298 cell Luis.Pimentel@lanecountyor.gov
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Jobina Peterson, Karen Gescher
Intended Effective Dates for this Plan	September 14, 2020 through June 18, 2021
ESD Region	

Efforts you have made to engage your community:

The School Board and Director have been collaborating on plans for reopening. Letters were sent out in July and August on reducing hours as well as the number of children in each classroom. This would allow more social distancing for children and staff. The Parent Handbook was updated to reflect the new Health and Safety Guidelines from the Early Learning Division as well as new OHA recommendations due to COVID.

Indicate which instructional model will be used.

Select One:

- On-Site Learning** **Hybrid Learning** **Comprehensive Distance Learning**

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section unless the school is implementing the Limited In-Person Instruction provision under the Comprehensive Distance Learning guidance.



0. Community Health Metrics

- The school currently meets the exceptions required to provide in-person education for students in grades K-3 (see section 0d(1) of the **Ready Schools, Safe Learners** guidance).



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

- Each staff person has read the Early Learning Divisions Health & Safety Guidelines for COVID. All rules, regulations, and protocols are being followed.
- The school uses the 4J COVID-19 Communicable Disease Management Plan.
- The Director will be responsible for enforcing physical distancing.
- Luis Pimentel-Mendia of LCPH provided support as well as the LCPH team.
- All staff has read the ELD requirement of Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19 and was given sections 1–3 of the Ready Schools, Safe Learners guidance. The Director reached out to staff members for any questions or clarifications.
- The LCPH will be notified of any confirmed COVID-19 cases among students or staff.
- Protocol is set up for disinfection of classrooms, offices, bathrooms, playground, etc., with the Electrostatic Sprayer.
- A cluster of any illnesses will be reported to LCPH and we will cooperate with their recommendations. Copies of all logs will be given to them at time of request.
- See 1f. for protocol for screening students and staff.
- See 1i. for protocol for isolating an ill or exposed person.
- See 1e. for protocol for communicating potential COVID-19 cases to the school community and school board.
- Each classroom, stable cohort has a daily log for contact tracing with the following information: child's name, drop-off and pick-up time, parent/guardian emergency contact information, and any staff that interact with that cohort. All records are kept for the school year.
- A visitor log is kept in the office for anyone who enters the building for maintenance, deliveries, etc., until the end of the school year.
- The Director will notify LCPH if there is anyone who has entered school and has been diagnosed with COVID-19, and the buildings will be cleaned, sanitized, and disinfected.

1b. HIGH-RISK POPULATIONS



- At this time, we do not have any students who have these severe medical conditions. However, a few of our staff members can be categorized under high-risk populations. They are taking all precautions outlined from the OHA to reduce their risk to COVID such as wearing a face covering, social distancing when possible with the young children, and frequent handwashing. Each teacher is working with a group of 10 students in a stable group.
- ECCARES is now providing speech therapy online for students who qualify.

1c. PHYSICAL DISTANCING

- All classrooms have been reduced from 20 students to 10. This allows for more social distancing and there is more than 35 square feet per student.
- The children's work tables are now individual work areas that provide more than the required six feet.
- The children are also eating their snack and lunch in their classroom at their designated table to allow the space needed.
- When standing in line, the children are increasing their distance to allow extra space.
- The outdoor recess is scheduled to allow two classrooms at the same time but at opposite sides of the large playground. The play equipment is then sanitized in between groups. Children wash their hands when entering the classroom.
- Staff meetings are held in the cafeteria to allow physical distancing. Parent conferences will be over the phone.

1d. COHORTING

- The school has reduced each classroom size from 20 students to 10. This allows more physical distancing in the classroom. The children then go to the music room and P.E. Both areas are disinfected between the cohorts and the teachers wash/sanitize their hands between groups.
- The staff person in the hall supervises the children as they walk to the restroom. They then clean and disinfect restrooms in between the different cohorts.
- Each classroom has a daily paper log of drop off and pick up and any staff that interacts with their cohort. The logs are stored in the office and Public Health can contact the office.
- Only staff assigned to a cohort may enter the classroom.
- Each staff person has their daily cleaning and disinfecting protocol. High-touch surfaces are cleaned multiple times a day.
- All children have access to manipulatives and their teacher to be able to work to their highest level regardless of age or group.
- Staff who interact with multiple groups wash their hands between stable groups.

1e. PUBLIC HEALTH COMMUNICATION

- Monthly staff meetings go over the importance of maintaining infection control measures to prevent the spread of COVID-19 or other contagious diseases. Updated information is also posted in the staff room.
- Staff and families will be contacted through email or phone if there has been a confirmed case at the school.
- A detailed email will go out to staff and families with information depending on the exposure. It will outline how the school will respond to the new case of COVID-19

1f. ENTRY AND SCREENING

- The parent handbook asks families to prescreen their children before coming to school. The staff will then take the child's temperature and ask if they have any of the following symptoms before they enter the building:

Temperature of 100.4 or higher
Cough
Shortness of breath or difficulty breathing
Chills
Sore throat
Headache
Loss of taste or smell
Diarrhea
Nausea or vomiting
Congestion or runny nose
Muscle pain

- The parent will also be asked if they or their child have been exposed to a positive or presumptive case of COVID-19 any time during the 14 days after the confirmed or presumptive COVID-19 case first showed symptoms.
- The same questions are asked of each staff person.
- If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, the staff member or child will be required to self-quarantine for 14 days.

Hand Hygiene:

- Everyone entering the school is required to wash their hands with running water and soap for at least 20 seconds. Staff signing in are required to also use hand sanitizer before their temperature check.
- Everyone will wash hands as they enter the classroom, after using the restroom, before eating snacks or lunch, before and after playing outdoors, before and after touching your face, after coming in contact with bodily fluid.

1g. VISITORS/ VOLUNTEERS

- There are no volunteers in the school, and adults are limited to staff or essential adults for maintenance of building.
- Essential visitors must wear a mask, get their temperature taken, have a health screening, use hand sanitizer, and maintain six-foot distancing, and they will have limited access to the building. Access will be restricted by anyone who has had contact with a confirmed case of COVID-19.

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

- All staff and any contractors or service providers are required to wear masks. Any child 5 and up is required to wear a mask. It is recommended that all other children wear masks while at school. If children need assistance with adjusting their mask, staff will wash hands before and after helping the student.
- At this time there is no student that is on an IEP.
- If a staff person needs an accommodation, they will work with the Director for a solution.

1i. ISOLATION AND QUARANTINE

- If a student or staff person is feeling ill, they will go to the sick room. This is a very large room and there is enough space to have more than one person if needed as they can be at opposite ends of the room and the window can be cracked open for fresh air. The time will be documented when the person arrived in the room. Their temperature will be taken and logged with any other symptoms present. The office person will put on a lab coat, mask, face shield, and gloves before entering the room. No other person shall enter the sick room unless there is an emergency. Sick person should continue to wear face mask if possible. The parent will be called and the child will be picked up as soon as possible. Staff person will be sent home immediately.
- Protocol will be followed and recommendations given depending on symptoms using the toolkit for COVID-19 Scenarios in Schools. Call LCPH if there are any questions.
- If a well child is coming to get a routine medication, they are to go to the office not the sick room.
- When children are brought to the sick room, they are reassured that we will take good care of them until their parents arrive. The staff person will wear a lab coat, mask, face shield, and gloves. When the child is picked up by the parent, the lab coat and mask will be placed in a plastic bag to be laundered separately. Face shield will be disinfected. Disposable gloves will be bagged and thrown away. Hands will be washed with soap and water for at least 20 seconds. Room will be aired out and disinfected with the electrostatic sprayer.
- Staff and students must stay home if they are feeling ill and let the office know if they are having any COVID-19 symptoms so it can be documented if needed.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for instructional and extra-curricular activities requiring additional considerations (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

- The school follows all ELD protocol for attendance.

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

- Attendance is taken daily during the daily drop off and health screening.

2c. TECHNOLOGY

- Eugene Montessori School is a hands-on learning environment that does not include any electronic devices.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

- **Handwashing:** There is a sign at every sink for a reminder for students and staff to encourage handwashing.
- **Equipment:** Materials have been purchased so each student has their own set of markers, pencils, etc. The child washes their hands after putting work away and before getting new work out.
- **Events:** There are no field trips.
- **Transitions/Hallways:** A staff member is positioned in each hall to supervise physical distancing.
- **Personal Property:** Water containers were purchased for each student to have on their desk. They are washed and sanitized in the dishwasher.

2e. ARRIVAL AND DISMISSAL

- There is an hour to drop off in the morning and a half hour to pick up in the afternoon. This gives parents a nice long window. Through the parent handbook and staff reminders, parents are giving each other more than six feet at the drop-off doors.
- Each classroom has a designated outside door for drop-off and pick-up. Parents do not come into the building.
- The same staff person signs in parents at designated door and does the health screening. There is a separate pen.
- An alcohol-based hand sanitizer is at each door and out of reach of children along with a thermometer.

2f. CLASSROOMS/ REPURPOSED LEARNING SPACES

- **Seating:** With the reduced classroom size of 20 to now 10, this allows for more physical space per student. The desks have also been arranged so they are six feet apart.
- **Materials:** Each child has their own set of supplies at their desk. There is a box of tissues in each classroom and a sink.
- **Handwashing:** Children are taught to cover their sneezes or coughs with their elbow or a tissue. They are then reminded to wash their hands with soap and water at the sink in the classroom.

<p>2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS</p>	<ul style="list-style-type: none"> • The school is on private property and is fenced with a no trespassing sign. • There is a staff person in the hall supervising the children washing their hands with soap and water for 20 seconds after using the toilet. • Students wash their hands in the classroom sink before and after using the playground. • One cohort at a time can be on one end of the playground. It is then disinfected after each use. • Children social distance as much as possible for the age group of 2 ½ through six. • Each classroom is its own stable cohort. • Outdoor equipment is disinfected in between classes and at the end of the day in accordance with CDC guidelines. • There are staggered breaks for staff and an extra room for breaks if needed to maintain the six feet of physical space. The staff room window can also be opened to let in fresh air. There are also signs to remind everyone to clean and disinfect when leaving and to wash hands.
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<p>2h. MEAL SERVICE/NUTRITION</p>	<ul style="list-style-type: none"> • The students now eat in their classroom as a stable group and are served by the teacher. The teacher cleans and disinfects tables before the students eat. The meal is left outside the classroom on a cart and the teacher brings it in. Children wash their hands at the classroom sink. They each eat at their desk which are spaced six feet apart. Children wash hands in the classroom sink before eating. The teacher wears a mask while serving the food. The children continue to wear theirs until they are ready to eat. When the meal is finished, the dishes are rolled out to the hall and the cook retrieves them and takes them to the kitchen. Children wash hands after eating. • The cook adheres to all CDC health and safety guidelines for food preparation, handling, and delivery. Appropriate cleaning, sanitizing, and disinfecting of all meal items and kitchen will be followed. • Staff are able to eat in the staff room because of staggered break and lunch times.
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<p>2i. TRANSPORTATION</p>	<p>N/A</p>
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<p>2j. CLEANING, DISINFECTION, AND VENTILATION</p>	<ul style="list-style-type: none"> • Each staff person has designated areas to clean, sanitize, and disinfect during the day. Drinking fountains are not being used. Each student has their own drinking container. Classroom teachers and hall staff clean throughout the day. Specialists disinfect between different cohorts, and the Cook takes care of the kitchen area each day. The housekeeper cleans throughout the day as well as using the electrostatic cleaner at the end of each day in both buildings. Housekeeper logs cleaning each day on cleaning schedule. • The playground equipment is disinfected between cohorts and at the end of the day. • The product being used is Bioesque which kills COVID-19 in 4 minutes. • The HVAC system is only a couple of years old and has regular minor and major maintenance as recommended by the manufacturer. • Outside doors are opened frequently throughout the day when going to specialists or outside for recess, allowing fresh air to enter the classroom.
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2k. HEALTH SERVICES	<ul style="list-style-type: none"> The sick room is very large and has an outside door for parents to pick up from rather than walking through the building.
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2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY	N/A
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2m. SCHOOL EMERGENCY PROCEDURES AND DRILLS	<ul style="list-style-type: none"> Emergency drills are practiced once a month, which include a fire and earthquake drill. All children and staff wash hands after practicing a drill. Twice a year a lockdown, lockout, and shelter in place are practiced. This is documented in our ELD licensing file. All staff have been trained on emergency drills and procedures.
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2n. SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES	<ul style="list-style-type: none"> At this time, we do not have any students that have dysregulated, escalated, or exhibited self-regulatory challenges. If this changes, the proper training will be given to staff to support the student.
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	3. Response to Outbreak
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3a. PREVENTION AND PLANNING	<ul style="list-style-type: none"> Reviewed “Planning for COVID-19 Scenarios in Schools” toolkit. We have spoken to Luis Pimentel-Mendia at LCPH and understand that we would call them if there is a positive case.
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3b. RESPONSE	<ul style="list-style-type: none"> EMS is a private school licensed as an emergency Child Care Center and will follow the recommendations of LCPH in regards to COVID-19. We do not offer distance learning or meals outside of school.
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3c. RECOVERY AND REENTRY	<ul style="list-style-type: none"> The “Planning for COVID-19 Scenarios in Schools” will be followed with the support and recommendations from LCPH for reopening. The school buildings would be cleaned, sanitized, and disinfected with the Electrostatic Sprayer following all CDC guidelines. The classrooms have already been reduced in half and have separate entry and exit points for students to allow physical distancing.
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