

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

Campus Access	School closed	<p>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.</p>	<p>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.</p>	<p>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.</p>	Everything as normal.
----------------------	----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------

<p>Delivery of our Program and Protocols</p>	<p>School closed. Work from Home protocols in place</p>	<p>Primary Class – extra time half days AM only. Online PM Lower and Upper Elementary - rotate On-site work 1st week extra time AM only online work PM Online work the next week Siblings are required to be in the same classroom wherever possible. Hand sanitizer in classrooms as allowed. Social Distancing in place: No handshaking and all physical contact is limited. Staggering of recess times. Spacing of individual work areas within each classroom. Older students and staff must remain 6 ft. away from each other. No sharing of food/drink. Food preparation activities by children suspended in all programs.</p>	<p>Primary Class – half days and full days Lower and Upper Elementary - rotate On-site work 1st week extra time AM only online work PM Online work the next week Siblings are required to be in the same classroom wherever possible. Hand sanitizer in classrooms as allowed. Social Distancing in place: No handshaking and all physical contact is limited. Staggering of recess times. Spacing of individual work areas within each classroom. Older students and staff must remain 6 ft. away from each other. No sharing of food/drink. Food preparation activities by children suspended in all programs. Hygiene reinforced as before.</p>	<p>School as normal. Students reminded how to wash hands properly. Advice communicated about staying healthy: washing hands, use of tissues, no sharing drinks/food and so on. Information about symptoms of virus shared with students and families. All children and staff wash hands before fully entering classroom. No sharing of food or drink .</p>	<p>School as normal. Food preparation activities start again. Students reminded how to wash hands properly. Advice communicated about staying healthy: washing hands, use of tissues, no sharing drinks/food and so on.</p>
-----------------------------------------------------	----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Delivery of our Program and Protocols cont.		Hygiene reinforced as before. Everyone must wash hands before fully entering classroom.	Everyone must wash hands 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 delivered via internet as appropriate. Keep staff up to date through meetings.	Emails and FB used to keep community updated. School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan	Emails and FB used to keep community updated. School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan	Emails and FB used to keep community updated. School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan	Emails and FB used to keep community updated. School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan

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

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

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