

# CMS's Opening Plans for Families and Staff

## Students School Day

### To Parents about Policies

This plan is based on Virginia's Governor Northam's Phase III and is the most recent information available as of August 2020. Cardinal Montessori School's (CMS) purpose for the plan is to explain the school strategy that will be clear, flexible, transparent, and prioritize the health and safety of all our CMS families. This plan's content is dynamic and may be updated as deemed necessary by CMS based on current and future advice and guidelines.

To protect students, teachers, administrators, and staff and slow the spread of COVID-19, CMS will collaborate, to the extent possible, with state and local health whether and how to implement VHD health requirements.

### CMS Hours of Operation

CMS will open at 7:00 a.m. and close at 5:30 p.m.

### Typical School Day (Covid-19)

	<u>Start Time</u>	<u>End Time</u>
CMS Opens (Daycare)	7:00 a.m.	8:30 a.m.
Morning Classes	8:30 a.m.	11:30 a.m.
Morning Recess	Scheduled Rotation	Scheduled Rotation
Lunch	11:30 a.m.	12:15 p.m.
Afternoon Recess	12:15 p.m.	1:00 p.m.
Afternoon Classes - 5 yr. old+	1:00 p.m.	3:30 p.m.
Daycare - 4 yr. old	1:00 p.m.	3:30 p.m.
Nap Time - 3 yr. old	1:00 p.m.	3:00 p.m.
Extended Daycare	3:30 p.m.	5:30 p.m.
CMS Closes		5:30 p.m.

### Morning Drop Off

CMS's morning drop-off begins at 7:00 a.m. The morning drop-off will be in CMS's front parking area. All students arriving must use the school's front school gate. Parents will bring their student to the gate entrance to check-in. At check in, parents will need to complete and turn in a Covid-19 Health Questionnaire for each student in their family. Students will have their temperature taken and it needs to be below 100 degrees Fahrenheit. The student will be escorted to the front door where they will be greeted by a hall monitor (CMS Staff). Student and school monitor will deposit student's private items (tote-bag, coat, etc.) on a hallway hook and accompany the student to the student's classroom for handwashing.

### **Social Distancing at Morning Drop Off**

Multiple families arriving for morning drop-off at the same time must stand at six-foot intervals (taped markers) and wait for check-in staff to assist them. For consideration and the safety of others, we ask all our parents and students to wear their facemasks through the check-in process. More importantly, parents need to keep their students and any siblings in a 1-2-foot radius of the parent's position (within arm's length). Please help CMS with the check-in process by not allowing your student to run around the parking area, the cars, or other families.

### **Arriving Late**

Parents of students arriving late for school will need to call the front desk. A CMS staff member will meet them by the front gate for check in (temperature check and completed Covid-19 Health Questionnaire) and will be ushered into the building. CMS has one phone, and depending on the time of day, that phone may be in use. If in use, calls will be directed to voice mail. Parents who cannot contact the front desk should ring the doorbell at the front door and a staff member will help you. Parents are asked not to enter the school or playground area.

### **Temperature Check**

Students whose temperature is 100 degrees or higher will not be allowed to attend school for 48 hours. Students who have been exposed to others who may have Covid-19, have Covid-19 symptoms or are confirmed as Covid-19 positive must not come to school, and immediately contact CMS personnel. While a student may have Covid-19 symptoms or has been exposed to others who have tested positive for Covid-19, the student is not considered a confirmed Covid-19 case until a doctor, or Covid-19 test confirms the diagnostic. The doctor's confirmation does not have to be a test, but a written note that the doctor believes this student may have Covid-19. Parents who call CMS need to let school personnel know when, how long, and who may have been in contact with their student.

### **Covid-19 Health Questionnaire**

Below is a sample of the Covid-19 Health Questionnaire that parents will need to fill out each morning. Parents can request a blank questionnaire from a CMS staff member. The Covid-19 Health Questionnaire will be on the CMS website for parents to print.

Child's Name _____ Date _____
*Have you given your child Tylenol or any fever reducing medicine during the last 4 hours? _____
*Have you or your child been on contact with someone who has Covid-19 or someone who is waiting on the results of a Covid-19 test? _____
Print Parent's Name _____
Parent's Signature _____

## **Afternoon Pickup**

All parents (or pickup person) must remain in the parking area and not enter the school or the schoolyard. When picking up a student, parents will need to call the front desk and a CMS staff member will bring their student outside and meet the parent at the school's front gate. CMS has one phone, and depending on the time of day, that phone may be in use. If in use, calls will be directed to voice mail. Parents who cannot contact the front desk should ring the doorbell at the front door and a staff member will help you. Parents are asked not to enter the school or playground area.

## **Face Masks**

Students and CMS staff are required to wear facemasks throughout the school day, regardless of the student's age. Facemasks will be worn inside and outside and should only be removed when student and staff members drink or eat. If a face shield is worn, masks must be worn under the face shield. CMS highly encourages parents to purchase more than one facemask to allow students to switch and have a fresh facemask every day. If a student forgets, loses, or damages a mask, CMS has extra disposable and non-disposable facemasks to give to the students. These facemasks become a student's personal property and must be taken home. While every family has an opinion about sending a backup facemask to school, it is not recommended. Students may lend facemasks to others, be cavalier with the facemasks being used by students, or misplace facemasks somewhere in the classroom or school that requires a CMS staff member or other student pick up contaminated facemasks. Parents are encouraged to have their students start wearing a face mask now so the student is accustomed to the facemask by the time schools start on August 31, 2020.

## **Classroom Configuration**

All CMS classrooms will be arranged to achieve recommended physical distancing and establish a protective bubble for students. The classroom layouts follow guidance from the American Academy of Pediatrics, which recommends desks to be placed 3 feet to 6 feet apart. Teachers have placed students' tables apart (Primary-6 feet/Elementary-3 feet) and have given each CMS student enough room (bubble) around their table to walk around and do any mat lessons on the floor. Each Primary/Elementary student has an individual table for lessons, work, and lunch. All Primary/Elementary students' mats, books, and supplies will be in a bag/container placed on their desk and not shared. Primary/Elementary teachers are encouraged to take their students outdoors for classroom lessons. Rooms that have two sinks will have a Covid-19 shield between the sinks.

## **Bathrooms**

A limited number of students are allowed in the bathroom. All bathrooms will receive a regularly scheduled cleaning and each night sanitized by a professional cleaning crew. A Covid-19 shield will be placed between sinks in each bathroom.

## **School Hallway**

The school hallway has been corridor-off by stanchions to assist in the efficiency of students' flow in the hallway. Students and staff will walk on the right side of the hallway. The hallway will also have marked arrows pointing in the direction the students must follow. These stanchions form a clear path that offers directional guidance up and down the hallway for CMS's school traffic.

## **School Uniforms**

School uniforms will be required (see school handbook). Students will also need a sweater or sweatshirt at school that will be hung on the back of their classroom chair. The student's sweater or sweatshirt is needed because of the fans (a/c units and overhead), which fluctuates the classroom temperature. Moreover, a sweater or sweatshirt in class will reduce student traffic in the hallway.

## **Lunch and Lunches**

As always, lunch will still be consumed in the students' classroom. However, the significant difference from the past is that students will be eating at their classroom desk. Students are always reminded not to share food with their classmates. Teachers are allowed to take students outside to eat lunch if social distancing can be enforced.

## **Water Bottles**

Students need to bring water bottles (thermos) to school daily and should fill them every morning. The school will not furnish ice cubes for students' water bottles before or during school hours. Students that require ice will have to prepackage their water bottle before the start of school. It is essential that your student's water bottle is clearly marked with first and last name which can be visibly seen for at least a two-foot distance. If any student misplaces or cannot find their water bottle, CMS will provide the student with a labeled disposable water bottle for the day. This labeled disposable water bottle will need to go home with the student and be disposed of or recycled. The mouthpiece function of the outdoor and indoor water fountain will not be covered but may be used to fill water bottles. Students will also be encouraged to use their classroom's sinks as their water bottle filling station. Inside water fountain bowl, mouthpiece, and spigot will be sanitized frequently and, if possible, after every use by students.

## **Snacks**

Each student will bring their own labeled pre-packaged or bagged snack for the morning. CMS will provide pre-packaged snacks for the afternoon (4:30 p.m.).

## **Visitors and Volunteers**

One of CMS's top priorities is the safety of all its students and staff. Visitors and school deliveries will have limited access and encourage not to enter the CMS building during school hours. All visitors must adhere to CMS's Covid-19 protocols and have temperatures taken and wear a face mask. Unfortunately, all volunteering inside the building, by parents or outside groups, at CMS will cease through fall or until further notice.

## **Recess/Outside Activities**

Weather permitting, students will have at the minimum of two recess or outside activities each day. One recess during the morning session and a second recess will be after lunch. Each class will use a designated recess exit. Students will have access to the grounds around the playground and the gardens on the northwest side of the school. The outdoor space on the side of CMS and the yellow house will be divided into sections and each class has been assigned a designated area to use for physical exercise. This space will be partitioned using orange safety barrier fencing. Since the playground equipment will not be used, each class will be given its own recess equipment such as kickballs, hula hoops, cones, etc. Each class will bring their recess equipment to recess each day and return the equipment to a designated space in their classroom or in the school. Recess will look different from a typical recess in the past; however, students will have a vigorous physical exercise time to develop athletic skills and to socialize with their friends. Students need to wear tennis shoes every day to school (see school handbook).

## **Extended Day-Care Hours**

Extended Day-Care (EDC) will be provided for only CMS students before and after regular class hours (8:30 a.m. - 3:30 p.m.), but the EDC hours have been abbreviated. New EDC hours have a new starting time at 7:00 a.m. to 8:30 a.m. (pre-morning session) and will restart at 3:30 p.m. to 5:30 p.m. daily. On Thursdays, the school day will end at 2:00 p.m., and EDC will have a 2:00 p.m. start time and end at 5:30 p.m.

## **Extended Day-Care Set-Up**

Each classroom will function as its own extended day-care area. Students will not switch rooms and be integrated with other students in the building. This classroom setup means there will be five designated and staffed day-care rooms. Each designated day-care room will have at least one staff member, depending on the student census in that room, and 1 to 2 staff hallway monitors to assist classes, monitor bathrooms, answer school phone and walk students out to their parents. Elementary classes will have study hall hours between 4:00 p.m. and 5:00 p.m. each night.

## **EDC Indoor Activities**

Primary students in morning EDC (7:00 a.m. - 8:30 a.m.) will have quiet and low-impact playtime inside, including toys, books, coloring, etc. CMS staff members are strongly encouraged to extend outdoor play for Primary students staying for afternoon EDC (3:30 p.m. - 5:30 p.m.), weather permitting.

# Covid-19 Protocols

## **Common Symptoms of Covid-19**

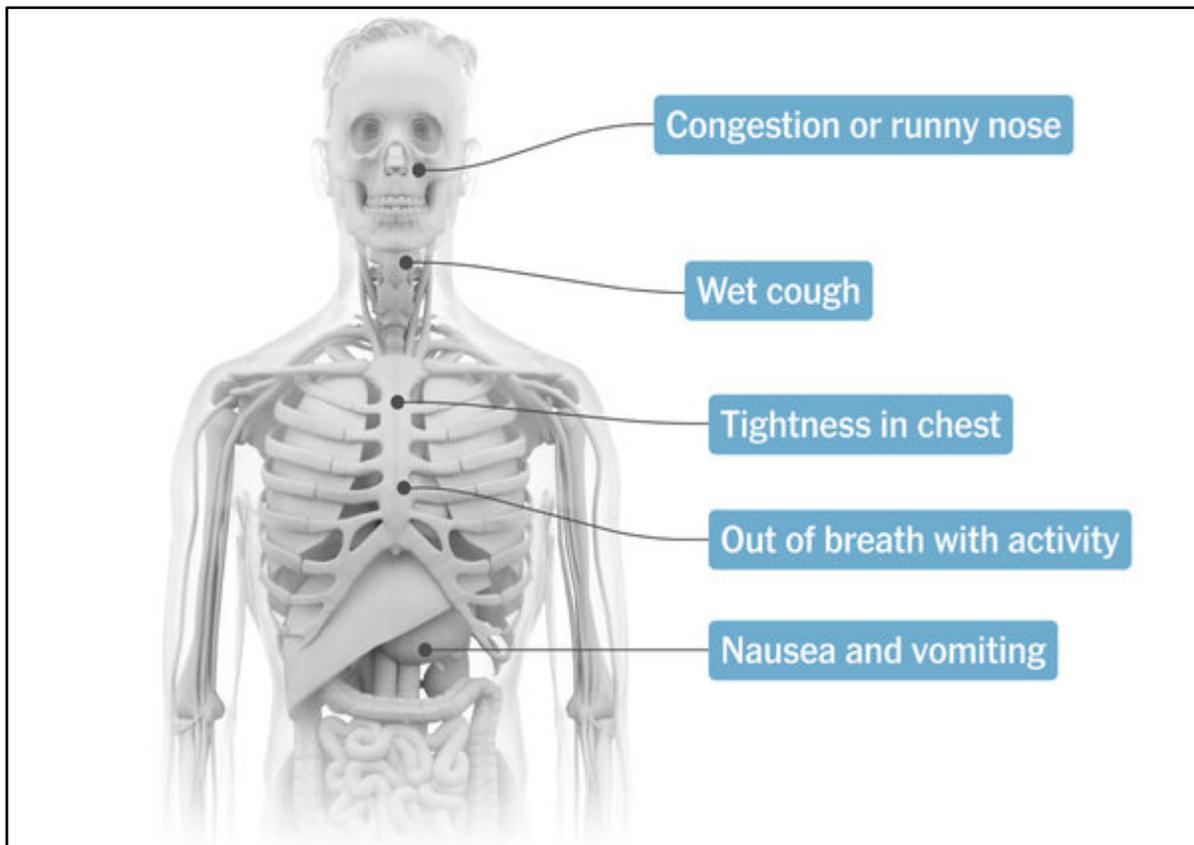
The Covid-19 symptoms listed are not a complete list, but the most common symptoms reported are fever, cough, muscle pain, and shortness of breath. If a student or a family believes they have been exposed or have Covid-19 symptoms, please call the school, your healthcare provider, and get tested. Covid-19 like symptoms usually begin 2 to 14 days after you come into contact with the virus. Listed below are the common Covid-19 symptoms (source WebMD).

### **Common Covid-19 Symptoms**

- |             |                   |                      |
|-------------|-------------------|----------------------|
| •Fever      | •A Dry Cough      | •Mucus or Phlegm     |
| •Fatigue    | •Loss of Appetite | •Shortness of Breath |
| •Body Aches |                   |                      |

### **Other symptoms may include**

- |               |                          |                                  |            |
|---------------|--------------------------|----------------------------------|------------|
| • Sore Throat | • Loss of smell or taste | • Chills, sometimes with shaking | • Diarrhea |
| • Headache    | • Nausea or vomiting     | • Congestion or runny nose       |            |



## **Family/Student Travel**

Any travel outside the home multiplies a student and family's chances of being exposed, becoming infected, and spreading COVID-19 to other family members and CMS students and families. While not always possible, staying home is highly recommended being the best method to protect yourself and others from getting sick. The Virginia Department of Health (VDH) advises all citizens to stay home as much as possible, especially if your trip is not essential. While not determined precisely, studies have shown no significant data in the transfer of pathogens in one type of travel over the other types of travel when it comes to the Covid-19 virus. However, VDH and CDC suggest that ride-shares, taxis, bus stations, train stations, airports, and rest-stops intuitively suggest a higher risk of exchanging viral pathogens.

## **Out of State and Country Travel**

Presently, CMS and the state of Virginia does not have any quarantine requirements for individuals who travel from one state to another state. However, travel outside the United States, by a student or family member, will require a CMS student to be self-quarantined for fourteen days after they or their family member arrive back into the U.S. and before attending CMS.

## **Self-Quarantine**

The CMS definition of self-quarantine is staying at one's home and avoiding contact with others outside, monitoring one's health, and staying home for fourteen consecutive days.

## **Covid-19 Guidelines**

In the case of one or more students or staff members being exposed to Covid-19, having symptoms, or being confirmed with the Covid-19 virus, CMS will follow the following guidelines.

## **Reporting Exposure/Symptoms/Confirmed**

Upon receiving information of exposure, symptoms, or confirmed virus, CMS will notify all parents and the Virginia Health Department within a two-hour window of the number of students and staff members with symptoms, exposure, or confirmed with the Covid-19 virus.

In addition, CMS families will be notified of the date and timeframe of any CMS student or staff member who has been exposed, had symptoms, or has a positive Covid-19 diagnosis and which classroom this individual occupied. CMS will provide strict medical confidentiality on any CMS student, family, or staff member who has been exposed to or confirmed with Covid-19. Unfortunately, community health concerns and the Virginia Department of Health VDH protocols usurp a student and family's confidentiality, and all Covid-19 cases must be reported to the VDH.

Remember, CMS parents can only be notified if CMS administration is informed of a student's exposure, symptoms, and positive Covid-19 test by the parent.

## **Partnering with Virginia Health Department**

After CMS reports a case to the VHD and in partnership with the Virginia Health Department, CMS will follow and implement all VHD's recommendations. A list of suggestions may include the closing of an individual classroom, several classrooms, or the school. The VHD will also provide a closure date and time and an open date for the return of normal operations at CMS. This Covid-19 closure timeframe can range from seventy-two hours to fourteen-plus days.

## **Closing Classrooms**

Since CMS classes will be self-contained, the VHD can instruct CMS to close only one or two classrooms instead of the entire school. The classroom self-containment, implemented by CMS, works well when no siblings are affected. However, the risk of exposure or cross-pollination and closure stems from the siblings between the primary and elementary classes. If a primary student has an older sibling in an elementary classroom, this transfer paradigm works in both directions, that primary student has also exposed the older sibling and the older siblings' classmates. In this case, the VHD may close down both an elementary and a primary class if siblings are exposed or become infected.

## **Conclusion for Parents**

These Covid-19 procedures will be apprised, updated, and modified as necessary based on changing circumstances within CMS and within the state of Virginia. CMS will notify via email any substantive updates in the CMS procedures. While no environment is risk-free, CMS is appreciative of our families, individual parents, and staff members who have helped with insight, recommendations, and discernment to produce these comprehensive procedures available, workable, and manageable for CMS to be open this fall for our CMS families.

## **Plan for Full or Partial Closure**

### **Safety First**

CMS values our school families and dedicated staff and their safety, health, and education. The school's top priority in working these plans is to ensure that learning will continue throughout this uncertainty and evolving public health crisis with the students' welfare in mind. The following plans are for CMS families and CMS employees to read and follow. Due to the uncertainty of the coronavirus pandemic and changing guidelines from government agencies, the information contained in this plan may be updated at any time.

### **CMS Open to Essential Workers**

Presently CMS capped enrollment allows CMS to operate under the governor's Phase III plan. Late spring 2020, Phase I had been initiated by Virginia's governor and required specific health accommodations and spacing for all students at a six-foot distance. At that time, CMS did not have the physical space, the latest health requirement in equipment and supplies, or procedures to remain open. However, presently, if federal, state, or local authorities' close private schools or initiate a stay-at-home-order (Phase I), CMS can remain open for a limited number of CMS families (essential workers). Other students of non-essential workers will transition to CMS's virtual schooling. CMS's online virtual learning will be designed to support students' continued growth and development and keep students and teachers connected.

### **Essential Workers**

While it is nice to think that all our parents are essential workers, no overview and verification is needed to determine an adult's employment status as being essential or non-essential. Students of parents who have non-essential jobs will be allowed to attend the school, but CMS can and will have a limited number of seats available (limit of ten people per class). In this worst-case scenario and to help accommodate CMS families, CMS can transition 1 or 2 of the Primary classes' large rooms (Mrs. Patoka's and Mrs. Benzi's) into separate rooms and close off each class with doors and make two distinct classrooms with a limit of ten people (square footage requirement is still met).

These procedures are how CMS was allowed to operate in June, even when Virginia was still in Phase II. With a capped number of students and implementing safety procedures to protect the students and staff, the school was allowed to reopen on June 1. Hopefully, this will enable CMS parents to have a positive and viable alternative for their students' education and welfare.

### **CMS Forced to Close**

Complete school closure is only foreseen if the governor of Virginia or local authorities mandate all private and public schools to cease in-person operations. If this is the case, CMS will be forced to close the academics of school, and academic classes will be moved online.

CMS is still developing contingency plans to ensure an efficient transition from in-person operations to virtual/online services. When completed, the developing contingency plan will be disseminated to CMS families and staff.

### **Virtually Learning-School Closure**

During mandatory closing by government agencies, CMS realizes that off-site education usually does not correlate with excellent in-person schooling. This reduction of educational excellence is not anyone's fault, but to keep CMS financially viability and keep staff employed for the coming year, CMS will need to continue to collect part of the tuition from families for the contracted school year. However, knowing the reduced education standard and the extra financial burdens that may come from a school closure, CMS will offer families 35% tuition discount credit. While the full yearly tuition must be paid, the discount credit will be applied to the 2021-2022 fall semester balance.

<b>Response</b>	<b>Phase 0</b>	<b>Phase I</b>	<b>Phase II</b>	<b>Phase III</b>
State Guidelines for In-Person Instruction	<ul style="list-style-type: none"> <li>• Stay at Home Mandate</li> <li>• School Closed</li> <li>• Childcare for Essential Workers with a Limit Of 10 Per Class</li> </ul>	<ul style="list-style-type: none"> <li>• School Closed</li> <li>• Childcare Open with Limited Of 10 Per Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare And PK-3 Open (3 ft.)</li> <li>• Childcare Limit Of 10 Per Class (3 ft.)</li> <li>• Grades 4-8 Only with Waiver Childcare Provided limit 10 per classroom (3 ft.)</li> <li>• Remote Learning in Place               <ul style="list-style-type: none"> <li>○ Primary Classes</li> <li>○ Lower-Elementary</li> <li>○ Upper-Elementary</li> </ul> </li> <li>• Schools limited in-person instruction to preschool through third grade.</li> <li>• Summer camp in school settings may be offered to children of all ages.</li> </ul>	<ul style="list-style-type: none"> <li>• All Grades are Opened for In-Person Instruction- Social Distancing Implemented</li> <li>• Primary Students Limit 12 per Class</li> <li>• Remote Learning               <ul style="list-style-type: none"> <li>○ Primary Classes</li> <li>○ Lower-Elementary Classes</li> <li>○ Upper-Elementary Classes</li> </ul> </li> </ul>

<p>CMS's Response</p>	<ul style="list-style-type: none"> <li>• No Childcare Provided</li> <li>• School Closed-with Remote Learning <ul style="list-style-type: none"> <li>▪ Primary Classes</li> <li>▪ Lower-Elementary Upper-Elementary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Childcare Provided limit 10 per classroom</li> <li>• No Primary, Lower-Elementary, or Upper-Elementary Classes</li> <li>• Remote Learning <ul style="list-style-type: none"> <li>○ Primary Classes</li> <li>○ Lower-Elementary</li> <li>○ Upper-Elementary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Primary, and Lower-Elementary Open <ul style="list-style-type: none"> <li>○ Student Limit 10 Per Classroom (3 ft.)</li> </ul> </li> <li>• Upper-Elementary Open - with Waiver</li> <li>• Remote Learning <ul style="list-style-type: none"> <li>○ Primary Limit 5 Per Class</li> <li>○ Lower-Elementary Limited 10 Per Class</li> <li>○ Upper-Elementary No Remote Learning</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All Grades are Opened for In-Person Instruction-Social Distancing Implemented</li> <li>• Primary Students Limit 12 per Class (6 ft.)</li> <li>• Elementary Students Limit 12 Per Class (3 ft.)</li> <li>• Remote Learning <ul style="list-style-type: none"> <li>○ Primary Limit 5 Per Class</li> <li>○ Lower-Elementary Limited 10 Per Class</li> <li>○ Upper-Elementary No Remote Learning</li> </ul> </li> </ul>
<p>Tuition Payments</p>	<p>Tuition Payments Stop (Calculated at the end of Closing Month)</p>	<ul style="list-style-type: none"> <li>• Full Tuition Childcare Provided limit 10 per classroom</li> <li>• Remote Learning for Limited Students Tuition Payments 100% (Calculated at the end of Closing Month) <ul style="list-style-type: none"> <li>○ Primary Classes</li> <li>○ Lower-Elementary</li> <li>○ Upper-Elementary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Full Tuition Primary and Lower-Elementary Open Limit 10 per classroom</li> <li>• Full Tuition for Open Upper-Elementary</li> <li>• Remote Learning for Limited Students Tuition Payments 100% (Calculated at the end of Closing Month) <ul style="list-style-type: none"> <li>○ Primary Classes</li> <li>○ Lower-Elementary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Full Tuition Primary and Lower-Elementary Open Limit 12 per classroom</li> <li>• Full Tuition for Open Upper-Elementary</li> <li>• Remote Learning for Limited Students Tuition Payments 100% (Calculated at the end of Closing Month) <ul style="list-style-type: none"> <li>○ Primary Classes</li> <li>○ Lower-Elementary</li> </ul> </li> </ul>