

Waiver Application Form Guidepost Montessori at Foothill Ranch



Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): Guidepost Montessori

Name of District/School: Guidepost Montessori at Foothill Ranch

If this is a School District Consolidated Application Yes: No:

(Please list each school on a separate sheet)

School Type: Traditional Public School
 Charter School
 Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 24

Superintendent (or equivalent) Name: Aaron Bailey

Address:

10 Orchard, Ste. 200
Lake Forest, CA 92630

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	
0	0	5	7	6	3	1	2	1 Classroom - Montessori Elementary

Date of Proposed Reopening: 9/23/20

Name of Person Completing Application: Aaron Bailey

Phone Number: 949.354.2259

Email: compliance@tohigherground.com

Signature: /S/

Date: 9/9/20

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:

N/A (See below)

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

There are no formal parent or community organizations for our school. In lieu of this, we engaged the parent community with a survey requesting their input as well as whether they preferred virtual, in-person, or hybrid learning. The parents who responded overwhelmingly chose in-person learning. Survey attached.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

No labor organization represents staff at our school. In lieu of this, we engaged the employee community with the same survey provided to parents, requesting their input as well as whether they preferred virtual, in-person, or hybrid learning. The staff who responded also overwhelmingly chose in-person learning.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Website URL** where reopening plan and waiver are posted.

<https://guidepostmontessori.com>

<https://guidepostmontessori.com/foothill-ranch>

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date



Foothill Ranch Elementary

Health & Safety Procedures During COVID-19

Due to the COVID-19 pandemic, we have heightened our health and safety procedures to keep our environment as safe as possible for the entire community. These procedures allow for containment, promote social distancing, and minimize the spread of disease through:

- Limited classroom sizes (generally, classroom capacity is based on the ability to social distance)
- Limited access to open spaces and high traffic areas (children and staff only)
- Limited overlap of classroom groups (children remain within one classroom with the exception of going outdoors)

Read on for a detailed checklist of health and safety procedures you'll need to follow at different points of the day.

Group Sizes

Group sizes are regulated by state and local orders based on the COVID-19 numbers and variables of a state, city, or county. Generally, regardless of Executive Orders, we are going to keep group sizes small enough to meet social distancing requirements. Classroom capacities are based on the recommended 6 feet of social distancing per student or the state recommended distance.

School Closure Criteria

School closure will be based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. School closure will be considered if there are multiple cases in a cohort at school or when at least 5 percent of the total number of teachers/student/staff have positive cases within a 14-day period. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local

epidemiological data. Virtual schooling is always an option to all students. If the school closes for an extended period of time students will begin virtual learning.

Testing Staff

School staff are essential workers and will be tested periodically as testing capacity permits and as practicable. All staff will be tested over a 2 month period, where 25% of staff are tested every 2 weeks to rotate testing of all staff over time. The campus will increase frequency of staff testing if required by the county or state.

Staff Training

Guidepost provides Health & Safety Training once per week for all new staff. Once trained, guides and administration have access to a health and safety designed to answer questions and provide ongoing support to the campus.

Campus COVID Point of Contact

The campus Head of School is the COVID Point of Contact. The Head of School will issue all communication to families regarding changes in health and safety policies, campus exposures or cases, and campus closures. The Head of School in collaboration with the Central Compliance Team will report all confirmed COVID cases to the local health department.

Communication

Guidepost will be transparent to staff and families when it comes to new health and safety measures, education, possible COVID exposures and confirmed cases. Communication will be facilitated by the Head of School through our CRM system. Families will be sent updates through email and phones calls when necessary.

Limiting Building Exposure

As we re-open our schools and welcome back more children and staff, it's important that we limit exposure within and throughout our building to keep our community safe and healthy.

Done?	Guidelines
	Parents drop-off at the front door and children are walked to their classroom.
	Entrance to the building is limited to staff, children, and essential workers.
	Anyone entering the building must commit to a temperature and symptoms check. (including staff members, parents, repairmen, etc.).



	<ul style="list-style-type: none"> • Staff may take their own temperature at home and show the administrator a photo upon arrival, confirming they do not have a fever of 100.0 or more. • Administrators should take their own temperatures each morning before arriving to school.
	Guides should enter the building through outside classroom doors whenever possible.
	Do not allow anyone with symptoms to enter the building or classrooms.

Preparing the Classroom

It is important for our classrooms to be as self-contained as possible. Keeping children's items such as clothing, shoes, and lunchboxes within the classroom helps prevent cross contamination among other groups on campus. By minimizing cross-contamination, we increase the possibility of closing just one classroom vs. the entire school if there is a confirmed case of COVID-19. The following guidelines will help minimize this risk:

Done?	Guidelines
	Reduce the number of chairs at each table in the classroom, to encourage social distancing.
	Provide extra space between children's belongings so that they are not touching.
	Remove all sponges from the classroom.
	For the most part, all materials in the classroom can be cleaned and disinfected, but if you identify anything that cannot be easily cleaned, consider removing it from the environment. Please note that children's books are NOT considered high risk for transmission, and do not need additional cleaning or disinfection.
	Hand sanitizer should be available for use by staff and students. Students should be supervised when using hand sanitizer.
	Open windows to allow fresh air to flow in when possible.



Before children arrive, guides will take the follow steps to prepare each morning:

Done?	Guidelines
	Enter the classroom through an outside door, if there is one.
	Remove shoes and change into slippers that remain inside the classroom.
	Wash hands with soap and water for 20 seconds upon arrival.
	Use an EPA approved disinfectant to wipe down high traffic areas (doorknobs, sinks, light switches, toilet levers, etc.) before children arrive.

Arrival Procedures

Drop-offs are going to look different than you're used to. They'll occur outside of the building and include a temperature check. Make sure you're following the guidelines below during drop-off each day:

Done?	Guidelines
	Consider your school's layout and determine if parents can walk their child to an outside classroom door, or if the administrator should escort children to the classroom. Either way, parents should not be entering the building and walking through the front door to escort to inside classroom doors.
	Stagger arrivals as much as possible. For example, if you've been strict in the past about encouraging specific arrival times before the work period, consider letting parents know they can drop-off at any time.
	An administrator will set-up outside the front door to greet families. <ul style="list-style-type: none"> • Have a table ready with clean thermometers and alcohol wipes • Have marks on the ground to indicate 6 feet • Have your charged iPad ready to clock families in as they arrive
	Each day ask each family whether they have observed the following symptoms either with their child or anyone else in the household to determine if it is safe for the child to stay at school: <ul style="list-style-type: none"> • Fever • Cough • Shortness of breath



	<ul style="list-style-type: none"> • Vomiting/Diarrhea (children only) • Or at least 2 of the following symptoms: <ul style="list-style-type: none"> ○ Chills ○ Repeated shaking with chills ○ Muscle pain ○ Headache ○ Sore throat ○ New loss of taste or smell ○ Congestion and runny nose <p><i>If symptoms exist, the child may not remain at school. If a member of the child's household says they have multiple COVID-19 related symptoms, follow the guidance on the Responding to COVID-19 Exposure and Cases know-how page.</i></p>
	Do not permit anyone with symptoms to enter the classroom.
	Only allow parents to enter the school if necessary. If a parent must enter the building, conduct a temperature and wellness check and ensure the parent follows all other safety precautions when in the building (wears a face face covering, removes shoes if entering a classroom, etc.).
	NEW JERSEY ONLY: Therapists may not enter the campus during operating hours.
	Confirm temperature or conduct temperature checks for all children upon arrival. <i>See below for detailed instructions.</i>
	Use gloves or wash hands after handling items brought into the classroom.



Temperature Checks Upon Arrival

Use one of the two options below to confirm each child does not have a temperature above 100.0 before entering the school.

Option 1: Parents take the child's temperature prior to arrival and show a photo to an administrator.

This is a great option, especially as you launch soft re-open, to facilitate a more efficient drop-off routine with your families. Encourage this option for families whenever possible.

1. Stand behind the table, remaining at least 6 feet away from families.
2. Ask the parent to show the picture of the daily thermometer reading, confirming that the child does not have a fever of 100.0 or more, shortness of breath, or cough.
3. Visually inspect the child for signs of illness (flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, extreme fussiness).

Option 2: Parents take the child's temperature upon arrival.

If the family has not taken the child's temperature ahead of time and the parent will be taking the child's temperature, the administrator will take the following steps:

1. The parent will either bring their own thermometer (highly recommended) or opt to use the school thermometer. Have a clean table with a thermometer, alcohol wipes (or alcohol and cotton) available for parents who choose to use the school thermometer.
 - a. Encourage your families to bring their own thermometer, as this will cut down on time and the use of gloves and alcohol used.
2. Stand behind the table, remaining at least 6 feet away from families.
3. Place a clean thermometer on a clean paper towel.
4. Ask the parent to confirm that the child does not have a fever of 100.0 or more, shortness of breath, or cough; visually inspect the child for signs of illness (flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, extreme fussiness).
5. If the parent used the school thermometer, place a disposable cup containing an alcohol wipe (or alcohol and cotton) for the parent to wipe down the thermometer.
6. Have the parent throw away the cup and place the thermometer back on the paper towel on the table.
7. Provide a new cup with alcohol for the next family to use.

*If a child walks to school then the administrator must take the child's temperature upon arrival.



As children arrive to the classroom, guides will:

Done?	Guidelines
	Ensure children have brought and changed into their slippers/indoor shoes.
	Ensure children have brought and put on their face covering. <i>See Children's Face Covering Guidelines below.</i>
	Have children wash hands upon entering the classroom.
	Use an EPA approved disinfectant to wipe down lunchboxes upon arrival.
	Use gloves or wash hands after handling items brought into the classroom.
	Do not permit anyone with symptoms to enter the classroom.
	Only allow parents to enter the school if necessary.

Daily Containment Routines

There are a variety of heightened health and safety procedures throughout the day, that may look different than you're used to at school.

Here's a general list of what will go on throughout the day:

Done?	Guidelines
	Guides will wipe down high traffic areas (door handles, light switches, etc.) using an EPA approved disinfectant at least 3 times a day, and administrators/floaters should wipe down any high traffic areas they touch when entering a room. We recommend creating a schedule for your classroom, so this consistently happens each morning, mid-day, and mid-afternoon.
	Children will remain in the classroom during the day and avoid common spaces.
	Only one group at a time will be allowed to enter the hallway to transition to the playground.
	Guides will limit touching children by using creative communication (air fives, waving, air kisses) to encourage social distancing. However, we fully understand that it is not possible to keep children 6 feet apart in a classroom and are not discouraging any natural situations that may arise.
	Children will remain in their group without any mixing of groups at the beginning or end of the day.



	Each child should use their own work mat each week if possible. If work mats are assigned to each child then store separately (but not in sealed containers) and washed once per week. If work mats are shared within a classroom then wash daily.
	<p>Use the school thermometers to implement mid-day temperature checks for all children and staff.</p> <ul style="list-style-type: none"> • A good time to implement these procedures is as children are eating lunch. • Make sure you clean the thermometer with an alcohol wipe (or alcohol and cotton) before beginning the temperature checks and between each use.
	If more than one classroom group must use the same bathroom due to limited space, the restroom must be cleaned after each group. <i>Classrooms should only share restrooms if absolutely necessary - please discuss with your RD about this arrangement before proceeding.</i>

Entering & Exiting Classrooms

As a guide or administrator, any time you enter or exit a classroom, follow these procedures:

Done?	Guidelines
	Remove shoes and change into slippers (or use shoe covers) upon entering a classroom.
	Wash hands upon entering and exiting a classroom.
	Wipe down door handle using an EPA approved disinfectant upon entering/exiting a classroom.
	Ensure that items in the classroom remain in the classroom and are not shared with other classrooms.
	Staff should wear a face covering at all times when on campus. This does not include the outside play area if 6 ft of distance can be maintained.



Food

To avoid the need for any kind of food preparation at school, we will no longer offer any lunch services or facilitate our typical community snacks. All food will be provided by the parents for the foreseeable future.

The following procedures will eliminate the risk of contamination:

Done?	Guidelines
	Parents provide a morning snack, lunch, and afternoon snack for their child.
	Parents pack their child's food in a labeled lunchbox with a cold pack or thermos if necessary.
	Parents provide all utensils needed for meals and snacks.
	Guides will wipe down lunchboxes with an EPA approved disinfectant upon arrival.
	Guides will use gloves or wash hands whenever helping children with food.
	Administrators will provide disposable cups to each classroom for water and provide disposable plates and utensils if needed.

Face Coverings

The best way to minimize exposure among our small groups and preserve our containment efforts is through consistent, responsible use of face coverings.

Staff Face Covering Guidelines

Done?	Guidelines
	All staff members should wear a face covering at all times, unless they are alone in an office or room with a <i>closed door</i> .
	Staff members do not need to use face coverings when outdoors if social distancing is possible.
	Face coverings should be washed daily, or a new one should be worn each day. It may be easiest to have a couple for this purpose.
	Store face coverings in individual, labeled Ziplock bags when not in use. Leave the Ziplock bag open to create a separate but breathable environment.



Children's Face Covering Guidelines

Done?	Guidelines
	School-age children (over age six) must wear face coverings during the day at school. Children do not need to wear face coverings when outside, unless it is a public space (i.e. public park), social distancing is not possible, and/or they are involved in strenuous exercise.
	Children's face coverings will be provided by the parents.
	Face coverings should be sent home and washed daily, or a new one should be worn each day. It may be easiest to have a couple for this purpose.
	Store face coverings in individual, labeled Ziplock (opened) or paper bags when not in use.

Outdoor Playground and Indoor Gross Motor Spaces

To further our containment efforts and minimize exposure across classrooms, we are intentionally scheduling outdoor and gross motor time to eliminate overlap and allow for cleaning between uses.

Done?	Guidelines
	Classrooms will follow an outdoor schedule that allows for one classroom on the playground at a time.
	High touch playground surfaces will be sprayed with soap and water and wiped clean after each use. This excludes wood surfaces.
	Staff members and children do not need to wear a face covering when in outdoor spaces if they are able to social distance.
	For schools without an outdoor space, one classroom per day may use your indoor gross motor area if: <ul style="list-style-type: none">• It is not a high traffic area where staff & families pass through on a regular basis.• It is not used by other staff throughout the day.• The door remains closed.• It is cleaned and disinfected after use. Otherwise, gross motor movement should happen inside the classroom.



Staff Breaks & Lunches

By social distancing and taking elevated sanitation precautions when in common spaces like break rooms and restrooms, we can actively minimize exposure at school.

Done?	Guidelines
	Stagger breaks and lunches to encourage social distancing.
	Wipe down the toilet lever, sink, and door handle upon exiting restrooms.
	Wipe down your lunchbox using an EPA approved disinfectant before/after entering a classroom, break room, or any other common space.
	Choose an isolated location for a break/lunch.* This may be an empty classroom or breakroom. If this is not possible, then staff should remain at least 6 feet apart. <ul style="list-style-type: none">• Close the door to the break room when inside.• Wipe down touched surfaces including but not limited to the table, chair, and door to the break room or classroom when done.
	Wash hands before and after eating, using the bathroom, and touching items outside of the classroom.
	Staff should not congregate in common spaces or outside the building. Staff should practice social distancing at all times.

Additional Administrator Responsibilities

Done?	Guidelines
	Use an iPad to clock children in and out each day, instead of having parents use the Smartcare kiosk.
	Make sure all staff have walkie talkies or a communication device. Wipe down walkie talkies with an EPA approved disinfectant before and after use.
	Designate one person to bring items to classrooms if needed. Wash hands before delivering, set the item outside the classroom door to be retrieved by the guide, and wash hands after delivery as well.
	Place a trashcan outside of each room for wipes, shoe covers, etc.
	Use the Janitorial Room Signs to let your janitorial team know which classrooms to clean each night.



	<p>Make sure you have a designated sick space on campus, where a child will wait until a parent arrives. This should include a disinfected cot with a clean sheet; this cot should be cleaned after each use. If the child is coughing, apply a face covering.</p>
	<p>Strongly discourage parents from storing car booster seats on campus. If a parent does bring a stroller or car seat, store them 6 feet apart in a closed room, and have the parent wipe the item down with an EPA approved disinfectant before the admin brings it into the building.</p>
	<p>Keep accurate records of anyone entering the building for the purpose of contact tracing.</p>
	<p>Use 6 feet markers as a social distancing reminder in spaces such as cafeterias, restrooms, and any other places where students or staff may congregate.</p>
	<p>All water fountains should be closed and not used by staff or students.</p>
	<p>Drills should be practiced one class at a time to prevent the mixing of groups. You may also consider adding a secondary space for an actual evacuation.</p>



End-of-Day Procedures

At the end of each day, guides will follow these guidelines to facilitate a safe departure for the children and get their environment ready for the following day.

Departure

Done?	Guidelines
	Facilitate pick up with parents at the classroom or designated door.
	Assist the child in gathering items and bring the child to the door for departure.

Closing Procedures

Done?	Guidelines
	Wipe down all high traffic areas with an EPA approved disinfectant before leaving the classroom.
	<i>Recommended:</i> Change clothes and shower after leaving campus.

Resources

EPA List of Disinfectants	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Disinfecting Solution for the End of Day	4tsp chlorine bleach / qt. water OR 5tbsp chlorine bleach / gallon of water <i>Please note that this should only be used when children are not present in the building.</i> <i>If using a store-bought disinfectant, please follow the directions listed on the container.</i>
Sanitizing Solution for Surfaces/Materials	$\frac{3}{4}$ tsp bleach / qt. water OR 1 tbsp / gallon water