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Ms. Patti Valle Stevenson, AMI, Director

COVID Procedures and Policies Purpose

Purpose

This document has been created to ensure that we, as a community, are taking **appropriate action to protect our Good Shepherd community staff, children and families from the potential outbreak of illness.** Policies in this handbook override existing ones from our current parent handbook where they overlap. Together we will work to continue the quality program that this community has created, while offering a safe place for work and learning for our children and staff.

Policies in this **handbook are to provide direction** for families and staff while on Good Shepherd Montessori grounds, **to help control the potential of an illness outbreak** in our school community and to **provide protection for our staff, children and families.** Each policy outlined in this document applies to all employees and community members while on GSM School property.

These policies are based on guidance from the WA State Dept of Health and the Center for Disease Control (CDC). You can view the CDC's guidance for child care here, <https://www.cdc.gov/>, and for WA State Dept of Health guidance here, <https://www.doh.wa.gov/>. Good Shepherd Montessori will strive to take the strictest measures possible from these sources to ensure for the health and safety of our community.

Due to the nature of the COVID 19 pandemic, changes are inevitable, and GSM will provide clear communication in a timely manner regarding any changes to policy or protocols.

Health Procedures for Families and Staff

Prior to arriving at GSM each day, we ask families and staff members to **undergo the following protocols** to maintain a healthy and safe environment.

1. **General GSM Wellness Guidelines** (listed below)
2. **COVID – 19 Symptom Assessment** (listed below)

General GSM Wellness Guidelines

These are our general health and wellness policies we adhere to from the Washington Health Department.

Staff and children may not attend school if they have one or more of the following symptoms:

- **Fever or chills- over 100 degrees F in the last 72 hours**
- **Cough, especially a persistent cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches; complaints of severe pain**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose; signs of a new cold or illness; lethargy**
- **Nausea or vomiting within the last 72 hours; includes imminent vomiting**
- **Diarrhea within the last 72 hours**

People **with COVID 19** have reported a **wide range of symptoms** ranging from mild symptoms to severe illness. **Symptoms may appear 2 to 14 days after exposure to the virus.** People with these symptoms may have COVID 19. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID 19.

In addition, the Health Dept maintains a **list of daycare restricted diseases** including chickenpox, scabies and staph and strep infections. In these cases, we must exclude the child and **notify the Health Dept of any outbreak.**

COVID 19 Symptom Assessment:

This assessment has been based on CDC symptoms of COVID 19.

Prior to leaving home each staff member and family member must read and comply with and answer the wellness questions below. Do not bring your child to school if you, anyone in your household, or your child has any of the symptoms outlines below.

Name:

Date:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Have you been diagnosed with COVID 19 in the last 2 weeks or have you taken a test and the test is pending? | __Yes __No |
| 2. Have you had close personal contact, as defined below, with anyone who has been diagnosed with COVID 19 (lab or clinical diagnosis)? | __Yes __No |
| 3. Are you currently experiencing any of the following symptoms or experienced them in the last 72 hours? | __Yes __No |
| <hr/> | |
| a. Fever or chills | __Yes __No |
| b. Persistent cough | __Yes __No |
| c. Shortness of breath or difficulty breathing | __Yes __No |
| d. Fatigue | __Yes __No |
| e. Muscle or body aches | __Yes __No |
| f. Headache | __Yes __No |
| g. Sore Throat | __Yes __No |
| h. New loss of taste or smell | __Yes __No |
| i. Congestion or runny nose | __Yes __No |
| j. Nausea or vomiting | __Yes __No |
| k. Diarrhea | __Yes __No |

This list does not include all possible symptoms. We will update this list as new information is posted by the CDC. **Always add your name and date to the information.**

If you answered YES to any of the above questions, you may NOT enter Good Shepherd Montessori School. If your child's symptoms are linked to a pre-existing condition such as asthma, allergies, etc., your child may come to school if they have a doctor's note explaining the symptoms are not related to COVID 19.

Children and staff exhibiting any of the above symptoms must isolate at home for a minimum of 10 days after the onset of symptoms and 72 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS.

We recommend families return home and contact their healthcare provider. When diagnosed with COVID 19, **IMMEDIATELY notify Good Shepherd Montessori and any known "close contacts"** and/or be prepared to **discuss and confirm the dates you were on Good Shepherd Montessori premises and where you may have been or who you may have come in contact with while at Good Shepherd Montessori.**

Protocol if a child gets sick or exhibits symptoms while at Good Shepherd Montessori:

- If a child exhibits any COVID-like symptoms they will be **isolated in the office or foyer** until guardians can be called and the child is picked up.
- A member of the staff will remain with the child until they are picked up. The staff member will **wear a mask or face shield, use gloves and use as much physical distancing** as possible while providing as much comfort to the child as possible.
- **The space will be closed for 24 hours** to reduce the potential for respiratory droplets. **Windows will be open** during that period. If a 24-hour period is not feasible, a GSM staff member will **wait as long as possible and follow sanitation protocols as outlined by the CDC.** GSM will ensure safe and correct application of disinfectants and keep disinfectant products away from children.

Children exhibiting COVID 19 symptoms will be required to stay at home for a minimum of 10 days after onset of symptoms and 72 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS.

Behaviors and Health Risk Prevention

As stress and trauma increase during the time of COVID 19, Good Shepherd staff anticipate challenging and unregulated behaviors from many children. Implementing and communicating predictable routines and procedures will be very important for all children and adults. Taking the time to review the new procedure with your child will help them maintain a sense of psychological safety.

Due to the need for increased, strict health and safety guidelines, we will be implementing the following policy:

- For the safety of all those in the community, any behaviors that put the health of other children or staff at risk during this time will result in a call to guardians for **immediate pick-up**. This may include spitting, biting, removing masks from staff member faces or any other child's face or any behaviors that increase the risk to our staff or impacts the ability to maintain a safe environment for the children and GSM community.
- **An assessment meeting will be scheduled with the Director and guardians before a child may return to school.**

Drop-off and Pick-up Procedures:

The CDC recommends that the same parent or designated person drop-off and pick-up the child every day. **When possible, older people such as grandparents or those with serious underlying medical conditions must not pick up children** because they are more at risk for severe illness from COVID 19.

How it will work:

All adults must wear a face covering for pick-up and drop-off.

No adults allowed in the classroom foyers inside class buildings or classrooms.

Find the GSM office and contact the Director for screening.

To **minimize contact** with the classroom inhabitants, a staff member or a volunteer, an escort, **will be escorting your child after checking families in and out at designated areas outside the buildings** (north or south parking lot) on a smart phone or digital tablet(s).

The pick-up/drop-off person will not be permitted to enter the building unless permission is granted by the Director. The check-in and check-out process will include a wellness screening (see below). Classroom staff will be **at the designated location ready to receive children after they complete the wellness check**. GSM requires parents to do the wellness check at home before coming to school by filling out the wellness form you will be given beforehand.

To communicate with your child’s teacher, please call their school line:

360-892-7770: Chickadee, ext 215; Orca, ext 211; Office, 209.

Drop-off

This will occur in the south parking lot close to the sidewalk by the Youth Building or in the north parking lot closer to the classroom doors. The **child’s escort will open the door** for their departure from your car. Please **have your child’s hands sanitized before they leave your car.** The escort will check your child in for attendance on the smart phone or tablet. We require that families **respect physical distancing guidelines in the parking lot (or waiting in line for any reason)** and to please give space while others, a member of the staff or volunteer, are completing a **second temperature check** for each child and **remain in your vehicles until there is room.** After the temperature check, you can wave goodbye to your child and he/she will be escorted to their classroom.

Pick-up

At the assigned pick up time, a **staff member will bring a group of children to a designated area** to be ready for pick-up, remaining 6 ft apart. A staff member or volunteer escort will go through a **check-out wellness screening to take a final temperature and sign the child out on the smart phone or tablet** once we see their approved pick-up adult has arrived.

Drop-off/Pick-up Schedule

Please be punctual; be sure you **arrive on time for your assigned drop-off/pick-up window.** When families miss their designated time slot, they will **need to wait in their car until after** the last group has finished.

Drop-off/Pick-up Schedule

<u>Classroom</u>	<u>Drop-off Window</u>	<u>Pick-up Window</u>	<u>Location</u>
Chickadee	8:40-8:55 a.m.	3:00-3:15 p.m.	South parking lot
Orca	8:25-8:40 a.m.	2:45 -3 p.m.	South parking lot

If you have two children in different classrooms then a staff member will contact you individually to create a plan.

- We will have markings in the parking lot for driving direction and will encourage physical distancing while each group is undergoing the check-in process. We’d like families to wait in their cars if there are more than 2 families undergoing the check-in or check-out process.
- Please respect and abide by physical distancing, in and out of cars, when in the parking lot.

Wellness Screening:

In order to ensure the health and safety of our children, staff and families, a GSM staff member and/or volunteers will be **checking a parent's wellness check form in the morning and taking each child's temperature and administering a wellness check in the afternoon.**

Every morning at drop-off and every afternoon at pick-up a **staff member will digitally sign in/out each child.** For the health and safety of all, childcare **providers are required to keep detailed records for the purpose of tracking if someone is diagnosed with COVID 19.**

The procedures for signing in/out are listed below:

- The parent will stay in or by their car while the **escort opens the car door for the child** to exit.
- Because we are requiring the parent to fill out the form and take their child's temperature at home, a staff member will check the COVID 19 Symptom Assessment Form's answers for the child and parent/guardian. The staff member will also take each child's temperature.
- The form will include the name of the person dropping off and picking up.
- Please remember our goal is to be safe and be patient as we all learn this new process.

Daily Preparedness Checklist:

During the drop-off/sign-in procedure, a GSM staff member will ensure the child **has all the necessary items for each day.**

We will ask the **child's guardian if they have:**

- Child's mask/face shield + the extra mask for his clothes box
- Snack and lunch
- A clean, full and sanitized water bottle
- Nap gear
- 2 sets of extra clothes on the premises
- Any medications (we will have medication authorization forms on hand)
- Inside slippers or shoes
- Towel

Sanitation:

GSM will be following these Cleaning and Sanitation Guidelines as outlined by the CDC. Find details at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. GSM's classroom Cleaning and Sanitizing Schedule is available to view upon request.

Visitor Protocol:

For the health and safety of our staff, families and community during the COVID 19 outbreak, **GSM will limit visitor entry into the building.** We recognize that GSM has always had an open-door policy, but given the current pandemic we have **implemented the following restrictions to our building.** When you wish to schedule a time to speak with a GSM staff member please see our [Communication Section](#).

Only these individuals may enter Good Shepherd Montessori's building:

- Staff members
- Developmental/Educational personnel providing services to children
- Maintenance Personnel
- State licensing/Regulators/Inspectors
- Emergency Medical personnel

All other individuals are subject to approval by the Director before entry is permitted.

All authorized visitors must follow the procedures outlined below:

- **Wash hands** following posted hand washing procedures
- Move to check-in tables and **take your temperature**
- **Sign-in. Record your name, date, time-in and temperature and phone number (for contact tracing)**
- **Answer GSM's COVID 19 Wellness Checklist Questions** in the presence of a staff member
- Use an alcohol wipe or spray a cloth with the bleach solution and **sanitize the thermometer and pen.**

Guidelines:

- **All visitors** will only be let in **by a staff member.** They will be accompanied by a staff member at all times and be **required to follow the above procedures upon entering** the building
- All **deliveries must be left outside of the front door** unless someone is **present to receive them**

- The **staff** member who answers the door **must be sure to follow the 6 foot physical distancing protocol** from the WA State Dept of Health

Face Coverings

We have based this policy on guidance from both the Center for Disease Control (**CDC**) and the **WA State Department of Health**. CDC @ <https://news.yahoo.com/cdc-issues-face-mask-guidance-081250591.html> as well as <https://news.yahoo.com/mask-wearing-affect-toddler-development-100000199.html> and google: *Washington State Department of Health Mask Guidelines*. GSM will strive to follow the strictest measures from these sources for the health and safety of our community.

Expectations for Face Coverings at GSM

For Adults:

All adults, staff members, family members and visitors are required to wear a face mask when entering Good Shepherd Montessori School.

- Parents are required to wear face masks for pick-up and drop-off
- All staff members will wear a face mask at all times while inside GSM
 - Staff members are provided 5 dual layered cloth masks
 - Staff members are encouraged to take breaks outside or at a physically distanced space away from colleagues and children to remove their masks when needed
 - GSM is working towards providing staff with alternative clear masks and/or protective plastic barriers to provide language lessons as we recognize the importance of seeing the mouth for the child's development in this area

For Children:

We acknowledge guidance varies on the topic of children and the ability to wear face coverings effectively. **GSM requires families to provide children with masks** and that parents encourage face coverings to be worn at drop-off and pick-up and while in the classroom.

- At this time, GSM is unable to provide masks for children. A community resource for masks is CRESA Emergency Management who is distributing more than 216,000 cloth face coverings for low-income individuals and families. Any families or individuals needing cloth face coverings can contact the Clark County Food Bank, SHARE SW Washington or Council for the Homeless.
- Each classroom will set up a designated space for each child to place their masks while eating prior to going outside or when taking a break. The classroom teacher will communicate these protocols to parents.
- Children will be asked to remove masks during outside play and naptime for their safety.

- Teachers will give grace and courtesy lessons about the use of masks the reasons for wearing them and about how to effectively take them on and off.

Key Points to Keep in Mind When Wearing a Face Mask

Cloth face coverings are to:

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

When Wearing Your Face Mask:

- Wearers should wash hands before putting on their mask and after taking off their mask
- Wearers **avoid touching the outside of the mask**. When you do, wash your hands with soap and water. When that is not available then use an alcohol-based sanitizer.
- **Wash your hands (use the 20 seconds wash cycle) before you remove the face covering** from the bag or use an **alcohol-based hand sanitizer**. Remove the mask from the storage bag.
- Cover your mouth and nose with the mask and make sure there are **no gaps between your face and the mask**. Tie the mask or use the elastic loops for your ears.
- **Replace** the mask with a clean one **when it becomes damp**.
- **To remove the mask:**
 1. Remove it from behind (do not touch the front of the mask)
 2. Fold the mask onto itself and place it in the bag for “dirty” masks to take home to wash
 3. Wash your hands with soap and water after removing your mask. When soap and water are not available then use an alcohol-based sanitizer
 4. **When eating:**

You will need to **remove your mask to eat**. Take off the mask as noted above, place it in a **designated space** for each child or staff member and **wash your hands**. Enjoy your break/lunch. When you’re **done eating, wash your hands**, then put a face covering back on. **Wash your hands again prior to returning to work.**

Cloth face coverings do not replace regular hand washing practices.

Washing Your Face Mask:

For families, you can see the CDC recommendations for washing cloth face masks at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>. Staff members will be asked to wash their own face coverings at home.

Physical (Social) Distancing:

We have based this policy on guidance from both the Center for Disease Control on physical distancing and WA State Dept of Health (Dept of Children, Youth and Families follows this guideline). **CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html#:~:text=Social%20distancing%2C%20also%20called%20%E2%80%9Cphysical,bath%20indoor%20and%20outdoor%20spaces>. **WA State Dept of Health:** https://www.google.com/search?ei=P3k8X_2GOMG-0PEP2uiY0AU&q=washington+state+department+of+health+social+distancing+guidelines&oq=washington+state+department+of+health+social+distancing+guidelines&gs_lcp=CgZwc3ktYWIQDDoCCAA6BggAEAcQHjoICAAQCBAHEB46BQgAEM0COgQIIRAKUPvJvEVYvt-9RWcC9b1FaAZwAHgAgAF3iAGtE5IBBDMzLiGYAQcGAAQdnd3Mtd2l6wAEB&sclient=psy-ab&ved=0ahUKEwi9ov6liKbrAhVBHzQIHVo0BloQ4dUDCAw. GSM will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Young children are unlikely to maintain 6-foot physical distancing. Therefore, as child care workers, GSM staff is considered high-contact persons. We **urge our families to follow all guidelines** for the health and safety of our staff, the children and our community.

For Families and staff:

- All families and staff are asked to wear a face covering and maintain a 6-foot distance from other adults not in your household or in your classroom environment while on GSM grounds.

In the Classroom:

- Classrooms will include the same group of children each day, and the staff will remain with the same group whenever possible.
- Children will remain within their classroom community at all times while at GSM and classroom groups will not mix.
- Individual tables will be designated for children to work and eat at
- Classroom environments will move outside to work and play, alternating times on the playground/outside area

- Outdoor activities will be alternated to enable one classroom group at a time and GSM staff will sanitize playground equipment between classroom groups
- Nappers will remain at their designated table spaces on their nap mats (6 ft apart or with a shelf divider between students and/or head to toe)
- Children’s belongings will be kept in a personal plastic large bag/backpack and will be spaced so they are not touching
- Families will be asked to provide all meals (snacks and lunch which will not be refrigerated this year), a cloth placemat, utensils, water bottles and napkins for each child

Other Ways in Which GSM will Ensure Physical Distancing:

- Staggered drop-off and pick-up times will be designated. See our drop-off/pick-up procedure section
- Drop-off/pick-up times will occur outside at the designated check-in station in the parking lot to limit exposure
- Only essential visitors will be permitted in the school building and classroom environments
- Staff will not be able to use communal spaces unless they work in a particular area. GSM will offer an alternative for staff breaks (crib room)
- Communal spaces will be cleaned and disinfected after use as outlined in our sanitation section

Personal Protective Equipment (PPE):

GSM will provide the following PPE for staff members:

- 5 cloth face masks for each staff member
 - Staff members must avoid touching the cloth face covering
 - It is essential to continue frequent and consistent hand hygiene
 - The face covering must be changed when soiled and each day
- Apron or equivalent staff choice that can be washed or sanitized
- Protective gloves for cleaning
- Disinfecting products: i.e., Bleach or EPA-registered household disinfectants. *During this time, it is important to use our approved cleaners that have efficacy against multiple germs.* It is each classroom’s responsibility to fill them each according to the written guidelines

- Hand sanitizer will be provided. The preferred and most effective practice is proper hand washing, but hand sanitizer will be provided for those times when hand washing is not feasible

Prevention for High Contact Staff:

Due to the nature of working with young children, classroom staff is considered to be high contact employees. Interactions between classroom staff and the children are likely to include distances less than six (6) feet in order to support the mental wellbeing of the children in GSM’s care. **“Physical distancing” of at least six (6) feet will be observed when possible** amongst adult staff members and families.

Compliance with physical distancing guidelines is mandatory for all adults. Physical distancing applies to all adults on Good Shepherd Montessori property at all times.

Requirements:

In order to reduce the potential spread of contagions within the community, GSM is instituting the following requirements:

- Whenever possible, staff will avoid passing information via paper or other items- i.e., using email or phone calls to ask questions or share notes
- Interaction times will be reduced between staff members
- Physical items should be passed to a child and not to a staff member, i.e., a child can carry their own backpack or personal items to avoid contact between adults. Go between items can be placed in the child’s bag or backpack such as notes for the teacher, paperwork, etc.
- High contact employees will wash or sanitize their hands once per hour
- Areas of high traffic will be cleaned frequently and on intervals required by the WA State Dept of Health’s most current recommendations
- High contact employees will limit, when possible, movement outside of their classroom/working environments while on GSM grounds. Strict “physical distancing” is required

Common COVID 19 Related FAQs:

1. **Each member** of the households of all **staff and children are required to complete the GSM COVID 19 Wellness Assessment before they leave home each morning.** If someone in the household answers “yes” to any of the questions, is my child/staff member required to stay home?

- a. **YES**, except when these symptoms are linked to a pre-existing condition such as asthma, allergies, etc. Your child may come to school if they have a **doctor's note explaining the symptoms are not related to COVID 19**. **Otherwise**, the child or staff member would **enter into a 72-hour self-monitoring period**.
 - i. Quarantine at home for 72hours
 - ii. Report your symptoms to school each day using the 72-hour reporting form
 - iii. Monitor and record your temperature twice daily and track symptoms daily for 72 hours

You can find a symptom tracker from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

2. What should I do when my child is sick?
 - a. When your child has any symptoms outlined in the General Wellness Assessment or COVID 19 Symptom Assessment they may NOT come to school, and they will **need to remain home for 10 days after the onset of symptoms and 72 hours after resolution of symptoms**.
 - b. If anyone in your home is experiencing symptoms similar to COVID 19 we encourage you to **contact your Primary Care Professional and contact the school immediately**.
3. If there is a confirmed case of COVID 19 at GSM, what happens?

If a case of COVID 19 is confirmed at GSM for any adult or child that entered the school, we have adopted the following guidelines based on CDC guidance:

- When a child exhibits COVID like symptoms your child will be taken to our **designated space to be isolated** until parents or guardians can be called and the child is picked up. A member of the staff will remain with the child until he/she are picked up. The staff member will wear a mask, use gloves and maintain distance while providing as much comfort to the child as possible. The **space will be closed for 24 hours** to reduce the potential for respiratory droplets. **Windows will be open** during that period. If a 24-hour period is not feasible when wait as long as possible and follow sanitation protocols as outlined by the CDC. Staff will ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- The Director **will contact local health authorities, staff and families immediately of a possible or confirmed case of COVID 19 while maintaining CONFIDENTIALITY** as required by the American with Disabilities Act (ADA).

- The **Director will inform** staff members and families if they have **been exposed to a person with COVID 19 and require them to stay home for 14 days and self-monitor symptoms**. Staff will be required to complete a GSM Daily Symptom Monitoring Form.
- Sick children and staff members **may not return to campus** until they have **met CDC criteria to discontinue home isolation**.
- We will **comply with guidance from the local health authorities** for when the **classroom environment can reopen**. Staff will wait 24 hours before cleaning and disinfecting the classroom. Proper cleaning practices will be followed for cleaning.
- When a number of staff are ill and there is **not enough personnel to provide care**, the Director and Board will evaluate whether a **classroom or the whole school will close** and when it **can reopen**.

When a classroom or the whole school closes, GSM will continue distance learning lessons through the Montessori At Home Enrichment Learning program.

4. If a parent or a person in a child's or staff's household is diagnosed or tests positive for COVID 19.
 - a. **Children and staff are required to stay home if they have been exposed to someone who has had a presumptive case of COVID 19**. The exposed individual and staff/children in the household are required to **enter into a quarantine period for a minimum of 14 days after their last date of exposure to a known case**.
 - b. **Children or staff who have a family member at home with symptoms of COVID 19 who have not been tested need to be carefully monitored for symptoms. The ill family or household member will be strongly encouraged to seek testing.**
5. What do I do when I think my child is sick with Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID 19?
 - a. Please refer to guidance from the CDC: <https://www.cdc.gov/mis-c/hcp/>
6. What if a child/staff member had taken a COVID 19 test and the results were negative? Children of staff members would continue to self-monitor and can return after 72 hours when they are **symptom free and unaided by medications**. See the General Wellness Guidelines.

7. What other safety practices is GSM engaging in?

- Children and staff will not share items used close to the face such as eye glasses, masks, food, cups and other utensils
- Staff are following proper cleaning and sanitizing guidelines as outlined by the CDC and the WA State Dept of Health
- GSM is following arrival and departure guidelines as outlined by the CDC
- Staff will take breaks with social distancing, outside or off site
- All staff will wash hands frequently or use hand sanitizer when soap and water are not available
- Adults will maintain physical distancing practices as outlined above
- Classrooms will open windows for increased air flow
- Staff will secure doors/gates in the open position during high traffic times
- Adults will wear face covering PPE when arriving at school, when in common areas and in contact with adults and children other than those in the closed classroom community
- Staff will regularly sanitize high contact surfaces
- Staff agree to engage in safe practices at home as well as at work

8. What is GSM doing to take care of employees during this time?

- GSM provided financial peace of mind and paid full wages from March 2020 to the end of the school year, June 2020
- GSM has maintained full benefits for employees during that same time
- GSM applied and received the Payroll Protection Plan to protect our working employees from layoffs or wage reductions during that same time
- GSM has created flexible work opportunities for staff that can be done on site or from home
- We provide PPE for employees and continue to advocate for our staff through local and state agencies
- We continue to advocate at the local, state and federal level for staff and all individuals who work with children to be recognized and acknowledged for the importance of their dedication and work

Program Information

During a **normal school year**, GSM classes will be held on campus in our classroom environments.

Due to the COVID 19 pandemic, school closures will occur when agencies, the Evergreen School District or the Governor of the State of Washington or local and WA state Health Departments, **deem it necessary to mitigate the spread of COVID 19** and/or **GSM deems it unsafe to open** its doors on campus.

During this time, GSM will transition to its distance learning, a newly created program, **Montessori At Home Enrichment Learning**.

Parent Agreements

- **A Family Risk Agreement will be sent with your enrollment acceptance and enrollment forms**
- **Family COVID 19 Health & Safety Agreement**
 - You are agreeing to minimize contact for your child as much as possible to maintain the health and safety of our Good Shepherd Montessori children, staff and community
 - You will agree to obtain a doctor's note if your child has a pre-existing condition related to COVID 19 symptoms in order to attend Good Shepherd Montessori
- **Enrollment Policies**
 - Parents are agreeing to **sign up for the full school year** programs, on or off campus.
 - **Spaces** for classes 2020-21, will be given on a **first come, first serve basis** w/ registration fee.



Signed Acknowledgment

As members of the Good Shepherd Montessori School community, I acknowledge that I have read the GSM COVID 19 Parent Handbook 2020 and that I am informed as to what the policies of GSM are regarding COVID 19 procedures according to the CDC and WA State Department of Health.

I acknowledge that Good Shepherd Montessori School will have school closures during the COVID 19 pandemic and transition to the Montessori At Home Enrichment Learning program upon these occurrences and will segue back to on campus learning when our doors are physically open again.

Parent or Guardian

Date

Parent or Guardian

Date

**PLEASE SIGN AND RETURN THIS PAGE TO THE GOOD SHEPHERD MONTESSORI OFFICE OR
SUBMIT TO YOUR CHILD'S GUIDE/TEACHER**

Office use only - Received: Date _____ By _____