

# Ready to Return

*2021-2022 Health, Safety and Loving Learning*



# Guiding Principles

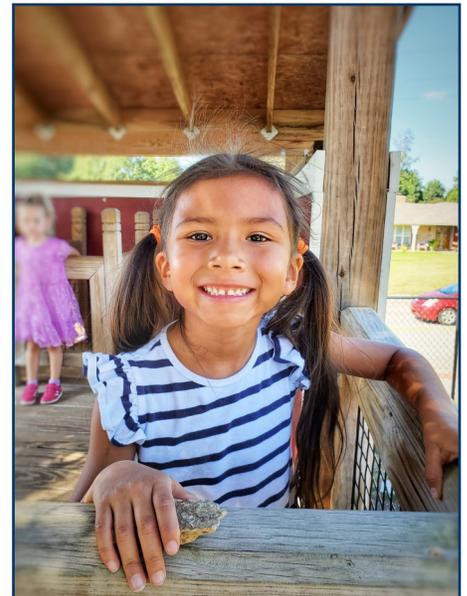
Health, safety and loving learning

As a Montessori school, we understand the fundamental importance of a prepared learning environment. In the context of the pandemic, our planning takes into consideration the necessity of flexibility and agility in order to be responsive to changing circumstances, and is guided by these basic principles:

- Protect the health, safety and well-being of students and staff
- Uphold our school's mission, philosophy and core values
- Prioritize in-person learning over remote learning whenever it is safe to do so
- Utilize CDC, WHO, AAP, state and local health department guidelines\*

*We are committed to academic excellence;  
independence in thought and action;  
critical and collaborative thinking;  
and compassion and respect  
for self, community and the world.*

*~ from our Mission Statement*



## Our Planning Team

Our Board of Directors has appointed a Crisis Response Team consisting of board members, including our Board President and Treasurer, each of whom are parents of currently enrolled or alumni students. Additionally, our school is served by an advisor with expertise as an Infection Preventionist at one of Tulsa's major hospitals, and direct experience in the hospital's COVID-19 response throughout the pandemic. Working closely with our school administration, this team provides valuable support and expertise as we navigate the extraordinary circumstances of the pandemic. This team will meet regularly throughout the year to assess and adjust the plan as necessary.

Our planning process also involves input from staff and consultation with the Tulsa Health Department and independent school leadership in the Tulsa area and across the country. In addition, we utilized the wealth of resources available to us through professional organizations with which we are affiliated, including the American Montessori Society, our accrediting agency. We will continue to rely upon these valuable resources and partnerships, which were so helpful to our success safeguarding the health and well being of our students and staff as we provided in person learning throughout the 2020-2021 school year.

# Getting Ready

## Preparing the Environment



### Campus Readiness

#### Enhanced Sanitizing Measures

- EPA-approved cleaning/sanitizing and disinfecting supplies are well stocked
- Facilities are thoroughly cleaned and sanitized every evening
- Scheduled mid-day sanitizing of all high touch areas throughout campus daily
- Scheduled weekly electrostatic disinfecting spray of all surfaces in every classroom
- Guides and students (as appropriate) share daily responsibility for sanitizing tables, chairs, learning materials, IT equipment and other high touch surfaces in their classrooms
- Additional electrostatic disinfecting spray in response to increase in communicable illness or case of COVID-19 in our community if applicable
- Buses sanitized between use by different class cohorts

#### Ventilation

- Individual HVAC units for each classroom draw fresh air into the rooms continuously during the day
- Windows and doors will be partially opened, weather permitting, to enhance fresh air ventilation

#### Water Fountains

- Drinking spouts on water fountains have been disabled and replaced with water bottle filling stations

#### Gardens and Patios

To facilitate expanded use of class gardens and patios, increasing available space for each class, we invested in making our 'outdoor classroom' spaces more comfortable.

- Ceiling fans and heating units installed in covered patios adjacent to all classrooms
- Closed roofing added to east building pergolas
- Scheduled mosquito control during the season



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\* CDC—Centers for Disease Control

WHO—World Health Organization

AAP—American Academy of Pediatrics

THD—Tulsa Health Department



# Health and Wellness

In partnership with our families

Families are important partners in our work to reduce the spread of communicable disease in our school community and protect the health of students and staff.

## Daily Health Screening—Family and School Partnership

All families are asked to conduct a daily health screening of their children before bringing them to school.

Please keep students home if they:

- Have a temperature at or above 100° F
- Don't feel well or are experiencing unexplained COVID-like symptoms
- Have been exposed to COVID-19

Families will be asked to sign a Health Self Declaration Form acknowledging their responsibility throughout the school year. Undercroft will post reminders of the self-health screening at morning carpool.

## Vaccination

COVID-19 vaccination is currently the leading public health prevention strategy to end COVID-19. Our community reports a high rate (90%) of vaccination among staff and eligible students.



## Face Coverings

### Adults on Campus, Including Staff and Visitors:

Staff and visitors will wear face coverings indoors, regardless of vaccination status.

### Early childhood (3-6) students:

Based on our experience and guidance from medical professionals, many students in this age group do not wear face coverings correctly throughout the school day; therefore, students in this age group will not be required to wear face coverings indoors at school. We will support all students in correct use of face coverings in school when either they or their parents wish to use them indoors.

### Lower elementary (6-9) students:

Based on our experience and guidance from medical professionals, some students in this age group do not wear face coverings correctly throughout the school day; therefore, we recommend but will not require students in this age group to wear face coverings on campus. Face coverings will be required when students are on buses and when indoors on field trips.

### Middle school and upper elementary students:

Middle school and upper elementary students are required to wear face coverings when indoors and on buses, regardless of vaccination status.

***These practices are subject to change based on changing guidance and practical experience.***

# Parents as Partners

How parents can help protect our community



*We thrive as a mutually respectful and supportive community.  
- from Undercroft Values Statement*

In the midst of a global pandemic, we are more conscious than ever of the importance of the strength and coherence of our community. These protocols are designed to protect the health and well-being of our students and staff and we are counting on our families' full support throughout the year.

## How Parents Can Help

### Teach good hygiene practices:

- Encourage good hand hygiene, with frequent [handwashing/sanitizing](#); keep fingernails short
- Practice coughing or sneezing into elbows or Kleenex
- Add daily temperature checks to your morning routine

### Maintain preventive health practices:

- Keep immunizations and physicals current
- Help your student understand and practice physical distancing (or respect for others' personal space), appropriate to their age

### Teach proper use of cloth face masks:

- Make sure your child has ample, comfortable cloth face coverings for use at school
- Send clean face coverings every day, including one or two spares
- Share information with your child about effective use of [cloth face masks](#)

### Travel Considerations:

- Be familiar with [CDC](#) recommendations and restrictions related to travel
- Undercroft will follow CDC and state guidelines regarding quarantine following travel
- Communicate international or out of state travel plans with the office; families will no longer be asked to report travel plans within the continental U.S. to the office

### Make preparations to stay home when not feeling well:

- Be familiar with Undercroft protocols for illness
- Have plans in place for what you will do if your child needs to stay home sick



# Making Adjustments

For a healthier community

## Classroom Community Groups and Physical Distancing

As a Montessori school, many of our regular practices align with COVID guidelines for schools. Students are already accustomed to walking into school independently during morning carpool. All our classes function as self-contained communities. Small classroom communities eat lunch together in their rooms each day, and rotate through specials as a class cohort in small groups. The sizes of our classrooms, each with an adjacent outdoor classroom, provide plenty of space for the number of students we have enrolled for students to spread out.

Our plan builds on these strengths, making adjustments to further reduce contact between classroom groups and affording more opportunities for students to spread out within their classroom.

- Guides will adjust class furnishings and schedules to afford more opportunities for students to spread out
- Doors will be propped open during transitions to reduce the need to touch door handles
- Traffic patterns will be adjusted to reduce encounters between classroom groups during transitions
- Nap cots will be placed head-to-foot with six feet of distance between nappers, and the early childhood common area will be used at nap time to allow more space between nappers

## Hygiene and Practical Life

Personal hygiene is an important strategy to reduce the spread of respiratory viruses, including COVID-19. Frequent hand washing/sanitizing, coughing/sneezing into elbows, blowing noses into Kleenex and disposing of the Kleenex will all be emphasized through lessons and reminders until these practices are internalized.

Students will learn to wash or sanitize their hands

- on arrival at school
- when returning to class from the Playscape
- before and after eating
- after using the bathroom
- after sneezing or coughing
- after handling pets



# Making Adjustments

Continued...



## Limiting Visitors to Campus

We will continue to limit access to our campus, with no visitors allowed in the classrooms during the school day.

Parents will be allowed to visit the observation rooms in the west building by checking in at the front office. All visitors will be asked to respond to health screen questions, and to wear a face covering during their visit.

## Activities and Events

School and level-wide events will be planned with mitigation strategies taken into consideration. All activities are subject to change as conditions related to the pandemic change.

Before and aftercare will continue to be available and after school enrichment activities will be limited for the fall semester. These may be expanded with experience and improvement in conditions related to the pandemic in the spring semester.



## When Students Become Ill at School

Children who become ill at school will be provided a disposable face mask and brought to the office where a room has been set up for the child to rest while waiting to be picked up.

## Remote Learning

Remote learning will not be offered except for students in quarantine in the elementary through middle school levels. In these instances, remote learning provides an opportunity for continuity of education during quarantine.

## Flexibility and Responsiveness

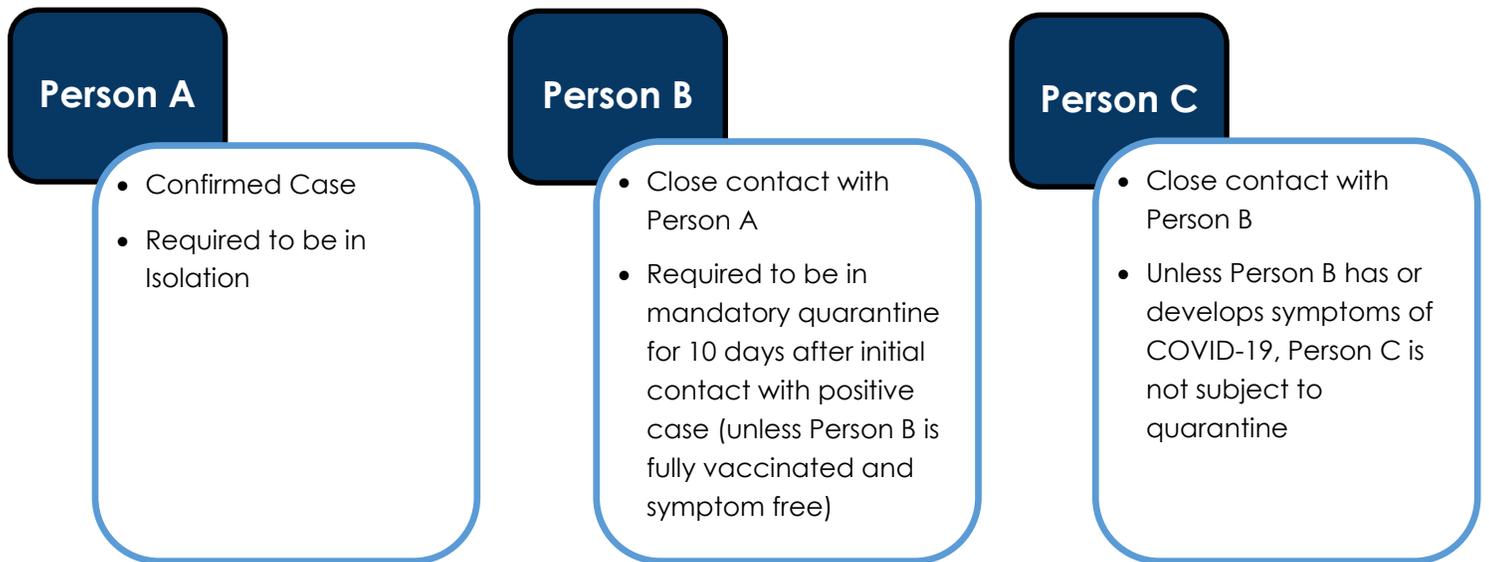
We will continue to be responsive to decisions made by local, state, and national authorities, and monitor the guidance provided by the CDC, WHO, THD, AAP and Oklahoma Departments of Health and Education. We will adapt and modify our protocols as we learn through experience and respond to changes in guidance over time. We will continue transparent communications with our families throughout the school year.

# Decision Tree

## Framework for response to case of COVID at UMS



The decision tree framework, along with guidance from the Tulsa Health Department will assist our leadership team to determine a plan of action should a positive case be identified in our community. As there are numerous variations to cases of COVID-19 illness, we may vary from this framework based on guidance from health officials.



### Examples:

<b>A. Teacher's Spouse confirmed positive (Person A)</b>	<b>B.</b> Teacher is Person B and required to quarantine for 10 days. (unless fully vaccinated and symptom free)	<b>C.</b> Students and co-workers are Person C, or contacts of a contact and not subject to quarantine.
<b>A. Teacher confirmed positive (Person A)</b>	<b>B.</b> Students and co-workers are Person B, close contact of a case, and subject to quarantine (unless fully vaccinated and symptom free)	<b>C.</b> Siblings of children in impacted classroom are Person C, or contacts of a contact, and not subject to quarantine.
<b>A. Parent confirmed positive (Person A)</b>	<b>B.</b> Children of parent are Person B and required to quarantine. (unless fully vaccinated and symptom free)	<b>C.</b> Children and teachers in classroom of parent's child are Person C, or contacts of a contact, and not subject to quarantine.
<b>A. Student confirmed positive (Person A)</b>	<b>B.</b> Siblings, teachers and students in classroom are Person B and subject to quarantine (unless fully vaccinated and symptom free)	<b>C.</b> Students in other classrooms are Person C and not subject to quarantine.
<b>A. Parent's co-worker confirmed positive (Person A)</b>	<b>B.</b> Parent is Person B, contact of a case and subject to quarantine. (unless fully vaccinated and symptom free)	<b>C.</b> Children and teachers of parent's children are person C and not subject to quarantine.