

COVID-19 School Guidance Checklist

Current COVID-19 Guidance based on California Department of Public Health & CA Department of Education Decision Tree (as of 1-19-2022)

Focus Remains on In-Person Learning

Our focus at CMS remains prioritizing on-site school so that students can benefit from the rigorous academic curriculum as well as the vital social-emotional benefits of attending school in person. CMS will continue to follow and adapt our health and safety protocols to help provide the safest possible environment so that students can stay in the classroom.

We have partnered with a lab to help make follow up covid testing more readily available for CMS families in order to help minimize the burden of testing. Our safety efforts are in conjunction with every family's individual effort to keep our community safe.

If your child is not feeling well or exhibits any symptoms, **KEEP THEM HOME!** This practice is vital to ensuring that students and classrooms remain healthy.

Updated Decision Tree Guidance-January 19,2022

CMS is following the CDPH/ SD County Office of Education guidelines to keep classrooms open and students learning in person. We are following what is referred to as the Group Tracing Model. In the event that a student tests positive for COVID-19 anyone who shares an indoor airspace for 15 minutes or more with the individual who tested positive will be notified of the potential exposure.

Students are able to remain in school as long as they have a covid test on day 3, 4 or 5 after notification (regardless of vaccination status or prior covid infection). We realize finding COVID tests can be difficult which is why we partnered with a Lab. We were told about Pacific Rim Laboratories from a contact that is part of the San Diego County Covid Response team. The offering of COVID testing at CMS is intended to help make these test requirements more manageable for our community.

Given the current limited availability of COVID testing and the increased demand, the County of San Diego is temporarily allowing (through 1/27/22) home testing to be used for purposes described as acceptable by the CDPH in schools to address the gap in testing availability.

COVID-19 Vaccination Record-Please Provide a Copy

If your child is vaccinated, please provide a copy of their COVID-19 vaccination card.

Please email your COVID-19 vaccination card to Jose Bolanos <u>joseb@countrymontessori.org</u> so that this information can be documented with the school.



School COVID Policies/Mandates

We want to thank all of our families, staff and students for working together as a team since the pandemic began in 2020. Our top priority was and continues to be keeping everyone healthy and safe and we acknowledge the emotional aspects that come with mandated policies and procedures. This has been a challenging time for parents and the school.

As you are aware, the COVID-19 vaccination is now available to children between the ages of 5 and 11. What we know at this time regarding the CALIFORNIA STATE MANDATE is although vaccine availability for children 5 to 11 moves us one step closer to California's plan to mandate vaccines for all school-aged children, the state's new regulation will not apply until vaccines for juveniles, ages 12-17, and children, ages 5-11, are fully authorized by the FDA.

We have not been given all the specific details regarding the vaccination mandate from the California Department of Public Health, the San Diego County Offices of Education, the San Diego County Superintendent of Schools or any other government agency yet as to when or how this is going to be rolled out. What we do know is that it will affect all public, private and charter schools similar to other mandates and that July 1 is the earliest the mandate is expected to begin.

CMS' will continue to provide a school environment that makes every effort to keep its students and staff safe and healthy. Once we are given the exact details of the vaccine mandate, we will be in communication with our CMS community. We appreciate your support, patience and understanding.

School Health & Safety

Country Montessori School is committed to continuing to provide a healthy and safe environment for all our students, their families, our staff and the community. We will continue to follow the California Department of Public Health, the San Diego County Office of Education, community care licensing and CDC recommended safety measures.

- Daily temperature checks are mandatory for all students and staff before drop-off. Any student with a temperature exceeding 100 degrees will not be allowed to attend school that day.
- Any student or staff member who have any of the symptoms listed on the Decision Tree will be asked to follow the protocol
- Visitors on campus are limited and must be approved by administration
- CMS will follow enhanced sanitation practices and practice frequent handwashing
- Handless sanitizer stations will be in all buildings
- Staff will sanitize supplies and facilities throughout the day
- Daily cleaning and enhanced sanitation will occur at the end of each day with a focus on disinfecting all "high touch" areas
- Lunch areas for all students will be set up to allow for social distancing
- CMS staff will wear face mask throughout the day
- All students are required to wear masks indoors and outdoors.
- Outdoor space will be utilized as much as possible



- Water fountains will be taped off
- All outdoor playground toys / equipment used will be sanitized regularly
- Parents will sign in using a no touch sign in with a QR code they will scan with their smartphone camera app.
- Parents who are dropping off must also wear a face mask that covers their nose and mouth
- Parents will be asked to fill out a daily self-disclosure form

Daily Self-Declaration by Families

In an effort to protect the health and safety of our entire community families and staff will need to fill out a daily self-declaration prior to entering the campus.



COVID-19 Decision Trees for K-12 Schools

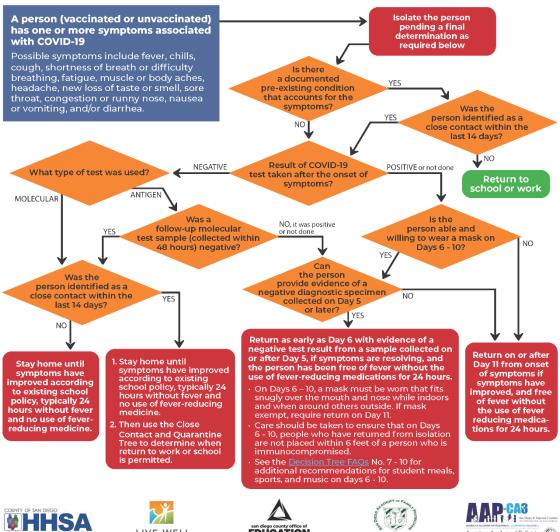
Jan. 19, 2022 10 a.m.

Today's updates: 'Appropriate Test Types' (page 4 table) language altered to make clear that antigen testing is recommended for people whose symptoms are resolving to determine if they can return to school or work on Day 6 - 10. Visit the <u>Decision Tree</u> webpage to view previous changes.

If the person...

- · Has symptoms, use the Symptom and Isolation Tree
- Has tested positive and does not have symptoms, use the Asymptomatic Positive Tree
- Is identified as a close contact and does not have symptoms, use the Close Contact and Quarantine Trees

Symptom and Isolation Tree for Students and K-12 Workers















Asymptomatic Positive Tree for Students and K-12 Workers

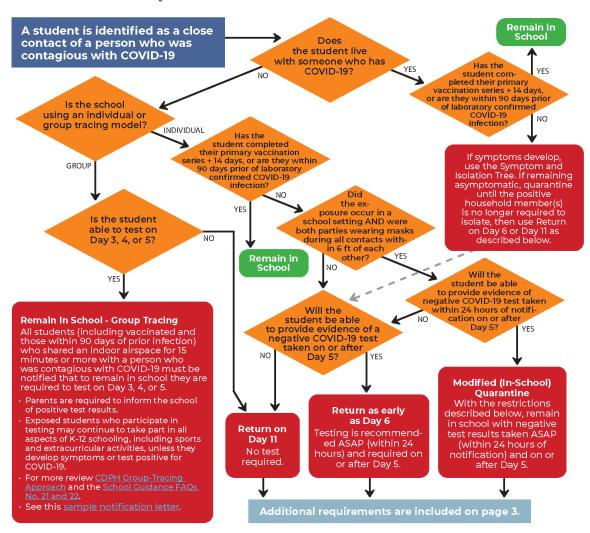
A person (vaccinated or unvaccinated) has tested positive for COVID-19 using any test type and does not have symptoms

Confirmation testing is not recommended

Isolate at home for 5 days from the date on which the first sample was collected.

- Return on or after Day 6 with evidence that a diagnostic sample collected on or after Day 5 is negative.
- On Days 6 10, a mask must be worn that fits snugly over the mouth and nose while indoors and when around others outside.
- If unable or unwilling to test or mask as required, return on Day 11.
- If symptoms develop, isolate immediately and follow the Symptom and Isolation Tree.

Close Contact and Quarantine Tree for Students



COVID-19 Decision Trees for K-12 Schools



If the student cannot or will not follow the requirements listed below, quarantine for 10 days (return Day 11) is required.

Quarantine Requirements

- Modified (in-school) Quarantine: This option may only be used by student close contacts exposed in a setting supervised by school staff, when the COVID-19-positive person and student close contact were both wearing masks during all contacts with each other within 6 feet. To remain in school the student must test within 24 hours of notification, and on or after day 5. Rapid result (antigen) testing is recommended. The student may continue to participate in expanded learning or child care programs offered on the school campus, but must quarantine at home from all other before-school, after-school, and weekend activities. Activities may resume on or after Day 6 with evidence of a negative test sample collected on or after Day 5. (See FAQ answer No. 6).
- Return on Day 6: It is recommended that the student close contact test ASAP. Return
 as early as Day 6 is authorized with evidence provided prior to return that a diagnostic
 specimen collected on or after Day 5 is negative. For household exposures, see the note
 below.
- Return on Day 11: Allows a student to return on Day 11. Testing is recommended on Day 5, 6, or 7, but not required. For household exposures, see the note below.
- Household Exposures: For return on Day 6 or Day 11, Day 1 of quarantine begins on the day
 that the COVID-positive household member is no longer required to isolate. See questions
 3 and 4 of the <u>Decision Tree FAQs</u> for more information and requirements.
- If symptoms develop or a positive test result occurs during quarantine, require isolation at home and consult the Symptom and Isolation or Asymptomatic Positive tree.

Additional Requirements for Return Before Day 11

- Students must agree to self-monitor for symptoms, wear a face covering over their nose and mouth as required, use good hand hygiene practices, and use good cough and sneeze etiquette.
- Accommodations (like changes in the close contact's work, room, seat, or bus
 assignments) should be made to ensure that close contacts returning before Day
 11 will not be near others who are immunocompromised (i.e, solid organ or bone
 marrow transplant, chemotherapy, similarly reduced ability to fight infections). If these
 accommodations cannot be made the close contact must quarantine for 10 days.

Other Notes on Quarantine

 The number of days required for quarantine is counted from the day after the person's last close contact with a person who is contagious with COVID-19. Please see FAQ No. 1 under "isolation" for information on how long people are considered to be contagious.





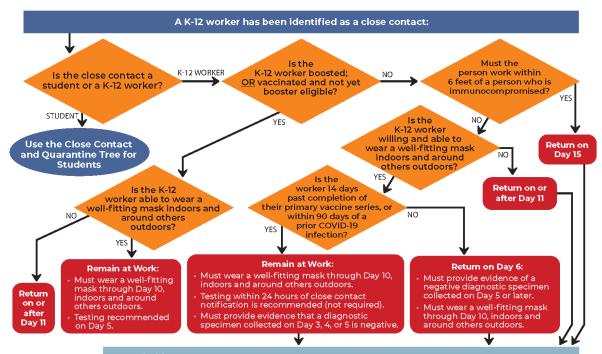








Close Contact and Quarantine Tree for K-12 Workers



Household Exposures: If the person lives with a COVID-positive household member, quarantine is required until the positive household member(s) is no longer required to isolate. (Day 1 is counted from this date.) Then use the appropriate option for return from quarantine. If symptoms develop, use the Symptom and Isolation Tree. See the Decision Tree FAQs answers No. 3 and 4 for additional information and requirements.

Test Types By Situation

Situation	Appropriate Test Types
Person with symptoms (For initial testing in response to symptoms.)	Antigen testing is acceptable in response to an onset of symptoms, but if the person with symptoms receives a negative result from an antigen test, they must remain in isolation pending the outcome of a confirmatory PCR test (or other NAAT) administered within 48 hours of symptom onset. If the confirmatory test is also negative the person may return to school or work immediately. PCR or other NAAT
Return from isolation before Day 11	Antigen testing is recommended for people whose symptoms are resolving to determine if they can return to school or work on Day 6 - 10. Antigen tests are less likely to detect virus beyond a person's contagious period. PCR or other NAAT are acceptable.
Return from quarantine before Day 11	Antigen PCR or other NAAT
Modified quarantine	Antigen is recommended because it returns a result quickly. PCR or other NAAT is acceptable.
Required screenings	Antigen is preferred because it returns a quick result, however, if a person without symptoms is antigen positive, the person should isolate while PCR (or other NAAT test) confirmation is obtained. PCR or other NAAT
At-Home Testing	

STUDENTS: Schools may accept the results of at-home testing for the same uses for which antigen tests are approved. Schools are encouraged to use a means described in the Over-The-Counter Tests Guidance to verify the results on tests administered at home. See the "What are best practices for verification of self-test results?" section for specific recommendations.

EMPLOYEES: Per Cal/OSHA, an employer may only accept the results of an at-home test when the administration is observed by the employer or a telehealth proctor.

STUDENTS and EMPLOYEES: When used for a person who has symptoms, the County of San Diego requires that a negative antigen test be confirmed by a follow-up PCR or other NAAT, and that the person isolate pending the result of that test.



2020 - COVID-19 Safety Plan submitted for Original Department of Health Elementary Waiver

School Point of Contact

Point of Contact: Adela Corrales – Head of School

adelac@countrymontessori.org

858-673-1756

Country Montessori School 12642 Monte Vista Road Poway, CA 92064

School Type: Private School

Grades: K, 1st, 2nd, 3rd, 4th, 5th

Consultation

- 1. Labor Organization: Staff members have been involved with planning and preparations for the schools reopening plan. Staff members were consulted through various meetings between 6/22/2020 and 8/7/2020 (during summer). Additionally, teachers signed a letter of support on 8/10/2020 & 8/12/2020
- 2. Parent Organization: We provided a Fall Preference Form for families to indicate their instruction preference for the 2020-2021 school year. This survey was sent out June 29th and remained open for 30 days, 65.71% of our families indicated that they wanted the onsite looping method for the fall. Those who indicated they would like distance learning will be offered distance learning.
- 3. Our school Board of Directors which is made up of the Head of school, teacher representatives and parents have been consulted via virtual meetings. Those board members have also participated in the fall preference form indicating their preferred instruction method for the fall. Board members were consulted on June 9th regarding school reopening procedures. Additionally, they have been regularly consulted between June through August regarding reopening updates and adjustments to health and safety protocols. Board members have also been recipients of all Admin Corner (school



newsletters) used to provide regular family updates and information about health and safety protocols

COVID-19 Safety Plan consistent with guidance from CDPH and Local Health Dept. / COVID-19 Prevention

Webpage: COVID-19 Safety Plan / Coronavirus Disease Prevention are published on our school website https://www.countrymontessori.org/wp-content/uploads/2021/02/Country-Montessori-School-COVID-19-Safety-Plan.pdf

Distance Learning: A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student's health conditions. The distance learning option will be available to all students, regardless of circumstances. Our distance learning option will mirror the on-site classroom and will be live Monday-Friday. Our goal is to have our distance learners experience be as close to what they would have on-site. We know that in the beginning, it may require additional communication with our parents and students, with the intention to have the communication balance out as it would if the student were on-site. Families who select distance learning will still have the opportunity to have their child assessed on a regular basis in accordance with the CA Health and Human Services Agency to ensure their instruction is individualized and

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- Attendance / Tardies will be recorded
- Each student needs access to an electronic device and a quiet workspace/desk/table
- Students need to be dressed and fed breakfast before class begins
- Recess/snack and lunchtime will be assigned
- Google classroom and Zoom will be used
- Lessons
 - o All lessons will be given live, some pre-recorded may be used
 - Zoom lessons will not be recorded
 - o Lessons will be given individually and in small groups
 - Work will be sent home and turned in
 - Schedule to be determined
 - Will occur during the regular school day dismissal procedure
 - Materials/Supplies will be provided
 - o Enrichment Classes
 - Spanish-Live
 - Music-Live
 - PE-Live, may have some pre-recorded lessons
 - Computer-Pre-recorded lessons will be phased in
 - Elementary Art-Live and may have pre-recorded lessons



- Reading Groups-Live
- Communication
 - o Students
 - Individual check in times will be arranged on as needed basis
 - o Parents
 - Check in times will be arranged
 - Before or after school, not during the regular school day on as needed basis

Layers of Safety: Infection Mitigation Strategies

1. Face Coverings and Other Essential Protective Gear

- In accordance with CDPH guidance: Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.
- CMS has a supply of face coverings to provide them to any student who inadvertently fails to bring a face covering to school to prevent unnecessary exclusions.
- Any student excluded from campus due to refusal to wear a face covering but who is not exempt will be offered distance learning.
- CMS has a supply of face coverings to provide them to any individual who needs one.
- Face Masks- Students in all grade levels are required to wear face coverings at all times, while at school, unless exempted.
 - Face coverings are only removed for meals, snacks, naptime, or when it needs to be replaced. When a face covering is temporarily removed, it is placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
 - Students and staff are frequently reminded not to touch their face covering and to wash their hands frequently.
- Teachers have all been provided with cloth face coverings. Additionally, our campus maintains a supply of disposable face masks in the event a teacher or student requires one.
- Gloves- our school maintains a supply of nitrile gloves to be utilized at any time needed for cleaning or as additional protective gear
- We have established a PPE cabinet that contains all needed safety and protective gear including but not limited to: gloves, hand sanitizer, face masks, EPA approved cleaners and disinfectants

2. Stable Groups



• Country Montessori School will be utilizing the Department of Education Looping method – students will be placed in consistent stable groups (cohorts) with an assigned teacher/s and similar age levels. Looping allows for safe onsite instruction thus maintaining the relationships between students and teachers, more targeted and efficient instruction. Cohort will utilize a designated area with all the requirements of PPE and hygiene protocols. Classrooms environments will be equipped with plastic/ vinyl/ cardboard dividers/corrals for desks, taped off floor space to promote social distancing. Outdoor areas will also be utilized as much as possible as weather permits. Cohort sizes will be dependent on enrollment but will be established to promote the smallest groups possible in accordance with available staffing and learning spaces. Cohorts will remain together throughout the day for all activities including: classroom instruction, recess, and lunch.

3. Implementing Distancing Inside and Outside the Classroom - Physical Distancing: Classroom Environment -

- o Stable groups
- o Classroom spaces divided by shelving or partition
- o Tables/work rugs spaced 6 feet apart and assigned seating for both (each child will have their own workspace not shared by anyone else)
- o Plastic/Cardboard table corrals for tables of more than one student
- o No apron/jacket racks
- o Designated bathrooms
- o Designated cubby space for lunches, work
- o Student water bottles will be permitted (will be placed on their table)
- o Each student will have a pencil box of supplies on their table
- o Group snack
- o Assigned lunch tables/seats Rotation
- o Utilizing outdoor learning spaces
- o Designated/ Rotation of playground and outdoor spaces
- o Open windows
- o Students will stay with their designated cohort throughout the day for recess, lunch and all other activities













































• We will also be utilizing our ample outdoor space as additional learning areas to maximize social distancing throughout the day.























4. Arrival and Departure: Entrance, Egress, and Movement Within the School

Morning Arrivals

- 8:15-8:45
- 4 lanes for cars
 - Grades 4 cohort and 5 cohort use curbside
 - Grades 2 cohort-3 cohort use lane closest to the cross walk
 - o Grade 1 cohorts (2) and Kindergarten class DF -use second lane
 - o Kindergarten classes BB and LB -Use lane closest to fence
- All teachers must be wearing masks
- All 3-5 grade students will be wearing their masks when exiting their car and throughout the day
- All 1-2 grade students must be wearing their mask before exiting their car and are strongly encouraged to wear it all day
- All Kindergarten students must be wearing their mask before exiting their car and are strongly encouraged to wear it all day
- Only the student cohorts teacher will retrieve their students from the car
- The cohorts will not mix while walking to their classrooms

Entries/Exits

- All 4 grade students will enter/exit the classroom using front door on the south side
- All 5 grade students will enter/exit the classroom using the door that is on the north side
- All 3 grade students will enter/exit the classroom using the door on the north side
- All 2 grade students will enter/exit the classroom using the first door on the south side
- All 1 grade students will enter/exit the classroom using the second door on the south side
- All LB Kindergartners will use their south facing door
- All BB Kindergartners will use their south facing door
- All DF Kindergartners will use their south facing door
- No one will use the kitchen entry

Dismissals/Departures

- 3:00-3:15
- 4 lanes for cars
 - Grades 4 cohort -5 cohort use curbside
 - Grades 2 cohort 3 cohort use lane closest to the cross walk
 - o Grade 1 cohorts (2) and Kindergarten class DF -use second lane
 - o Kindergarten classes BB and LB -Use lane closest to fence
 - o All teachers must be wearing masks



- All 3-5 grade students will be wearing their masks when exiting their classroom and until they are in their car
- All 1-2 grade students must be wearing their mask before exiting their classroom and until they are in their car
- All Kindergarten students must be wearing their mask before exiting their car and are strongly encouraged to wear it all day
- Only the student cohorts teacher will put their students in the car
- The cohorts will not mix while walking to their cars

5. Adequate Ventilation

- During the school day windows and doors are kept opened to promote adequate air circulation.
- HVAC system is running at all times to ensure proper ventilation
- HVAC system is being maintained on a more frequent schedule to ensure that filters are kept clean and that all systems are working to optimal performance levels.
- When possible teachers are also utilizing our outdoor learning environments

6. Healthy Hand & Hygiene Practices

- Upon arrivals all teachers and staff will wash their hands, have their temperature taken and open all windows of their classroom environments.
- Teachers regularly reminding students to use tissue to wipe their nose and to cough/ sneeze into a tissue or their elbow
- Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; upon entering the classroom from outside area; before/ after handling any shared items; and bore and after using the restroom.
- Upon arrival all students will wash their hands immediately after entering their classroom environment
- Students and staff are regularly reminded to always wash their hands for 20 seconds with soap. Signage reminding them about using soap and the proper duration of handwashing is posted in all restrooms
- Individual supply kits have been established so that each student has their own materials of all needed supplies
- Touch free hand sanitizing stations are also being installed near all entrances and exits of all classrooms throughout the campus
- All hand sanitizers contain at least 60% ethyl alcohol as recommended by the CDC



- Staff will sanitize supplies and facilities throughout the day
- Daily cleaning and enhanced sanitation will occur at the end of each day with a focus on disinfecting all "high touch" areas
- Lunch areas for all students will be set up to allow for social distancing
- Recess times will reflect the same groupings of students as their classroom cohorts
- Play structures will be phased in (TBD) and sanitized prior to use by different groups
- CMS has also purchased an electrostatic disinfectant sprayer to allow for quick disinfecting of all classroom spaces and materials as part of regular deep cleaning practices
- All water fountains will be taped off. Students will bring reusable water bottles
 which teachers will assist with filling to ensure they have regular access to water
 throughout the day
- Parents who are dropping off at CMS may also be subject to a temperature check
- Parents will sign in using a no touch sign in utilizing a QR code which they will scan with their smartphone.
- Parents who are dropping off must also wear a face mask that covers their nose and mouth
- Parents will be asked to digitally sign a daily self- declaration form
- All required signage is posted in all classrooms, buildings and bathrooms
- **7. Cleaning and Disinfection** CMS will be utilizing the guidance of the CDC in regards to how to properly clean and disinfect

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

- Disposable gloves are available to be used when cleaning or disinfecting
- Touch free hand sanitizing stations have been installed near all entrances and exits of all classrooms throughout the campus
- All hand sanitizers contain at least 60% ethyl alcohol as recommended by the CDC
- Staff will sanitize supplies and facilities throughout the day
- Play structures will be phased in (TBD) and sanitized prior to use by different groups
- CMS has also purchased an electrostatic disinfectant sprayer to allow for quick disinfecting of all classroom spaces and materials as part of regular deep cleaning practices
- All water fountains will be taped off. Students will bring reusable water bottles which teachers will assist with filling to ensure they have regular access to water throughout the day



- Daily cleaning and enhanced sanitation will occur at the end of each day with a focus on disinfecting all "high touch" areas
- Janitorial staff have also been instructed to focus on high touch areas for increased sanitation

8. Check for Signs, Symptoms and Exposure - Health Screenings for Students and Staff

- Daily Self-Declaration by Families and Staff In an effort to protect the health and safety of our entire community families and staff will need to digitally sign a daily self-declaration prior to entering the campus. Families and staff must be able to answer "no" to the following questions.
 - Have you or anyone in your household traveled internationally within the last 14 days?
 - Have you or anyone in your household had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
 - **o** Have you or anyone in your household experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?
 - **o** Have you taken any fever reducing medication within the last 24 hours?
- If you answer "yes" to any of these questions additional details will be required prior to you entering the campus.
- All parents must complete a daily self- declaration prior to dropping their child off. Teachers must complete a daily self-declaration prior to beginning their work day.
- The parent and staff self-disclosure is completed by scanning a QR code that is linked to a Google Form. For those without a smart phone we also have paper copies of the self-declaration available as well.
- Daily Temperature Checks prior to a student/ staff entering campus/ classroom they will have their temperature taken using a no-touch forehead thermometer. Any student or staff with a temperature exceeding 100 degrees will not be allowed to attend school/ work that day.
- In the event that a child or staff shows symptoms once onsite they will be separated in a designated area away from others so that they can be sent home immediately and minimize possible exposure to others

Visitors/Parents

Visitors are not allowed on campus

Parents do not need to be on campus with the above arrival/dismissal procedures

- Administration will meet parents outside in parking lot should they need something
- Administration and parents must be wearing masks



Teachers will be limited to interactions with cohorts to the extent possible

- o Grade level teachers will only be with their cohorts
- Spanish, PE, and Art teachers will be with all cohorts
 - Using outdoor learning classroom environments

9. Staff to Staff Interactions

- Staff will practice physical distancing of six feet from each other.
- Staff wear a face covering at all times
- staff meetings. professional development training and education are conducted with proper physical distancing measures in place, outside or virtually, where physical distancing is a challenge

10. Limit Sharing

- o All drinking fountains on the campus have been taped off and will remain unused
- All students bring a reusable water bottle
- students are provided with individually assigned supplies and classroom materials to the extent possible
- Supplies and materials that must be shared are cleaned between uses

11. Identification and Tracing of Contacts

Country Montessori School utilizes a student information system called FACTSMgt to maintain contact information for all enrolled students and families. Contact lists are being compiled for each consistent cohort containing the student's name, parent names, phone number and email addresses. These contact lists will make it possible to quickly notify individual groups of any possible exposure risks. These lists can also be provided to local health department in the event that we need to coordinate with local health department for notification or tracing of contacts.

In the event of a confirmed COVID-19 case infection: In accordance with *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* CMS would take the following actions:

- Notify the San Diego Department of Public Health
- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious
- Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)



- Disinfection and cleaning of classroom and primary spaces where case spent significant time
 - Electrostatic disinfectant sprayer will be utilized to thoroughly disinfect any materials or area where case spent significant time
 - School may remain open depending on the extent of potential exposure and recommendations by local department public health
 - School will utilize Admin Corner (school newsletter) to provide notification of a confirmed COVID-19 case as well as the follow up procedures and recommendations by the local department of public health

We have designated 2 administrative staff to assist with any contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. The main point of contact for the local health department about Coronavirus Disease is our Head of School, Adela Corrales adelac@countrymontessori.org 858-673-1756

12. Testing of Students and Staff

In accordance with COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year school staff are essential workers, and staff includes teachers, paraprofessionals, or any other school employee that may have contact with students or other staff. Staff members will be directed to their primary care physicians to request regular testing. Every month 50% of all staff will be tested to help prevent instances of asymptomatic transmission.. We will maintain these testing practices as testing capacity permits and as practicable.

Similarly, any students / staff who are displaying possible symptoms of COVID-19 which include but are not limited to will be directed to contact their primary care physician for recommendations regarding being tested for COVID-19:

- Fever with or without chills/ rigors (fever defined as T> 100.0 that does not resolve within 30 min. without medication)
- Cough
- Shortness of breath
- Nasal congestion/ rhinorrhea (runny nose)
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- New loss of taste/ smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite



13. Train All Staff and Educate Families

Staff Training

- Designated meetings with small groups of teachers of different grades and classes are scheduled for the week of August 10, 2020
- Areas to be covered
 - Face coverings sharing and reviewing the CDC guidance on how to wear masks
 - https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html
 - Cleaning and disinfection
 - Physical distancing guidelines and their importance
 - COVID-19 specific symptom identification - https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.
 - How COVID-19 is spread
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
 - Lunch procedures and schedules
 - Recess procedures and schedules
 - Arrival/dismissals of students procedures
 - Entry/exit locations for all grades
 - Staff procedures and protocol when arriving at the school each day
 - Procedures for egress and movement within the school
 - Procedures of screening our students and staff for symptoms of Coronavirus disease 2019 and where the designated isolation areas are
 - Measures to be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with CoVID-19
 - Triggers that would cause school to go to distance learning
 - Communication procedures and protocol about cases and exposures at the school using the California Department of Public Health criteria

Family Education

- Continued communication via the Admin Corner (a bi-monthly newsletter or as needed)
 - Immediate responses to emails with questions from parents who may need things clarified



14. Maintaining Healthy Operations

- All instances of absenteeism for students and staff are followed up to monitor reason for absence and follow up accordingly
- All staff submit daily disclosure to monitor their health and submit to temperature check before beginning their shift
- Students have a wellness/ temperature check as part of their daily disclosure / check in process
- Head of School is designated contact for all COVID-19 related follow up to ensure guidelines are followed in accordance with latest CDPH regulations

15. School Closure Determinations

- We will follow the California Department of Public Health criteria
- School closure will be based off of the following
 - Number of cases
 - The percentage of the teacher/students/staff that are positive for COVID-19
 - Multiple cases in multiple cohorts when at least 5 percent of the total number of teachers/ students/ staff are cases within a 14 day period
 - o Follow up with the Local Health Officer
 - The LHO may also determine school closure for reasons such as
 - Results from public health investigation
 - Other local epidemiological data

16. What to do if there is a Confirmed or Suspected Case of COVID-19

Country Montessori School provides regular updates to families and staff through the use of bi-monthly newsletters (admin corner). We are also able to send directed emails and/or text messages to specific groups of families based on cohort groupings utilizing our student information system FACTSMgt and their Parent-Alert system.

We will continue to provide regular updates to our community to ensure everyone is informed of the latest updates regarding our school health and safety procedures and any changes to guidance for our COVID-19 protocols.

In the event a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19 we would follow the guidance provided in COVID-19



and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (included below).

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19.	 Send home if at school. Recommend testing (If positive, see #3, if negative, see #4). School/classroom remain open. 	No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	 Send home if at school. Exclude from school for 10 days from last exposure, per <u>CDPH quarantine</u> recommendations. Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). School/classroom remain open. 	Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID- 19 case infection.	 Notify the LHD. Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. Identify school contacts (†), inform the LHD of identified contacts, and exclude 	School community notification of a known case. Notification of persons with

		contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). Disinfection and cleaning of classroom and primary spaces where case spent significant time. School remains open.	potential exposure if case was present in school while infectious
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	May return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remain open.	Consider school community notification if prior awareness of testing.

Notification would be given to all those who were potential exposed, but would not disclose personal information in accordance with FERPA and HIPAA privacy standards.

Resources utilized for the planning and creation of our COVID-19 Safety Plan (CSP):

- COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year
 - https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/ COVID-19/Consolidated Schools Guidance.pdf
- CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
 - o https://files.covid19.ca.gov/pdf/guidance-schools.pdf
- California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
 - o https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf
- CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
 - https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/ COVID-19/Schools%20Reopening%20Recommendations.pdf



Additional Included Documents:

Please see the included copies of our Admin Corner communications sent to all families, staff and board members to provide regular updates regarding school reopening and all health and safety guidelines. All of these newsletters are also uploaded to our school website.

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - o 3205, COVID-19 Prevention
 - o 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - o 3205.2, Major COVID-19 Outbreaks
 - o 3205.3, Prevention in Employer-Provided Housing
 - o 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
 - The four <u>Additional Considerations</u> provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 Prevention Program (CPP) for Country Montessori School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 25th 2021

Authority and Responsibility

Adela Corrales Head of School (HOS) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Update all employees of current COVID-19 related mandates and protocols as they are changed.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: All employees have received copies of the CDPH and San Diego County Office of Education guidelines, decision trees and related documentation that assists them in identifying COVID-19 symptoms and protocols. All employees have had meetings with the Head of School going over all documentation. They assist in communicating with the Head of School when they have observed students with possible symptoms and inform administration immediately. They also communicate when they are made aware that any parents have traveled, been sick etc. All employees are made aware of updates and changes handed down from the county of San Diego.

Employee screening

We screen our employees by: Upon arriving at the school each day wearing their mask via a door that is opened, all employees take their temperature in the back office using a OneScreen GoSafe Al Based Temperature Scanner, fill out a daily self-disclosure using their own personal cell phone through a QR code, proceed to wash their hands and open all windows in their classrooms. In addition they follow all CDPH guidelines throughout the day.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B**:

COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

To ensure all classrooms will allow for physical distancing by having all student desks 6 feet apart, plastic desk barriers in place, open windows for ventilation, assigned stable cohorts/pods, designated hand washing stations, scheduled disinfection cleanings and hand sanitizer stations.

Administration will provide at all times products for surface cleaning and disinfection, hand sanitizer stations and solution, PPE equipment, disposable face coverings and gloves. All employees will to the extent possible stand 6 feet away from the students. Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- All student desks are spaced out to 6 feet to the extent possible and students are placed in stable groups not to exceed 16. Student pods never combine or go into each others classroom environments. All desks have clear plastic barriers and all students wear their masks.
- Teachers have been assigned to designated pods reducing the number of persons in an area at a time. To the extent possible teachers will remain 6 feet away from the students. Visitors are not permitted on site while school is in session and reduced for out door prospective tours after 3:00 PM.
- All mandated signs from Community Care Licensing and the CDPH have been displayed throughout the campus in visual locations on all buildings. The school safety plan refers to egress for all grades and times.
- All arrival and departure times and schedules have been designated with specific assigned lanes, paths and positions.
- All employees are not to gather in enclosed spaces for breaks and have access to an abundance of outdoor space.
- Reference section 3205(c)(6) for details]

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. The school has a PPE safety file cabinet in the office. It has the following items for all employees to have access to: disposable masks, gloves, hand sanitizer, disinfectant wipes, cleaners and shields. All employees are expected to uphold the mask policy requirement should they come across someone not wearing it by asking them to put one on and provide one for them.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Plastic student desk dividers are in place
- Administrative desks have plastic guards or partition in most cases

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- All windows are open daily
 - Monitoring circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
 - Ventilation system will be properly maintained and adjusted to ensure it is operating at maximum efficiency

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
 - Cleaning and Disinfection CMS will be utilizing the guidance of the CDC in regards to how to properly clean and disinfect https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facilit v.html
- Disposable gloves are available to be used when cleaning or disinfecting
- Touch free hand sanitizing stations have been installed near all entrances and exits of all classrooms throughout the campus
- All hand sanitizers contain at least 60% ethyl alcohol as recommended by the CDC
- Staff will sanitize supplies and facilities throughout the day
- Play structures will be phased in (TBD) and sanitized prior to use by different groups
- CMS has also purchased an electrostatic disinfectant sprayer to allow for quick disinfecting of all classroom spaces and materials as part of regular deep cleaning practices
- All water fountains will be taped off. Students will bring reusable water bottles which teachers will assist with filling to ensure they have regular access to water throughout the day

- Daily cleaning and enhanced sanitation will occur at the end of each day with a focus on disinfecting all "high touch" areas
- Janitorial staff have also been instructed to focus on high touch areas for increased sanitation

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Should we have a COVID-19 case in our workplace, we will implement the following procedures: A COVID cleaning disinfection of all classrooms, buildings and outside playgrounds and environments.

All employees will disinfect their classroom surfaces, high touch areas, table and chairs using a microstatic sprayer.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by all common areas such as copy machines, fax machines, phones, water coolers, refrigerators and entry door handles will be sanitized in between uses by providing disinfectant wipes located in close proximity of common areas. All employees have access to their own computer or ipad and are to sanitize after use

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for ordering additional supplies
- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.]
- Employees wash their hands upon arrival immediately after taking their temperature

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. The school has a PPE safety file cabinet in the office. It has the following items for all employees to have access to: disposable masks, gloves, hand sanitizer, disinfectant wipes, cleaners and shields.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- PTO benefits are provided
- Care Act benefits and protocol will be followed

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how [All employees will report COVID-19 symptoms and possible hazards to the Head of School
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing All employees are
 provided a contact list of testing sites. In addition all employees have access to test at UCSD
 testing sites and have been given the link that the school is billed for.
- All employees have been given the County of San Diego Office of Education Decision Tree which details all symptoms and protocols
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Employees will receive a letter should there be a know COVID-19 positive case on campus that the template is provided by the County of San Diego Office of Education. Should the employee have a COVID exposure while at work the school will pay for the testing.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective
 equipment face coverings are intended to primarily protect other individuals from the wearer of the
 face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

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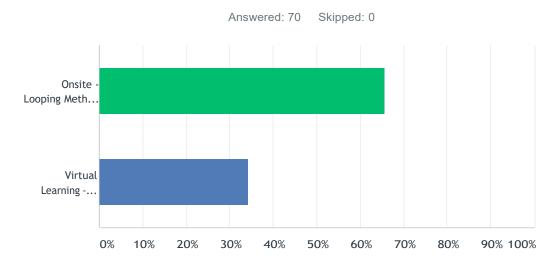
- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by PTO benefits will be made available and the Families First Corona Response Act protocol
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Report cases or exposures to the parent community as well as the board of directors
- Report all possible exposures or positive cases to all employees
- Return-to-Work Criteria
- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the
 employee will not return to work until the period of isolation or quarantine is completed or the order is
 lifted. If no period was specified, then the period will be 10 days from the time the order to isolate
 was effective, or 14 days from the time the order to quarantine was effective.
- All employees will follow The County of San Diego Office of Education COVID-19 Decision Tree

Which instruction method would your family prefer for the fall?



ANSWER CHOICES		
Onsite - Looping Method -The looping structure is where students will be placed in consistent stable groups (cohorts) with an assigned teacher/s and similar age levels. Looping allows for safe onsite instruction thus maintaining the relationships between students and teachers, more targeted and efficient instruction. This is very close to the model CMS is using for summer camp. Groups will utilize a designated area with all the requirements of PPE and hygiene protocols. Classroom environments will be equipped with plastic/vinyl dividers/corrals for desks, taped off floor space and social distancing. Outdoor learning areas will be utilized as much as possible as weather permits.	65.71%	46
Virtual Learning - based on onsite instruction -Due to the developmental stage and needs of our Early Childhood first year students, the virtual learning option will be notably modified. Your student is considered a first year student if they are not 4 by September 1, 2020. If your student falls into this category, and you would like to consider the virtual option, I will be contacting you to discuss their specific virtual program that will keep them regularly connected with their teacher, classmates and our community. Without the use of the Montessori materials, the program will need to be notably modified, as working with the concrete materials is imperative to the multi-sensory approach to learning. These hands on materials give the young student a concrete understanding and are the foundation for the other areas of the Montessori curriculum.		24
TOTAL		70

Re-Opening On-site Elementary

We the elementary teachers al Country Montessori School are in support of having our students grades 1-5, on-site. This is providing that all mandated safety/health protocol set forth by the State, CDC, CDE and County Of San Diego are in place.

Vicki Rehkopf

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Kathy Rader

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Mandy Odenwalder

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Jennifer Ellis Ruttenburg

Joshua Rehkpf

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Tracy Rendon





August 12, 2020

Re-Opening On-site Elementary

We the Pre-K and Kindergarten teachers at Count,y Montessori School are In support of having our students students, on-site. This is providing that all mandated safety/health protocol set forth by the State, CDC, COE and County Of San Diego are in place.

Karin Osterberg

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