



ARBORLAND MONTESSORI INFANT - 8TH GRADE PRIVATE SCHOOLS

1700 W. Valencia Drive, Fullerton, CA 92833 2121 Hughes Drive, Fullerton, CA 92833
Phone: (714) 871-2311 Fax: (714) 773-1532 Phone: (714) 871-3111 Fax: (714) 525-9925
Website: www.arborland.com E-mail: info@arborland.com

Dear Arborland Families,

The Coronavirus has changed the world and our lives! As we welcome you to our 2020-2021 school year, Arborland has made many changes to adapt to the pandemic. Please understand the virus situation is fluid and it can change over night in spite of our thorough planning. We understand you are concerned about your child's safety, you want your child to have some normalcy, and you want your child to grow intellectually, emotionally, socially, and physically. Arborland's core values of providing a **safe environment, academic excellence, personalized learning, and sense of belonging** is consistent whether your child is joining us in-person or remotely. Below are the changes Arborland has made to adapt to the pandemic for re-opening:

Cleaning and Disinfection

- All teachers and staff are provided with gloves and disinfectant to frequently disinfect shared surfaces. Frequently touched surfaces will be disinfected at least 3 times a day (morning, lunch, and afternoon) by the classroom teacher. In the evenings, the classrooms will be cleaned and sanitized by the janitorial staff.
- Students will not be allowed to share materials. Parents must send personal school supplies like pencils, erasures, color pencils, glue sticks, books, etc for each individual child. If sharing of learning materials is necessary, the student will leave the work on a To-Be-Disinfected area for the teacher to disinfect prior to another student using the material. (*Appendix Picture 1*)
- Tables and learning spaces also will not be shared as each child will be assigned to his/her own table with space to store personal items. (*Appendix Picture 2*)

Cohorting

- We have physically measured all the classrooms' physical size. Based upon the classroom size, we have reduced the capacity in every room to create at least 6 feet of social distance for students. Classroom cohorts are self-contained classes where enrichment teachers will be traveling to the classrooms to reduce exposure to other individuals not part of the primary cohort.
- We have staggered outdoor times and locations so that the students will have more space to enjoy the outdoors and will only play with children in the same cohort.
- Since we must keep cohort groups together and not mix with other cohort groups, we will not be offering holiday childcare this year.
- Arborland is offering our after-school study hall program to our private Montessori school students only; no outside students will be accepted.

Entrance, Egress and Movement Within the School

- In order to avoid crowds and mixing cohorts, we have increased drop-off/pick-up locations during rush hour. (*Appendix Picture 3*) Specific locations are noted in the Parent Handbook.
- Parent and student temperatures will be taken and recorded at drop-off locations.
- Only one adult is allowed to drop off and pick up the student. Siblings and other family members not enrolled in our in-person learning need to stay at home or in the car to avoid crowds.
- For everyone's safety, our campus is only open for students and employees. Parents and visitors must remain in the lobby area and ask our office for help.
- Easily identifiable floor markers have been added for students to safely distance when lining up inside and outside the classroom. (*Appendix Picture 4*)

Face Coverings and Other Essential Protective Gear

- All staff, parents, and visitors are required to wear appropriate face coverings at all times while on campus. (*Appendix Picture 5*)
- Students age 3 and older are required to wear appropriate face coverings at all times while on campus. (*Appendix Picture 6*) Teachers and staff are responsible for ensuring that students are safely wearing their face coverings on campus.
- Face shields, face masks, and gloves are provided for staff by the school. Students and parents may purchase face coverings from the school if necessary. If a child's face covering is not providing adequate protection, parents will be informed and the school will provide an appropriate disposable covering for \$1.
- Partitions have been added to the receptionist desk to provide an additional protective barrier when encountering visitors. (*Appendix Picture 7*)

Health Screenings for Students and Staff

- All parents are required to pass a health screening questionnaire before bringing children to school. (*Appendix Picture 8*) These screenings are tracked by our administrators and will be kept confidential.
- All staff, students and parents will have their temperature taken upon arrival on campus. Anyone with a temperature of 100.4°F or higher will be asked to stay home. (*Appendix Picture 9*)
- In addition, students will be monitored regularly throughout the day for signs of illness or discomfort. Arborland provides a first-aid room for the child to rest separated from the other children. Parents must make arrangements for the child to be picked up within one hour of notification.
- All staff are required to pass a health screening questionnaire and to have a negative COVID-19 test result before returning to work. If a staff member becomes ill at school, the staff member will be sent home or emergency contacts will be notified if the staff member is unable to drive home safely.

Healthy Hygiene Practices

- Sinks and handwashing stations are available in every classroom as well as outdoors. Each sink has clear signage showing proper handwashing procedures. (*Appendix Picture 10*)

- Teachers will schedule students for frequent handwashing with soap. At a minimum, students will wash their hands upon entering the classroom, before eating snack/lunch, and after recess.
- Every teacher has been provided hand sanitizer as well. (*Appendix Picture 11*)

Identification and Tracing Contacts

- All confirmed cases of COVID-19 will be reported to the Local Health Agency by Dr. Sueling Chen, Principal, who will identify all students, faculty and physical spaces where there has been exposure. These lists will be provided as required by law and within the parameters of both the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- All students and staff who have been in contact with a confirmed case will be immediately notified by Dr. Sueling Chen and dealt with according to CDC guidelines.

Physical Distancing

- We have physically measured all the classrooms' physical size. Classroom furniture and shelves have been rearranged to allow students to have maximum space possible in the classroom. Based upon the classroom size, we have reduced the capacity in every room to create at least 6 feet of social distance for desks/tables of students and teachers. (*Appendix Picture 12*)
- Easily identifiable floor markers have been added for students to safely distance when lining up inside and outside the classroom. (*Appendix Picture 4*)

Staff Training and Family Education

- All staff have been trained on school COVID-19 safety procedures. On 5/3/20, a draft of school reopening plans was sent to all staff and asked for feedback. Staff were then invited to attend meetings on 5/5/20 to work out detailed safety procedures. Any staff who did not attend 5/5/20 collaboration meetings and intended to return to work was required to attend 5/6/20 staff training on COVID-19 safety procedures. On 7/27/20, all staff were informed that to return for fall, they would be required to pass a COVID-19 test with a negative result. On 8/4/20 and 8/5/20, all staff were provided with Return to Work Guidelines and COVID-19 safety training.
- Training topics included:
 - Cleaning and Disinfection
 - Cohorting
 - Entrance, Egress and Movement Within the School
 - Face Coverings and Other Essential Protective Gear
 - Health Screenings for Student and Staff
 - Healthy Hygiene Practices
 - Identification and Tracing of Contacts
 - Physical Distancing
 - Testing of Students and Staff
 - Family Education
 - Triggers to Switch to Distance Learning
 - Communication Plans

- All family education has taken place through email or by website posting, including communication on 3/16/20, 3/26/20, 4/6/20, 4/17/20, 5/4/20, 5/6/20, 6/1/20, 6/15/20, 6/29/20, 7/9/20, 7/17/20, and 8/10/20.
- In response to parents frequently asked questions about school reopening, we put together a Fall FAQs document also posted on our website.
- To give students and parents a visual of the school safety procedures, we also created a School Safety Procedures video that was shared with parents on 8/4/20 and can be found on our website as well as YouTube (<https://www.youtube.com/watch?v=Kb9SL9gLAAs>).
- Additionally, any COVID-19 safety procedure changes were also included in the 2020-2021 Parent Handbook.

Testing of Students and Staff

- All students and staff who are showing traces of COVID-19 symptoms or have been exposed to someone who tested positive for COVID-19 must quarantine will be rapidly tested according to Local Health Agency recommendations (<https://occovid19.ochealthinfo.com/covid-19-testing>).

Triggers for Switching to Distance Learning

- Arborland will continue to provide both remote learning and in-person learning options for families for the time being.
- The decision to close schools for in-person learning and switch to distance learning will take into account a number of factors, such as:
 - the importance of in-person education to the social, emotional, and academic growth and well-being of students;
 - the [level of community transmission](#) according to Local Health Agency and CDC;
 - whether cases have been identified among students and staff;
 - other indicators that local public health officials are using to assess the status of COVID-19 in their area; and
 - Whether a cohort may have been affected rather than the whole school, which would allow for the quarantining of affected cohorts rather than full school closure.
- Distance learning for elementary students will function as regular school with regular school hours, live instruction, socialization with peers, assignments, and homework. The only difference is that learning would take place at home.

Communication Plans

- School Administrators will provide email communication to students, staff and parents regarding school cases and possible exposure within the parameters of FERPA and HIPAA requirements by Principal, Dr. Sueling Chen.

School Website URL

- All reopening plans, handbooks, resources, and parent communications are available on our website at <https://www.arborland.com/covid-19-update>.

Your trust and support will play a big role in your child's successful school experience. We are treading in uncharted waters and need you to be our allies to get through this challenging time. Communication is the key to any relationship. Please do not hesitate to contact your child's teacher or me if you have any concerns. With your support, the children will settle into the new normal and you will be proud of them.

With appreciation,

Dr. Sueling Chen
Principal

Appendix

Picture 1: Area for shared materials to be sanitized.



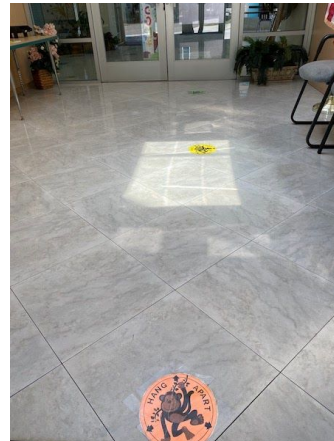
Picture 2: Students are assigned to individual tables with space for personal belongings.



Picture 3: Classrooms are assigned specific entrances for pick-up and drop-off to avoid crowds.



Picture 4: Identifiable floor markers make it easy for students to social distance and line up.



Picture 5: All adults are required to wear appropriate face coverings while on campus.



Picture 6: All students 3 and older are required to wear appropriate face coverings while on campus.



Picture 7: Partitions have been added to receptionist areas.

Picture 8: All staff and parents are required to pass a COVID-19 Screening Questionnaire prior to coming to school.

