



COVID-19 Health & Operations Guide

Last Updated on Thursday, October 14 2021

SRCSP and ESSER III

Overview on Return 2021 and Federal Stimulus Funds

Posted on 08/09/2021

Overview on Return 2021 and Federal Stimulus Safe Return/Continuity of Services and ESSER III

The following is posted as a requirement of the American Rescue Plan Act for City Garden Montessori to qualify for federal stimulus funds that are a part of the Elementary and Secondary School Emergency Relief (ESSER III).

During the 2020-2021 school year City Garden Montessori provided uninterrupted instruction to our student population in both a virtual and in-person setting. City Garden Montessori also provided, and will continue to provide, social emotional support for students and technology support that will allow for instruction to continue.

City Garden Montessori's primary objective for the 2021-2022 school year is to return to in-person classroom Montessori instruction.

Our goals are:

- Prepare for students and staff to return for the 2021-2022 school year with the following *COVID-19 Health & Operations Guide*.
- Continue to provide high quality in-person instruction for our students 5 days a week.
- Continue to provide accommodations as necessary or as mandated by a student's Individualized Education Plan.
- Continue efforts to provide information regarding vaccination opportunities to educators, our wider community and students, if eligible.
- Continue to review the Covid-19 Health & Safety Operations Guide (SRCSP) at least every six months and revise as necessary, seeking community input via polls and other forms of feedback. Revisions will be made in consideration of current pandemic conditions and in collaboration with the St. Louis City Department of Public Health.
- In the event of another shelter in place or need to go virtual, City Garden Montessori will continue to share resources with our community that offer assistance with health, rent, food and utility security. In the event of another shelter in place City Garden will continue to provide uninterrupted education via virtual learning.

The Department of Elementary and Secondary Education (DESE) guidance states that return-to-school plans adopted meet federal stimulus funding requirements for public input. It can be found on the Local Education Agency's website at citygardenschool.org. In the interest of clarity and transparency, the Local Education Agency will seek input as the plan for Return 2021 is finalized. City Garden Montessori will continue to provide updates at upcoming Board of Education meetings, on the district website, and via regular email updates to our community.

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On-Site Learning Agreement Form

I understand in order to have my student(s) engage in on-site learning for the 2021-22 school year, I will agree to the following:

___ Before my student leaves for school every day I will complete the daily at-home Covid screening and sign off on the phone app provided by the school. If I have not submitted this information on the app, my student will not be cleared to attend on-site school that day. **My child will arrive at school with a mask on and properly fitted. Properly fitted mask as defined by the CDC means the mask should completely cover your nose and mouth and fit snugly against the sides of your face and not have distinguishable gaps.**

___ I will not send my student to school if they have any of the following symptoms:

- Temperature of 100.4 or above
- Diarrhea
- Cough
- Difficulty breathing or shortness of breath
- Loss of taste or smell
- Nausea/vomiting
- Headache and Chills
- Sore throat

___ I will not send my student to school if they have two or more of the following:

Student states they feel sick, fatigue, body aches, chills, sore throat, congestion, runny nose

___ My household members agree to wear masks in public where mandated

___ My household members agree they will practice social distancing in public when possible

___ If anyone in our household has been exposed to someone with Covid-19 or someone suspected of having Covid-19, I will follow the Exposure Guidelines set forth by City Garden.

Name of Student(s):

Signature of Guardians (all caregivers for your student must sign and agree to policy in order for student to be eligible for on-site learning):

Name (Printed)	Date	Signature
Name (Printed)	Date	Signature
Name (Printed)	Date	Signature
Name (Printed)	Date	Signature

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

NO

► 1 **low risk** symptom



Send home



Return to school 24 hrs after symptom resolution (without fever reducing medication)

► ≥ 2 **low risk** symptoms
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed.



Return to school after 24 hrs without fever and symptoms improving

2

Negative SARS-CoV-2 PCR test.



Return to school after 24 hrs without fever and symptoms improving

3

Positive SARS-CoV-2 PCR test
OR
No provider visit or test.



Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. If any questions, contact local health care provider.

YES



Stay home*



Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*In consultation with local health care provider

This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider.

Physical Changes to Building

Purpose: To catalog the physical changes adopted by City Garden Montessori School to decrease the potential spread of COVID-19.

Background: In order to best serve our students, community, staff, volunteers, contractors, and visitors City Garden has initiated the following changes to the physical space of both campuses to insure a safer and less disease transmittable working environment and to decrease the spread of COVID-19 and other infectious diseases. These include:

- Children will utilize water bottles instead of using the water fountains as spigots
- Sharable furniture and chairs will be removed from the Living Room and other common spaces to promote social distancing.
- Shareable furniture from classrooms will be removed until further notice.
- Hand sanitizing stations will be added to high traffic areas such as all major door entries, shared spaces, next to bottle fillers, copier room etc.
- Staff meetings will not be conducted in small offices.
- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Put up signs/flyers at the main entrances and in key areas throughout school buildings and facilities such as those found on the CDC resource pages.

Visitor Guidelines

Purpose: To communicate the guidelines that will be utilized to access who and when visitors may enter the main campus. By initiating these guidelines, it is our hope that these steps will make for a more secure and safe learning environment.

Background: In order to best serve our students and considering their safety and wellness first and foremost, City Garden will implement the following guidelines regarding visitors to campus.

Guidelines

- Visitors will be kept to a minimum until further notice.
- All visitors must be wearing a properly fitted mask before entering the building and sanitize hands once in the building.
- All visitors must sign-off on the attached Visitor Screening Form and use the Sign-in sheet to inform what part of the building they are visiting.
- No tours
- No events or rentals
- No volunteers in classroom
- No parents or guardians in the building except emergencies. No parents or guardians in the classrooms except emergencies.
- Volunteer opportunities inside the building will be kept to a minimum until and unless COVID-19 cases decrease. Other volunteer opportunities may include work outdoors and work that can be taken home.

Visitor COVID-19 Agreement

Visitor or Parent Name: _____

Date: _____

Mobile Number: _____

Are you showing any signs of the following symptoms?

- | | |
|---|---------------------------------|
| - Cough | - Loss of taste or smell |
| - Diarrhea | - Nausea/vomiting |
| - Difficulty breathing or shortness of breath | - Sore throat |
| - Headache and Chills | - Temperature of 100.4 or above |

Have you been around anyone in the past 14 days with these symptoms?

_____ YES

_____ NO

Have you traveled out of state in the last week or traveled to areas in state that are experiencing high levels of Covid 19 spread?

_____ YES

_____ NO

Is the information you provided on this form true and correct to the best of your knowledge?

_____ YES

_____ NO

NOTE: Visitation is forbidden if there have been any YES responses to the screening checklist. If "yes" is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

Signature of Guardian: _____

Date: _____

Student Sick at School

Purpose: To articulate the procedure and the expectations of all community members if a student in our community becomes ill during the school day.

Background: In order to best serve our students, community, staff, volunteers, contractors, and visitors City Garden will initiate the following procedure in response to a child that shows symptoms of illness during the day.

When a student reports that they are feeling ill or look to be feeling ill, the first procedure is to get as clear and concise information about the symptoms they are exhibiting.

1. Students should be removed from the classroom by Guide or Assistant Guide and taken to the designated sick area in each building. A temperature check should occur.
2. If the student has a temperature of 100.4 or more, guardians are called to pick the child up.
3. If the student does not have a fever, determine if the student is asthmatic or has seasonal allergies etc. that would cause specific symptoms the child is occurring. If they have medications that can be administered do so and see if there is improvement. If there is improvement, the student may return to class. Guardians should be alerted to the incident.
4. If there is no improvement after medications are administered, guardians are called and the student is picked up. An incident report must be filled out.
5. If there are no medications for the student's symptoms and symptoms continue to occur after some quiet time in the designated sick area, guardians are called and the student is picked up.
6. The student must meet criteria for Covid Risk guidelines before they may return to campus.

Procedure for Student Arrival

Purpose: To communicate the procedure and the expectations to student families as to what to expect when students arrive at the beginning of the day. By initiating this procedure, it is our hope that these steps will make for a more secure and safe learning environment.

Background: In order to best serve our students and considering their safety and wellness first and foremost, City Garden will implement the following procedures regarding student arrival to campus.

Procedure

1. Before arrival students should be in possession of a mask, backpack, and water bottle filled with water only.
2. Each morning prior to leaving for school, parents and guardians will be asked to use a phone app to report their child's daily home screening. The child will be "cleared" for attendance, and a staff member will check their status via the app.
3. Upon entry the student should have a properly fitted face mask and sanitize hands.
4. Children should wear a properly fitted mask unless otherwise instructed that they may take off their masks (while eating and outdoors). Properly fitted mask as defined by the CDC means the mask should completely cover your nose and mouth and fit snugly against the sides of your face and not have distinguishable gaps.
5. Students should attempt to social distance.

Students Must Stay Home If...

1. They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
2. They have recently had **close contact*** with a person with COVID-19, until they meet criteria for return.

*Close contact is defined as someone who has been within 6 ft of an infected individual for greater than 15 minutes. **Additional activities that would constitute Close Contact:**

- Living with an infected individual
- Sharing a meal with an infected individual when sitting closer than 6 feet apart
- Being coughed or sneezed on by an infected individual when you are not wearing a mask
- Touching a contaminated object that has an infected person's respiratory secretions on it (example: facial tissue), and then not performing hand hygiene before touching your eyes, nose, or mouth

Procedure for Student Dismissal

Purpose: To communicate the procedure and the expectations to student families as to what to expect when students dismiss at the end of the day. By initiating this procedure, it is our hope that these steps will make for a more secure and safe learning environment.

Background: In order to best serve our students and considering their safety and wellness first and foremost, City Garden will implement the following procedures regarding student dismissal from campus.

Procedure

1. Children will need to understand that dismissal will need to be a calm, slow and controlled process. No running, yelling etc. can be exhibited for the greater good of the community.
2. Parents need to be made aware that dismissal may take longer than usual due to the precautions being put in place as well as shuttling/transportation.
3. Children should gather backpacks, water bottles and other items that should go home for the evening.
4. Students will remain in the classroom until dismissed by name.
5. Guardians picking up children should remain in cars or social distance outside.
6. Students should attempt to social distance when exiting their classroom.

Procedure for Staff Arrival and Departure

Purpose: To communicate the procedure and the expectations to staff during their work day. By initiating this procedure, it is our hope that these steps will make for a more secure and safe learning environment.

Procedure

1. Per City Garden's COVID-19 Vaccination Mandate, all City Garden Staff must be vaccinated against COVID-19 or have an approved exemption due to health or religious reasons. Non-vaccinated staff must be tested twice per week with a negative result.
2. While outside of school, Staff are expected to follow the CDC guidelines for avoiding COVID-19 infection, including but not limited to wearing a face mask when CDC guidelines recommend face coverings, social distancing, and frequent hand washing.
3. Before entering the building, staff will complete a self-assessment every day which will include the following questions:
 - Have you had a fever 100.4 or higher in the last 14 days?
 - Have you been in **close contact*** with someone who has confirmed or suspected of having Covid-19 in the last 14 days?
 - Are you experiencing: temperature of 100.4 or above, nausea/vomiting, diarrhea, headache and chills, cough, difficulty breathing or shortness of breath, sore throat or loss of taste or smell
 - A yes answer to any of the above will prevent the Staff member from entering school
 - Before entering the building, staff will put on a face mask
4. Staff will have their temperature taken. If over 100.4 degrees, the staff member will be sent home.
5. Staff will limit their movements within the building to the areas necessary for them to perform the duties.
6. While in the building staff members should:
 - Wash their hands frequently
 - Practice good respiratory etiquette including:
 - Socially distance when in public
 - Wear a mask when in public when CDC guidelines recommend face coverings
 - Covering mouth and nose when coughing or sneezing
 - Wipe down their work area before and after use
 - Avoid prolonged contact with other staff members in shared spaces like copy room.
 - Not eat lunch with other staff members at the same table if they cannot remain at a 6ft distance.

Food Service Operations

Purpose: To communicate the new changes being incorporated into the regular food service procedures to help deter the spread of infection for both Covid-19 as well as other infectious diseases.

Background: Offering healthy meals to all of our children is an important part of a City Garden school day and it protects some of our children from hunger. School food service operations may need to transition from serving meals daily to serving take home sacks during unanticipated school closures as well as serving meals in a blended learning school environment. It is important to ensure City Garden students participating in all learning models have access to healthy meals.

Procedure for Students

- Remove use of shared tables and self-service areas for food and condiments.
- Kitchen is off limits to non-food service staff or students until further notice.
- Face mask, apron and gloves will be worn by food service providers.
- Food service staff should work with space to appropriately social distance during meal prep.
- Guides or assistant guides will sanitize tables prior to serving meals.
- Children must wash or sanitize hands prior to sitting down.
- Lunch time should be a quiet serene time to promote gentle breathing since the children will be unmasked.
- Guides/assistant guides will serve the children while wearing gloves.
- When children are finished eating, masks should be put back on and then children may dispose of plates and sanitize hands.
- Table should be sanitized after breakfast/lunch/snack service is finished.

Classroom Operations

Purpose: To catalog the physical changes and procedures adopted by City Garden Montessori School to decrease the potential spread of COVID-19 in the classroom.

Background: In order to best serve our students and Employees, City Garden has initiated the following changes to the daily classroom operations to insure a safer and less disease transmittable working environment. These include:

- Employees shall agree to adhere to community agreements regarding Covid safety guidelines which include:
 - I will practice good hand hygiene
 - I will practice good respiratory etiquette including:
 - Socially distance when in public
 - Wear a mask when in public when CDC guidelines recommend face coverings
 - Covering mouth and nose when coughing or sneezing
- Times students may take of their masks include meals times as well as outdoor activities where a distance of 6' can be maintained.
- Throughout the day it is encouraged that Guides and other City Garden employees wipe down high touch areas with disinfectant. These times include but are not limited to: after classroom meetings, before lunch, after lunch, after returning from recess. (High touch areas: door handles, classroom phones, shared keyboards, mice, table tops, faucets, toilets and Guide face shields). Guides will be responsible for their classrooms ONLY. Other on-site workers will be responsible for their work areas.
- Guide(s) should design their classroom environment to create a 3' distance between students as much as possible. Seating areas should be 3" apart.
- Physical activities should avoid prolonged, close contact, and focus on individual skills and drills.
- Recess equipment should be divided among classrooms and stored in each classroom.
- As much as possible, students will have assigned seating to insure a less virus transmittable environment.
- Volunteers/parents will not be permitted in the classroom until further notice.

Cleaning Protocol in Response to COVID-19

Purpose: To communicate the new cleaning procedures being incorporated into the regular cleaning schedule that will help create a safer working environment for students, staff and other community members. It is our hope that these procedures will help deter the spread of infection for both Covid-19 as well as other infectious diseases.

Background: The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with the virus and then touch your eyes, nose or mouth. Routine cleaning and disinfecting are essential to maintaining a safe environment for our students, staff and other community members.

In order to best serve our students, community, staff, volunteers, contractors, and visitors City Garden will implement the following cleaning protocol that will help to maintain a safer school environment.

Protocol

- Sanitizing solutions will be available to all classrooms.
- Although the risk of getting Covid-19 from cleaning is low, the cleaning crew will adhere to the following protocol:
 - Cleaning crew will be wearing PPE that will include but is not limited to face masks and gloves.
 - Cleaning crew will be using hospital grade disinfectants approved by the [CDC](#).
- In the event of a Probable or Confirmed case of Covid-19: Staff will cordon off any areas where an employee/student worked, touched surfaces, etc. until the area and equipment is disinfected. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

Procedure for COVID-19 Exposure

Purpose: To articulate the procedure and the expectations of all community members if a person in our community comes to school and is at an increased risk of having an active COVID-19 infection.

Background: In order to best serve our students and community, staff, students, volunteers, contractors, and visitors who enter our School or Admin buildings.

Protocol

City Garden expects all people who enter our buildings to follow standard preventative measures to decrease the spread of COVID-19. These include:

- Practicing good respiratory etiquette, including:
 - Wearing of face masks properly.
 - Maintaining social distancing, ideally 6 feet.
 - Covering mouth/nose when coughing or sneezing.
- Frequent washing and sanitizing hands.
- Avoiding prolonged contact (more than 15 minutes) in confined spaces (small offices).
- Do not enter the building if you are experiencing COVID-19 symptoms. These symptoms include: temperature of 100.4 or above, nausea/vomiting, diarrhea, headache and chills, cough, difficulty breathing or shortness of breath, loss of taste or smell.

In addition, City Garden must be prepared to perform contact tracing should a community member test positive for COVID-19. An administrative staff member has been trained in the [Johns Hopkins contact tracing course](#). All staff, students, volunteers, contractors, and visitors must sign into and out of the building. All Community Members should avoid entering classrooms, offices or other areas unless it is necessary.

City Garden's procedures are based on guidance from the Centers for Disease Control (CDC) and the St. Louis Department of Health (STLDH). City Garden will continue to change and adapt its procedures to be *at least as* protective/restrictive as CDC and STLDH guidance.

HIPAA and employment laws require City Garden to maintain confidentiality regarding Community Members' private health information. City Garden will make its best efforts to maintain this confidentiality while providing enough information for community members to protect themselves.

Harassment or retaliation of any Community Member who reports an active or potential COVID-19 infection is prohibited. City Garden Employees who are determined to have harassed or retaliated against any Community Member will be disciplined up to and including termination.

Situation: The following is our procedure for what to do after City Garden has been notified of potential COVID-19 exposure both before and after a COVID-19 test result is available.

Definitions

PUI – Person under Investigation. This would be for someone who is exhibiting symptoms of COVID-19 but no test has confirmed an infection. If they test positive, then they are referred to as a Confirmed Case.

Close Contacts – All people who were in the general vicinity of the PUI for more than 3 minutes in the 3 work days preceding City Garden’s notification of the PUI’s potential infection.

Community Member – Staff, Students, Parents, Guardians, Volunteers, Contractors, Visitors, and any person who has entered City Garden School or Administrative building.

Exposed At-risk Community Member – Any person who is at reasonable risk of being infected with COVID-19 by the PUI. This includes:

- Close Contact with the PUI if the Close Contact or the PUI was not following standard preventative measures and was within 6 ft of PUI for longer than 30 seconds or in the PUI’s work area for more than 3 minutes.
- Anyone determined to be exposed and at-risk by the St. Louis Department of Health.

Close Contact – Someone who has been within 6 feet of an infected individual for greater than 15 minutes. Additional activities that would constitute **Close Contact**:

- Living with an infected individual
- Sharing a meal with an infected individual when sitting closer than 6 feet apart
- Being coughed or sneezed on by an infected individual when you are not wearing a mask
- Touching a contaminated object that has an infected person’s respiratory secretions on it (example, facial tissue), and then not performing hand hygiene before touching your eyes, nose, or mouth

COVID-19 Test- This is a test for active COVID-19 infection, not antibodies.

Symptoms of COVID-19

Fever of 100.4 or higher	Fatigue	Sore Throat
Cough	Muscle or body ache	Congestion
Shortness of breath	Headache	Runny Nose
Difficulty breathing	New loss of taste or smell	Nausea
Vomiting	Diarrhea	Chills

Procedure From Notification Until Test Results

1. Community Member discovers they may have been exposed to or suspect they are actively infected with COVID-19
2. Community Member contacts City Garden.
 - a. Staff should contact their supervisor.
 - b. Parent and Guardians should contact the Principal.
 - c. Other Community Members should contact their City Garden contact.
3. City Garden is contacted by a Community Member indicating they suspect they may have a COVID-19 infection (PUI), but have not received the results from a COVID-19 test.
4. PUI gets tested for COVID-19
5. City Garden will gather information from the PUI including:
 - a. Reasons the PUI believe they may have COVID-19
 - b. The people and places they were in the building the previous 2 days.
 - c. The extent to which the PUI followed building procedures
 - d. Gather Building records for all people in the building for the previous 2 days.
6. City Garden will notify close contacts and instruct them to stay out of the building while additional information is collected and to contact their primary care provider for additional guidance
7. City Garden will notify all Community Members that may have had possible exposure to the PUI.
8. PUI receives Test results.

Procedure After Test Results

Negative Test Result but were a Close Contact of an infected individual – follow quarantine based on CDC and City of St. Louis guidance which is currently 14 days.

Negative Test Result but PUI reported themselves was because of symptoms – the PUI can come back to school once symptoms have resolved and has been fever free without fever reducing medication for at least 24 hours.

Positive COVID-19 test result – cases are isolated for a minimum of 10 days after onset and can be released after afebrile (no fever) and feeling well (without fever-reducing medication) for at least 24 hours, whichever is longer.

1. Health Care provider and City Garden will contact St. Louis City Department of Health.
2. St. Louis City Department of Health will perform contact tracing investigation.
3. St. Louis City Department of Health will determine who must be quarantined.
4. St. Louis City Department of Health will provide guidance on how else to proceed.

City Garden Expects those recommendations to include:

- The Community Member with COVID-19 will remain at home until symptoms subside, are cleared by a medical provider, and have received a Negative COVID-19 test.
- Isolated Community Member will remain home for 14 days after most recent exposure and must receive a Negative COVID-19 test before they are able to return to the building.
- Depending on the number of exposed people, others testing positive, and other community factors, City Garden may close the school building.

In The Event That Students Must Quarantine

If a City Garden student must quarantine, City Garden will make every effort to continue their education by providing virtual access to learning and/ or by providing school work that can be completed at home. Students will be considered “in attendance” as long as they participate in at-home learning as instructed by their lead guide. If the student is sick and unable to participate in at-home learning, their parent or guardian should notify the school office and they will be marked “absent.”

In the event that City Garden must close a classroom due to exposure to COVID-19, every effort will be made to provide virtual instruction and at-home school work for students in that classroom, until the classroom is able to reopen.

City Garden will make every effort to provide students with technology and internet access as needed, in order to support at-home learning during quarantine.

Triggers That Will Make Us Consider Closing Campus

We will closely watch the St. Louis transmission rate, hospital stressor scores and follow the guidance of local and state health officials as well as the [CDC](#) guidelines regarding when and if we would take actions that would move to school closure. If any positive cases should occur in the building, all in-person community members that may have had contact will be notified as soon as we are informed. Our decision to close school will be based on the level of exposure and possible members of the community who could have been exposed.

We will continue to update our decision-making process and the factors that would contribute to school closure.

If City Garden must close the school, virtual instruction and at-home school work will be provided for students, until the school is able to reopen.

COVID-19 Vaccinations

City Garden mandates all staff are vaccinated against COVID-19 unless they receive an exemption due to religious or medical reasons. Parents and guardians and children who are eligible are strongly encouraged to receive the COVID-19 vaccine. The following is City Garden's COVID-19 Vaccine policy:

Purpose: The COVID-19 pandemic has dramatically changed the way we work, live, and interact with one another. It is of the utmost importance to City Garden Montessori School (CGMS) to safeguard the health and well-being of employees, students, families, visitors, close contacts, and communities. Consistent with this concern, CGMS encourages employees to get a COVID-19 vaccination in accordance with the terms of this policy.

Scope: This policy applies to ALL teachers, staff members (full-time, part-time, seasonal, temporary, on-call, etc.) and volunteers. This policy does not apply to students or visitors.

Section 1. Mandate

- In order to conform with recommendations from the Centers for Disease Control and Prevention (CDC) and Missouri's Department of Health and Senior Services, along with protecting staff, students, and the public from COVID-19, teachers, staff members, and volunteers must be vaccinated against COVID-19. CGMS will provide information to employees regarding how to get vaccinated. Staff members and volunteers may apply for a vaccination exemption due to religious or medical reasons, however, unvaccinated staff and volunteers will be required to take a COVID-19 test twice per week.

Section 2. Procedures

- Employees must establish they have received the COVID-19 vaccine, or certify that they are choosing not to receive the vaccination by informing the Chief Operating Officer in writing (a form will be provided for you to do so). Because of the serious health and safety implications arising from non-vaccination, employees who do not receive a COVID-19 vaccination will be subject to alternative infection control and safety requirements in accordance with applicable law.
- To establish proof of vaccination, teachers, staff members and volunteers may present written evidence of immunization from a designated site or healthcare provider.
- Cost should not be a deterrent to obtaining the vaccine. In the event there is a charge for vaccination, employees who have insurance through the CGMS are fully covered. Any teacher, volunteer or staff member who does not have insurance fully covering the vaccination costs may submit proof of the costs incurred to the CGMS for reimbursement.

Section 3. Employees with Disabilities

- Employees who have a qualifying disability may request an accommodation in order to be able to continue to perform their essential duties. Any employee who wishes to request an accommodation must notify Chief Operating Officer in writing at HR@citygardenschool.org. Upon receiving an accommodation request, CGMS will engage in an interactive dialogue with the employee to determine if a reasonable accommodation may be provided, while avoiding undue hardship for CGMS and direct threats to the health and safety others in the workplace.
- Retaliation against anyone for requesting an accommodation under this policy is prohibited. If you believe you are experiencing retaliation, please contact ChiefExecutive Officer, Christie Huck, at christie@citygardenschool.org.

Communicable Diseases and Immunizations Policy

Purpose: City Garden Montessori School (CGMS) understands its role in protecting the health of students and employees from the risks posed by communicable diseases. CGMS also recognizes its responsibility to educate all students regardless of medical condition, to protect individual privacy, and to treat students and employees in a nondiscriminatory manner.

Section 1. Immunization

- **Section 1.1** In accordance with law, students must provide satisfactory evidence of immunization before attending school at CGMS. If a child has begun the process of immunization, he or she may attend school as long as the immunization process is being accomplished in the prescribed manner. The School may make an exception for students who are properly exempted from immunization.

Section 2. Standard Precautions

- **Section 2.1** CGMS requires all employees to regularly employ standard precautions to prevent exposure to disease-causing organisms. The School will provide the necessary equipment and supplies to implement standard precautions.

Section 3. Risk Considerations

- **Section 3.1** Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (e.g., chicken pox, conjunctivitis, influenza, etc.) may be excluded from school as needed to maintain the health and safety of all students and staff. Cases of communicable diseases will be managed as required by law and in accordance with guidance provided by the Department of Health and Senior Services (DHSS) and local health departments. When warranted, the School may require a child to be examined by a physician to determine the child's condition and likelihood of transmission of the disease to others.
- **Section 3.2** Students or employees with chronic communicable diseases that do not pose a risk of transmission in school or at school activities will be allowed to attend school or continue to work without any restrictions based solely on the infection. CGMS will not require any medical evaluations or tests for such diseases.

Section 4. Confidentiality

- **Section 4.1** The principal or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with CGMS employees (or public employees of other agencies, departments or political subdivisions) who have a reasonable need to know the identity of the individual in order to perform their duties. Such employees who may need to know a student's medical information include a school nurse, or other employee designated to administer medications, and the IEP or 504 team if applicable. For employees, an employee's direct supervisor may need to know an employee's medical information if accommodations are necessary.
- **Section 4.2** CGMS will maintain all medical records in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Section 5. Reporting and Disease Outbreak Control

- **Section 5.1** CGMS will report and implement disease outbreak control measures in accordance with state and local law, as well as DHSS rules governing the control of communicable and/or dangerous diseases, and any applicable rules distributed by the local health department.

Section 6. Notification

- **Section 6.1** Under Missouri state law, following receipt of a copy of this policy adopted by the Board, DHSS will provide prompt and confidential notice of the identity of any student enrolled in the School who is reported to DHSS to have HIV. Under the same law, the parent(s) or guardian(s) of a child enrolled in the School who is confirmed to have HIV must also provide notice to the School's chief administrative officer.

