



Cedar Tree Montessori COVID-19 Risk Management Plan

Purpose: This is a living, internal document to support all Cedar Tree Montessori staff in implementing safety measures during Phases 1-4 of Governor Inslee's phased reopening plan.

Table of Contents

Table of Contents	2
Context & Background	3
2021-2022 COVID-19: Summary of Safety Protocols	4
Staff COVID trainings and discussions will include	5
Student & Teacher Safety Overview	5
School Operations	6
Arrival/Dismissal and Parking	6
Morning Arrival	6
Afternoon Dismissal	7
Unvaccinated Students	7
Family Commitment to Community Health	8
At School	9
Student Drop-off & Pick-up Procedures	9
Additional Safety Precautions	10
Lunch & Snack	10
Cleaning Practices	11
General Health and Hygiene	12
Hygiene Practices	13
Hand Cleaning	13
Coughing and Sneezing	13
Eating Meals and Snacks	13
Reduction of Contact with Materials	13
Personal Protective Equipment (PPE)	13
Gloves	13
Protective Eyewear (Goggles)	14
Face Coverings	14
Administering First Aid (COVID-19 not suspected)	15
Supplies Return and Cleaning Process	16
Student Dismissal and School Closure Criteria and Protocol	16
COVID-19 School Closure Criteria	16
COVID-19 Student Dismissal Criteria	16
COVID-19 Symptom Criteria for Dismissal/Closure (as of 8/4/20)	17
Guidelines for Managing Illness (COVID-19 Suspected)	18
Patient Care	18
Group Care	18

Context & Background

In March 2020 Washington Governor Inslee mandated closure of all public schools to prevent the potential spread of the COVID-19 virus. In June of 2020, Inslee announced the need to reopen all schools for the 2020-21 school year. Cedar Tree Montessori aims to navigate this pandemic by prioritizing safety while informing our safety policies with our values of community. We will continue to create a loving, learning, and safe Montessori environment. This COVID-19 Risk Management Plan follows the guidance of health experts, including the Washington Department of Health, the Whatcom County Health Department, the Centers for Disease Control, local medical professionals, and Governor Inslee's recommendations.

As you read through this document, please keep the following in mind:

- This is a living document. Cedar Tree will update and adjust policies based on the evolving health situation and the changing guidance from the CDC, state, and local health departments. We will keep families informed when changes occur.
- We use a layered prevention method to keep our community safe and practice many prevention tactics to avoid transmission on a daily basis.
- The precautionary measures described in this document cannot eliminate the possibility of a contagion at school.
- CTM continues to navigate policies and procedures of many different federal, state, and local entities that will impact our school. This handbook outlines the policies and procedures within CTM's control and influence.
- The protocols in this handbook are specific to Cedar Tree Montessori, are accompanied by in-person training, and are not intended to be replicated outside of this specific context. If helpful, CTM staff recommend utilizing this document only as a reference point, and CTM is not responsible for the actions of entities that may institute these policies as their own. CTM recommends that each entity develop policies and procedures specific to their programming, staff capacity, and community as well as consultation with medical and mental health professionals as deemed necessary.

2021-2022 COVID-19: Summary of Safety Protocols

(For more detailed explanations, refer to pages 6 -18)

Masks: Both staff and students will be wearing masks when inside the school. Each student will need to have two clean masks each day so that they can switch out masks as needed. Mask breaks will be provided throughout the day in each classroom and we will treat mask wearing like we do other self-care/practical life skills; we will encourage students to take (mask) breaks throughout the day and/or change out wet masks, as needed. Masks are optional during outdoor activities.

Hand Washing: We will support students to wash hands throughout the day, before and after eating and after being outdoors or going to the bathroom.

Hand Sanitizer: We will provide hand sanitizer at school. If you have a favorite hand sanitizer, we ask that you bring your own.

Modified Health Screening: Upon arrival at school, students will take and log their temperature.

Health Vigilance: Parents and students are asked to be vigilant of their health and any symptoms. Students need to remain at home if they experience any symptoms.

Cleaning/Sanitizing:

Classrooms will be sanitized at the end of each school day. Frequently touched areas will be sanitized throughout the day.

Increased Ventilation:

Classroom doors and windows will be propped open to increase ventilation throughout the school day.

Reducing the number of people inside the school building:

Parents and visitors are not allowed inside the school without a scheduled meeting. We will continue to limit the number of people on campus during this chapter of the pandemic. All visitors will be required to wear masks, take and log their temperature. We are allowing elementary parents to volunteer in their child's classroom for short periods of time. Please consult your child's classroom teacher for volunteer opportunities.

Staggered Arrival and Dismissal: We have 15 -30 minutes between each arrival and dismissal time to reduce the number of people at school.

Increase Our Time Outdoors:

We know that transmission is significantly reduced outdoors and we will therefore take every opportunity to extend our learning outdoors. When we are outside, masks can be removed. When masks are off, students will be supported to remain distanced.

Staff COVID trainings and discussions will include

1. Student arrival and dismissal procedure
2. Cedar Tree staff will be fully vaccinated against COVID-19
3. Staff, students and anyone who enters the building will take and log their temperature.
4. What to do in case of suspected illness
5. Social/Emotional support for self and students
6. Mask Breaks and importance of rigorous exercise outdoors for students
7. Why Masks? Pros and Cons. We will discuss the known negative impact of masks and dramatic impact masks have on reduction of transmission.
8. Talking about COVID-19 with students
 - a. How to share safety protocols and support families
 - b. How to provide trauma-informed care
9. Best hygiene practices—guidelines and requirements
10. Masks: when, why and where
11. Travel restrictions/recommendations

Student & Teacher Safety Overview

- Classroom size will return to 24-26.
- Everyone inside the school building will be masked.
- Students will be distanced when masks are off (lunch, snack, water and masks breaks).
- Classroom will be broken into smaller groups during lunch and whenever possible..
- Staff and students will practice frequent handwashing and sanitation practices.
- Elementary: students will bring their own snack and lunch and eat in small groups outside or in designated areas.
- Children's House: snack will be provided by parents and can be home baked
- Students are expected to take temperatures at home and remain home if higher than 100.4 or have any combination of symptoms.
- Teachers will help students take temperature daily and check for symptoms prior to entering the classroom.
- COVID testing for unvaccinated people when symptomatic
- Distancing (of 3 feet or more) whenever possible
- Increase student/teacher time outside.
- Frequent cleaning of school and surfaces.
- Students will drink from personal water bottles (water fountains will continue to be restricted).
- Domestic Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

School Operations

- Arrival and dismissal times are staggered to reduce the number of people congregating at school.
- Parents/Caregivers are asked to wear masks while on school campus.
- Parents are allowed inside school by appointment or as a classroom volunteer with masks.
- Travel protocol for unvaccinated family members: Return to school is welcome after quarantine and a negative test result. Quarantine for 7-10 days after the last date of travel and get a viral test 3-5 days after travel. Test results should be sent to administration.
- Travel protocol for requirements for vaccinated family members: self-monitor for COVID-19 symptoms.
- After school play is allowed. Masks are optional when:
 - Play less than 15 minutes and in close contact or
 - Spent 3-6 feet from other students for longer periods of time.
 - Play should reflect these safety precautions.

Arrival/Dismissal and Parking

Parents/caregivers will drop off and pick up at the fence gate on Irving Street. You will do this by parking at Fountain Community Church and walking to our entrance on Irving Street. Teachers will assist students to take their temperature before entering the classroom. Our goal is to reduce the number of people congregating and gathering before and after school. Teachers will supervise students outdoors for 15 minutes after dismissal. Parents are expected to pick up students no later than 15 minutes after dismissal. Students are welcome to stay and play WITH a designated adult supervising. In those circumstances we ask that you bike, walk to school or park at least one block away from school to ensure that parking is available for the next wave of parents coming to pick up their children. Fountain Community Church graciously shares their parking with us during the week. Please use this parking lot to help reduce the congestion on Irving Street.

Morning Arrival

CH (8:30 am) Please park in our lot at Fountain Community Church and walk to the gate to meet your child's teacher. Teachers will greet one family at a time. One child and parent/caregiver will enter through the gate, say farewell outdoors and parent/caregiver will exit using the gate on Broadway. There are arrows on the pavement directing the flow of traffic. Parents and children will take temps before children enter the classroom.

LE: (8:45 am) Please park in our lot at Fountain Community Church and walk on Broadway to the school entrance on Irving Street. Parents can drop off to say farewell at the "gate" off of Irving Street. Morning Circle will be outside. Teachers will assist students to take and log their temperature before entering the classroom.

UE: (9:00 am) Please park or drop off in our lot at Fountain Community Church. Students can walk independently or with caregivers on Broadway to the school entrance on Irving Street. Caregivers will say farewell at the "gate" off of Irving. Teachers will assist students to take their temperature before entering the classroom.

Afternoon Dismissal

LE: 2:45 pm. Rene will be present from 2:45 - 3:00 pm. Please park at Fountain Community Church and meet your child at the gate on Irving Street. Parking at FCC needs to be brief since we have the next group of parents coming at 3:00 pm. Parents/caregivers are welcome to park further away and stay to play.

CH: 3:00 pm. Please park at Fountain Community Church and meet your child at the gate near the classroom. Parking at FCC needs to be brief since we have the next group of parents coming at 3:30 pm. Parent/caregivers are welcome to park further away and stay to play.

UE 3:30 pm. Please park at Fountain Community Church and meet your child at the gate on Irving Street. Parent/caregivers are welcome to park further away and stay to play.

Unvaccinated Students

Parents of non vaccinated students are asked to be vigilant and keep students at home if they or any unvaccinated household member experiences any of the following symptoms :

- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose – not related to seasonal allergies
- Unusual fatigue

Your unvaccinated child must remain at home if:

- They have been in close contact with anyone with suspected or confirmed COVID-19
- They have had any medication to reduce a fever before coming to school

The health community now understands that an individual may experience symptoms of Covid-19 up to 2-14 days after exposure to the virus.¹ This means that should your child be exposed to the virus during Cedar Tree Montessori in person days, they may not present any symptoms for 72 hours.

We require that that if your household experiences illness after participating in Cedar Tree Montessori in person that you:

- Visit your doctor. Your doctor will recommend a COVID-19 test, if they deem it appropriate.
- Report illness to school administration.
- Get tested when appropriate. Please see Whatcom County's Health Department page on [Covid-19 Testing](#) for more information on who should get tested and testing locations in Whatcom County.
- In the event of a positive test result, school staff will do [Contact Tracing](#) to inform potentially impacted community members.

¹Centers for Disease Control. Symptoms of Coronavirus. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Family Commitment to Community Health

Parents or guardians must review and acknowledge that they have read, understood, and agreed to adhere to the protocols outlined in this document and to report fever or other COVID-19-related symptoms.

At School

Student Drop-off & Pick-up Procedures

For the safety of staff, students, and families, Cedar Tree Montessori will be requesting that guardians and students:

- If the student has a temperature of 100.4°F or above, the student will be turned away, and may not attend in person school until the fever has gone away for 72 hrs (without use of fever-reducing medication) or after the other symptoms have disappeared.

COVID-19 drop-off procedure for AM Children's House

1. Parents fill out form on Transparent Classroom
2. Parents come to the gate facing Fountain Church Parking Lot and drop off at the gate. Parents take student temperature and record temperature, date and time.
3. All adults will wear a mask and maintain a physical distance of at least 6-feet.

COVID-19 drop-off procedure for PM Children's House

1. Parents fill out form on Transparent Classroom
2. Parents come to the gate on Irving Street and drop off at the gate. Parents take student temperature and record temperature, date and time.
3. All adults will wear a mask and maintain a physical distance of at least 6-feet.
4. Students find and stand on one polka dot on the asphalt playground space.
5. A staff member will collect the student from the designated drop off space and usher them down to the basement multi-purpose room.
6. Each student will wash hands and/or use hand sanitizer gel upon entering the Children's House classroom.

COVID-19 pick-up procedure

- Students will wash hands prior to leaving school.
- The Teacher and Assistant will invite the parent inside the gate.
- The child will come out of the classroom and meet the parent.
- The parent and child will exit to the left through the other gate by the bike racks. Students are dismissed individually through the Children's House classroom door and will maintain social distancing until pick up.
- We'll repeat these steps for each child until all of the children have left. Please continue to social distance outside of the gate until you are invited to come inside.
- For the safety of staff, students, and families, Cedar Tree Montessori will request that students and guardians:
- Wear face coverings throughout the pick-up process (all persons coming to pick-up, both adult and any other youth). This excludes children under 5.

Additional Safety Precautions

- There will be signs at each gate entrance to Cedar Tree's campus reminding families of face mask requirements and social distancing rules.
- There will be distancing markers on walkways to ensure social distancing of students, staff and parents
- All hand sanitizer gel will be at least 60% alcohol, fragrance-free whenever possible, and kept out of the reach of children and will be at each entrance.
- Monitor child and employee attendance and absences, have flexible leave policies and practices, and have access to trained substitutes to support employee absences.
- Suggest families have the same adult drop off and pick up the child each day and avoid carpooling when possible.
- Temperature check at entry children, and youth at entry each day.
- Parents will complete online health screening one hour prior to drop off. home, or on site in front of you, at least 6 feet away.
- Staff will complete daily health screenings and temperature checks.
- At drop-off and pick-up times with the child's family, keep at least a 6-foot distance.
- At School
 - a. Social distancing of 6 feet or more
 - b. Increased use of outdoor spaces
 - c. Masks at all times except for predetermined socially distanced, mask-off times such as lunch time.
 - d. No food or school supply sharing
 - e. Hand washing every hour.

Lunch & Snack

Lunchtime

Lunchtime continues to be a special time for our older students to sit among their classmates and teachers and eat together. The following procedures will ensure that we stay safe:

- Students will each have a mat to sit on that will be washed daily. These mats delineate their eating space.
- Each student will find a place to sit (socially distanced) with their peers.
- Children and teachers will wash their hands before and after eating.
- Each child will bring their own lunch from home and pack out their remaining lunch and packaging.
- Teachers will sit with children to socialize and supervise children to ensure they are not sharing food or touching each other during mealtime.

Snack Safety

- One child at a time for snack:
- Children will wash hands before and after snack.
- Children will spray the table after use and place their plate in the dishwasher.
- Staff will monitor and clean tables between use.

Cleaning Practices

General Cleaning Guidelines

Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

1. Wear disposable gloves to clean and disinfect. Can also wear a gown.
2. Clean surfaces using soap and water, then use disinfectant.
3. Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
4. High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
5. Remove any items that cannot easily be cleaned and disinfected, including sand or water tables, stuffed animals, and play dough.

Disinfecting Practices

1. Recommend use of [EPA-registered household disinfectant](#)
2. Bleach solution: mix: 5 tablespoons (1/3 cup) bleach per gallon of room temperature water
OR 4 teaspoons bleach per quart of room temperature water
3. Bleach solutions will be effective for disinfection up to 24 hours
4. Alcohol solutions with at least 70% alcohol may also be used.
5. Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%.
6. Keep surface wet for a period of time (see product label).
7. Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Cleaning soft surfaces such as carpeted floor, rugs, and drapes

1. Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
2. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

Cleaning electronics, such as tablets, touch screens, keyboards

1. Consider putting a wipeable cover on electronics.
2. Follow manufacturer's instruction for cleaning and disinfecting.
3. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning clothing, towels, linens and other items

1. Use the warmest appropriate water setting and dry items completely.
2. Wear disposable gloves when handling dirty laundry from a person who is sick.
3. Dirty laundry from a person who is sick can be washed with other people's items.
4. Do not shake dirty laundry.
5. Clean and disinfect clothes hampers according to guidance above for surfaces.
6. Remove gloves, and wash hands right away.

Cleaning and disinfecting outdoor areas

1. Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
2. Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
3. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
4. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

General Health and Hygiene

A summarized overview of the COVID-19 related safety policies are outlined here:

- Reduced group size of 15 in the building a day (12 students and 2 teacher)
- Frequent handwashing and sanitation practices
- Required use of cloth masks for Cedar Tree Montessori staff and students. Teachers will help support young students in the practice of wearing masks.
- NO food sharing
- Daily temperature and signs/symptoms checks of all students and staff
- Physical distancing of 6 feet or more from one another during programs
- Minimized direct contact between students
- Outdoor eating and teaching when possible Cedar Tree Montessori staff will help support individual and group health at school.

Hygiene Practices

Hand Cleaning

All students and staff will wash hands [as directed by the Centers for Disease Control \(CDC\)](#). Due to the nature of our school, there may be times when it makes more sense to use hand sanitizer rather than soap and water. Each student and staff member will have their own hand sanitizer, labeled with the student or staff name. Cedar Tree Montessori will also provide hand sanitizer throughout the school and soap among other safety materials.

At a minimum, appropriate hand cleaning will occur:

- Every morning as soon as students and staff arrive
- Before and after all snacks and meals
- Before and after going to the bathroom (including changing menstruation supplies)
- After blowing nose, sneezing, coughing, or touching eyes
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.)

Coughing and Sneezing

All students will be taught how to properly protect their cough or sneeze by coughing or sneezing into the fold of their arms. Following any unguarded cough or sneeze, students are asked to wash hands and/or use hand sanitizer as a precautionary measure.

Eating Meals and Snacks

All students and staff must wash their hands before and after eating. Students may NOT share or trade food or snacks with each other or finish another person's meal for them if they are too full. Students will be eating outside and/or in a well ventilated area

Reduction of Contact with Materials

In general, staff and students should avoid handling others' belongings. If handling of someone's belongings is needed, gloves should be worn; disposable gloves are recommended, if available. If gloves are unavailable, you should perform hand hygiene immediately before and after handling others' belongings.

When possible, items should be assigned to individuals to reduce the quantity of items shared. Cedar Tree Montessori will provide permanent markers and masking tape to label all personal items as appropriate at the beginning of the year, and labeling at home will help this process along. When items must be shared, clean and disinfect between uses.

Personal Protective Equipment (PPE)

Gloves

Due to the nature of our school, staff will use discretion as to when to use gloves versus employing hand washing or sanitizing techniques. Cedar Tree Montessori will provide an appropriate number of disposable gloves to account for administering first aid or medication and other necessary instances.

Protective Eyewear (Goggles)

First aid kits will now include protective goggles for staff to wear in the event that they must administer first aid, therefore breaking with social distancing practices. Protective eye goggles **MUST** be disinfected after any use, using the decontamination process outlined later in this document.

Face Coverings

All staff and students who are able will wear appropriate face coverings for the duration of the school day. Face coverings will only be removed by staff or students for eating, drinking, hygiene, or when social distancing of 6 feet or more is possible. Families will be asked to provide their own masks for students, but if families cannot provide their own masks, Cedar Tree Montessori will provide extra cloth masks for those who need or forgot theirs. Below are the requirements for appropriate face coverings, who should not wear face coverings, and instructions for expected mask sanitation:

Cloth face coverings should:²

- Cover the mouth and nose,
- Fit snugly but comfortably against the side of the face,
- Be secured with ties or ear loops,
- Include multiple layers of fabric,
- Allow for breathing without restriction, and
- Be able to be laundered and machine dried without damage or change to shape.

In order to comply with proper mask sanitation, staff and students are expected to:³

- Wear a clean mask each day of program and carry others to replace any soiled mask.
- Staff and students can either wash their cloth face covering between days of school OR use a different clean mask each day.
- Wash masks with detergent and hot water and dry on a hot cycle.
- Wash their hands immediately after putting a mask back on and avoid touching their face if a mask is removed during a day of programming.
- Discard cloth face coverings that:
 - No longer cover the nose and mouth,
 - Have stretched out or damaged ties or straps,
 - Do not fit snugly on the face, or
 - Have holes or tears in the fabric.

In line with recommendations from the Centers for Disease Control, the following individuals should not wear face coverings⁴:

- Children under age 2,
- Anyone who has trouble breathing, is unconscious, or incapacitated, and/or
- Anyone unable to remove the mask without assistant

² Centers for Disease Control. DIY Cloth Face Covering Instructions. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

³ Washington Department of Health. Cloth Facemasks. Available at: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

⁴ Centers for Disease Control. How to Wear Cloth Face Coverings. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Administering First Aid (COVID-19 not suspected)

It is likely that teachers will need to administer first aid during the course of the school year. During this time when social distancing and limiting physical contact are key to the prevention of spreading COVID-19, the practice of administering first aid will vary slightly. Below are best practices for administering first aid and lessening the risk of potential exposure to harmful viruses or other communicable diseases. These best practices are to be used only when the staff and student engaging in first aid are not showing signs and symptoms of COVID-19.

As a reminder, the Washington Department of Health and Centers for Disease Control recommend avoiding “close contact,” which is defined as “a person who has been within about six feet of a person with confirmed novel coronavirus infection for a prolonged period of time or has had direct contact with secretions from a person with confirmed novel coronavirus infection.”^{5,6}

Thus, if it is possible to administer first aid directly within 15 minutes or less, and without direct contact with any secretions, this is allowed. See the steps below for appropriate safety measures. Staff may also choose to talk a student through administering first aid to themselves, to further reduce risk. This procedure is also outlined below.

In some scenarios it may not be possible to maintain social distancing while administering first aid. In this case staff should do the following:

1. Before nearing the student:
 - a. Sanitize hands and don proper PPE (gloves, goggles, and mask)
 - b. Determine a clear plan of action in order to minimize contact time with the student.
 - c. Check the student health log to confirm no possible signs/symptoms of COVID-19.
 - d. Ensure that the student is wearing a mask.
2. Administer first aid.
3. Remove PPE.
4. Consider changing clothes if transfer of bodily fluids (blood, saliva, mucus) was likely.
5. Sanitize hands, preferably with soap and running water.

Talking a student through administering first aid to themselves

If possible, maintain social distancing and use the following steps to encourage students to administer their own first aid. Note, this may not be appropriate due to the nature of the injury.

1. Using a gloved hand or with sanitized hands, pull out necessary first aid supplies
2. Set the materials down, and relocate 6 feet away from the materials
3. Instruct student to collect the materials
4. Instruct student on how to use them (if necessary)
5. Instruct student to dispose of any materials.

⁵ Washington Department of Health. COVID-19 Frequently Asked Questions. Available at: <https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID-19/FrequentlyAskedQuestions>

⁶Centers for Disease Control. COVID-19, Preventing Getting Sick. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Supplies Return and Cleaning Process

The school and supplies will be both cleaned and disinfected at the end of each school day and more thoroughly on Wednesdays and the weekend.

- “Cleaning” entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from the surface.
- “Disinfecting” entails spraying with a product approved by the EPA.⁷ Such as a diluted bleach solution consisting of four teaspoons of bleach to a quart of water or a diluted rubbing alcohol solution with a 60-90% solvent ratio such as 1 cup of water mixed with 2 cups of rubbing alcohol.
- Staff and students will wear a facemask and gloves when cleaning.

Student Dismissal and School Closure Criteria and Protocol

These criteria and protocols have been developed by Cedar Tree Montessori Staff to the best of their ability. These protocols have been determined to help the community stay safe and healthy, however, they are subject to change as new information is provided. Cedar Tree Montessori has a low-risk tolerance regarding symptoms that are highly likely to be a sign of COVID-19. If a mandatory dismissal from school is required or if staff decides to close the school to decontaminate (as defined below), students will be moved to online learning platforms and staff will contact families as necessary once there is enough information available. As always, patient care should come first.

COVID-19 School Closure Criteria

- If a sick child has been isolated at Cedar Tree Montessori, all surfaces will be cleaned and disinfected in the isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member, Cedar Tree will follow these steps.
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.

COVID-19 Student Dismissal Criteria

- Any student exhibiting any of the symptoms below is required to remain home from school until they feel better or have not had symptoms for at least 72 hours. *COVID-19 testing for persons exhibiting symptoms encouraged.*

⁷ Environmental Protection Agency. Disinfectants for Use Against SARS-CoV-2. Available at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- If a student has a temperature of 100.4°F or above, the student should not attend in person school until the fever has gone away for 72 hrs (without use of Tylenol or Ibu) and after the other symptoms have disappeared. *COVID-19 testing for persons exhibiting symptoms encouraged.*
- If any student tests positive for COVID-19 and they have been attending in person school, they will not be permitted to attend in person school and the school will close for 24 hrs for a deep cleaning. Any pod members or persons who have been in close contact will move to online platforms for a minimum of 14 days. *COVID-19 testing for persons exposed is encouraged.*
- If more than one student tests positive for COVID-19 from different pods, school will close for a cleaning, and move to online platforms for a minimum of 10 days. *COVID-19 testing for persons exposed is encouraged.*

COVID-19 Symptom Criteria for Dismissal/Closure (as of 8/4/20)

The following criteria include both moderate and severe signs and symptoms of COVID-19. ⁸

Moderate signs and symptoms of COVID-19

- Fever (100.4 degrees or above)
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Muscle pain (outside of expected muscle pain often associated with new/different physical activity)
- New loss of taste or smell
- Sore throat
- Persistent new diarrhea (longer than 24 hrs)
- Cough
- Nausea/Vomiting

Severe Signs and symptoms of COVID-19:

- Moderate to severe difficulty breathing
 - Unable to speak full sentences, gasping for air, cannot catch their breath
- Coughing up blood
- Signs of low blood pressure (feeling cold, pale, clammy skin, light headed, too weak to stand)
 - Blue colored lips or face, severe and constant dizziness or lightheadedness
- Acting confused (new or worsening)
- Unconscious or having a hard time waking up
- Slurred speech (new or worsening)
- New seizures or seizures that won't stop
- Severe or constant pain or pressure in chest
- Widespread, unexplained body rash
- Inflammation involving the mouth
- Conjunctivitis (also known as Pink Eye)

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Guidelines for Managing Illness (COVID-19 Suspected)

Patient Care

1. Staff should establish a primary responder for the patient.
2. Ensure that the patient and staff are wearing their masks in accordance with Cedar Tree Montessori policy.
3. Separate the patient and their primary responder by clearly establishing a care area away from, but in sight of, the remaining group.
4. Monitor/assess the patient and contact families.
 - a. Monitoring/Assessment
 - i. Consult their health history form to assess any other compounding health factors.
 - ii. As always, make sure they have plenty of fluids and do your best to ensure patient comfort.
 - iii. Provide physical and mental first aid, while simultaneously protecting personal health and wellness. Mask, gloves and goggles required when attending, removal of gloves and hand washing when done. Maintain your 6 feet of distance as best as possible.
 - iv. Complete a full Patient Assessment, and a SOAP note.
 - v. If a fever is present, consult health history forms before administering any over the counter fever reducers (Tylenol, Ibuprofen). Administer medication, if/as allowed and necessary.
 - b. Contacting the families
 - i. Contact the patient's family as soon as possible to arrange transportation and medical treatment.
 - ii. Contact other group families to arrange for pick up from school so the school can close for cleaning.
5. Every incident presents its own unique challenges and opportunities. Once communication has been established between staff and families, Cedar Tree Montessori will work on a case-by-case basis to evaluate and inform next steps. This may include dismissing the student, or the entire group, and utilizing both internal and external organizational resources.
 - a. Emergency situation: in the instance of any **severe signs or symptoms**, staff should seek urgent medical attention. Call 911 and the family. Stabilize the patient as best as possible until advanced medical care is secured.
6. Do your best to
 - a. Keep any patient(s) engaged and looped into group decisions/activities, and vice versa. We do need to physically isolate the patient(s) but not mentally/emotionally isolate them.
 - b. Avoid diagnosis. Only testing can truly determine if a person has COVID-19. Please do not say to other participants that "someone has COVID-19," which may induce or increase feelings of fear and anxiety.

Group Care

While the patient is being cared for, remaining staff should:

1. Maintain the same level of hygiene, sanitization, and distancing practices for the rest of the group. Ensure that all participants are wearing masks properly.

2. Keep a close eye on high risk people in your group and make sure they are socially distancing themselves, as well as anyone who was especially exposed to the patient.
3. Make a short term plan with staff, then with the group. Assess at regular intervals. Aim for unified, clear communication and expectations to keep students grounded.
4. Group updates should be addressed to the entire group to avoid rumors or misinformation from circulating. Try to balance transparency and group wellbeing with patient confidentiality, as possible.
5. Depending on the severity of the situation, a debrief may be warranted. A group debrief is encouraged no matter the severity, however. This can be facilitated by staff.
6. Please, do your best to:
 - Continue role modeling behaviors and tone that adds to group morale, not detracts from it. Stay calm and collected.
 - Continue to be exceptional people. Stress manifests differently for everyone. Be kind, communicate clearly, and don't take things personally. Inevitably, the primary responder is going to feel stress, and the staff caring for the remaining group will feel stress as well.

Sources and References

<i>Source</i>	<i>Link</i>	<i>Information Category</i>	<i>Last Updated</i>	<i>Last Accessed</i>
<i>Centers for Disease Control (CDC)</i>	CDC- General Coronavirus Info	General Info	5/8/2020	6/10/2020
	CDC - Symptoms and Testing	Symptoms and Testing	5/13/2020	5/13/2020
	CDC- Guidance for Schools	Guidance for Schools	3/19/2020	3/19/2020
	CDC - Managing Stress and Anxiety	Mental Health	6/12/2020	6/12/2020
	CDC- Consideration for Youth Camps	Guidance for Camps	6/24/2020	6/25/2020
	CDC - High Risk Individuals	Covid Safety	6/25/2020	6/10/2020
	CDC - Cleaning and Disinfection	Cleaning and Disinfection	5/27/2020	6/10/2020
<i>Environmental Protection Agency (EPA)</i>	Covid Approved Cleaners	Cleaning and Disinfection	6/24/2020	6/15/2020
<i>Whatcom County Health Department</i>	Guidance for Businesses Reopening	Reopening	6/1/2020	6/25/2020
<i>Washington State</i>	Washington Coronavirus Hazard Considerations for Employers	Guidance for Employers	5/22/2020	6/25/2020
	Gov. Inslee Stay Home Stay Healthy Address	Washington Reopening Plan	3/24/2020	6/10/2020
	WA State Phased Approach	Washington Reopening Plan	5/1/2020	6/11/2020
<i>Washington State Department of Health</i>	Child Care, Youth Development, and Summer Day Camps During the Covid-19 Outbreak	Guidance for Camps	6/23/2020	6/23/2020
	Face Coverings	Face Coverings	6/24/2020	6/24/2020