

PANDEMIC RESPONSE PLAN FOR BERKELEY INTERNATIONAL MONTESSORI

A. Parent Immunity Pledge

The health and safety of our entire community during a pandemic requires effort from all involved members. We must work together and take many precautions, including maintaining stable social bubbles, enacting social distancing, wearing masks, getting vaccinated, and regularly washing hands in order to minimize the risk of contagion and infection.

We ask that all families help us build a strong community by keeping our social bubbles small and stable. The social bubble means expanding your group outside of your household, but choosing a trusted group with whom you can consistently spend time. You should generally socialize within your social bubble only; weekend gatherings outside of regular school time is fine, but you must do your best to avoid risks when stepping outside of the bubble. The immunity pledge is simple but imperative during these times.

"I pledge to take the best precautions I can to protect my child/ren and our community. I pledge to prioritize my child/ren's social bubble and minimize straying from it."

B. Safe/Best Practices

To maintain the health and safety of our community we will be taking the following daily actions:

- Children and staff will wash their hands upon entering the facility. Strict hand hygiene procedures will be maintained throughout the day.
- All persons on campus must wear a clean mask that covers their mouth and nose.
- Students will need to bring extra masks to have on hand outside of the one they arrive at school wearing in the event that they need to change.
- Proper handwashing guidelines/posters will be displayed for staff and children in bathrooms and near sinks.
- Hand sanitizer (70% or more alcohol) will be placed by the sign in/out sheets and must be used prior to signing in/out. We highly recommend bringing your own pen but will provide sanitized pens if necessary, to be kept separate from previously used pens.
- Children will be reminded to cover their coughs and sneezes and to keep hands away from their face. Children will be instructed to wash hands upon coughing, sneezing, before/after eating, and touching their face.
- Staff will clean and sanitize high-contact surfaces regularly.
- Staff or students showing any signs of illness will stay home.
- Snack and lunch will be brought from home.
- Children will have their own individualized work stations and keep all belongings (including snack, lunch, change of clothes, and water bottle) in a single large tote bag or backpack under their work station table.
- Nappers will keep nap items in a separate bag to be stored under their individual table, and it is highly recommended to take home and wash bedding used at school every day, or at least bring in clean nap items each day.
- Children will participate in individual activities and meals at their work stations.
- Students who cannot manage best practices or follow rules may be sent home.
- BIM will close immediately upon receiving an official report of a community member that has contracted the pandemic illness while school is in session and conduct online learning for all at a date to be determined later.

C. Health Screening

Please screen your child at home prior to departing for school in the morning. Any symptoms indicative of a contagious illness (sore throat, runny nose, cough, low energy, nausea, headache, shortness of breath) require your child to stay home until they are symptom-free for 72 hours.

- Students showing signs of illness while at school (sore throat, runny nose, cough, low energy, nausea, headache, shortness of breath, fever) will be sent home.

- Children or staff who are sick with other illnesses meeting usual exclusion criteria should also stay home and remain at home for 72 hours and until all symptoms disappear and seek physician guidance before returning to BIM.
- Individuals with a confirmed case of COVID-19 must contact [ACPHD](#) and [BPH](#).

D. Daily Drop Off/Pick Up Procedure

Strict drop off and pick up times will be assigned. Social distancing must be followed when near individuals from a different social bubble.

- Drop off/pick up will occur at BIM's side door near the green gate. The green gate that leads to the backyard is not to be touched by any parent/guardian.
- Keep distance from others while waiting outside the school building. We will greet your child or send them out to you one by one by order of arrival.
- Parents/guardians must wear a mask or face covering while on the school premises.
- You must sanitize your hands prior to signing your child in/out for the day. We highly recommend you to bring your own pen.
- Parents/guardians may allow their child to use hand sanitizer at their discretion. Under licensing regulations, BIM staff will not administer hand sanitizer to students. Children may not have hand sanitizer as a personal belonging while at school
- Students will put their things away at their individual work station and then immediately wash hands with soap and water.
- Parents/guardians will be asked to remain outside and not enter the school facility.
- Drop off will be conducted similarly in the same location.

E. Cleaning Procedure

Stricter cleaning practices will be implemented following the schedule below. These will include but not be limited to:

- High-touch surfaces including manipulative toys, shared materials, tables, door handles, light switches, and electronic devices will be disinfected daily.
- Floors will be sanitized or mopped daily.
- A regimented schedule and tracking sheet for cleaning and disinfecting will be adhered to [Cleaning and Disinfecting Guidelines from the Centers for Disease Control \(CDC\)](#).

F. Snacks and Meals

Social eating and meal etiquette is an important part of the Montessori curriculum. Safety during meals will be maintained by the following procedures:

- Children will wash their hands before and after they eat.
- Family-style eating and group meal prep activities will be avoided.
- Students will bring both their own snack and lunch to be packed separately (there should be two containers for a morning snack and an afternoon snack of 2 crackers and 2 slices/pieces of fruit ONLY)
- Food must be packed in containers that the children can manage by themselves.
- Teachers/staff will wear gloves when preparing any additional snacks.
- Children will eat at work stations with appropriate social distancing.

G. Managing Infections/Illness On Site

Teachers will continue to monitor the health and behavior of all students throughout the school day.

- If a fever or illness is suspected, the child's temperature will be checked.
- If a child or staff member becomes ill during the day, they will be isolated and families will be notified for pickup right away.
- Students will stay home for at least 72 hours, seek physician guidance, and get a doctor's note of clearance or a PCR nasal swab test before returning to BIM.
- PCR test results must be sent to us prior to returning to campus.

- BIM will close immediately upon receiving an official report of a community member that has contracted the pandemic illness. Individuals should attempt to get tested and stay quarantined for at least 14 days.

H. Daily Routine

Classroom learning will focus on childcare and social/emotional health. During a pandemic, materials used in the classroom will be generally modified to focus on individual activities at safe social distance.

- Students start the day by washing their hands.
- All persons on campus should keep their masks over their nose and mouth at all times unless eating, drinking, or sleeping.
- Age-appropriate social distancing will be enforced. Students will be instructed to not touch one another.
- Students will set up their own food containers brought from home for snack and lunch time.
- During nap time, cots will be kept at least 3 feet apart and thoroughly cleaned after use.
- Depending on the weather, doors and windows will be open to help circulate air, and air purifiers will be in use.
- Napping items will be kept in separate bags as usual but kept under work station table separate from other students' belonging. It is highly recommended to take home and wash bedding used at school every day, or at least bring in clean nap items each day.
- Full day students have a final dismissal time of 3pm. Extended day students should be picked up by 5:50pm. This allows our team to be extra diligent about cleaning and sanitizing the campus and any shared materials before closing at 6pm.

I have read and understood the pandemic plan above and will abide by and have my child abide by the policies during the duration of the pandemic.

Parent/Guardian's Full Name: _____

Signature: _____ Date: _____