

MSSA Health and Safety

Back to School Opening

The plan is subject to change based on state and local orders and decisions, and will be revised accordingly as those orders and decisions may change.

Revised August 20, 2020

Screening

Students and staff should self-screen for Covid-19 symptoms before leaving home each day. Staff will use an internet-based application called SchoolPass each morning to fill out a daily health questionnaire regarding symptoms. The Montessori School of San Antonio defines a fever as a temperature of 100.0 degrees Fahrenheit or higher. All staff and students will remain home if they have a fever or other COVID-19 related symptoms.

Upon arrival on campus, all staff must self-screen for a temperature using the thermometer stations located at campus entry points. Any campus visitors will be screened at the front lobby by the receptionist. Adults who register fevers will not be allowed on campus.

Temperature screenings for students will be three times a day, beginning with their arrival at school in the carline drop-off. All classrooms will have their own non-contact thermometer. Teachers will take temperatures twice daily; once will be at a mid-point of the day determined by the teacher and the other time will be at dismissal. Any child who registers a fever during the day will be sent home.

Student Arrival & Dismissal

Early Arrival

Early Arrival is available starting at 7:00 AM. Parents bringing children for Early Arrival MUST walk children to the gymnasium. All children must be accompanied by an adult to Early Arrival. Families will enter the right set of double doors and remain at the gym door entrance until an employee performs a temperature screening. Both parents and children will have their temperature taken before entering the classroom. Parents will be asked if anyone in the household has had a fever or experienced COVID-19 related symptoms AND if anyone in the household has been in close contact with someone diagnosed with COVID-19.

Regular Arrival

In the interest of safety and security for both students and school personnel during COVID-19, walk-up arrival is no longer allowed. All student arrival must be via the car line.

Directions for families for regular arrival:

- Drivers form a single line as they enter campus and move slowly with traffic as they approach the unloading zone. Upper Elementary and Middle School students may be dropped off at the entrance to the gym. Their drivers may then use the center lane to exit, bypassing around Primary and Elementary traffic.
- MSSA staff assigned to colored cones will start opening car doors at 7:50 AM and will stop promptly at 8:20 AM. Please stay in line and pull forward to the next available cone; do not bypass the car in front of you to get to an open cone.
- Child car seats must be installed on the curb side (passenger side) of the vehicle. Upon entering the loading zone, please be sure that your child's car seat is unbuckled for a prompt exit.
- Please help your child have their lunch box in hand and if necessary, their coat on before you reach the loading zone. Waiting to gather items until the car door is open delays traffic flow.
- If your child is not ready to get out of the car (still eating breakfast, having difficulty saying goodbye, etc...), please pull ahead to the very end of the sidewalk, out of the arrival zone, to help keep traffic moving while you tend to your child's needs.
- Once a car has pulled up to a cone and a door is opened, a staff member will take the temperature of everyone in the car using a no-touch thermometer. This includes any adults in the car. **If anyone (including adults) in the car has a temperature above 100 degrees Fahrenheit, all children in the car will not be permitted to attend school.** Staff will also ask screening questions, and our school nurse will be available to answer any questions regarding symptoms or temperatures. Once children exit the car they will walk to the side gates, where they will receive hand sanitizer from a staff member attending the gate.
- Once children have safely exited vehicles, cars should proceed to exit the campus so as not to impede traffic flow.

To the degree feasible, classroom doors will either be propped open or held open by a teacher in order to limit touching doorknobs and doors.

Once in the classroom, children will put their bags away and go straight to wash their hands.

Late Arrival

All students who arrive after the staff has gone inside at 8:20 AM must stay in their cars until a staff member is available to come to the car for screening and temperature checks. Families should stay in their car and call the front office as they pull up to the front of the school if they

arrive late; parents will not be allowed to enter the building. A staff member will come to the car and perform the screening; then the staff member will escort the student into the building.

Under no circumstances should children who arrive late be allowed to enter the building unescorted by a staff member.

Dismissal

Staff members will use the SchoolPass application to track and dismiss students from classrooms; students will not congregate in groups in front of the school. Half-Day Primary students will be dismissed in a manner consistent with social distancing in their cohorts.

Hand Hygiene

Students will be expected to wash their hands with soap and water upon arrival, before and after eating, when coming in from outdoor areas, and after using the restroom. Teachers will monitor hand-washing with soap and water at least twice a day to ensure it is done correctly. Hand sanitizer will be provided in each classroom, and both handwashing and sanitizing will be incorporated into classroom schedules, including transitions to Specials, choosing new work in the classroom, and other appropriate times.

Touch-free sanitizing stations are being mounted to the wall near the outside entrance of every classroom, and each classroom will also be provided with pump sanitizers to place throughout the classroom. These will be refilled as needed. Touch-free sanitizing dispensers have also been added throughout the campus at various locations.

PPE

All students and staff will be required to wear a face covering while on campus, and conventional health guidance recommends wearing both a face covering and face shield if it is not possible to maintain six foot social distancing. Masks will not be required for children during lunch, recess and PE or Motor Skills. We are aware that some of the younger students may have difficulty wearing a mask throughout the day. We will encourage all students to keep their mask on, but teachers will look at each scenario individually and use best judgement as situations arise.

Students should arrive on campus with a mask on. We recommend that students bring two extra masks per day in the event that a change is needed; children will be encouraged to change their mask after eating lunch. Masks should be cleaned daily; sharing of masks with other family members should not occur.

All employees have been provided a set of cloth masks, disposable surgical masks, a clear mask, and a face shield. These items are all approved for use by the CDC, TEA, and the local health department. When using a face shield it is recommended to also wear a face covering. MSSA employees may use the items provided or supply their own masks.

Extra face masks and shields for both adults and children will be available in the health office. Each classroom will be provided with gloves as needed from the health office.

Physical Distancing

Staff and students will maintain six feet of physical distance when feasible. The large MSSA campus lends itself to allowing for spacing between students, and schedules have been designed to keep students in cohort groups. Students will remain with their same cohorts throughout the school day, and will use common areas including the playground and library in their cohorts. Classrooms have been arranged for increased space between seating areas, and teachers are encouraged to use outdoor areas for classroom activities when feasible. At this time, students will not be brought together for assemblies, field trips, or other group gatherings outside of their class cohorts.

Teachers will develop plans for timing of transitions to provide for physical distancing in hallways as feasible.

Fall events are cancelled or postponed; school events where parents usually gather will take other forms including using virtual platforms. Fall Competitive Athletic Programs are cancelled.

MSSA will restrict visits to campus to those essential to school operations. All campus visits must be scheduled via an appointment, and all campus visitors will need to go through a screening process at the reception desk.

Water Fountains

Students will bring water bottles from home that are clearly labeled with their names. Communal water fountains are temporarily disabled. Cohorts will use classroom water faucets to refill bottles throughout the day.

Materials and Supplies

Students will be assigned their own supplies and those supplies will be stored individually at school. In instances where materials are used with multiple students, proper sanitation protocols will be followed depending upon the materials. Teachers will set up classroom systems to make sure Montessori materials are set aside and disinfected between use.

Backpacks and Lunch Boxes

Only essential items should be brought to school. Lunch boxes should be sanitized at home.

Lunch and Snack

Students will have a choice of whether to bring their lunch from home or order from Cafe Vida. Lunches from Cafe Vida will be delivered in individual, disposable containers. If a student forgets their lunch and did not place an order with Cafe Vida, MSSA will provide an individually packaged lunch pack. Each student may bring their own individually packaged snack to school

each day. Both lunches and snacks will be eaten at each student desks to maintain social distancing.

Recess

All students will stay in their cohorts during recess times. Our space allows for cohorts to use different areas of the playgrounds on a rotating schedule. There will not be more than one cohort utilizing a section of the playground/field at one time. Shade structures are being installed in outdoor areas to create more shaded areas.

After School Programs (Childcare)

After School Childcare will follow the procedures outlined in this document, including keeping children in classroom cohorts and social distancing. Snacks will be provided, and they will be individually wrapped.

Cleaning

The school has hired a day porter to clean and disinfect high touch surfaces throughout the day, including bathrooms, door handles and stair rails.

We have added a fogging system to our cleaning protocol and a schedule will be set that allows for sanitizing common areas and classrooms, as well testing surfaces for effectiveness. If a child is removed from the classroom for possible COVID-19 illness, we have the ability to go into the classroom and fog it at that time.

Any shared supplies will be sanitized after each use, and each classroom will have a sanitizing spray that can be used throughout the day on toys, desks, counters, and shelves.

High touch surfaces made of plastic and metal in outdoor areas will be cleaned routinely.

Health Office Visits

The Health Office has designated two locations for health visits; one will be for first aid and medication visits, and the other will be for illness visits. Teachers will use information and health forms provided by the school nurse when they send children to these locations.

Illness during the school day

- Students who become ill during the school day will go to the health office for further assessment.
- If the child is displaying COVID-19 related symptoms, they will be isolated from other students and parents will be contacted to pick up within the hour.
- The student's teacher will be notified to relocate their classroom to an outside space while the classroom is sanitized with our fogging system. This will take approximately 30 minutes.

COVID on Campus

Immediate Response

In the event that a staff member, student, or campus visitor tests positive for COVID-19, notification to the campus will be based on prevailing health professional guidelines. The Texas Department of State Health Services and local health department will be contacted and campus staff will defer to health official guidance for how to move forward, which could include closing off certain areas of the school and quarantine. The person who tested positive for COVID-19 will not be allowed back on campus until the criteria listed below are met.

Criteria for returning to school once a student or staff member has had COVID-19:

- Must be fever-free for 24 hours without fever reducing medications
- 10 calendar days must have passed since onset of illness
- Symptoms have improved (cough, breathing, etc.)
- One negative COVID-19 test or clearance by a healthcare provider

Close Contact

- If you have been in close contact with someone who has been diagnosed with COVID-19 you will need to quarantine for 14 days.
- Close contact has been defined by the CDC as being within 6 feet of an individual who has tested positive for at least 15 consecutive minutes OR being in direct contact with bodily fluids such as saliva and mucous.
- The degree of risk is varying depending upon proper use of face masks, dividers, inside/outside location and symptom onset. All of these factors play a role in deciding whether or not quarantining is necessary.
- We will defer to guidance from the local health department when necessary.

Communication

Consistent with legal confidentiality requirements, MSSA will notify teachers, staff and families of all students on campus if a confirmed case of COVID-19 is identified among students or staff.

COVID-19 Symptoms

Consult the most recent CDC list of questions to evaluate whether an individual has symptoms consistent with COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>