Maple Tree Montessori Academy Pandemic Operation & Education Plan

Stage of Risk	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Definition	CLOSED with WFH	OPEN half days only/	OPEN Full days /	OPEN Full days /	OPEN Full day/ full
	protocols	WFH protocols/ May	WFH protocols/ May	WFH protocols/ May	week/ normal
		close at direction of	close at direction of	close at direction of	operations/May
		government.	government.	government.	close at direction of
		Families can opt in	Families can opt in	Families can opt in	government
		to either WFH or On	to either WFH or On	to either WFH or On	-
		Site at any time	Site at any time	Site at any time	
Requirements	Shelter In Place	Social Distancing in	Social Distancing in	Social Distancing in	Everything as
	orders from MI	place, masks required	place, masks required	place, masks required	normal.
	Governor	for staff and students.	for staff and students.	for staff and students.	
		Staff and students get	Staff and students get	Staff and students get	
		temperature check	temperature check	temperature check	
		and health evaluation	and health evaluation	and health evaluation	
		before entering. Only	before entering. Only	before entering. Only	
		staff is allowed in the	staff is allowed in the	staff is allowed in the	
		building. Other	building. Other	building. Other	
		directives may	directives may	directives may	
		be required that are	be required that are	be required that are	
		unknown at this time	unknown at this time	unknown at this time	

Campus Access So	chool closed	Students return in class sizes of 10-12 (2 adults and 8-10 students) 8AM to 12PM only No lunch, PE, or other activities in which social distancing cannot be enforced easily. Students on in school/at home plan with work given at both locations creating full schedule of work.	Students return in class sizes of 10-12 (2 adults and 8-10 students) 8:30AM – 11:30PM or 8:30 AM – 3:30 PM Some students on in school/at home plan with work given at both locations creating full schedule of work.	Students return in class sizes of 22 - 24 (2 or 3 adults and 20+ students) for full day, with enrichments, PE, etc. Optional WFH for some students still in place, as needed.	Everything as normal.
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Delivery of our	School closed. Work	Primary Class – extra	Primary Class – half	School as normal.	School as normal.
Program and	from Home protocols	time half days AM	days and full days	Students reminded	Food preparation
Protocols	in place	only. Online PM	Lower and Upper	how to wash hands	activities start again.
		Lower and Upper	Elementary - rotate	properly. Advice	Students reminded
		Elementary - rotate	On-site work 1st	communicated about	how to wash hands
		On-site work 1st	week extra time AM	staying healthy:	properly. Advice
		week extra time AM	only online work PM	washing hands, use of	communicated about
		only online work PM	Online work the next	tissues, no sharing	staying healthy:
		Online work the next	week	drinks/food and so	washing hands, use of
		week	Siblings are required	on. Information	tissues, no sharing
		Siblings are required	to be in the same	about symptoms of	drinks/food and so
		to be in the same	classroom wherever	virus shared with	on.
		classroom wherever	possible.	students and families.	
		possible. Hand	Hand sanitizer in	All children and staff	
		sanitizer in	classrooms as	wash hands before	
		classrooms as	allowed. Social	fully entering	
		allowed. Social	Distancing in place:	classroom. No sharing	
		Distancing in place:	No handshaking and	of food or drink .	
		No handshaking and	all physical contact is		
		all physical contact is	limited. Staggering of		
		limited. Staggering of	recess times. Spacing		
		recess times. Spacing	of individual work		
		of individual work	areas within each		
		areas within each	classroom. Older		
		classroom. Older	students and staff		
		students and staff	must remain 6 ft.		
		must remain 6 ft.	away from each		
		away from each	other. No sharing of		
		other. No sharing of	food/drink. Food		
		food/drink. Food	preparation activities		
		preparation	by children		
		activities by children	suspended in all		
		suspended in all	programs. Hygiene		
		programs.	reinforced as before.		

	Hygiene reinforced as	Everyone must wash	
Delivery of our	before. Everyone	hands before fully	
Program and	must wash hands	entering classroom.	
Protocols cont.	before fully entering		
	classroom.		

Toddler Community	School Closed, so cancelled	TBD based on State Licensing Protocols	TBD based on State Licensing Protocols	Open with state guided restrictions	Open with state guided restrictions
Before and After school Care	School closed, so cancelled	No Before or After Care is available	No Before or After Care is available	Before and after school programs return.	Normal operations
Field Trips	School closed, so cancelled	No Field Trips	No Field Trips	No Field Trips	Normal operations
Events	School closed, so cancelled	No Events	No Events	No Events	Normal operations
Communication	Email to let parents know school is prepared for return. School programs	Emails and FB used to keep community updated. School programs	Emails and FB used to keep community updated. School programs	Emails and FB used to keep community updated. School programs	Emails and FB used to keep community updated. School programs
	delivered via internet as appropriate. Keep staff up to date	delivered via internet as appropriate. Parents are informed of changes,			
	through meetings.	ongoing monitoring, and any updates to the Plan			

Personnel	School closed. Staff	School partially	School partially	Normal work unless	Normal work unless
	work from	closed. Staff working	closed. Staff working	they show symptoms	they show symptoms
	home.	with students on	with students on	of illness.	of illness.
	School needs to be	campus report to	campus report to	Staff must report	Staff must report
	cleaned before	school, other staff	school, other staff	symptoms asap.	symptoms asap.
	reopening. Staff may	work from home.	work from home.		
	work in their	Social distancing	Social distancing		
	classroom if it has	protocols in place.	protocols in place.		
	been disinfected,	Staff must report	Staff must report		
	and they have no	symptoms asap.	symptoms asap.		
	symptoms.				
Cleaning Protocols	Full campus,	Ensure all	Ensure all	Initiate enhanced	Prepare necessary
	including all	infrastructure staff,	infrastructure staff,	cleaning for routine	equipment. Ensure
	furniture,	especially janitorial	especially janitorial	touchpoints and	stocks are
	equipment and	follow hand washing	follow hand washing	shared spaces using	high of needed
	touchpoints,	and personal hygiene	and personal hygiene	bleach. Cloth	supplies such as
	disinfected before	protocols .	protocols .	towels replaced with	gloves, disinfectant,
	school reopened.	Deep cleaning	Deep cleaning	paper towels to cope	and antiseptic hand
	Change shifts of	procedures	procedures	with heavier use.	wash. Continue
	janitors to help with	implemented.	implemented.	Ensure hygiene	with appropriate
	cleaning.	Touchpoints	Touchpoints	standards are	cleaning protocols
		disinfected three	disinfected three	maintained and	and oversee
		times per day.	times per day.	protocols updated as	implementation.
		No food allowed from	Change shifts of	needed.	
		outside. Change shifts	janitors to help with		
		of janitors to help	cleaning.		
		with cleaning.			

Emergency Health	Confirm wellness of	Confirm wellness of	Confirm wellness of	Isolation area used	Isolation area used
Protocols	all on campus: Will	all on campus: Will	all on campus: Will	for any students	for any students
	take temperature of	take temperature of	take temperature of	falling ill at school.	falling ill at school.
	all students and staff	all students and staff	all students and staff	Students/ staff are	Students/ staff are
	members upon on	members upon on	members upon on	sent home	sent home
	entrance to campus,	entrance to campus,	entrance to campus,	immediately with	immediately with
	and asked if they	and asked if they	and asked if they	fever / flu/ cold like	fever / flu/ cold like
	have runny noses,	have runny noses,	have runny noses,	symptoms.	symptoms.
	cough or other	cough or other	cough or other	If student/staff tests	If student/staff tests
	flu/cold like	flu/cold like	flu/cold like	COVID 19 positive,	COVID 19 positive,
	symptoms. Families	symptoms. Families	symptoms. Families	the classroom will be	the classroom will be
	complete exposure	complete exposure	complete exposure	closed immediately	closed immediately
	survey to determine if	survey to determine if	survey to determine if	and students asked to	and students asked to
	students can come to	students can come to	students can come to	remain home for 14	remain home for 14
	school. Contacts	school. Contacts	school. Contacts	days. Siblings will also	days. Siblings will also
	tracked of those with	tracked of those with	tracked of those with	be asked to remain	be asked to remain
	confirmed illness. If	confirmed illness. If	confirmed illness. If	home as well.	home as well.
	student/staff	student/staff	student/staff		
	tests COVID 19	tests COVID 19	tests COVID 19		
	positive, the	positive, the	positive, the		
	classroom will	classroom will	classroom will		
	be closed	be closed	be closed		
	immediately and	immediately and	immediately and		
	students asked	students asked	students asked		
	to remain home for	to remain home for	to remain home for		
	14 days. Siblings will	14 days. Siblings will	14 days. Siblings will		
	also be asked to	also be asked to	also be asked to		
	remain home as well.	remain home as well.	remain home as well.		

Parent Financial	Tuition remains the				
Obligations	sameafter 6 weeks	same. Parents will be	same. Parents will be	same. Parents will be	same.
	of closure alternate	notified if state	notified if state	notified if state	
	arrangements may	requirements force a	requirements force a	requirements force a	
	be secured based on	need for increase of	need for increase of	need for increase of	
	financial need.	tuition.	tuition.	tuition.	
Scholarship Parents	Please contact school				
	for information and				
	requirements	requirements	requirements	requirements	requirements