COVID-19 Safety Plan
July 31, 2020
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I. Overview

A. Background

This plan has been generated in accordance with the “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency” issued by the New York State Department of Health on Jul 13, 2020, and the “Complete Guidelines for Private and Religious Schools “issued by the New York State Department of Education on July 27, 2020. It contains policy and protocol for the minimum requirements to safely operate in-person instruction, measures to monitor health conditions in the facility, methods of containment of suspected and confirmed cases of COVID-19 in the school community, and preparedness for possible school closures.

B. Stakeholders

This plan has been formulated in consultation with administration, staff, and the school board of directors to ensure it meets the mission of philosophy of Catskill Montessori school.

Parents and guardians have completed a survey regarding the major protocols of the plan to assess their efficacy in the community and communicate the needs of families in fulfilling those mandates from the state.

A representative from the Greene County Department of Health and Human Services COVID taskforce consulted on all health and safety guidelines, containment protocols, and closure metrics as well as reviewing the document as a whole.

C. COVID-19 Point of Contact and Safety Coordinator

Gaurapriya Tester, Head of School, is the organization’s designated point-person for COVID-19 policy and protocol. She will monitor continuous compliance with all aspects of the school’s reopening plan and serve as the main contact upon the identification of positive COVID-19 cases. She will be responsible for subsequent communication and facilitating orderly closures/reopenings.
II. Reopening for In-Person Instruction

The state government has encouraged educators to prioritize efforts toward in-person instruction. Because we are a small community with limited students, staff and common areas, we do not believe we require or benefit from a phased or hybrid model of remote instruction.

A. Capacity

To successfully maintain social distancing, supply adequate quantities of PPE, and sustain best safety practices, there will be a maximum student body of 33 students. Current personnel includes three full-time teaching staff, one administrative staff, and two facility assistants.

The 3-6 environment will contain a maximum of 18 children and two adults with an interior space of 2000 square feet and an outdoor classroom of 2000 square feet.

The 6-9 environment will contain a maximum of 15 students with one adult in an interior classroom of 2000 square feet and an outdoor classroom of 600 square feet.

B. Social Distancing

State guidelines mandate maintaining social distance of at least 6 feet whenever possible for all persons in the facility and on the grounds. Because of the size of our building and the low density of our classrooms, we will be able to maintain social distancing for all personnel and students and will not need to construct any physical barriers. Our indoor space allows for 110 square feet per child in 3-6 and 133 square feet per child in 6-9. Our outdoor classrooms allow for 110 square feet per child in 3-6 and 40 square feet per child in 6-9.

We will minimize the sharing of workspaces and collaborative work requiring close quarters to the fullest extent possible. Students will have assigned areas for work that fulfill or exceed all social distance requirements. To maintain the Montessori model of choosing and changing workspace through the day, students will have both a floor and a table area available that provides
requisite social distance. They will have the option of changing their spaces weekly after weekend sanitization procedures.

Each classroom has its own bathrooms and cubby areas. Those common areas will be monitored and regulated to ensure they do not become overcrowded. No more than two students will be allowed in any shared area at one time and masks must be worn.

A distance of twelve feet in all directions will be maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing.

There is currently not a need in our facility to incorporate bi-directional foot traffic, however signage and distance markers will be posted denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.

C. PPE and Face Covering

The state has set a minimum PPE requirement of appropriate face coverings for all individuals in the school. Wearing facemasks at all times is strongly encouraged, but mandated for any time when social distancing can not be maintained.

All students above the age of two are required to wear masks for entering school grounds or buildings. Students will be encouraged to wear masks as much as possible through the day, but required whenever social distancing can not be maintained. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

Students can remove their face covering during meals, instruction, and for breaks during work so long as they maintain appropriate social distance.

Cloth masks should be washed at minimum every day. We encourage families to have multiple, distinct masks for their child to ensure having a clean one for each day’s use. We also ask that a spare be kept in the child’s cubby in the event they need an extra. The school will also have a supply of child and
adult-sized disposable masks on hand for those not wishing to supply their own.

All students, faculty, and staff will be trained on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

Note: face shields are not approved by the state as an acceptable protection unless used in conjunction with a mask.

See the CDC’s page on cloth face coverings to answer any questions or concerns: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

D. Operation Activity

Due to the nature of the Montessori model, our facility, and our classes, necessary adjustments to day-to-day operation in order to accommodate health mandates will be minimal compared to a traditional environment. Adjustments have been made to meet all mandated criteria as well as reflect the comfort and security of staff and families.

1. Schedule and Calendar

Because of limited class size and lack of overlap in shared spaces, the administration has determined there is not a need for a hybrid or alternate daily schedule at this time.

The school calendar follows a year-round model. Beginning on September 9, 2020 we will operate on the following schedule:

<table>
<thead>
<tr>
<th>Session I:</th>
<th>September 9 - October 16</th>
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<tbody>
<tr>
<td>Break:</td>
<td>October 17 - November 1 (2 weeks)</td>
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<tr>
<th>Session II:</th>
<th>November 2 - December 18</th>
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<tr>
<td>Break:</td>
<td>December 19 - January 3 (2 Weeks)</td>
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<th>Session III:</th>
<th>January 4 - February 12</th>
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<tr>
<td>Mid-Year Break:</td>
<td>February 13 - March 7 (3 weeks)</td>
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| Session IV:         | March 8 - April 16           |
In the event that a necessary quarantine aligns closely with a scheduled school break (within ten days), the calendar will be adjusted accordingly. These adjustments will not affect the overall instructional days of 180 that are required by the New York Department of Education.

2. Cohort Model

In Montessori we encourage a free exchange between classrooms of different levels as a way to build community and foster growth. We will be removing this element from our current model, confining each class to its designated cohort of students and instructors.

Students will not enter the spaces of another cohort even when no one is present. Though guidelines dictate that faculty can enter other cohorts as long as social distancing is maintained, adults will strive to remain in their designated classrooms unless need demands.

The two classrooms are housed on separate floors. Meals are taken in the classroom and classes will have a shared playground, but will use it at separate times of the day.

3. Ventilation

We will be maximizing the many doors and windows in each classroom to increase ventilation and effectively direct airflow as much as possible while maintaining safety of staff and students. This involves monitoring temperature and weather conditions, potential allergens, and maintaining safe physical boundaries to outdoor areas.

We will be using our outdoor classrooms and additional outdoor recreational areas as primary workspace whenever it is feasible.
The school is assessing whether any alterations to the facility’s ventilation system are necessary and/or feasible to provide additional air quality safety.

4. Shared Materials

In our classrooms, materials are typically used by many students through the course of the day. We are minimizing this to the extent possible by having students provide their own sets of certain supplies and creating individual sets of certain works. When using shared works, students will be taught to wash or sanitize their hands before and after each work. All works, shelves, furniture and materials will be disinfected daily. See section on Cleaning and Disinfection for details on procedure.

5. Staffing Adjustments

No staff outside essential personnel will be brought into the facility or grounds of the school. Specials such as Spanish language, music and handwork will be supported by essential personnel already on staff who work exclusively in the Catskill Montessori environment. This policy will be periodically reassessed as the year progresses.

6. Visitors

Visitors will not be permitted in school facilities during operating hours. Inspections or other essential visitors will take place if deemed necessary by the Catskill administration outside of school hours.

Contactless pickups and deliveries, will be designated to the school office in a building separate from the instructional facility.

Nonessential visits such as tours will not take place for at least the first twelve weeks of school. This policy will be reassessed in January 2021.

7. Field Trips

Group outings beyond the grounds of the school will be suspended for the present. This policy will be reassessed in January 2021.
8. Special Events

Community celebrations and events for the school will be scaled back to the minimum deemed necessary to provide academic and emotional support for the community. Any events will take place outdoors where maximum social distancing can be maintained.

9. Extracurriculars

Catskill Montessori’s program does not currently include extracurricular activities such as sports and clubs that require additional protocols or considerations.

10. Safety Drills

All school fire and lockdown drills will continue as scheduled as mandated by the state. Modifications to maintain student distance during drills will be instituted without affecting standard procedure.

No modifications for the facility are necessary that will affect the regular operation of the fire safety system or deviate from the current requirements.

E. Restart Operations

Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components after an extended closure can be found in Section IV: School Closure

F. Hygiene, Cleaning and Disinfection

   1. Hand and Respiratory Hygiene

All students, faculty and staff will be trained in proper respiratory and hand hygiene. Personal hygiene is already a part of the Montessori curriculum, however, our staff will emphasise and reinforce these lessons even more thoroughly in the classroom to ensure hand washing, face covering and cleaning procedures are performed as consistently and effectively as possible. If assisting children with handwashing, staff must also wash their hands
Clear age-appropriate signage from the CDC will be posted in hand-washing areas to emphasize the following:

- Wash hands with soap and water for at least 20 seconds
- Use warm water
- Dry thoroughly

Touch-free timers will be placed next to all hand washing stations to help children ensure they are washing hands thoroughly.

Soap and water washing will be emphasized over hand sanitizer, however, in the event soap and water are not available hand sanitizer of at least 60% alcohol will be used and an adult will supervise children when they use hand sanitizer to prevent ingestion.

All children and staff must engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

Children will be instructed in proper respiratory hygiene when covering coughs and sneezes. Age-appropriate signage from the CDC will be clearly posted in the classroom.

2. Cleaning and Disinfection

Cleaning and disinfecting will be completed by a designated school employee. Incidental cleaning required throughout the day will be performed by teaching staff. Each classroom will maintain a log that includes the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type.
a) Classrooms

Per the recommendations by the Department of Health, because cohorts are used, cleaning and disinfection of classroom items and areas does not need to take place between each individual. However, individual materials that have a high frequency use will be disinfected through the day at the discretion of the teacher.

Cleaning and disinfection of all shelves, materials, tables and chairs will occur daily as detailed in the DOH’s “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19” and “Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19.” (Appendix A)

High-touch surfaces such as doorknobs, water faucets, trash cans etc. will be regularly cleaned and disinfected throughout the day.

All cleaning and disinfecting will be completed using registered disinfectants from the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.

b) Restrooms

Each cohort has their own restrooms, and all restrooms are single occupancy. This should eliminate issues of social distance with restroom areas. Signage and occupied markers will be used to ensure individuals do not congregate by bathroom doors.

Bathrooms will be cleaned daily in accordance with the cohort model. Additionally, because of the limited classroom size, their frequency of use should not demand more aggressive cleaning. However, staff will be advised to take all opportunities to clean the high-touch areas of the bathroom such as the faucets, door knobs, and toilet seats/handles throughout the day.

c) Playgrounds

As recommended by the Department of Health, we will follow the CDC’s guidelines for cleaning outdoor play areas.
High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned between each cohort’s use of the space. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

d) Cleaning Protocol if a Member of the Cohort Screens Positive for COVID-19

Please see Section IV: Containment.

J. Before and Aftercare

Catskill Montessori does not offer before-school care.

Currently we are not offering aftercare. As we reassess protocols and operations through the year, we will institute a policy that maintains cohorts with adequate staffing. Any additional staff requirements will be met by current employees of the school whenever possible in order to minimize exposure through additional adult staff. This will also help keep personnel limited to those already familiar with how to implement all policies and procedures in the COVID safety plan such as distancing, PPE, and cleaning protocols.

K. Vulnerable Populations

In an effort to support our entire community, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, we are committed to finding resources to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances.

Because of the limited size of our program and staffing, offering full-time remote learning simultaneous to full-time classroom instruction is not practicable with our resources.

Additional PPE including gloves, gowns and medical masks will be made available for those employees or students with underlying health conditions.
Currently, there are no staff that have been identified in a vulnerable population.

Two students have currently been identified as vulnerable and two as having at-risk household members. As each case is identified, administration will work in consultation with the children’s parents/guardians and their healthcare providers to create a plan for any additional safety precautions for the individual.

No individual has been identified as requiring Asthma-related acute respiratory treatment. If such an individual is identified, administration will consult with students’ healthcare providers for alternate asthma medication delivery systems.

No individual students have been identified for additional modifications based on specific learning needs. Staff will be asked to reassess their individual students’ needs regularly, and consult with administration, parents/guardians and the health department contact should such a modification need arise.

In order to support the vulnerable population of early childhood aged children, the Early Childhood classroom will follow the distancing and PPE protocols outlined above.

The majority of classroom gatherings will take place in the outdoor environment so as to minimize the risk of spreading germs during singing and group games.

While indoors, the children will be encouraged to wear masks whenever a six foot distance is not possible. Any children who are struggling to wear masks indoors will be invited to work in the outdoor environment.

L. Transportation

Catskill Montessori does not operate a transportation system, and we encourage all families to avoid public transit wherever possible. Masks and social distancing are required on school busses unless members of the same household.

Parents will not be allowed entry to the school facilities for drop-off and pick-up.
Students will be dropped-off in a designated outdoor area where a staff member will be present to remain distant, but manage safe arrival, sign in students, and direct them to the child waiting area. Each of the two classrooms will have its own drop-off and waiting areas, as well as separate entrances to the school.

Staff members in the waiting areas will direct small groups to enter the school facility to minimize congregation at the door or at hand washing areas.

Hand hygiene stations with soap and water will be set up directly inside the entrance to each classroom (as the building and classroom entrances are the same.) Children can clean their hands immediately as they enter.

At the end of the day, all children will be walked back to the designated outdoor areas and will be walked to their cars for pick up.

The same parent or designated person will be encouraged to drop off and pick up the child every day and older people such as grandparents or those with serious underlying medical conditions will be discouraged from picking up children.

Any family receiving transportation service through the public school system will be encouraged to adhere to CDC guidance for distancing and PPE for safe use of public transport.

M. Food Services

Catskill Montessori will not be providing food service at this time. Students will bring their lunch and snack from home and will eat it at their individual designated areas in the classroom to ensure social distance.

All students will perform hand hygiene at designated hand washing areas in the classroom before and after meals, monitored by teaching personnel.

Students will bring their own utensils as necessary and bring them home daily.

Students must wash hands and use a new cup whenever acquiring water from the classroom dispenser.

Staff will educate students on the importance of not sharing food. Because of small student/staff ratios and individual lunch tables, staff will be able to
effectively monitor the lunch period to ensure food is not shared among individuals.

Students with identified food allergies will be protected from any potential contamination by the containment strategies outlined above.

Though eating will not take place in a shared cafeteria area, all tables will be cleaned and sanitized before and after meals to amplify safe food practices.

N. Mental Health, Behavioral, and Emotional Support Services and Programs

Montessori pedagogy is built upon instructors trained in observing, identifying and supporting the emotional needs and social health of students. Staff will have access to ongoing support through the Center for Guided Montessori Studies, which is providing resources, meetings and webinars targeting Montessori educators facing the COVID-19 pandemic.

Providing designated instructional time for community building activities, and emotional intelligence are already part of the Montessori curriculum. Focusing these times on specific coping and support strategies for COVID-19 will be encouraged.

Staff will be trained in the CDC guidelines for talking about COVID-19 with children.
Parents will be provided with CDC resources for supporting children.

To aid families in preparing for the possibility of school closure, parents and caregivers will be given the opportunity to take an online course, the Parenting Puzzle, specifically targeting how to support the Montessori child at home.

O. Communication

All appropriate signage to help provide clarity and information for various protocols will be easily visible in the facility and accessible on the school website in order to provide parents with secure understanding of policy.
All signage will be consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19, and how they should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Before school begins, the COVID 19 Safety Plan will be made available to families through email and posted on the school website. There will be a community meeting, separate from school orientation, held specifically to focus on the school’s COVID response and provide a forum for answering any questions or concerns directly.

The school will establish an emergency texting system that allows for immediate communication with families in the event of time sensitive developments.
III. Monitoring of Health Conditions

A. Screening

1. Temperature Checks

No one should ever enter the school if they have had a fever or have been feeling ill. All individuals must have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility or sent to a dedicated area prior to being picked up or otherwise sent home.

Per the local Health Department, students who have had a temperature of greater than 100.4°F may not return to school until they have maintained a normal temperature for three consecutive days without the use of fever reducing medication.

2. Daily Screening

We will use a daily screening questionnaire for faculty and staff reporting to school, use a remote health screening checklist for students to be completed by parents/guardians to help screen if children should attend school.

- Parents/guardians must take their child’s temperature either before coming to the facility or upon arrival at the facility. If completed at school, upon their arrival, staff will stand at least 6 feet away from the parent/guardian and child to monitor temperature check.
- The parent/guardian must confirm that the child does not have fever, shortness of breath or cough.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Health screening questionnaire for all adults entering the premises at any time (and periodically administered to students with the aid of parent/guardian) will include the following:
  - Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?
○ Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
○ Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days?
○ Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

Answering “Yes” to any of the above questions for any individual, students, staff, or visitor, will result in denied access to the school.

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, will be immediately isolated in the designated area of the school office and sent home with instructions to contact a health care provider for assessment and testing.

B. Testing Protocols

In the event of an individual screening positive for COVID-19 symptoms or exposure through the above questionnaire, they will immediately be referred for testing in consultation with local health department officials.

C. Testing Responsibility

In consultation with the health department, testing can be done through the individual’s primary care physician, WellNow Urgent Care in Hudson, NY, or the Greene County Health Department by appointment only.

The school’s COVID point-of-contact, Gaurapriya Tester, will consult with the Health Department in all cases and determine if a large-scale testing of the school is necessary.

D. Early Warning Signs

The local Health Department’s establishment of metrics is ongoing. At the time of this documentation, local community transmission levels are at 1-2%. A sustained increase in these numbers will serve as a warning that we are approaching unacceptable levels in the larger community.
Because of the small size of our school community, any instance of an individual contracting COVID-19 in the classroom will be considered an early warning sign that requires consultation with the Health Department.

IV. Containment of Potential Transmission

A. Contact Tracing

Families must notify the administration when any member of their household has:
● tested positive for COVID-19, with or without symptoms
● come in direct contact with any individual with a positive COVID-19 test

The Administration is required to notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, we must support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations.

Information on New York State’s Contact Tracing Program can be found here: https://coronavirus.health.ny.gov/new-york-state-contact-tracing

B. Containment

1. Symptomatic Individuals

All staff who interact with an individual displaying COVID-19 symptoms will be trained to be familiar with CDC, DOH, and OSHA protocols. They will be provided and use PPE, which includes a surgical mask, goggles, gloves, and a gown for interacting with a child or other staff member who develops symptoms in the school day.

Students who are displaying an onset of COVID-19 symptoms will be immediately separated from other students and supervised at social distance
in a designated office isolation area by an adult until their parent/legal
guardian or emergency contact can retrieve them from school.

Parents/guardians will be notified immediately to collect their child. In the
event the child can not be immediately picked up, they will continue in
isolation in the school office, separate from the school teaching facility, until
collection. Parents will be required to maintain additional distance from staff,
who must wear PPE until the child has safely been transitioned to
parent/guardian.

Once collected the parents/guardians will be referred to have their child
screened and tested by a medical professional.

Staff who develop symptoms of COVID-19 during the day will immediately be
separated from others and sent home. If a staff member is not capable of
taking themselves home for any reason, they will be kept isolated until a
member of their household can collect them. Staff exhibiting symptoms will
be required to seek screening/testing by a medical professional.

In the event of any staff or student exhibiting symptoms in the facility,
remaining students and personnel from both cohorts will be transitioned to
the outdoor facilities to the extent possible until the end of the day. If this is
not possible, students will be transitioned outdoors for the duration it takes to
clean and disinfect the classroom space.

Students who screened positive for COVID-19 symptoms can return to the
in-person learning environment at school with, at minimum: documentation
from a health care provider following evaluation, negative COVID-19
diagnostic test result, and symptom resolution.

School Closure Response
We may temporarily dismiss school for 2-5 days, if a student or staff member
attended school before being confirmed as having COVID-19. This initial
short-term dismissal allows time for the local health officials to gain a better
understanding of the COVID-19 situation impacting the school and for
cleaning and disinfecting the affected facilities. We will work with the local
health officials to determine appropriate next steps, including whether an
extended dismissal duration is needed to stop or slow further potential
spread of COVID-19.
2. Infected Individuals

Any persons who have tested positive must complete isolation of 14 days, have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

Students undergoing mandatory isolation will receive remote learning support detailed in the Appendix C.

School Closure Response
If a student or staff member attended school and is subsequently confirmed as having COVID-19, the school will perform a one-week closure to allow all families to obtain a diagnostic test.

We will continue to work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed. Current recommendation from the Health Department is that a default two-week closure is not necessary.

3. Exposed Individuals

Individuals who were exposed to the COVID-19 virus must complete a 14 day quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

Students undergoing mandatory quarantine will receive remote learning support detailed in the Appendix C.

School Closure Response
If a student or staff member attended school and is subsequently confirmed as having been exposed COVID-19, the individual class will perform a 2-5 day closure to allow all families to obtain a diagnostic test if they desire and to perform cleaning of the facility as detailed in the CDC guidance for Cleaning and Disinfecting.

We will continue to work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed. Current recommendation from the Health Department is that
students can safely return to the learning environment after cleaning has occurred.

C. Cleaning in Suspected and Confirmed COVID-19 Cases

In the event that staff member or student screens or tests positive for COVID-19, the school will follow the guidelines set forth by the CDC for cleaning facilities, including the following protocols:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- Once an area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

More details for cleaning can be found in the CDC guidelines linked in Appendix A.

D. Returning to Work for Staff

In accordance with directions from the New York State Dept. of Health, all employees will follow the “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” below.

If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms. The New York State
Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

- Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer’s occupational health program.
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
- Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
- Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
V. Closure of the School

A. Closure Triggers

In accordance with the Health Department, an extended school closure will be recommended if community transmission levels exceed 5%.

Because of the constant and rapidly changing nature of the COVID-19 pandemic, within the school there is not a set number of infections to initiate a lengthened closure. All suspected and confirmed cases will be assessed as they arise in consultation with the Health Department. This will ensure the appropriate response occurs with the most current data and information available.

B. Operational Activity:

Operational activity will continue as outlined in Section II, unless the school meets one of the closure triggers identified in the previous section.

Catskill Montessori School operates on a year-round calendar model with multiple two week breaks interspersed through the school year. In the event that a school-wide closure of two weeks or less aligns within 10 days of the scheduled break, the break will be adjusted accordingly, rather than initiating remote learning protocols. If a closure affects a single classroom, adjustments to the calendar will be assessed on a case-by-case basis to ensure consistency in the organization’s schedule as a whole.

If the short closure occurs outside of the 10 day window, the school will initiate remote learning protocol as detailed in Appendix C without adjusting the calendar.

If the scheduled closure is longer than two weeks, the school will initiate remote learning protocol as detailed in the Appendix C.

All remote learning will be conducted to ensure equity of accessibility for all students. In the event that any individual does not have the resources for successful engagement, individual accommodations/assistance will be created on a case-by-case basis.
Attendance will continue to be recorded on a daily basis by teachers and logged in the school’s record keeping system to ensure that students are receiving requisite instructional time and completing and progressing in documented work.

C. Communication

All decisions for school dismissal or cancellation of events will be made in coordination with local health officials. In such an event, school personnel will be kept informed through calls and texts from administration as decisions progress.

Parents/guardians will receive an email and notification through the schools app messaging system as soon as a course of action has been determined. It will also be posted on the school’s website and social media accounts.

D. Reopening

In the event of a lengthened school closure of over 2 weeks, the school will stay in contact with local Health Officials to determine necessary metrics for reopening.

Parents will be notified when reopening appears imminent to prepare for the transition and will receive guidelines from their classroom teachers for any changes to classroom procedure deemed necessary.

All communications and procedures for opening will be channeled through the school’s COVID point-of-contact, Guarapriya tester to ensure an orderly reopening and facility check including air, water and safety systems.

To minimize the risk of Legionnaires’ disease and other diseases associated with water, the school will take steps detailed by the CDC to ensure that all water systems and features (e.g., sink faucets) are safe to use after a prolonged facility shutdown. Link for protocols can be found in Appendix D.
VI. Appendix

A. Cleaning and Disinfecting Protocols


B. Links to COVID-19 Public Health Signage

https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc

C. Home Education Learning Plan (H.E.L.P.)

This plan has been designed to serve the needs of parents, children, teachers and the school as an entity in the event that in-person instruction is deemed unsafe for any length of time.

Protocols will differ between the two classrooms to reflect the differing needs of the age groups being served. However both classes’ distance learning model will be built around the development of learning “pods” in which two or three families can opt to execute quarantine in tandem. This involves operating as a single household that follows the quarantine or stay-at-home guidelines set forth by the state of New York and the Department of Health as applicable to the given situation. This will allow parents/guardians to provide emotional and learning support to one another and create a rotation of childcare during a school shutdown. It will give the children much-need social interaction and academic peer support, and allow teachers to consolidate individual digital interaction.

Families unable/unwilling to operate in a “pod” will be provided additional support as needed, including but not limited to: individualized instruction and activity packets, directions to alternative support resources, and direct communication and support from the teacher.
1. Early Childhood Classroom (Ages 3-6)

Learning Plan for Isolated Individuals

In the event that an individual child is undergoing a mandatory quarantine of two weeks (but not suffering from illness), while school remains open, the teacher will have prepared a “quarantine toolkit” that can be offered immediately to the parents/guardians. This will contain a number of developmentally appropriate activities and lessons that can be quickly implemented for the course of two weeks to help the child practice/maintain skills already learned. The teacher will be available a minimum of twice a week for conferring with parents and providing “facetime” for the student.

Remote Learning Plan for School Closure

In the event of a either a temporary or more prolonged school closure that requires remote learning the Early Childhood and Kindergarten will shift to the following distance model:

Distance learning will include detailed instruction and support to parents. The emphasis for early childhood and kindergarten will be on creating a basic routine and establishing order for the child's work environment. This will include guidance for setting up the children's work space as well as detailed lessons and online support for the parents in implementing appropriate expectations in the home. The Guide will be available for small group zoom meetings and private phone calls for parents during regularly scheduled office hours.

The teacher will offer video lessons and generate activity packets for the children with both daily and weekly goals. These activities will be formulated based on the skills and abilities of the students and will serve to meet instructional guidelines for the appropriate age level.

The teacher will also offer a daily schedule of office hours for communicating and offering lessons and support to students and parents.

2. Elementary Class (Ages 6 - 9)

Learning Plan for Isolated Individuals

In the event that an individual child is undergoing a mandatory quarantine of two weeks (but not suffering from illness), while school remains open, the teacher will have prepared a “quarantine toolkit” that can be offered immediately to the parents/guardians. This will contain a number of developmentally appropriate
activities and lessons that can be quickly implemented for the course of two weeks to help the child practice/maintain skills already learned. The teacher will be available a minimum of three times a week for conferring with parents and providing “facetime” for the student. Any relevant lessons for the student will be recorded and made available. When possible, the option to participate in a class activity live will be offered.

Remote Learning Plan for Shortened School Closure (Two weeks or less)

In the event of school closure of two weeks or less that requires distance learning, Elementary students will switch to a project-based model for home education. Each week students will have a long term project that they will work on during school hours with clear parameters and educational goals identified that align with the lessons planned for this period.

The teacher will provide supplemental material that allows students to practice skills already learned in order to maintain proficiency over a shortened break.

There will be a forum for students to post daily progress for evaluation.

The teacher will offer three live classes a week to provide additional instruction and support as well and cultivate collective social and community health.

Before implementation, parents will receive detailed guidance from the teacher to help their child be successful in this model.

Remote Learning Plan for Lengthened (Indefinite) School Closure

In the event of a school close for an indefinite length of time, the distance learning model will be designed to reflect the routines and process of a typical classroom day.

The teacher will provide learning packets that have detailed activity guides as well as Montessori materials needed for the child to progress. These will be updated weekly or bi-weekly as seems necessary.

The students will have daily access to the teacher during the typical work cycle hours. They will only be required to log on for specific individual or small group lessons, which will be scheduled in advance. They will have a forum to upload the work they’ve done daily to share with the teacher and their peers.

There will be three mandatory community-wide virtual classes a week that will allow for large group lessons and provide continuity for communal social engagement.
These routines may be modified on a case-by-case basis with individuals to maximize their success. It is likely that if the closure is extensive, these policies will change in order to maintain student engagement.

D. Resources Consulted in Creating COVID-19 Safety Plan


