

Montessori Country Day School

Pandemic Health/Safety Plan Policy 2020

Effective: July 27, 2020

The Board of Directors and the Director of Montessori Country Day School have developed the following pandemic health and safety plan for the reopening and running of MCDS for the 2020–2021 school year. Updates will be shared via email, letter home, and school website. All staff will be trained on health screenings, cleaning/disinfecting protocols, and specifics of this plan prior to the start of the 2020–2021 school year.

Green Phase / Yellow Phase Plan for Operation

Montessori Country Day School will be open and run on a full 5-day schedule when Berks County or the State of Pennsylvania is in the green or yellow phase.

MCDS will be implementing the following protocols/procedures while in operation:

- Daily Health Screenings
- Physical Distancing Measures
- Cleaning/Disinfecting Procedures
- In-School Illness Procedures/Protocols

Daily Health Screenings

—Please note updated illness policies in Appendix A of this document—

- a. Families must conduct a daily health check before coming to the school each morning (See Appendix B).
- b. Every student and staff member will be screened before entering the building. This screening will include a temperature scan using an infrared, no-touch, digital thermometer as well as a visual assessment for any observable symptoms. Parents/guardians will also be asked a brief series of wellness questions outlined in the updated illness policies (Appendix A and B).
- c. Any staff member or student with symptoms of illness will not be admitted into the building.
- d. All children (age 2 and up) will wear masks in the building with the exception of snack/meal times and nap times. Staff will wear masks in the building at all times. Students and staff can remove masks for outdoor recess times.
- e. Students and staff will wash hands upon entering their classrooms, before eating, after toileting, and upon re-entry to the classroom from recess times.

Physical Distancing

- a. All classrooms will be open,
- b. MCDS will continue to utilize staggered drop-off and pick-up times at multiple points in the building.

- c. Students will be assigned to a classroom based on individual schedules and availability of space.
 - Same-aged siblings will be placed in the same classrooms.
- d. Classrooms will have their own assigned times to play outside.
 - No two classrooms will be on the playground at the same time.
- e. Common space use will be limited.
 - AM and PM care will be in the child’s assigned classroom with his or her teachers.
 - Most specials will be offered in the classroom setting rather than travelling to other rooms.
 - Groups of students from different classes will not be combined.
 - Students will eat lunch in their assigned classrooms.
- f. Outside visitors will be limited and admitted on a case by case basis. All visitors will need to complete a health screening prior to entering the building. At this time parents are being asked to drop off their children at the door rather than walking them into the classroom.

Cleaning/Disinfecting Procedures

In addition to our usual cleaning and disinfecting routines, the following extra measures will be implemented:

- a. All rooms at Montessori Country Day School will be cleaned and disinfected after the conclusion of the summer camp program and prior to reopening for the school year in September.
- b. High-touch surfaces in common spaces will be disinfected prior to the start of each day and mid-day.
- c. Bathrooms will be cleaned and disinfected prior to the start of each day and mid-day.
- d. All classroom furniture will be disinfected prior to the start of each day.

In-School Illness Procedures/Protocols

- a. In the event that a child develops a fever (100.4 degrees or higher) or symptoms of illness while in our care, he or she will move to a room with a staff member, separate from other students and staff. Parents will be notified immediately and the child will need to be picked up promptly.
- b. Any room used as an isolation room for a symptomatic child will be thoroughly disinfected prior to future use.
- c. If a staff member develops a fever or symptoms of illness while at school, he or she will leave immediately.
- d. School illness policies have been updated for the 2020–2021 school year to reflect the changing requirements caused by COVID-19. Please see Appendix A for updated policies.

Red Phase Plan for Operation

In the event that Berks County or the State of Pennsylvania moves into the red phase and a shutdown is mandated, Montessori Country Day School will return to delivering instruction remotely, as had occurred in the spring of 2020 (Montessori-at-Home).

Montessori-at-Home Program Components

- Every Friday there will be a rolling packet pick-up where parents are able to drive up to the front door of the school and collect the educational materials that their child will need for the upcoming week. Packet pickup is on Friday to give materials 48 hours to sit prior to being handled by parents or children.
- Each weekly packet will include information/instruction sheets, necessary materials, and tips for families at home. Packets will have activities and ideas for every curricular area from our classrooms.
- Every classroom will have at minimum one whole group virtual meeting time per weekday to connect with students and families. These are the equivalent of circle time for toddlers and Pre-s/PreK/K and morning meeting for elementary grades.
- Every classroom will provide opportunities for children to participate in weekly one-on-one sessions or small group sessions. These will be tailored to the needs of the child/children.
- Teachers will be available for students/families during the school day. Families can reach out to teachers via email, phone call, or text message. Teachers are available to video conference with students and parents during the school day.
- Specials will go on as planned. Lessons will either be posted to the Google Classroom or lead in real-time via Google Meet. These lessons vary by the age of the students.
- Google Classroom will be used to post materials and assignments. Each classroom will have their own virtual class page where all weekly packets are posted for families who do not want to pick up a physical packet. They will include all materials except for manipulatives or art supplies that teachers will be including in the physical packets. The Google Classroom pages will also include additional resources and materials that the teachers want to share with students and families.

Pandemic Team Members

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

| Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities (Options Above) |
|--------------------|---|--|
| Michelle Machuzick | Director, Montessori Country Day School | Both |
| David Hinkle | School Board President | Both |
| John Robinson | School Board Vice-President | Both |
| John Burns | School Board Treasurer, Parent | Both |
| Jason Coleman | School Board Member, Parent | Both |
| Chris Evans | School Board Member, Parent | Both |
| Jordan Kreitz | School Board Member, Parent | Both |
| John Weisman | School Board Member, Parent | Both |
| Ed Woods, RN, BSN | PA Department of Health Consultant | Pandemic Crisis Response Team |

Appendix A

Illness Policy

General Policy Notes

MCDS advises parents to keep their child home from school if the child exhibits any of the following symptoms: vomiting, diarrhea, fever over 100.4 degrees, swollen glands, sore throat, eye discharge, unusual skin eruptions, or persistent coughing.

Children will not be admitted or will be sent home when we feel their illness is detrimental to the individual child or the well-being of the class. For example, children with eye infections, thick nasal discharge, diarrhea, vomiting, and undiagnosed rashes will not be admitted until the condition has been resolved. If your child has been absent for three or more days, a doctor's note is mandatory. Regardless of the number of days of absence, a doctor's note must be submitted for any of the following: streptococcal infections, impetigo, scabies, scarlet fever, and infectious mononucleosis.

Staff should also be informed in the case of injuries such as a broken arm or of any surgeries (tonsillectomy, tubes in ears, etc.) where the physician makes activity restrictions. Students with head lice or nits will be sent home from school and cannot return to school until they are lice and nit free.

Specific Policy Guidelines

- a. Any child or staff member needs to be fever free and symptom free without the use of medications for 72 hours OR fever free and symptom free without medication for 24 hours with a doctor's note stating that symptoms are not related to COVID-19, before returning to the program.
- b. If a staff member or child has been diagnosed with COVID-19, the individual must remain at home for a minimum of 10 days after symptom onset and 72 hours after his/her fever resolves without fever-reducing medications.
- c. Any child or staff member with household contacts with COVID-19 must stay home for 14 days after their last household exposure.
- d. MCDS will notify all staff and families via email and a letter sent home following any positive COVID-19 test result or presumptive positive (symptoms plus close contact with known positive person) of a member of our school community (student or staff).
- e. In the event that 3 or more students/staff in a classroom are presenting similar symptoms of illness (COVID-19 or otherwise), parents and guardians will be notified of the symptoms and the number of children/staff affected in the classroom.

*** Please note: These policies are subject to change. Any changes will be shared with the school community via email and our website, www.mcdsberks.org.**

Appendix B

Montessori Country Day School 2020 Illness Checklist / Daily Health Checklist

1. In the last two weeks has your child or anyone in your household:
 - been diagnosed with COVID-19
 - had a fever of 100.4 or higher
 - developed a cough
 - had difficulty breathing
 - had loss of taste or smell
 - developed flu like symptoms

2. Is anyone in your household currently under voluntary or involuntary quarantine or have been within the last two weeks?

If anyone in your household meets any of these criteria, please notify the school prior to drop-off.

Any child or staff member with symptoms of illness will not be admitted into the school.