

**The Child Unique Montessori School
Montessori Elementary Intermediate School of Alameda**

Covid-19 Reopening Protocol

"Love redefines and redesigns distance as community heartfelt space."

As I wrote that sentence, it felt like a world of what is possible became more real, as we redesigned the school space and the year of 2020-2021. On behalf of our staff, we welcome you to a courageous, creative, community-filled school year. If you felt you knew community connection, I call you to be community in a way you have never felt possible. As your cohort becomes a special connection for your child and family, this is the year to reach in, reach out, and keep each other safe. This year is not for those who cannot be rule followers. This is the year to do the best that we can to hold our school family safe.

Our Response to COVID-19

The Child Unique Montessori School/Montessori Elementary Intermediate School of Alameda (TCU/MEISA) follows rigorous protocols for Covid-19 health practices to keep our school environment healthful for students, staff, and parents.

We created our protocols by combining information from school leaders in China and Taiwan, the guidelines from the CDC, the Alameda County Health Department and other county health departments. State and county health officials continue to learn more about the Covid-19 virus and are revising their guidance as they learn more. We realize that our protocol is stricter than the guidelines from the health officials. As officials become more solidly certain about Covid-19 and similar communicable diseases, we may be able to ease our protocol.

Until then, during this period of restrictions and revised protocols we ask that our families and staff adhere to all our elevated requirements that have been articulated in the school's Basic Policies and other Admissions Agreement documents (also outlined here). If you would like a PDF version of this document please click [Covid-19 Reopening Protocol](#).

Below are the major steps we take daily to assure the health and safety of our students, staff, and parents:

Our Covid-19 Reopening Protocol

- [Cleaning, Disinfection and Ventilation](#)
- [Cohorting](#)
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- [Entrance, Egress, and Movement within the School](#)
- [Face Coverings and other Essential Protective Gear](#)
- [Health Screenings for Students and Staff](#)
- [Healthy Hygiene Practices](#)
- [Identification and Tracing of Contacts](#)
- [Staff Training and Family Education](#)
- [Testing of Staff](#)
- [Triggers to Switch to Remote \(Distance\) Learning](#)
- [Communication Plans](#)
- [Consultation with Key Constituents](#)

Cleaning, Disinfection and Ventilation

Note: We recognize that cleaning and disinfecting are not the same. Our process involves disinfecting materials continually. Items to be cleaned, are cleaned and then disinfected.

Cleaning/Disinfecting during the day: We have hired and trained dedicated, fulltime disinfecting staff (one per campus) who disinfect materials in classrooms and surfaces in bathrooms all day. Each classroom is provided with laminated “yield” signs. Children place a yield sign on every material they use, and return it to the shelf. The Disinfector is trained to look for and remove materials with yield signs, disinfect the material and the yield sign and return it to the shelf. Result: Every single time a child touches a material, it is disinfected. No material used by a child, has been touched before being disinfected. Every time a child uses the bathroom, the toilet, handle and the doorknob are disinfected.

Cleaning/Disinfecting daily and weekly: In addition, classrooms including hard surfaces and floors are fully cleaned and disinfected daily and weekly.

Minimizing of Shared items: As shown above, we have a one touch system for students and staff. Students do not use items that have not been disinfected. Students have their own box of pencils, colored pencils, glue sticks, etc. Teachers and admin have gone through classrooms to minimize unnecessary items. Teachers have been asked to label everything in closets, with nothing that is unnecessary in the closets.

Accountability:

- 1) Classrooms are visited by administrative personnel to observe the fidelity of this process.
- 2) We are recipients of an in-kind grant through Samuel Merritt University, providing student nurses who come periodically to each campus and observe/provide input to our process.
- 3) Admin monitor extra items in classrooms and closets, and all parent donations.

Ventilation (systems): We have installed HEPA filter air filtration building systems in two campuses. These systems operate 24 hours and remove 99.9% of infectious particles. At our Taylor Ave campus, we have installed separate units in each classroom, based on the square footage of each room, and designed by an air quality expert.

Ventilation (circulation): All classrooms have windows that are clearly able to remain open and doors that open to the outside air.

Air Quality Process: We have an air quality protocol designed by a scientist and air quality expert. During times of compromised air quality, we will adhere to the air quality protocol, which defines when doors and windows may be open, and when children may be outside. During those times, indoor air filtration systems will be on and spacing of children within cohorts will be maximized.

Accountability: We held a parent meeting with our expert to explain the situation with air, ventilation and appropriate protocol. Our Sustainability Committee will monitor our responses to ventilation. Administrative staff will send notices regarding air circulation and will check compliance.

Cohorting

Size: We maintain cohorts of 8 (toddler) to 10 students (preschool through elementary). Each cohort has two dedicated teachers (7am -3pm and 10am – 6pm) who do not cross over into other classrooms. Our elementary cohorts will be stable for a minimum of four weeks and our preschool cohorts will be stable for a minimum of three to four weeks.

Substitute teachers: When substitute teachers are required we are utilizing our disinfectors and leadership team to eliminate outside cross contamination.

Indoor identification spacing: Each student has separate clear, labeled, plastic boxes containing the following:

- 1) **Academic/art box** with graphite and colored pencils, glue stick and in some classrooms – crayons.
- 2) **Bento snack box** with a lid containing snack in two food groups, for the day

Outside cohort scheduling: Playground times and lunchtimes are staggered so that only one cohort is on the yard at a time. Campuses with separated yard space, have dedicated outside space for a cohort.

Masking: Upon entrance, all students over 2 years of age are expected to mask. Additional masks are available at school for students who do not have a mask.

Bathrooms: Each cohort has its own assigned bathroom shared to eliminate crossover during trip to the facilities.

Accountability: Parents are informed of the size and composition of their child’s cohort. Our school has cameras in each classroom, so parents and administration are able to observe the cohort stability in real time.

Cohort Encouragement: Parents are provided contact information (with permission) of other families within their cohort and receive regular encouragement to connect safely within their child’s cohort outside of school hours. All school activities are limited within the cohort. No schoolwide events are planned for the 20-21 school year.

Physical Distancing

Classroom divisions: Shelves and trees are positioned as dividers, so that children have space. Additionally, all classrooms have three “L-shaped” or singular plexiglass, wood framed, **child/student sized room dividers**, to break up any area where children might tend to pass or visit. These dividers are clear for supervision and to allow the children to have the feeling of connection.

Classroom tables: Most tables are set as individual tables. Two-person tables are set with **sneeze guards** across the table width. All tables are separated by space, or by shelves and trees.

Outdoors: Lunch times and lunch location are staggered to allow cohorts the space required to be safely distanced while unmasked while eating for 20 minutes or so.

Outside divisions: Tables are marked with blue tape to indicate where seating should occur, to ensure safe distances. Some classes sit in a marked area, distanced, on chairs.

Inclement weather: In inclement weather, students will eat indoors. Taylor campus preschool and elementary students will either eat in their classrooms or some will eat indoors in the gym at marked tables with dividers. Only one cohort will eat in the hall at one time. The hall is ventilated with open windows and doors. The Disinfectant will completely disinfect the area, if another group is to enter for lunch.

Circle/Group Time: Teachers are encouraged to hold group times outdoors, air and weather permitting. Students will sit, with distance markers (tape).

Outside Games: Teachers are encouraged to include outside music for dancing, and outside non-contact games which support distance.

Routines: All classes have scheduled yard times (10:30, 11:00, 11:30, 12:00), with a separate schedule for compromised air quality.

Isolation room to separate someone who exhibits symptoms of COVID-19 or other illness: In accordance with State law, we have an isolation area for anyone exhibiting signs of illness. We will use that area to separate anyone with any infectious symptoms, including symptoms of COVID-19, until they leave the facility.

Accountability: Observation by administration

Entrance, Egress, and Movement within the School

At this time, parents are requested to remain outside the classroom and school office. Children with challenges entering school with our valet greeter may enter with their parent - masked. We have picnic tables outside at each campus for parent and child to sit together to allow time for a smooth transition.

We have eliminated school tours and specialty teachers for the year. We have limited the staff from our other campuses from entering. Each campus is limited to the teachers of that class, the director, the students, and our office staff.

Entrance and Valet: We are providing staggered one-way valet drop-off and pick up service during peak times to reduce the number of parents coming onto the campuses. Parents (whether driving, walking or biking) sign up for a 15-minute arrival option:

8:00 – 8:15 8:15 – 8:30 8:30 – 8:45 8:45 – 9:00

Parents use an app notification system (Glympse), to inform the school when they are arriving. Disinfectors at each campus handle arrival, doing well checks, which include temperature taking, and signed agreements from parents (via electronic, hands-free device) that no one in their household has been symptomatic in a 48-hour period. After 9am, parents notify the office that they are coming, and bring their child to the door for a temperature and well check.

We have designated specific entrances for parents to use for drop-off and pick-up at each campus, for each classroom to eliminate clustering of groups of parents and students. Parents who bike or walk remain at a 6' – 10' distance while waiting to sign in. All Taylor campus

classrooms have doors leading to the outside parking lot. Preschool campuses have separate (west or eastside) areas for late arrival or departure. For both entrance and egress, cars enter and exit in a loop manner (Taylor campus) or traveling one way (preschool campuses) when dropping off or exiting.

Afterschool: All students remain in the same cohort for before and after care. There is no shifting of students or comingling of cohorts. Teachers shifts are divided (7:00-3:00 and 10:00 – 6:00) so that teachers can remain with the same cohort.

Egress and Valet: From 2:30-3:30, parents use Glympse to inform the school of their arrival. The app sends an email to the school inbox, sounds a tone into the office, and on the cell phone of the Disinfector, who escorts child out to the parent (who arrives via car, bike or foot). After 3:30, parents inform the classroom via Glympse, and come to the classroom door.

Accountability: Parents, including the Parent Council, and school administration observe the carline. Periodic survey of parents regarding the carline.

Face Coverings and other Essential Protective Gear

Teachers are required to wear masks at all times (except when eating or drinking) and encouraged to wear N95 mask when working with students. N95 masks and surgical masks are provided by the school.

According to the Center for Disease Control, “Children 2 years and older should wear a mask over their nose and mouth when in public settings where it’s difficult to practice social distancing.” Therefore, all students over the age of 2 years old are required to wear a mask while at school and while on walking field trips, except while eating and drinking. Parents are asked to provide a mask for their child. The school provides masks for children who do not have them.

All teaching staff are offered a one-time amount up to \$150 for five days of washable clothing and are encouraged to wear their clothing only once before washing. Additionally, face shields are available for staff who are uncomfortable with only face masks.

Accountability: Parents are asked to “call out” via email or at parent meetings - situations when face covering is not occurring. Disinfectors will stop any parent who drops off a child without a mask and supply a mask for the child. This matter is relayed to the Head of School, and the parent will receive an email regarding the need to mask. Administrative staff call out any teacher who enters unmasked or does not take their temperature. We have a clipboard where teachers note their temperature and whether they are masked.

Health Screenings for Students and Staff

Staff: All staff are required to do a health check and take their temperatures prior to leaving home for school each morning. If they have a fever over 100 degrees F, an elevated temperature two degrees above their normal baseline, or are exhibiting Covid-19 or infectious symptoms, they must call the substitute staff person, indicate their symptoms and stay home.

When staff arrive at school, they must use hand sanitizer and take their temperatures again with a no-touch thermometer. If a staff person has a fever over 100 degrees F, or an elevated temperature three degrees above their normal baseline, they must go home immediately without

further contact, and get tested. Staff temperatures are taken twice daily: upon arrival and again mid-day, with the same monitoring indications.

Students: Parents are required to do a health check and take their child's temperatures prior to leaving home for school each morning. If a child has a fever over 100 degrees F, an elevated temperature unmistakably above their normal baseline or are exhibiting Covid-19 or other infectious symptoms, they must call the school, and keep their child home, and are admonished to contact their doctor regarding testing.

Additionally, parents must remain on school grounds during the well and temperature check at arrival time. Any child who does not pass the well and temperature check at the morning arrival time, must immediately return home with their parent, and contact their doctor for testing. If an elevated temperature occurs later in the day, the child will be moved to a supervised isolated area and sent home immediately.

Student temperatures (with a no-touch thermometer) and wellness checks are completed and logged a total of four times during the day:

arrival	mid-morning	after lunch	afternoon
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Finally, if a parent or the member of a staff's family is ill with any of the above-mentioned symptoms, the student or staff member is required to remain at home.

Accountability: Student nurses from Samuel Merritt University

Healthy Hygiene Practices

Hand Hygiene: Hand sanitizer stations (some of which are wall-mounted, touch-free) are located at every doorway in every room. Staff and children must use hand sanitizer before entrance, followed up with hand washing upon entrance.

Every classroom has a built in or portable handwashing station. The Pacific preschool campus classroom has a handwashing station right outside the doorway.

Staff are asked to wash hands at every transition (at least once every 30 minutes), including during clock-in, and upon entering any room.

Students are asked to wash hands at various intervals (arrival, before eating, before going outside, upon returning inside, at transitions, and prior to touching certain materials. Teachers and assisting nursing students present proper/effective handwashing to the students, allowing children to practice and count twenty seconds while washing. Teachers request handwashing at various intervals and certain materials have a sticker on them, reminding the student to wash their hands before touching.

Foot Coverings: Students and staff wear slippers indoors. Students wear croc-like plastic/rubber shoes that are disinfected daily. Staff may wear cloth slippers but should wash them weekly.

Hard Surfaces: All materials, tables and chairs are disinfected after each use (students put “Yield” signs on used materials and tables so they can be disinfected before the next students uses them).

Personal Sanitation Spaces: The bathroom toilets and sinks are disinfected immediately after each student and after each staff use.

High-touch areas: doorknobs, doorways are disinfected frequently.

PPE cleaning supplies are kept in good supply including:

- Sanitizing wipes
- Pump-spray disinfecting spray
- Hand sanitizer
- Gloves
- Paper towels
- Bleach
- Hand soap
- Paper towels
- Tissues

No cloths are used for disinfecting. One-time use paper towels are used exclusively.

Personal Items: Preschool students are limited to the following items from home: lunchbox, jacket and nap bedding. Elementary students may bring a backpack and jacket.

Identification and Tracing of Contacts

We are required to follow the guidance of the Alameda County health department (ACPHD) and state licensing. Please click to review ACPHD’s [Confirmed Positive COVID-19 Process for School](#) which we will follow. This document can also be found under Enrollment and Resources.

We have a two-person team composed of a pediatrician and a nurse. The physician is the Chief Medical Officer at Tiburcio Vasquez Health Center. The nurse is a public school registered nurse and is trained in Identification and Contact Tracing through Bloomberg School of Public Health. The team is skilled in the CDC definition of knowledge required:

- An understanding of patient confidentiality, including the ability to conduct interviews without violating confidentiality
- Understanding medical terms and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection
- Excellent and sensitive interpersonal, cultural sensitivity, and interviewing skills such that they can build and maintain trust with patients and contacts
- Basic skills of crisis counseling, and confident patient referral for further care if needed
- Resourcefulness in locating patients and contacts who may be difficult to reach or reluctant to engage in conversation
- Knowledge when to refer individuals/situations to medical, social, supervisory resources
- Cultural competency appropriate to the local community

Additionally, we have two staff persons, the Director of Social Justice and the Office Manager, to support Contact Tracing, such as creation and submission of lists of exposed students and staff to ACPHD, and notification of exposed persons. The Head of School is the designee to the local health department in all matters relating to Covid-19.

CI AND CT require quick response to stop transmission spread. We have designed paperwork to indicate any possible exposure to fill out and provide to the health department. Any exposure will require immediate testing and willingness to cooperate with the school and team to prevent unnecessary spread of infection.

The school will act with as much transparency as possible and will adhere to the guidelines of the CDC and the county health department.

Staff Training and Family Education

Staff training: Our teachers are trained in, and following our new Covid-19 Health Practices. These practices are updated as new information is provided by the CDC, state and local health departments (See training manual; [COVID-19 Health Practices](#)).

Staff were trained via zoom and in person. Individuals with English language challenges were positioned with individuals who could support their understanding, where possible. Where possible, staff who were away for any period of time, were re-trained.

Parents were presented with a Covid-19 protocol PowerPoint along with a Question & Answer. The PowerPoint is sent to all new parents, prior to enrollment of their child in school (See: [School Health Protection Protocol](#)). We have periodic parent meetings, and will continue to do so, to update parents on aspects of our protocol.

Our Parent Handbook has an added section titled Covid-19 Modifications that elaborate our procedures and protocols that vary from prior years. Our parents are requested to review it thoroughly. It can be found under Enrollment and Resources or click [Parent Handbook 2020-2021](#).

Testing of Staff

All staff are required to take a Covid-19 test prior to their first day of work, and must have a negative test result to begin work. They are then required to test periodically at regular intervals. The current recommendation from the ACDPH is testing every 2 months. We encourage our staff to test every two weeks, and we track all test results. We also maintain information regarding testing locations that have the best track record of setting appointments and providing test results.

Staff who have any symptoms that may be an indication of any contagious illness are required to remain home. Any staff with possible Covid-19 symptomology are required to be tested, and remain home pending test results and symptoms. We are prepared to provide an MOU with one of our testing sites.

Test sites used:

Native American Health Center	Carbon Health
3050 International Blvd.	411 Grand Ave
Oakland, CA 94601	Oakland, CA 94601

Kaiser San Leandro or other locations (for Kaiser insured)
1440 168th Ave

San Leandro, CA 94578

Schoolwide, we also encourage our **parents** to test. We request our elementary parents and students to be tested.

We have a signed contract with PMH Laboratories for testing of our staff and families.

Triggers to Switch to Remote Learning

Our Remote Learning program started in March and continue to offer it on an ongoing basis for interested or concerned families. We are not offering a hybrid education.

We began work on our remote program as we observed the cases rising and heard that Shelter-in-Place was a possibility. This is one of the most robust remote learning programs involving all areas of development and academia, incorporating 1:1 lessons, several short group lessons, a work plan with video explanations for parents to home teach and follow up on emotional wellbeing of families.

A switch to required remote learning for the school would be triggered by one of two factors:

- 1) A Shelter-in-Place order given by Governor and/or health officials that included the closure of child care facilities or a closure for school aged children.
- 2) An outbreak of Covid-19 requiring quarantine of specific classroom(s) or the entire school as determined by the local health department.

Outbreak: Additionally, if we have a Covid-19 outbreak in a classroom, we are be prepared, on the guidance of the health department, to begin remote learning in any designated classroom/s. We would have no lag time, as we have been prepared to switch, and all teachers have had experience in remote teaching.

Communication Plans

We are required to follow the guidance of the Alameda County health department (ACPHD) and state licensing. Please click to review ACPHD's [Confirmed Positive COVID-19 Process for School](#) which we will follow. This document can also be found under Enrollment and Resources.

Contact Tracing is confidential and both FERPA and HIPAA regulations restrict what information can be shared.

Communication is very important at all times especially in times of challenge. We continue to have our weekly news bulletin and monthly newsletter. We have added to this regular parent Zoom meetings where we can share updates as well as simply connect and create community. These Zoom meetings are both full school meeting as well as meeting that focus on single cohorts to allow parents to connect.

In emergency situations, including possible Covid-19 cases within our community, we will follow emergency protocol guidelines.

Consultation with our Key Constituents: Parents, Teachers and Staff

We deeply appreciate our dedicated staff and parents for their active involvement in our response to the changes that Covid-19 has brought. We moved from in-class learning in mid-March to remote learning in a matter of a two days.

Schedule of Communications by Month

MARCH, 2020:

TCU/MEISA's Leadership meeting via Zoom (Daily)

Content: School strategizing and implementation of response and remote learning plans

TCU/MEISA All-Staff meetings via Zoom (Weekly)

Content: Presentation of information, training and feedback

TCU/MEISA Parent meetings via Zoom

Content: March 28 - Update, strategies, connection, Q&A

TCU/MEISA Parent Council meetings via Zoom

Content: March 26 - Open communication, sharing plans, finances, discussing ideas, strategies and suggestions

Meeting with Heads of Montessori schools in China and Taiwan via International Montessori Council

Content: How to handle remote learning with Montessori students

Department of Social Services

Content: Requirements, Preparation, Guidelines

Littler, Mendelson (Labor Law attorneys for the school)

Content: Furloughs, Time off, Emotional leave, Covid-19 law

Small Business Administration

Content: Loans/Grants processes

SBDC

Content: Grants, Loans, Staying Afloat, Employees and Furloughs

ACPHD/ACOE Meeting

Content: Covid-19, schools and requirements, limits, return to school, remote laws

APRIL, 2020:

TCU/MEISA's Leadership meeting via Zoom (Daily)

Content: School strategizing and implementation of response and remote learning plans

TCU/MEISA All-Staff meetings via Zoom (Weekly)

Content: Presentation of information, training and feedback

TCU/MEISA Parent meetings via Zoom

Content: April 17 - Check-in on remote learning, connection, Q&A

Meetings with Heads of Preschools in China and Taiwan

Content: Preparation for safe opening, obtaining PPE

Littler, Mendelson (Labor Law attorneys for the school)

Content: Furloughs, Time off, Emotional leave, Covid-19 law

Department of Social Services

Content: Requirements, Preparation, Guidelines

Small Business Administration

Content: Loans/Grants/PPP processes

SBDC

Content: Grants, Loans, Staying Afloat, Employees and Furloughs

ACOE: Weekly Meetings (Thursdays) @2pm

Content: Remote learning, Preparation for returning, PPE, Licensing and Health guidelines, Cohorts, Special Needs students

International Montessori Council (Weekly)

Content: School budget, remote (distance) learning, reopening

International Montessori Council (Weekly)

Content: I began to lead international trainings for schools regarding how to stay afloat, handling staff, and I began to present my protocol to train schools weekly about Covid-19 procedures. I also offered the protocol to the city of Alameda (Mayor's office, Park & Rec, AUSD preschool)

MAY, 2020:

TCU/MEISA's Leadership meeting via Zoom (Daily)

Content: School strategizing and implementation of response and remote learning plans

TCU/MEISA All-Staff meetings via Zoom (Weekly)

Content: Presentation of information, training and feedback

TCU/MEISA May 4 – Reopening Zoom / meeting with Staff

Content: Discuss possible reopening plans, requirements, interest and comfort with returning in June for summer camps with new protocol in place.

Outcome: Questions answered, ideas exchanged, concerns voiced and addressed.

TCU/MEISA May 5 - Followed up with email to staff requesting that they were interested in teaching during summer camp.

Outcome: Five (5) teachers were ready and happy to teach onsite preschool summer camp along with 2 office staff members. Number of teachers and staff interested and comfortable with returning grew allowing us to open more cohorts during the summer. By August, 100% of our elementary teachers were ready and interested in teaching the summer camps and in-person learning when it was possible to do so.

TCU/MEISA May 4 - Parent Preschool/Elementary Reopening Survey

Content: This survey targeted our reopening for summer camp for the expanded definition of essential workers. We inquired as to their readiness to place their child in onsite camp with our described protocol in place.

Outcome: We had 106 responses to our survey of which 25% were both essential workers and wanted child care. We reopened for preschool summer camp with two cohorts each with a maximum of ten children. As demand grew, we reopened two more cohorts with our second session of camp.

Outcome: The Parent Council reviewed the protocol and was 100% in favor of beginning when possible, and encouraged continual communication with parents regarding needs of the school, information from the health department and clarity on when and how reopening could occur.

By August, parents of our elementary students were in favor of an in-person summer experience so we added two cohorts of our elementary summer program along with two more preschool cohorts. Parents voiced their fears and concerns, all of which were addressed in our protocol. 100% of our parents were in favor of summer camps and in-person learning when it was approved.

TCU/MEISA Parent meetings via Zoom

Content: May 8 - Discuss stress, strategies for summer camps, connection, Q&A

May 14 - Review and discuss School Health protocol Stages, Q&A
(video recorded and shared with parents unable to attend)

Meetings with Heads of Preschools in China

Content: Effective Disinfecting/Face Coverings

Department of Social Services

Content: Requirements, Preparation, Guidelines

Littler, Mendelson (Labor Law attorneys for the school)

Content: Furloughs, Time off, Emotional leave, Covid-19 law

Small Business Administration

Content: Loans/Grants/PPP processes

SBDC

Content: Grants, Loans, Staying Afloat, Employees and Furloughs

ACOE: Weekly Meetings (Thursdays @2pm)

Content: Remote learning, Preparation for returning, PPE, Licensing and Health guidelines, Cohorts, Special Needs students

International Montessori Council (Weekly)

Content: School budget, remote (distance) learning, reopening

International Montessori Council (Weekly)

Content: I began to lead international trainings for schools regarding how to stay afloat, handling staff, and I began to present my protocol to train schools weekly about Covid-19 procedures.

I also offered the protocol to the city of Alameda (Mayor's office, Park & Rec, AUSD preschool)

JUNE, 2020

TCU/MEISA's Leadership meeting via Zoom (Daily)

Content: School strategizing and implementation of response and remote learning plans

TCU/MEISA All-Staff meetings via Zoom (Weekly)

Content: Presentation of information, training and feedback

TCU/MEISA Parent meetings via Zoom

Content: Met by cohort to prepare and answer questions about summer

Department of Social Services

Content: Requirements, Preparation, Guidelines

Littler, Mendelson (Labor Law attorneys for the school)

Content: Furloughs, Time off, Emotional leave, Covid-19 law

ACOE: Weekly Meetings (Thursdays) @2pm

Content: Remote learning, Preparation for returning, PPE, Licensing and Health guidelines, Cohorts, Special Needs students

Small Business Administration

Content: Loans/Grants/PPP processes

SBDC

Content: Grants, Loans, Staying Afloat, Employees and Furloughs

International Montessori Council (Weekly)

Content: School budget, remote (distance) learning, reopening

International Montessori Council (Weekly)

Content: I began to lead international trainings for schools regarding how to stay afloat, handling staff, and I began to present my protocol to train schools weekly about Covid-19 procedures.

I also offered the protocol to the city of Alameda (Mayor's office, Park & Rec, AUSD preschool)

JULY, 2020:

TCU/MEISA's Leadership meeting via Zoom (Daily)

Content: School strategizing and implementation of response and remote learning plans

TCU/MEISA All-Staff meetings via Zoom (Weekly)/Individual Elementary Survey

Content: Presentation of information, training and feedback

Outcomes: 100% of elementary staff supported the return to the school for summer camps, and in-person learning when allowed.

TCU/MEISA Parent meetings via Zoom

Content: July 1 - Review our plans on how we've re-open safely for summer and get feedback on how it's going

Littler, Mendelson (Labor Law attorneys for the school)

Content: Furloughs, Time off, Emotional leave, Covid-19 law

Small Business Administration

Content: Loans/Grants/PPP processes

SBDC

Content: Grants, Loans, Staying Afloat, Employees and Furloughs

ACOE: Weekly Meetings (Thursdays @2pm)

Content: Remote learning, Preparation for returning, PPE, Licensing and Health guidelines, Cohorts, Special Needs students

International Montessori Council (Weekly)

Content: School budget, remote (distance) learning, reopening

International Montessori Council (Weekly)

Content: I began to lead international trainings for schools regarding how to stay afloat, handling staff, and I began to present my protocol to train schools weekly about Covid-19 procedures.

I also offered the protocol to the city of Alameda (Mayor's office, Park & Rec, AUSD preschool)

AUGUST, 2020:

TCU/MEISA's Leadership meeting via Zoom (2x per Week)

Content: School strategizing and implementation of response and remote learning plans

TCU/MEISA All-Staff meetings via Zoom (Weekly)

Content: Presentation of information, training and feedback

TCU/MEISA Parent meetings via Zoom

Content: August 10-August 14 Cohort meetings via Zoom for fall opening

August 27 - Parent Meeting welcome to the school year
(video recorded and shared with parents unable to attend)

Littler, Mendelson (Labor Law attorneys for the school)
Content: Furloughs, Time off, Emotional leave, Covid-19 law

Small Business Administration
Content: Loans/Grants/PPP processes

SBDC
Content: Grants, Loans, Staying Afloat, Employees and Furloughs

ACOE: Weekly Meetings (two Thursdays @2pm)
Content: Remote learning, Preparation for returning, PPE, Licensing and Health guidelines, Cohorts, Special Needs students

International Montessori Council (Weekly through mid-August)
Content: School budget, Reopening

SEPTEMBER, 2020:

TCU/MEISA Parent Council meetings via Zoom
Content: Sept 3 - Budget, PPE, how to maintain community with separation

Littler, Mendelson (Labor Law attorneys for the school)
Content: Furloughs, Time off, Emotional leave, Covid-19 law

Small Business Administration
Content: Loans/Grants/PPP processes

SBDC
Content: Grants, Loans, Staying Afloat, Employees and Furloughs

ACOE: Weekly Meetings (Thursdays @2pm)
Content: Remote learning, Preparation for returning, PPE, Licensing and Health guidelines, Cohorts, Special Needs students

CLASSROOM PHOTOS

Yield Signs



Individual labeled snack boxes



Individual labeled pencil boxes



Sneeze guards



Plexiglass dividers as barriers



Plexiglass dividers as barriers



Plexiglass dividers as barriers



Healthy distancing

