



COVID-19 RESPONSE GUIDEBOOK
FOR PARENTS
(Updated December 2021)

MISSION STATEMENT

The Montessori Academy of Colorado is a metropolitan school that engages each child through innovative academics, exploration of character, and a fearless, forward mindset.

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INTRODUCTION

This guide has been developed to help parents of The Montessori Academy of Colorado (MAC) understand how MAC will operate for the foreseeable future following the SARS-CoV-2 (COVID-19) pandemic and public health guidelines currently in place as a response to the pandemic. There may be additional public health orders (such as reverting back to a stay-at-home response phase versus a safer-at-home response phase) or additional guidance MAC must follow. This guidebook would then be updated and redistributed as necessary to reflect such changes.

While it is not possible to eliminate the risk of COVID-19, MAC's goal is to limit exposure and prioritize the wellbeing of our community.

For ease of reading, this guidebook refers throughout to the "parent" or "parents" of a student. The term "parent" includes biological, adoptive, and foster parents, and all other adults having legal guardianship of a student.

If you have further questions or concerns, please direct questions to the COVID Task Force (covidtaskforce@tmaoc.com) or the Head of School.

RISK ASSESSMENT

We are focused on three major areas in our operations planning:

1. The health and safety of our MAC community,
2. The ability to deliver our mission and educational excellence to our students, and
3. Maintaining a sustainable operation and long-term financial health of the school

We assembled a COVID-19 Task Force in March of 2020 to make informed decisions and focus on matters related to the pandemic including school closure, a sustainable school reopening, and the health and safety of MAC staff and students. We consulted with our licensing specialists, compliance specialists, Denver Public Health, Colorado Heads of School, and took into account information from our Governor, Mayor, Colorado Department of Public Health and Environment, Denver Public Health, the Denver Preschool Director's Group, Health and Human Services, the National Association of Independent Schools, the Association of Colorado Independent Schools as well as the input from our Task Force advisors.

Guidelines for Child Care Facilities

Below is information from The Colorado Department of Health and Environment on restrictions for child care facilities and schools. You can find the full list of restrictions on their website:

[Child care guidance](#)

You may also find current guidance from the CDC on their website:

[COVID-19 Guidance for Operating Early Care and Education/Child Care Programs](#)

Employee Training

An important part of remaining open is making sure our employees are safe, prepared, and properly trained to work under the public health guidelines currently in place. This includes making sure we have ample personal protective equipment (PPE). MAC staff have all retaken the Universal Precautions Training as well as training on COVID-19 protocols, practices and reporting structures.

Current Public Health Orders

Below are the current public health orders either by state or the [city of Denver](#) that MAC is following.

[Masks required for children 2 and up.](#)

All individuals age two (2) and older must wear a medical or non-medical cloth Face Covering that covers the nose and mouth in all childcare facilities and preschool through grade 12 schools (including extracurricular activities), regardless of vaccination status.

[Required vaccinations for all employees in a child care or school setting.](#)

Due to the recent surge of Delta variant COVID-19 cases and epidemiological evidence that shows low rates of vaccination fuel increased rates of community transmission, this Order hereby requires personnel of the following entities, or types of entities, to be fully vaccinated by September 30, 2021. MAC is required to be in full compliance.

MODIFIED SCHOOL//WORKPLACE PROTOCOLS FOR LIMITING EXPOSURE

The following information includes modifications to our current policies and procedures and will be in place until further notice. Our priority is the health and safety of our students and staff and our intent is to limit the spread of SARS-CoV-2 (COVID-19) in our community to the extent possible. We have several protocols in place to do so.

School Day Schedule While Mitigating COVID

Our current school day hours are 8:00 AM until 3:30 PM with a Before School option to drop off at 7:30 and After School options of a 4:30 PM or a 5:30 PM pick up*.

- Our pre-COVID regular school day tuition includes 8:15 AM until 3:30 PM for ECE and 7:30 AM until 3:30 PM for Elementary.
- Our pre-COVID Before School program for ECE is 7:30-8:15 AM

- Our schoolwide After School program options are either a 4:30 pick up option or a 5:30 pick up option.

Until we are in a place to revert back to our pre-COVID operating hours, ECE will continue to open at 8:00 AM with Before School drop off being 7:30-8:00 AM. Elementary's school day will end at 3:45 instead of 3:30 (with a 4:45 or 5:30 PM After School option). When we feel it is appropriate and we are operating as we did prior to COVID, our plan is to revert back to these regular school day hours. When this happens, parents will receive plenty of notice.

*Because things are constantly changing, MAC may revert back to a 4:30 building closure if needed.

We ask parents to respectfully adhere to the pick up time frame so that teachers have ample time to clean the classrooms, classroom materials and playground materials to prepare everything for students to safely return to school the next day. If you need to drop off or pick up your child outside of those windows, please call the front desk to make arrangements.

Late Pick Ups and Associated Fees

- A late pick up (**after 3:30 PM for ECE or 3:45 PM for Elementary, or after 4:30 PM if enrolled in After School or after 5:30 for this After School option**) will result in a **\$50 fee**. There is no longer a grace period for late pick ups.

Drop Off & Pick Up

[Please see our most current Drop Off and Pick Up Protocol here.](#)

While inside of MAC please keep a distance of 6 feet apart from other families and wear masks at all times. Children need to stay with their parents. Please keep them from approaching other families.

Drop Off and Pick Up Locations

Drop off and pick up will occur at two locations. Nido and Elementary use the entrance on 25th street and Toddler and Primary will use the main entrance on Curtis Street. Children, with the exception of Nido, should be dropped off outside of the classroom door. Nido families may enter the classroom. MAC reserves the right to change any of the following based on what might or might not be working. If anything needs to change, parents will be notified.

Student Sign In and Sign Out

Parents must use Transparent Classroom to sign in and sign out students.

Hand Washing/Hand Sanitizing Stations

There will be a hand sanitizing station at every entrance of the building. All staff, and any parents who need to enter the building, will be required to use hand sanitizer when entering the

building. Each child must wash their hands upon entering the classroom, and frequently once in the classroom, before eating any food, after eating food, upon reentering the building from the playground or walks, and after using the bathrooms. There will be hand washing instruction signage in all bathrooms, food preparation areas, classrooms and other areas around the school.

Sunscreen

To limit exposure, MAC's sunscreen will not be readily available and parents will need to be responsible for applying prior to coming to school. Sunscreen must be applied no more than 30 minutes before arriving at school. Teachers will reapply sunscreen after 1:00 PM if children go outside again.

Modified Visitor Policy

MAC will not allow non-essential individuals in the building. Any outside visitors that must work a portion of the day at MAC will be required to be vaccinated per the Denver public health order.

- **Outside Therapy**

If therapy can be done at home outside of the current school day, that is preferred. If that cannot be done, we will allow essential therapists in the building while adhering to guidelines. Program directors will work with parents to determine if this is an option.

- **Packages and Mail**

We will be asking that any deliveries be dropped in the foyer of the building.

- **Virtual Admissions**

The majority of tours will be done virtually or after school hours

- **Hiring**

We will conduct initial interviews virtually. If a candidate and MAC are mutually interested, all guidelines for health screening, social distancing, facial coverings, hand sanitization, etc. will be followed before a candidate enters the building.

Use of Personal Protective Equipment (PPE)

In compliance with state and local guidelines, MAC will provide staff with adequate personal protective equipment including clean cloth face coverings each day, gloves, shoe coverings and scrubs when necessary. Below are the guidelines for children and staff in regards to face coverings.

Face Coverings for Staff and Children

1. Masks for children 2 and over are required until the current Denver city order is revised.
2. Parents should provide a mask to bring to school. This mask **MUST** be taken home and washed at the end of each day. It is recommended that parents have more than one mask so there is a spare clean mask if needed. If your child is in After School, we will require a mask change at 3:30 PM so a minimum of 2 masks is required. MAC will provide children with disposable masks if the child's mask is forgotten, lost or becomes dirty.

3. We will have surgical masks and N-95 face masks on hand for our nurses and those who request them as long as supplies allow.

Programming Modifications

There are some adjustments that must be made in order to comply with state guidelines and to ensure the health and safety of our community, to the greatest extent possible. This could include having less work out on shelves, using only work that is easy to clean, and decisions to pod or remain in consistent cohorts. Please reach out to your Program Director if you have specific questions on current modifications. These changes may need to be adjusted at any time if there are any new public health guidelines or at our discretion.

CLEANING AND DISINFECTING POLICY

MAC will follow all recommended cleaning and disinfecting guidelines to limit the survival of SARS-CoV-2 in key environments. This includes using EPA approved cleaning supplies, and cleaning surfaces frequently throughout the day and disinfecting all classrooms and common areas every night. In addition to the modifications we have put in place to limit exposure, the following are things MAC is doing:

- MAC has purchased an HVAC needlepoint ionization air purifying system.
- We have a steady supply of EPA approved cleaning supplies through Auto Chlor.
- We have installed hand sanitizing stations at every entrance.
- We have installed a touchless time clock for our employees.
- Classrooms will be cleaned frequently throughout the day, before and after meals, and works will be cleaned frequently throughout the day.
- Each classroom has a cleaning checklist that includes what to clean and the frequency of when things should be cleaned, as well as a cleaning checklist for the front office area and the entire school.
- Handwashing signage has been placed in every bathroom and food prep area of the building; and frequent handwashing with children will occur.
- We have hired a part-time housekeeping assistant to help our full-time housekeeper, they will focus on disinfecting door knobs and hand railings and other frequently touched surfaces several times throughout the day.
- We have hired a new cleaning company that will employ medical-grade practices to clean and disinfect the school each evening utilizing the schoolwide checklist.

UPDATED STUDENT HEALTH POLICY

MAC reserves the right to modify or change our health policy or ask parents to keep children home or send them home at any time if there is a need to curb the rapid spread of illnesses in the MAC community.

General Policy:

Agreement to abide by the terms of MAC's Health Policy is a condition of enrollment at MAC.

If a child exhibits any of the symptoms listed below, he/she will not be admitted to MAC upon arrival, nor will he/she be allowed to remain at the school should the symptoms become evident during the school day. When a parent is called to pick up a sick child, he/she or another authorized adult will need to be at MAC within 45 minutes of contact. Failure to pick up sick children within 45 minutes after contact may result in imposition of late pickup charges or, in the case of repeated failures, disenrollment.

Students must be completely symptom free for at least 24 hours. It is unacceptable for a parent to use medication to disguise a fever or other symptoms in order to return to school. Students sent home from school with symptoms of illness outlined in our Health Policy Agreement after 10:00 AM will not be admitted to school the following day. MAC may require a signed note on letterhead from a physician other than the child's parent stating the cause of the symptoms and that he/she is not contagious and is well enough to participate in regular activity before he/she will be allowed to return. To protect the MAC community to the best of our ability, MAC and its nurse reserve the right to make the ultimate decision regarding whether it is safe for a child to return to school.

Fever: According to the Colorado Department of Public Health and the Environment (CDPHE), any temperature of 100.4 or higher is an indication of contagious illness. Fever thresholds may be adjusted based on current recommendations from the Centers for Disease Control or CDPHE. Should a child be recorded with such a fever, he/she will not be admitted until symptom-free for 24 hours, without the use of medication. A child may also be sent home with a low-grade temperature accompanied by other symptoms including but not limited to diarrhea, rash, and lethargy.

Diarrhea: If a child has two or more loose stools (unformed or watery) in a day, he/she must stay home until 24 hours after the diarrhea stops. A child with diarrhea may be admitted to class only with a written statement from the doctor stating the cause of the diarrhea and that it is not contagious.

Children who regularly have soft stools when cutting new teeth may be admitted on a special condition that no other symptoms are present. Children with soft stools caused by antibiotic medication with a note from a doctor stating the cause will be admitted.

Rashes: In the event that a child has a rash, it will be up to the discretion of the classroom staff as to whether or not the child can be admitted to school or remain at school. A mild rash will be closely monitored. Rashes that appear suddenly, spread quickly on a child's skin, open up and puss or bleed, or are accompanied by a fever or other symptoms will require a doctor's note

before the child can be admitted into the school. This note will need to dictate the cause of the rash, the treatment, and clarify that the child is not contagious and can be allowed at the school.

Vomiting: Any child who vomits during the course of the school day or who vomited at home in the 24 hours prior to the school day will be sent home immediately. Nido staff will use discretion in determining the difference between spit-up and vomit.

Ocular Discharge: White, yellow, or green discharge from the eye is often an indication of a serious and contagious illness called conjunctivitis. This discharge is often accompanied by matted eyelids after sleep, eye pain, sensitivity to light, redness of the skin surrounding the eye, and redness in the white areas of the eye. Any child sent home with these symptoms must see a doctor. Children diagnosed with conjunctivitis will be required to be on medication for a minimum of 24 hours prior to returning to school. If the child's first dose of medication is given after 10:00 am, the child will not be permitted to return to school the next day.

Significant Behavior Changes: Children who are not feeling well enough to participate in the activities of the day, are eating poorly, lacking their normal energy, and/or are wanting to sleep more need individualized attention. If the staff is not able to provide this without compromising the health and safety of the other children, the child will need to go home. Any child needing one-on-one care due to illness will be sent home.

Symptoms of Serious Illness: Serious illnesses include but are not limited to: strep, conjunctivitis, RSV, impetigo, influenza, scarlet fever, chicken pox, head lice, a contagious virus such as COVID-19, and hand, foot and mouth disease. Any diagnosed, communicable illness must be reported to MAC within 24 hours of diagnosis.

When a student in a classroom is diagnosed with a serious illness, MAC will inform parents and staff that there is a confirmed illness in that classroom, without compromising the confidentiality of the individual student.

MAC NURSE POLICY AND PROTOCOL

MAC has arranged to have a nurse on-site. Michelle Foreman, R.N.C.H.C. leads our daily health efforts to reduce the risk of transmission within our community, this includes helping make decisions around contacting parents, sending children home sick, and working with parents on communication around any positive or presumptive positive COVID-19 cases so that our staff can focus on a positive, safe learning environment for each child.

So that we can protect the MAC community to the best of our ability, our MAC nurse will have the ultimate discretion when deciding whether or not a staff member or student is

sent home and when they are able to return to school. Please always consult with the nurses for approval before returning to school when out sick.

MAC's nurse will work directly with Denver Public Health and Licensing when any presumptive positive or positive COVID-19 cases occur in order to determine further required action surrounding isolation, returning to MAC or schoolwide closures.

To speak to either Michelle or Brooke please call the school or email them at MACnurse@tmaoc.com.

Parent Responsibility to Monitor and Report Symptoms to MAC's Nurse

Parents are required to take the temperatures of children prior to coming to MAC each day. If a temperature of 100.4 or more is detected the child will need to return home. If there are any symptoms below consistent with COVID-19 detected, the child may be presumed positive and could be required to return home, this decision will be at the discretion of MAC's nurse.

- Cough
- Shortness of breath/difficulty breathing
- Sore throat
- Stomach cramping
- Diarrhea
- Nausea
- Fatigue
- Body aches or chills
- New loss of taste or smell
- Anyone in their home with any of the above symptoms

If your child presents with any of these symptoms, please contact us (macnurse@tmaoc.com) and please keep your child home. MAC's nurse will advise you on what your next steps should be.

A MAC nurse will contact parents regarding any symptoms that require you to pick up your child from MAC. If a child or staff member is present at MAC when presenting a combination of these symptoms and at the discretion of MAC's nurse, they will be treated as a presumed positive.

In accordance with state and local guidelines MAC's nurses must report all confirmed positive COVID-19 cases to the local health department and other appropriate agencies.

Policy for Presumptive Positive Case During the School Day

If children present with a combination of these symptoms while at school, at the discretion of MAC's nurse, they will be isolated in an area of the building in the front office with either a nurse or staff member until a parent arrives.

1. Parents must pick up their child within 45 minutes.
2. The affected classroom will then be disinfected.

3. MAC will notify the other parents of the affected classroom and these parents should pick up children immediately
4. Siblings of the child with symptoms will also be isolated and sent home as a presumed positive case and must follow the same protocols in order to return to MAC.
5. If there are multiple presumptive positive or positive cases of COVID-19 or an outbreak, MAC will work with Denver Public Health and Licensing to determine additional closure information and we will notify the MAC community as soon as possible.

Parent Notification of a Positive COVID-19, or Direct Exposure Case at MAC

- Notifications will be made first to parents of students in that affected classroom and to others who are known to have come into contact with the individual. (Please note: every situation is different and MAC is committed to transparency and will notify anyone who may be affected).
- If there is a confirmed positive COVID-19 case at MAC, communication will be sent to the entire MAC community once those who are affected have been notified.

COVID Testing

- If you suspect your child has COVID, or if a sibling or ANY one in the household is being tested for COVID, all children in the household must stay home from school until it is determined there is a negative test and/or 14 days of quarantine have occurred depending on the situation.
- If there is a positive test result all siblings in the household must quarantine.
- If you are testing your child for COVID, the most accurate time to test is at least 5 days after exposure, or test once symptoms are present. Tests must be PCR tests.
- The CDC is now recommending that vaccinated individuals get tested for COVID 5-7 days after exposure or if symptoms are present before that timeframe. MAC will now be requiring vaccinated staff to take either a rapid test (on hand at MAC) or a PCR test 5-7 days after exposure, depending on the situation.

CDPHE GUIDELINES TO DETECT, REPORT AND RESPOND TO COVID-19

It is extremely important to note every situation will be different and each individual circumstance will be carefully evaluated using the clinical criteria outlined in this guidance for schools, and then assessed by MAC's nurse in partnership with licensing.

At Home Staff/Student Symptom Screening*

- Low-risk symptoms >> notify MAC's nurse and work together to decide whether it is safe to come to school
 - Symptoms include: Sore throat, runny nose, muscle aches, headache, fatigue, abdominal pain, nausea/vomiting or diarrhea

- High-risk symptoms >> notify nurse **and** healthcare provider to see if COVID test is recommended
 - Symptoms include: Fever (temp > 100.4), cough, shortness of breath, difficulty breathing, loss of taste/smell

Criteria for Sending Staff or Student Home

- Staff/student arrive with (or develop) two or more low-risk symptoms OR one or more high-risk symptoms that are not associated with chronic/regular condition
 - *Please remember that every case is individual, and each decision will be up to the nurse's discretion

Criteria for Staff/Student to Return to in-person Learning if Received a COVID test, had Symptoms or Exposure*

- Symptoms have resolved in 24 hours
- Alternative diagnosis is given
- Negative COVID test (only PCR (nasal swab) tests are accepted, we will not accept a test result from a rapid test)
 - OR
 - 14 days have passed since being sent home

*Please remember that every case is individual, and each decision will be up to the nurse's discretion while consulting this guidance.

Current Quarantine Time

For all unvaccinated students at MAC, the quarantine time is 7 days with proof of a negative PCR test administered on or between days 5-7 of quarantine.

- If any unvaccinated student or staff (if exempt) is exposed to COVID and it's determined by MAC's nurse that a quarantine from school is required, the individual must quarantine from MAC for 7 days minimum beginning the day after last known exposure. The student or staff member may return to school on day 8 (unless it falls on a weekend) with a negative PCR test that was administered at a minimum of 5 days after exposure.
 - If symptoms occur after a test is taken, MAC may require a new PCR test and if positive, we will ask students or staff members to isolate for 10 days upon the appearance of symptoms.
- Classroom quarantines will now be 7 days in length beginning the day after last known exposure. All students may return to MAC on day 8 with a negative PCR COVID test that was administered on day 5 after last known exposure. MAC's nurse will notify parents of the first acceptable testing date if a classroom is to close. At no point will MAC accept a rapid test result to return to school on day 8.
 - If parents do not want to have their child tested on day 5 or thereafter, the student must complete a full 10-day quarantine from MAC beginning the day after last known exposure and be symptom free before returning to school.

- If for any reason your child was not exposed or affected by a classroom exposure, those children can return to school. MAC's nurses will have the ultimate discretion in circumstances where children are considered a close contact and are asked to quarantine from school.
- Fully vaccinated students will not have to quarantine from school if exposed, unless they have symptoms. If a vaccinated student is directly exposed to COVID, they should still get a PCR test between days 5-7 after exposure.
- If your children are fully vaccinated (2 weeks after second vaccination) parents must upload their child's vaccine card to SchoolAdmin to avoid a possible quarantine from school. You can find the link in your parent portal under "my students" then at the bottom under "optional steps" in your checklist. It is called Student COVID Vaccine Record Card.

Vaccinated staff will still be required to come to MAC and work even if the class is under quarantine. Staff will be required to do remote learning and possibly help out other classrooms. We ask parents to kindly refrain from asking staff to babysit while under quarantine as they still have an obligation to come to work.

FUTURE CLOSINGS

While we are hoping that MAC and all of its classrooms will remain open continuously, we are also planning for potential future closures. Some factors that would impact our ability to remain open include public health orders, a return to a stay-at-home protocol, and guidance from our nurses.

The MAC community can expect that:

- Remote learning will begin within 24-72 hours depending on the day of closure;
- Employment adjustments may be considered for closures longer than two weeks;
- No adjustments will be made to tuition for closures less than two weeks, but may be considered for closures that continue beyond two weeks;
- Calendar adjustments will be considered only for closures of longer than two weeks;
- If there is a prolonged closure, the Board of Trustees, advised by the COVID-19 Task Force, will evaluate various options based on circumstances, such as tuition relief and employment adjustments.

ECE Program Closure (Nido, Toddler and Primary classrooms)

- If an ECE classroom experiences a closure or culmination of closures resulting in the classroom being closed more than seven school days total, MAC will credit 60% of the students daily tuition beginning on day eight. While we would love to credit 100%, MAC does not have the reserves to do so, however, we want to share the burden as much as possible with each of you.

- The day a classroom closes and families are asked to pick up their student is considered the first day of the period for this calculation. Please note, the day AFTER the closure is announced is still considered the first day of quarantine from school.
- The 60% credit would apply to school day tuition and before and after school charges (if applicable), fees would be excluded.
- If the closure takes place before or after a non-COVID related schoolwide closure (holidays, inservice days, snow days, etc), these closure days are not included in the total count of days used to calculate the credit.
- If parents choose to keep children home longer than the classroom closure, MAC will not apply a daily credit to those days.
- This policy will remain in effect through the remainder of the current school year.
- All classrooms will provide online learning to the extent possible in each community.

Elementary Program Closure

- Because the Elementary team is able to provide robust, online learning for the students, credits will not be applied in the event of a closure in the Elementary classrooms.

MAC reserves the right to alter the terms and conditions of this policy at any time or in response to changing circumstances so that we can ensure the health and safety of our community and safeguard our school for years to come.

Remote Learning Expectations by Community

Nido

- Lead teacher will email families within 24 hours to do a check in. Lead teacher will be available to do one on one zooms and to send activity ideas for children to do.
- Teachers will post on Instagram if the closure is prolonged for any reason.

Toddler

- Lead Teacher will email families within 24 hours to include information on when remote learning can begin and will provide a schedule and zoom links.
- Depending on the day of closure, it could be 24-72 hours until remote learning begins.
- Parents can expect daily zooms with the entire classroom and request an additional one on one zoom with the teacher.
- Teachers will post on Instagram if the closure is prolonged for any reason.

Primary

- Lead Teacher will email families within 24 hours to include information on when remote learning can begin and will provide a schedule and zoom links.
- Depending on the day of closure, it could be 24-72 hours until remote learning begins.

- Parents can expect daily zooms with the entire classroom and an additional daily zoom with IK children.
- Teachers will post on Instagram if the closure is prolonged for any reason.

Elementary

- Lead Teacher will email families within 24 hours to include information on when remote learning can begin and will provide a schedule and zoom links.
- Depending on the day of closure, it could be 24-72 hours until remote learning begins.
- Parents can expect daily zoom meetings with the entire class, small group support for all children and interactive activities to do offline.

COVID-19 COORDINATOR

Melissa Tafoya is MAC's COVID-19 Coordinator. She will work closely with MAC's nurses and staff to keep daily health screening records and work with Denver Public Health as needed. She is also available in the case a nurse is not. You may contact her by calling MAC or emailing her at melissat@tmaoc.com.

The COVID-19 Coordinator oversees the following:

- Reporting illnesses to OSHA and State in conjunction with the nurse;
- Overseeing daily check-in and check-out for staff and students;
- Receiving and directing concerns from parents and staff regarding health precautions and practices at the school;
- Ensuring appropriate signage is posted prominently;
- Ensuring implementation of the school's efforts to encourage social distancing;
- Facilitating clear communication with sick staff and students, including when they can return to school;
- Overseeing cleaning protocols and schedule extra cleanings as needed;
- Overseeing schedules/policies for common spaces;
- Ensuring adequate PPE;
- Working with nurses and Head of School to provide notice to staff and families regarding illness in the building;
- Overseeing frequent sanitation of frequently touched areas;
- Arranging substitute coverage for ill employees;
- Maintaining hand sanitation stations;
- Being the point person for teachers or parents who have concerns about MAC's COVID-19 safety or cleaning procedures.