

COVID-19 PREVENTION PROGRAM FOR BELLA MENTE MONTESSORI ACADEMY

Revised 4/2/2021

This COVID-19 Prevention Plan for Bella Mente Academies is based upon the latest guidance received from the San Diego County Office of Education, the San Diego County Health and Human Services Agency, the California Department of Public Health and the US Centers for Disease Control and Prevention. This Prevention Plan reflects procedures and protocols that will be followed when schools are open to hybrid learning for students and also procedures and protocols that will be followed if a school is open for limited services.

When guidance for this school changes as the result of a local Health Order or other directive, this plan will be modified and/or followed only to the extent that it complies with current operating parameters for schools. In no case will a procedure or protocol outlined in this plan be followed if it would constitute a violation of a current Health Order or any other law or governmental directive. **All document links are listed at the end of this COVID Prevention Plan under [School Reopening](#) on the website.**

Key prevention practices that are incorporated in this Prevention Plan include:

- Physical distancing between individuals to the maximum extent practicable
- Consistent use of face coverings by staff, students and others
- Good hygiene practices, including frequent hand washing
- Regular cleaning and disinfection
- Training and education for staff members, students and their families
- Appropriate procedures to identify new cases of illness with rapid intervention plans
- Collaboration with local health authorities and compliance with the Local Health Officer

Questions or concerns regarding this plan should be directed to the school's COVID-19 Liaison, named below.

Section 1 - General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: <https://bellamentecharter.org/school-reopening/>
 - a. The person responsible to implement and monitor this plan is: **Jennifer Meeker, jmeeker@bellamentecharter.org**
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: **Erin Feeley, Executive Director 760-621-8931**
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: The school's front office manager will contact the school's COVID-19 Liaison, Erin Feeley, Executive Director. The front office manager will provide Erin Feeley with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department. The report will also include known contacts and close contacts of the infected person and locations the infected person was present. Ms. Feeley will report this information to Public Health Services and coordinate a response with their experts.

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- ii. Ms. Feeley or her designee will immediately report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - c. The school has incorporated the CDPH Guidance for the Use of Face Coverings. See Section 3 (below) for more information.
 - d. The school's COVID-19 Prevention Plan is posted at: <https://bellamentecharter.org/school-reopening/> This information has been provided to workers via email. The school has and will continue to train and communicate with workers on the COVID-19 prevention plans as described below.
 - i. Signage posted on entry to the campus for employees, visitors, and substitutes.
 - ii. Substitute Teachers will check in with the site secretary upon arrival. They will receive a substitute folder with COVID 19 prevention information.
 - iii. COVID-19 Prevention Plan is posted at <https://bellamentecharter.org/school-reopening/> for all staff and families.
 - iv. Staff will be updated to changes or updates to the COVID 19 prevention plan.
 - e. The school has developed a Safe Reopening Plan document as under the current Health Order for San Diego County.
 - i. The Safe Reopening Plan document is based upon the plans described in this document.
 - ii. The Safe Reopening Plan document was updated on or after March 25, 2021 and will continue to be reviewed and revised as appropriate.
 - iii. The Safe Reopening Plan document is posted online at: <https://bellamentecharter.org/school-reopening/>
 - iv. The Safe Reopening Plan document is publicly posted in a conspicuous location near the entrance to the school. Specifically the document may be found **posted on the front fence next to the gate leading to the front office.**
 - f. The school's COVID-19 Liaison and other school staff members will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified.
 - i. **Principal and HR will regularly walk the campus to verify compliance with the plan and ensure that all safety regulations are being followed.**
 - ii. **Facilities and Custodian will inspect restrooms at least 3 pre-scheduled times daily to ensure sufficient supply of paper products and hand soap for staff and students.**
 - iii. **All staff are informed that they should report any deficiencies to the Principal immediately so that they may be corrected.**
 - g. Human Relations will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. This plan will be updated as needed to prevent further cases.
 - h. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
 - i. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for additional details.)
2. The school has determined that external community organizations will not be permitted to use this site and associated campus resources at this time unless that organization is operating under the *direct* supervision of school staff and that organization follows all the protocols contained herein.

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| 3. The school site will ensure that any independent contractors, temporary, or contract workers present at the school are properly trained in the schools COVID-19 Prevention Plan and have all necessary supplies and personal protective equipment (PPE). |
| 4. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.) |
| 5. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.

Health/Attendance Tech and School Nurse will review existing student health plans to identify students who may need additional accommodations, and they will make contact with those students' families. In conjunction with parents, they will modify or amend health plans as needed. When applicable, these plans will then be communicated with staff who are in close contact with those students (e.g., instructional aides, classroom teachers, support nurses, or other support staff). |
| 6. The school has reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information. |

Section 2 - Promoting Healthy Hygiene Practices

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| 7. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of frequent hand washing with soap for at least 20 seconds, using hand sanitizer, and not touching their face. |
| 8. The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to: <ul style="list-style-type: none">a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbowb. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.d. Use fragrance-free hand sanitizer when hand washing is not practicable.<ul style="list-style-type: none">i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Bella Mente purchases and provides ethyl alcohol-based hand sanitizers only.ii. Hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed, are prohibited on this campus.iii. Children under the age of 9 will use hand sanitizer only under adult supervision.iv. School staff will contact Poison Control at 1-800-222-1222 if hand sanitizer is consumed |

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by any student or staff member.

The school will share the above safe sanitation information and practices with staff members. This information will be reviewed as necessary throughout the school year as well as with new staff members.

During the first day of on campus attendance, teachers will instruct students in protocols and expectations for sanitation and safety. They will show a handwashing video to their students and review the proper way to wash their hands, use sanitizer, and practice healthy behaviors to prevent the spread of illness.

9. Drinking fountains converted to hand washing stations have been installed on the site to minimize movement and congregations in bathrooms to the extent practicable.

Each of these areas allows for students to line up in a socially-distanced line both before and after washing their hands. These hand washing stations are in hallways and allow teachers to send students to the hallway to wash their hands instead of the restroom.

10. The school has developed routines enabling students and staff to sanitize their hands on arrival.

Each classroom has been provided with hand sanitizer. Students are required to sanitize their hands upon entry to the classroom.

11. The school has adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. The school will closely monitor the level of supplies on campus and will utilize established procedures to order additional supplies when necessary. Campus restrooms and hand washing stations will be monitored by custodial staff and other staff members throughout each day to ensure an adequate supply of soap and towels. Hand sanitizing stations throughout the campus will also be monitored throughout each day to ensure an adequate supply of hand sanitizer for students, staff, and others.

Facilities and Custodian will monitor the cleaning and supply levels of the hand sanitizing stations multiple times daily.

Facilities will monitor supply levels and submit POs when additional orders are required.

12. The school has provided information contained in the CDPH Guidance for the Use of Face Coverings to all staff, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that Bella Mente has adopted to ensure the use of face coverings.

All guidance is provided to staff digitally and is available on the school reopening page:
<https://bellamentecharter.org/school-reopening/>

13. The school will provide and ensure staff use face coverings and all required protective equipment in accordance with CDPH guidelines.

14. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The specific type of PPE required is dependent upon the tasks performed by individual employees and is described below.

Nurses and other staff members working in the health office or with those infected or suspected to be

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infected with COVID-19 are provided with disposable non-latex gloves, eye protection, an N95 respirator mask, and a disposable gown.

Maintenance, Grounds, and Operations staff are provided with disposable face masks for use when work must be performed in close proximity to others or when working near the public and other staff, as well as supplies to disinfect their vehicles and work areas. Disposable latex gloves are also available to Maintenance, Grounds, and Operations staff.

Child Nutrition Services staff are provided with face masks and gloves for use at all times.

All other employees are provided with the specific type of PPE required for the tasks they perform.

The school will continuously monitor its supply of PPE for employees and ensure that additional supplies are ordered when necessary.

Facilities will monitor PPE supply levels and will submit a PO if supplies need to be reordered.

15. The school will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
- Protect the school community
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Section 3 – Using Face Coverings

16. The school requires that face coverings be used by all persons on campus in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines. The school will place an emphasis on the use of face coverings in all situations, but particularly in indoor environments, and areas where physical distancing alone is not sufficient to prevent disease transmission. Unless otherwise exempted, all persons who are two-years-old or older must wear a face covering while on school property. The school has or will take the following actions:
- The school will teach and reinforce use of face coverings, or in limited instances, face shields.
 - The school has prominently posted signage throughout the campus that promotes the use of face coverings by all individuals.
 - Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
 - Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
 - Staff have been directed to refuse service to any parent or member of the public who refuses to comply with the school's mask mandate. These individuals will be asked to leave school property.
 - Training for school staff will include policies on how people who are exempted from wearing a face covering will be addressed.

Prior to the start of school, all staff (both classified and certificated) will be trained on Covid-19 prevention policies and protocols through a staff meeting.

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Before students are to arrive on campus, we will share with all families information about Covid-19 prevention protocols and policies. Included in this information will be current policy with regards to face coverings, handwashing, social distancing, and safety expectations and routines. During the first day of on campus attendance, teachers will instruct students in protocols and expectations for sanitation and safety. They will show a handwashing video to their students and review the proper way to wash their hands, use sanitizer, and practice healthy behaviors to prevent the spread of illness.

This plan will be posted on our school website at <https://bellamentecharter.org/school-reopening/>

17. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Yes, unless exempt
3rd grade – high school	Yes, unless exempt

- a. Persons younger than two years old, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. Persons with a documented medical condition, mental health condition, or disability that prevents wearing a face covering are exempt from wearing one. In situations where it is developmentally appropriate, individualized educational plans (IEPs) should contain goals related to proper and consistent use of a face covering.
- c. Persons who are hearing impaired, or communicating with a person who is hearing impaired are exempt from the face covering requirement.
- d. A cloth face covering, or face shield should be removed for meals, snacks, or when it needs to be replaced.
- e. A face covering may be temporarily removed when a student is obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service. For example, students having their school ID photograph taken or participating in speech therapy may be required to temporarily remove their face covering.
- f. In order to comply with this guidance, this school will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. The school has developed protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. This school will offer alternative educational opportunities through our distance learning online program for students who are excluded from campus.
- g. Families who believe their child is exempt for one of these elements must contact the school Principal before coming to campus.

18. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- b. Staff members must wear masks/face coverings over their nose and mouth whenever they are:
 - i. Interacting in-person with any member of the public;

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- ii. Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - iii. Working in any space where food is prepared or packaged for sale or distribution to others;
 - iv. Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - v. In any room or enclosed area where other people (except for members of the person's own household or residence) are present;.
- c. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield may be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. The face shield must have a drape attached to the bottom per CDPH guidelines. Staff must return to wearing a face covering at the earliest possible time.
- d. Workers or other persons handling or serving food must use gloves in addition to face coverings.
- e. Face coverings are strongly encouraged in all other circumstances.
- f. The school will provide face coverings to any employee who does not have their own.

Section 4 - Ensuring Teacher and Staff Safety

19. The school's plan to protect teachers and staff includes the following elements:
- a. Staff members are required to maintain physical distancing from each other to the maximum extent practicable as this is critical to reducing transmission between adults.
 - b. All staff members shall use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
 - c. The school will support staff members who have a doctor's note that indicates that they or a member of their household is at a higher risk for serious illness from coronavirus because of age, a serious long-term health problem, or otherwise, by considering alternative work arrangements such as telecommuting, if appropriate. If an alternative work arrangement is not available or appropriate and the staff member is unable to work, onsite or remotely, the staff member may request to take an available leave of absence. The school reserves the right to request that a staff member present verification from a doctor supporting that s/he or a household member is at higher risk for any of the reasons above.
 - d. All staff meetings, professional development training and education, and other activities involving staff will take place virtually.
 - e. The school will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
 - f. Staff are not permitted to share food or leave food in common areas for other employees to take. Serving food buffet or family-style is prohibited.
 - g. The school has procedures for the daily symptom monitoring for staff. Staff members will self monitor throughout the day for any of the symptoms outlined in this document. *Every work day, before an employee reports to work, he or she will complete an employee self-screening form available [online](#).* In addition, the employee will have their temperature taken each day when they report to work. Employees with a temperature of 100 degrees or more, employees exhibiting COVID-19 symptoms as described by the Centers for Disease Control and Prevention, or employees

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who have recently been exposed to a person who has tested positive for COVID-19 (either directly or through a breach of Personal Protective Equipment in the case of healthcare workers/first responders) are prohibited from entry to the school or school property.

- h. School staff members are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. According to the California Department of Public Health, schools shall test staff periodically, as testing capacity permits and as practicable, with the recommendation being to test all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time. The county is using a polymerase chain reaction (PCR) test developed by Helix Diagnostics, which looks for pieces of the virus that cause COVID-19. Tests are conducted by a nasal swab and may be self-collected by the individual who is observed by a public health nurse, or may be collected by public health staff if the individual chooses. The test is done at no charge to school employees. School employees should make sure the testing site is a San Diego County-operated testing site to ensure there is no charge. When testing, school employees should ask for a receipt to acknowledge the date on which they were tested.
- i. The school's COVID-19 Liaison will take all of the following actions if they become aware that an employee is diagnosed with COVID-19:
 - 1. Promptly notify Erin Feeley, Executive Director.
 - 2. Provide Ms. Feeley with known details including the person(s) infected or presumed to be infected using a reporting form created by the HR Department.
 - 3. Cooperate with the County Department of Public Health's COVID-19 response team.
 - 4. Work with HR to identify and provide notice of exposure to any employees (including contractors who regularly work at the workplace) and the parents of students who may have been exposed to COVID-19.

The school office has been modified to promote social distancing and to provide barriers between visitors and office staff. At this time, visitors are not permitted past the pedestrian gate entrance.

Signage is posted at the front gate and at the front door to let visitors know about protocols while on campus, including requirements for facial coverings and social distancing. When visitors arrive, a masked staff member will greet them outside the pedestrian gate. Chairs are lined up outside at socially-distanced spaces for any visitors who are waiting to be helped.

Each day as staff arrive, they will have their temperature checked by a staff member with a touchless thermometer before entering the campus. If staff have to wait, they will stand in a socially distanced line until they are temperature checked.

Administration and HR are working with any individuals who need accommodations to ensure that their needs are met and they are able to complete their instructional duties. Teachers applying to telecommute are working with administration and HR to determine eligibility and approve when appropriate.

While all students are in distance learning, teachers will teach alone from their classrooms or will telecommute and not be exposed to other students or staff. When hybrid students return to campus, teachers will resume teaching in their classrooms with limited size groups of students in the room at any time. To the extent

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possible, teachers will maintain distance from students and promote distance between students. All students and teachers will be required to wear face coverings while on campus.

If eating snack or drinking water, students may remove their mask. They must immediately replace the mask when they are done.

Staff members will be socially distanced from each other at all times. Mailboxes continue to be in a shared space, and staff are encouraged to maintain social distance when they are in the lounge at the same time. Staff lounge tables and seating will be made unavailable for staff members to sit and gather. Policies will be shared with staff with regards to sharing food items or leaving shared items out for others to take.

All staff meetings, both with whole staff and smaller groups, are all scheduled virtually via Zoom. Grade level teams are not permitted to meet in person indoors. Grade level meetings are all scheduled virtually via Zoom or Google Hangouts. At meal break, if they choose to do so provided that staff wear masks and maintain social distance, staff may meet outdoors only in person. Multiple staff in classrooms are not permitted unless the Principal has assigned multiple staff members to teach a certain group of students (i.e. resource or one-on-one).

Section 5 - Cleaning, Disinfection, and Ventilation

20. The school will suspend or modify the use of site resources that necessitate sharing or touching items. For additional details, please also refer to Section 7 of this plan.

Each student will receive an individual kit of needed classroom supplies (pencils, etc.) so that they will not need to share frequently used supplies in the classroom.

The play structures will be off-limits at this time.

21. The school's custodial staff has been properly trained in cleaning and disinfection techniques and will clean and disinfect frequently touched surfaces at school at least daily. These surfaces will be cleaned and disinfected more frequently throughout the day by trained staff if it is practical to do so. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

Facilities and school custodian will clean and disinfect frequently touched surfaces, such as those named above, on a regular schedule. These will be disinfected once during the school day and again in the evening during night cleaning. All staff members will also be encouraged to regularly clean frequently touched surfaces, such as door handles, during the day. The school will supply staff and teachers with sanitizing and baby wipes to complete this task daily.

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22. Buses . Section N/A
23. Teachers and other staff members will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. At this time, sharing of items is not allowed. <p style="color: red;">The entirety of this plan and the modifications to the typical school schedule will be shared with teachers at the first staff meeting in April.</p>
24. When choosing disinfecting products, the school will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. <ol style="list-style-type: none">a. To reduce the risk of asthma and other health effects related to disinfecting, the school has selected and purchased disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.b. The school will not use products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.c. School staff will follow label directions for appropriate dilution rates and contact times. Workers have been provided training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.d. Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.e. The school has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.f. All products are kept out of children’s reach and stored in a space with restricted access.
25. School staff will ensure the safe and correct application of disinfectant and will ensure that disinfecting products are kept away from students. <ul style="list-style-type: none">● All sanitizing supplies will be stored in a locked room located in the one story building.● Classroom disinfecting supplies will be locked up or inaccessible to students in cabinets when not in use.
26. School staff will ensure that proper ventilation is provided during cleaning and disinfecting. Staff will introduce fresh outdoor air as much as possible by opening windows and doors where practicable. When cleaning, spaces will be aired out before children arrive; and thorough cleanings will take place when children are not present.
27. When using HVAC systems, staff will adjust those systems to use the setting that brings in outside air whenever possible. Staff have recently replaced all HVAC filters with the highest-rated MERV filters compatible with existing HVAC systems. Facilities staff members will check and replace air filters and filtration systems regularly to ensure optimal air quality. Whenever possible, staff will open windows and doors as opposed to utilizing HVAC systems to introduce outside air into classrooms and other spaces on campus. If opening windows and doors poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, the school site will consider alternatives.

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28. Facilities staff have made modifications and will continue to make modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces to the extent practicable.

29. Facilities staff has and will continue to take steps to ensure that all water systems (drinking fountains) are safe to use after any prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Section 6 - Implementing Distancing Inside and Outside the Classroom

30. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of maintaining social distancing of 6 feet or more. In areas where multiple students and/or families may convene and/or line up, the school has implemented procedures to keep members of different households at least six feet from one another. Multiple members of the same household (e.g., parent and child) will be directed to remain together while on campus. The school has implemented procedures to maintain 6 feet of distance between staff members and members of the public to the extent practicable. Physical partitions (e.g., plexiglas) and/or visual cues (e.g., markings on the floor and signage) have been installed in places where employees interact with students, parents, co-workers, or members of the public.

31. School staff members who work in the office will meet with students, parents, and members of the public according to the following guidelines, if it is feasible to do so:

- a. Outside at the designated parent help area,
- b. If raining, reschedule if possible,
- c. In library which has a high ceiling,
- d. In rooms with excellent ventilation/windows that open

32. School staff members have been directed to make appointments with students, parents, or other members of the public to the maximum extent possible and to minimize services during "open office hours" which may lead to people inadvertently congregating on campus.

33. School staff members have been directed to conduct essential business over the phone or by email/internet if that is practicable.

34. During arrival and departure the school will:

- a. Maximize space between students and between students and staff.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
- c. Prioritize minimizing contact between adults at all times.
- d. Socially distance all students on the soccer turf.
- e. Designate routes for entry and exit, using as many entrances as feasible.
- f. Put in place other protocols to limit direct contact with others as much as practicable.
- g. Implement health screenings of staff upon arrival at school according to protocol.
- h. Implement health screenings of students upon arrival to school according to protocol
- i. Ensure drop off zones are supplied with child sized masks for students who forget to bring one.

Health Checks:

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- All staff will complete the employee self-screening [form](#) before arriving on campus,
- Each day as staff arrive, they will have their temperature checked by staff with a touchless thermometer. If staff have to wait, they will stand in a socially distanced line until their turn. Once cleared, staff members will proceed to their work areas and maintain distance from others when possible. All staff will wear masks while moving around campus.
- Any student who appears ill: front office staff notified, student sent to the library to be evaluated. If the student has a fever or presents with Covid-19 symptoms, they will be isolated in the designated Isolation Room until they are picked up by a parent.

Before School/Student Ingress

- At the front of the school, waiting chairs are 6 feet from each other for families that may be standing in line for assistance. Whenever possible, families will be encouraged to make an appointment to meet via phone or online to minimize the number of people on campus or waiting.
- Students will not be permitted to be dropped off at school daily until 8:15am when students can safely enter the school. This will alleviate unsupervised students waiting outside the gate.
- Systems will be in place during student ingress to ensure they maintain 6 feet from other students.
- Once on campus students will immediately go to their designated classroom.

After School/Student Egress

- At the end of the day students will sit in their assigned line on the turf on a socially distanced spot.
- Parents will remain in cars/carline and provide their student name(s) to staff via the colored placard.
- Staff will use the walkie system to call for the oldest student.
- Once students are called over radio system they will be directed to specific gate for parent reunification. Parents who walk will assemble at the basketball ped gate and staff will use the walkie system to call for each student when their parent provides their name. Once students are called over the radio system they will be directed to a specific gate for parent reunification.

35. In-classroom spaces:

- To reduce possibilities for infection, students will remain in the same space and in groups as small and consistent as practicable
 - The movement of students and teachers or staff will be minimized as much as practicable.
 - Classrooms will maximize space between seating and desks. Teacher and other staff desks will be at least 6 feet away from student desks.
 - Teachers have removed all non-essential items, e.g., bean bags, plush toys, etc., from their classrooms.
 - Staff will provide instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - The school will not permit activities where there is increased likelihood for transmission from contaminated exhaled droplets such as singing.
 - Teachers will implement procedures for turning in assignments to minimize contact.
- Revised schedules will assist with keeping groups of students together while on campus. Students will not rotate between classrooms or be mixed with students from other classes.
 - Desks will be designated for specific students.
 - Students will have individual student privacy shields when in class.
 - Teachers will maintain 6 feet of distance from students, as practicable.

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- Teachers will collect papers using routines that minimize contact. This might include students turning in assignments in a turn in bin or other no contact procedures.

36. Extracurricular events and activities are subject to the following guidelines:

- Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this school at this time.
- Youth sports and physical education are permitted only when the following can be maintained:
 - physical distancing of at least six feet; and
 - a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting).
 - Activities should take place outside to the maximum extent practicable.
- For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable.
- Indoor physical conditioning and training is allowed until such time as gyms and fitness centers are allowed to operate indoors within the County of San Diego.
- Sports equipment will not be shared unless sharing is unavoidable. If shared, sports equipment will be cleaned and disinfected between use by different people to reduce the risk of COVID-19 spread.
- Cloth face coverings must be worn during indoor and outdoor physical conditioning and training or physical education classes.
- Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- When applicable, this school will provide information to parents and/or caregivers regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

All school activities, including but not limited to parent-teacher conferences, will be held virtually until further notice.

Section 7 - Limiting Sharing

37. Teachers and other staff will ensure that each child's belongings are separated and in individually labeled storage containers, cubbies, or areas. Teachers will ensure that belongings are taken home each day to be cleaned.

- Teachers will have a system in the classroom where students' personal materials are kept in a separate container (ziploc, pencil box, pencil pouch, etc.) and students will be instructed to keep their materials

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separate from others.

- Students will only use their assigned textbooks, devices, materials, etc. Students may not share library books, materials, etc.
- The importance of maintaining safe procedures at school, such as limiting sharing, will be communicated to families through the year in a monthly school newsletter.
- Families will be encouraged to clean student belongings that are taken home each day.
- Families will be encouraged to limit the belongings that are brought to school each day.

38. The school and teachers will ensure that there are adequate supplies to minimize sharing of high-touch materials to the extent practicable.

39. Teachers and other staff will ensure that students avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Anything that must be shared requires disinfection between users.

40. Teachers, office staff and other employees will avoid sharing phones, other work supplies and office equipment to the extent practicable. If equipment must be shared, touched surfaces should be wiped down between uses.

Section 8 - Training All Staff and Educating Families

41. All school staff have been trained and all families have been provided with educational materials in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. Proper use, removal, and washing of face coverings
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific symptom identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific symptom identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

Families will receive educational materials for each topic listed above. This information will be distributed to families via email and will be posted on the school website. Families will sign a google form agreeing they have read and are familiar with the documents provided. All staff can access documents provided to families by visiting the reopening page on the website: <https://bellamentecharter.org/school-reopening/>. Information will be shared with staff during staff training week in April.

Section 9 - Checking for Signs and Symptoms

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42. The school district, school and all staff members are committed to preventing discrimination against staff and students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
43. The school will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. The school has established policies that encourage sick staff and students to stay at home without fear of reprisal. The school will ensure that staff, students and students' families are aware of these policies. Signs that describe COVID-19 symptoms and prohibit anyone with those symptoms from entering school property are prominently displayed at every entrance. <ul style="list-style-type: none">● Signs informing all employees and parents that they should to avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact are posted at every entrance● All staff will receive information on established policies at staff meetings, newsletters, training, emails, signage, etc.● Staff and students who are sick or had close contact with a person with COVID-19 will be required to stay home. Policies which include this information will be communicated to staff and families through district and school communication.
44. The school has a screening procedure and other procedures for all staff and students entering the facility.
45. Teachers and other school staff members will conduct frequent visual wellness checks of all students and establish procedures for parents to monitor at home. When checking temperatures of staff and/or students, staff members will use a no-touch thermometer.
46. The school will make available and encourage use of hand-washing stations and/or hand sanitizer.
47. School staff members will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Staff members have been trained and understand that every student or staff member and the members of their family are entitled to privacy. The specific identity of any person with COVID-19 will never be disclosed publicly by any staff member.
48. If a student is exhibiting symptoms of COVID-19, a member of the school staff will immediately communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
49. School staff will monitor fellow staff members and students throughout the day for signs of illness. Students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms will be sent home.
50. The school and teachers have implemented policies that do not penalize students and families for missing class. <ul style="list-style-type: none">● Students will not be penalized for missing class due to pandemic health concerns.● Teachers will reach out to families and supply missing work.● If students need to have an extended isolation or absence they may attend distance learning.● The Front Office will follow up any family whose student misses 3 days of school, whether hybrid or distance

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learning.

Section 10 - Plans for When a Staff Member, Child or Visitor Becomes Sick

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| 51. The school has an isolation room, the library, to separate anyone who exhibits symptoms of COVID-19. |
| 52. Students or staff exhibiting symptoms are immediately required to wear a face covering (if they are not already wearing one) and required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable. |
| 53. School staff members will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: <ul style="list-style-type: none">a. Feverb. Coughc. Shortness of breath or difficulty breathingd. Chillse. Repeated shaking with chillsf. Fatigueg. Muscle painh. Headachei. Sore throatj. Congestion or runny nosek. Nausea or vomitingl. Diarrheam. New loss of taste or smell |
| 54. School staff will call 9-1-1 without delay and notify the operator that they are seeking care for someone who may have COVID-19 when serious injury or illness is detected in the individual. Immediate medical attention will be sought if COVID-19 symptoms become severe, including: <ul style="list-style-type: none">a. Trouble breathingb. Persistent pain or pressure in the chestc. New confusiond. Inability to wake or stay awakee. Bluish lips or facef. Any other symptoms that are severe or concerning |
| 55. The school office manager will notify the liaison, Erin Feeley, Executive Director, who will notify local health officials immediately upon learning of any positive case of COVID-19 in any individual who is on campus or was on campus recently. Exposed staff members and the families of exposed students will be notified while maintaining confidentiality of the infected individual as required by state and federal laws. |
| 56. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and not used until cleaning and disinfection can take place. To reduce risk of exposure, school staff will wait 24 hours |

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before they clean and disinfect if it is practicable to do so. If it is not possible to wait 24 hours, staff will wait as long as practicable. Custodial staff will ensure a safe and correct application of disinfectants and use personal protective equipment and ventilation recommended for cleaning. All disinfectant products will be kept away from students.

57. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever and symptoms that have improved and at least 10 days since symptoms first appeared.

58. The school will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. Instruction will be provided through distance learning.

59. The school is offering distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning. No students are required to attend the hybrid learning option.

60. The school will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines. School closure may be appropriate when there are multiple cases in multiple groups at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. Any decision to close the school will be made by the Executive Director in consultation with San Diego County's Local Health Officer. 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.

61. The HR Department will investigate COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. The school will follow guidelines related to identifying cases, communicating with staff members, students, and other exposed persons and conducting and assisting with contact tracing procedures as established by the California Department of Public Health and outlined in their Responding to COVID-19 in the Workplace memorandum. Protocols will be updated as needed to prevent further cases.

Section 11 - Maintaining Healthy Operations

62. The school has and will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- d. Inform staff of the identity and contact information for their school liaison.
- e. Train the school liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- f. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

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- g. Consult with local health departments if routine testing is implemented in the school district.
- h. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning..

Section 12 - Reopening and Partial or Total Closures

63. School staff will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. When orders change, these changes will be promptly communicated to members of the school community, as appropriate, and adjustments will be made immediately to comply with the orders. In no case will any provision within this document be followed if that provision conflicts with a legally binding order from the County, State, or Federal government.

64. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, the school or school district will refer to the [CDPH Guidelines](#), and implement the following steps:
- a. In consultation with the local public health department, the Superintendent will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - b. Close off the classroom or office where the infected person was based and not use these areas until after cleaning and disinfection.
 - c. Close off additional areas of the school visited by the COVID-19 positive individual for cleaning and disinfection.
 - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Provide staff with information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
 - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Implement the plan for continuity of education.
 - h. Continue nutrition and other services provided in the regular school setting by establishing alternate mechanisms for these services to continue.
 - i. Maintain regular communications with the local public health department.

Reference Documents/Materials/Websites

- 1. [Current Health Order for San Diego County](#)
- 2. [San Diego County Social Distancing and Sanitation Protocols Document](#)

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3. [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)
4. [CDPH Guidance on Outdoor and Indoor Youth and Recreational Adult Sports](#)
5. [CDPH/CAL-OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#)
6. [CDPH Guidance on Masks and Face Coverings](#)
7. [CDPH Memo on Responding to COVID-19 in the Workplace](#)
8. [CDC Handwashing Website](#)
9. [CDC Coronavirus Prevention Single-page Handout](#)
10. [CDC Hygiene Etiquette & Practice | Coughing and Sneezing Website](#)
11. [CDC Prevent Getting Sick | Masks Website](#)
12. [CDC Cleaning and Disinfecting | Disinfecting Your Facility Website](#)
13. [US Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
14. [US Environmental Protection Agency 6 Steps for Safe & Effective Disinfectant Use](#)
15. [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation Website](#)
16. [CDC Guidance on Legionella \(Legionnaires' Disease and Pontiac Fever\) Website](#)
17. [CDC Cleaning and Disinfecting Your Facility Document](#)
18. [CDC Social Distancing Website](#)
19. [CDC How COVID Spreads Website](#)
20. [CDC What to do if You are Sick Website](#)
21. [CDC If You Are Sick | Isolate If You Are Sick Website](#)
22. [US Department of Education Student Privacy, FERPA & COVID-19 Frequently Asked Questions \(FAQs\) Website](#)
23. [CDPH Responding to COVID-19 in the Workplace Memo](#)
24. [California Labor and Workforce Development Agency Benefits for Workers Impacted by COVID-19 Website](#)

The following signatures attest that the information provided above is true and correct.

Rebecca McQuestion, Principal

Date

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Erin Feeley, Executive Director

March 25, 2021
Date