

Mountain West Montessori School Re-Entry Rubric



Mountain West Montessori Academy has developed a particular set of protocols for operating during the re-entry phase of the Covid-19 pandemic. These protocols take into consideration the measures provided by the state's [Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation](#), including the recently released requirements and recommendations regarding school reopening, recommendations from the [CDC](#), and standards of care advised by our state and local Health Departments, school Wellness committee, and school leaders within the Montessori community.

It is important to note that flexibility will be key in transitioning between precaution levels as the Governor and state Health Department may change the risk level fluidly to protect public health and safety according to the conditions of the pandemic in Utah, and we will follow the precautions outlined for each risk level according to the current color assigned to Salt Lake County. We note that circumstances may occur that could necessitate temporary dismissal for cleaning and contact tracing, and that events may need to be canceled or moved online in response to the situation.

Our primary concern is the safety and well-being of our students, families, faculty, and staff.

Red Level High Risk	Orange Level Moderate Risk	Yellow Level Low Risk	Green Level New Normal
--------------------------------	---------------------------------------	----------------------------------	-----------------------------------

<p>General</p> <ul style="list-style-type: none"> -Follow all recommended general social distancing guidelines -Students do not attend school outside the home -Soft closure of school, online instruction only -Faculty and staff work from home 	<p>General</p> <ul style="list-style-type: none"> -Follow all recommended general social distancing guidelines -Soft closure of school, online instruction -Small numbers of students may be allowed in school building temporarily for tutoring and/or special services while observing physical distancing and group gathering guidelines -Faculty and staff may work in individual classrooms while observing physical distancing and group gathering guidelines 	<p>General</p> <ul style="list-style-type: none"> -Follow all recommended general social distancing guidelines -Students attend school on a staggered schedule to allow for physical distancing and increased hygiene routines -Increased cleaning and hygiene regimen (see Enhanced Environment Hygiene & Safety, below) -Symptomatic students and employees stay home, and will be sent home if exhibiting any symptoms -Symptom monitoring will take place and onsite quarantining protocol will occur for students who will be sent home -Attendance and small group lesson participation will be recorded to support contact tracing 	<p>General</p> <ul style="list-style-type: none"> -Follow all recommended general social distancing guidelines -Increased cleaning and hygiene regimen (see Enhanced Environment Hygiene & Safety, below) -Symptomatic students and employees stay home, and will be sent home if exhibiting any symptoms -Symptom awareness will take place and onsite quarantining protocol will occur for students who will be sent home
<p>School Access & Schedule</p> <ul style="list-style-type: none"> -Access to school building restricted to administration, emergencies and maintenance 	<p>School Access & Schedule</p> <ul style="list-style-type: none"> -Access to school building restricted to faculty and staff as needed and small groups of students authorized for special services 	<p>School Access & Schedule</p> <ul style="list-style-type: none"> -Number of students on campus limited to facilitate physical distancing -School schedule includes staggered days to reduce number of students on campus 	<p>School Access & Schedule</p> <ul style="list-style-type: none"> -Access to school building for all students -Typical school schedule

		<ul style="list-style-type: none"> -Consideration of financial hardship and childcare granted through case-by-case application to administration/Wellness Committee -Consideration of students in need of academic intervention and/or special services given as determined by assessment and/or IEP team 	
<p>Communication & Training</p> <ul style="list-style-type: none"> -Administrative point of contact available for questions or concerns -Teachers complete professional development in online instruction 	<p>Communication & Training</p> <ul style="list-style-type: none"> -Administrative point of contact available for questions or concerns - Teachers complete professional development in online instruction 	<p>Communication & Training</p> <ul style="list-style-type: none"> -Administrative point of contact available for questions or concerns - Teachers complete professional development in online instruction -Education and training provided on reopening protocol and action plan (in accessible language and posted on school website) to administration/teachers/staff and students/families -Timely communication on at-home preventive care and crisis response provided via email, text, newsletter, website, and/or social media 	<p>Communication & Training</p> <ul style="list-style-type: none"> -Administrative point of contact available for questions or concerns
<p>Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions)</p> <ul style="list-style-type: none"> -No physical contact in conjunction with school 	<p>Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions)</p> <ul style="list-style-type: none"> -Faculty and staff may choose to work from home 	<p>Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions)</p> <ul style="list-style-type: none"> -Students/families who wish (due to high-risk or personal decision) may use online instruction to attend school -Current health plans, IEPs, and 504 plans reviewed to 	<p>Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions)</p> <ul style="list-style-type: none"> -Faculty, staff, and students attend school as usual with increased hygiene practices and symptom screening

		<p>accommodate students with special needs by updating plans as required to decrease risk of exposure to Covid-19</p> <ul style="list-style-type: none"> -Process for faculty/staff members to demonstrate high risk for severe illness due to Covid-19 so reasonable steps may be taken to minimize and mitigate risk (as outlined in the Utah Leads Together Plan and ADA) -Emotional and social needs of educators and students taken into consideration (e.g., physical breaks, workload, interactions) 	
<p>Enhanced Environment Hygiene & Safety -N/A</p>	<p>Enhanced Environment Hygiene & Safety</p> <ul style="list-style-type: none"> -Increased cleaning and hygiene regimen -Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to teachers and students participating in small groups (in controlled environment to ensure safe use) 	<p>Enhanced Environment Hygiene & Safety</p> <ul style="list-style-type: none"> -Increased cleaning and hygiene regimen in accordance with health department recommendations -Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to teachers, students, staff, and visitors in controlled environment to ensure safe use -Faculty and staff wear face coverings when physical distancing of six feet or more is not feasible -Ongoing hand and respiratory hygiene and germ theory lessons incorporated into daily routines/curricula 	<p>Enhanced Environment Hygiene & Safety</p> <ul style="list-style-type: none"> -Maintain increased handwashing and disinfecting strategies

		<ul style="list-style-type: none"> -Cooperation with local Health Department with contact tracing efforts -Frequently touched areas and items cleaned and disinfected multiple times each day 	
Classroom Mitigation Tactics -N/A	Classroom Mitigation Tactics -Faculty providing services trained on strategies to identify and mitigate infection risk in small group tutoring or special services	Classroom Mitigation Tactics -Faculty trained on strategies to identify and mitigate infection risk in classroom settings -Reduced array of classroom materials and works on the shelves -Students wear face coverings when coming to small group lessons -Regular classroom workspaces assigned to students to support contact tracing -Spacing between student workspaces maximized -Permission and documentation required for students to leave classroom (e.g. hall pass, class log) <i>*Note: Face coverings should not be placed on young children under the age of 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance</i>	Classroom Mitigation Tactics -Maintain increased handwashing and disinfecting strategies
Restrooms -N/A	Restrooms -Signage displayed on proper hand hygiene -Regular cleaning and sanitizing	Restrooms -Signage displayed and education provided on proper hand hygiene	Restrooms -Signage displayed and education provided on proper hand hygiene -Schedule created and followed for frequent cleaning and sanitizing of

	<ul style="list-style-type: none"> -PPE (gloves, masks) provided for staff providing support in restrooms -Training provided on proper cleaning protocols for Covid-19 to staff providing support in restrooms 	<ul style="list-style-type: none"> -PPE (gloves, masks) provided for staff providing support in restrooms -Training provided on proper cleaning protocols for Covid-19 to staff providing support in restrooms -Schedule created and followed for frequent cleaning and sanitizing of high-touch areas (faucets, hand dryers, toilet handles, door handles, towel dispensers, etc.) as well as checking soap dispensers -Limited number of persons allowed in restroom at one time -Markings placed on floor to encourage physical distancing while waiting for restroom -Face covering use encouraged while using restroom 	<p>high-touch areas (faucets, hand dryers, toilet handles, door handles, towel dispensers, etc.) as well as checking soap dispensers</p>
<p>Transitions -N/A</p>	<p>Transitions -N/A</p>	<p>Transitions -High traffic areas identified and floor markings used to direct traffic -Staggered transitions -Increased time for transitions</p>	<p>Transitions -N/A</p>
<p>Entry/Exit Points -N/A</p>	<p>Entry/Exit Points -Entry and exit flow paths designated to minimize congestion -Protocols for pick-up/drop-off communicated to parents</p>	<p>Entry/Exit Points -Entry and exit flow paths designated to minimize congestion -Protocols for pick-up/drop-off communicated to parents -Nonessential visitors and volunteers not admitted to school campus</p>	<p>Entry/Exit Points -N/A</p>

		<ul style="list-style-type: none"> -Essential visitors and volunteers undergo symptom check and wear face coverings -Hand sanitizer available at school entry point -Physical distancing enforced during drop-off, roll call pick-up 	
<p>Cafeteria & Snack -Grab & Go lunches available for pick-up at the school</p>	<p>Cafeteria & Snack -Grab & Go lunches available for pick-up at the school</p>	<p>Cafeteria & Snack</p> <ul style="list-style-type: none"> -Staggered lunch periods and alternative eating locations (including outdoors) to reduce number of students in the cafeteria at one time -Marked spacing for students in lunch line and designated serving line flow paths -No self-service items -Food service workers wear face coverings -Implementation of student hand hygiene routines before and after meal services -Increased cleaning and disinfecting of high-touch areas, including cafeteria tables in between students -Use of disposable plates, utensils, trays, etc. -Lunch numbers entered by food service staff rather than students -Water bottles freely available; drinking fountain turned off; personal water bottles encouraged -Group snacks suspended, individual snack must be brought 	<p>Cafeteria & Snack -Maintain increased handwashing and disinfecting strategies</p>

		from home, no food sharing, no student food preparation	
Transportation -N/A	Transportation -MWMA does not routinely provide daily student transportation -In any extenuating case in which transportation is provided, face coverings and physical distancing precautions apply	Transportation -MWMA does not routinely provide daily student transportation -In any case in which transportation is provided, face coverings and physical distancing precautions apply -Field trips held virtually	Transportation -Maintain increased handwashing and disinfecting strategies
Large Group Gatherings -All gatherings suspended	Large Group Gatherings -All large group gatherings suspended	Large Group Gatherings -Any essential group gatherings organized with health and safety requirements in place and in consultation with local Health Department -Non-essential gatherings suspended or moved to a virtual setting	Large Group Gatherings -Maintain increased handwashing and disinfecting strategies
Unique Courses with Higher Risk of Spread -N/A	Unique Courses with Higher Risk of Spread -Suspended	Unique Courses with Higher Risk of Spread -Courses identified that would be more at risk and specific plan formulated to mitigate risk -Choir may be suspended, held outdoors, students spaced six feet apart, held for shorter duration, or employ use of barriers -Extra time allowed for sanitation between courses/groups	Unique Courses with Higher Risk of Spread -Maintain increased handwashing and disinfecting strategies
Recess & Playgrounds -N/A	Recess & Playgrounds -N/A	Recess & Playgrounds -Recess and playground area monitored with health and safety	Recess & Playgrounds -Maintain appropriate hand hygiene strategies

		principles and recommendations in place	
Special Education, Related Services, or School Counseling -Online services	Special Education, Related Services, or School Counseling -Plexiglass, face shields, and/or auxiliary aids provided for needed one-on-one close contact to ensure students with disabilities have equal access to information -Reasonable accommodations offered for students who are unable to wear face coverings	Special Education, Related Services, or School Counseling -Plexiglass, face shields, and/or auxiliary aids provided for needed one-on-one close contact to ensure students with disabilities have equal access to information -Reasonable accommodations offered for students who are unable to wear face coverings	Special Education, Related Services, or School Counseling -Maintain increased handwashing and disinfecting strategies
Symptom Monitoring -Preparation: administrator/faculty/staff education and training on protocol for symptom monitoring	Symptom Monitoring -Preparation: administrator/faculty/staff education and training on protocol for symptom monitoring -Students coming for small groups encouraged to conduct a check for symptoms at home -Assistance plan provided for families as needed to fulfill appropriate symptom checking requirements -Faculty and student symptoms monitored -Community educated on "If you feel sick, stay home" -Symptomatic people may not come to the school until they meet state or local health department criteria or are cleared by a medical provider	Symptom Monitoring -Preparation: administrator/faculty/staff education and training on protocol for symptom monitoring -Students and families encouraged to conduct a check for symptoms at home -Assistance plan provided for families as needed to fulfill appropriate symptom checking requirements -Faculty and student symptoms monitored; absences tracked -Students and staff screened as appropriate for: <ul style="list-style-type: none"> - Fever 100.4 degrees F or above - Coughing - Shortness of breath/trouble breathing - Sore throat 	Symptom Monitoring -N/A

		<ul style="list-style-type: none"> - Sudden change or loss of taste or smell - Gastrointestinal symptoms (nausea, vomiting, and/or diarrhea) - Muscle aches or pains, fatigue - Is a test/result pending? <p>-Adjusted absenteeism policy for more leniency due to illness</p> <p>-Community educated on “If you feel sick, stay home”</p> <p>-Symptomatic people may not come to the school until they meet state or local health department criteria or are cleared by a medical provider</p> <p>-Parents complete affirmation stating they will not send children to school with symptoms</p>	
<p>Containing Potential Outbreaks</p> <p>-Preparation: Administrator/faculty/staff education and training on protocol for containing potential outbreaks Consultation with local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive</p>	<p>Containing Potential Outbreaks</p> <p>-Preparation: Administrator/faculty/staff education and training on protocol for containing potential outbreaks Consultation with local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive</p> <p>-Designated quarantine room to place any student coming for small group who is symptomatic</p>	<p>Containing Potential Outbreaks</p> <p>-Preparation: Administrator/faculty/staff education and training on protocol for containing potential outbreaks Consultation with local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive</p> <p>-Designated quarantine room to place any student who is symptomatic</p>	<p>Containing Potential Outbreaks</p> <p>-Preparation: Administrator/faculty/staff education and training on protocol for containing potential outbreaks Consultation with local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive</p> <p>-Designated quarantine room to place any student who is symptomatic</p>

	-Transparent communication of health and safety issues with privacy maintained for students and families	-Transparent communication of health and safety issues with privacy maintained for students and families	-Transparent communication of health and safety issues with privacy maintained for students and families
Temporarily Reclosing -N/A	Temporarily Reclosing -N/A	Temporarily Reclosing -Administrator/faculty/staff education and training on temporarily reclosing school as necessary -Consultation with local health department on responding to confirmed cases and coordinating closure -In the event of an outbreak, health department contacted to trigger plan which may include class or school dismissal -Length of closure determined by community spread, cleaning/sanitization, contact tracing, etc.	Temporarily Reclosing -Administrator/faculty/staff education and training on temporarily reclosing school as necessary -Consultation with local health department on responding to confirmed cases and coordinating closure -In the event of an outbreak, health department contacted to trigger plan which may include class or school dismissal -Length of closure determined by community spread, cleaning/sanitization, contact tracing, etc.
Transition Management Plan -Communication procedure in place for students and faculty in event of temporary closure -Review, revise, and implement Continuity of Education Plan -Analyze and prepare for remote learning -Consider events that may need to be postponed, canceled or transitioned to virtual	Transition Management Plan -Communication procedure for students and faculty in event of temporary closure -Review, revise, and implement Continuity of Education Plan -Analyze and prepare for remote learning -Consider events that may need to be postponed, canceled or transitioned to virtual	Transition Management Plan -Communication procedure for students and faculty in event of temporary closure -Review, revise, and implement Continuity of Education Plan -Analyze and prepare for remote learning -Consider events that may need to be postponed, canceled or transitioned to virtual	Transition Management Plan -Communication procedure for students and faculty in event of temporary closure -Review, revise, and implement Continuity of Education Plan -Analyze and prepare for remote learning -Consider events that may need to be postponed, canceled or transitioned to virtual