

WILLIAMSBURG MONTESSORI SCHOOL

COVID-19 PLAN & POLICY

For Virginia Public Health private school division consideration and approval



WMS School Board Approved

7/13/2020

Updated

8/31/2021

WILLIAMSBURG
MONTESSORI
SCHOOL



This document contains a set of documents that outline the school's procedures beginning with the September 2021 school year to provide educational services to our students while protecting those students, their families, our staff, and the community at large while responding to the COVID-19 virus.

WMS School Board COVID Response Plan

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| Lines in the Margin indicate change from last version



WILLIAMSBURG
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SCOPE & OVERVIEW

This document contains a set of policies and plans that outline the school's procedures that started in the academic year 2020-21 to provide educational services to our students while protecting them, their families, our staff, and the community. Various government entities have directed many of the procedures listed. Nothing in this document is meant to contradict those directives. Instead, we attempt to explain how WMS plans to implement those directives and its procedures to safely and effectively enable student learning.

The plan's focus is on reaching our educational goals for the school while also complying with mandated and suggested safety procedures and layered prevention strategies. As the Montessori Method follows the 'whole child' approach fostering cognitive, social, and emotional growth, these are, in fact, mutually supportive. This plan remains true to the Williamsburg Montessori vision of intrinsic motivation, independence, self-directed learning, and social responsibility as its foundation. Having completed the entire 2020-21 academic year in person, we are confident that these procedures and processes will support our community. As we continue to adapt to the regulatory changes, our community-based family-focused educational partnership will be the enabler that ensures we provide a quality educational experience in the environment that exists.

This plan is based on the guidance outlined by the Virginia Department of Education (VDOE), Virginia Department of Health (VDH) and Virginia Department of Social Services (VDSS) to be used in the COVID-19 era to protect students, staff, and families in a way that is aligned with the WMS vision for education. It is important to remember that there is no 'one size fits all' for school plans of how families integrate back into the new 'normal' of school life and that the State policies may change when the school year begins or during the school year. The overall intent of this document is to provide our layered approach from the Board, Administration, teachers, and the community (see figure 1):

- The WMS Board and HoS a comprehensive framework and process to assess and adapt to the risk of COVID exposure and planning milestones;
- The WMS community with an overarching Pandemic Plan;
- The families, teachers and staff with a day to day WMS Health and Wellness Measures and some quick reference check lists;

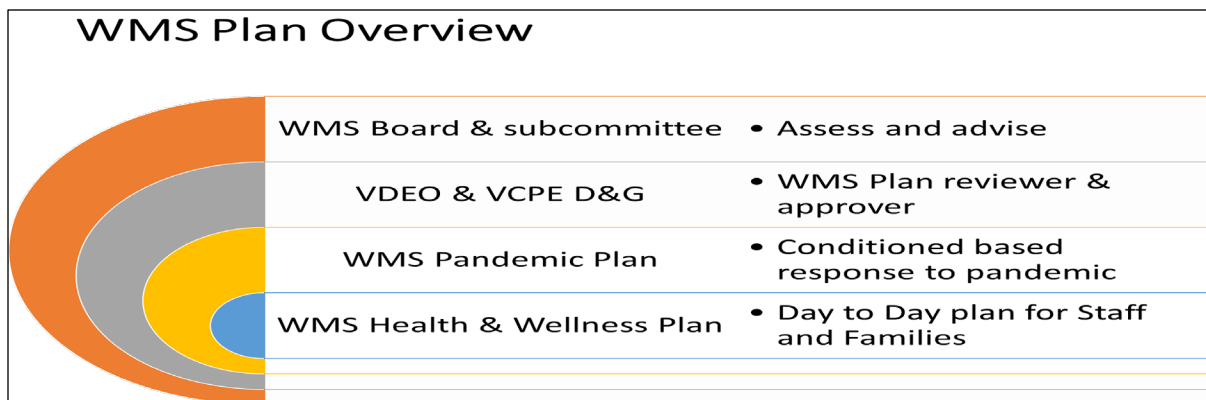


Figure 1: WMS RE-Opening Framework

The overall plan included in this document is a framework for the Board's subcommittee to review, assess, communicate, and recommend various options to the Board and HoS for the WMS 2021-22 School year. It is developed in accordance with the *VDOE Health Plan Guidance* for Schools implementing layered COVID-19 prevention strategies. The aim is to provide the board with timely guidance to prepare the Administration, Teachers, and families for the potential options with buy-in for the plan from all these stakeholders.

1. The initial WMS Emergency Pandemic Operations Plan remains extant as the Pandemic Plan. It provides a comprehensive directive to guide how the Board provides recommendations to the Head of School through emergency/pandemic periods.
 - a. The Board will review it annually to determine if events have superseded it. The focus of the Pandemic Plan in this document has two parts:
 - i. For the Board and subcommittee, to assess and determine if the current CDC guidance forecast and Virginia guidance could impact the school year to provide the community with time to prepare for changes from the current posture;
 - ii. For the HoS and Staff, to provide a framework for ensuring that they have taken the steps necessary to prepare the school for the changes a pandemic may require.
2. The Health and Wellness Measures is a day to day operations plan for the community to attend educational services (virtual or in person) and is executed in parallel with the Pandemic Plan.
3. The Board Action Plan supports operations under any of the scenarios listed below and is purposely removed from direct day to day operations, but provides support, advice, and judgement when appropriate.
 - a. Classrooms are open and all students attend school each day
 - b. Classrooms are closed and all students work from home via remote learning. This scenario may include some level of daycare for pre-K children of first responders.
 - c. Some classrooms are open and some students are allowed to attend each day. The restrictions imposed by local and state officials will drive the rotation schedule.

For each of these scenarios, the family of plans considers but is not limited to the following questions:

- What do we ask of parents before they drive their child to school each day?
- What do we ask of staff before they come to school each day?
- What do we do at drop-off?
- How do we account for unvaccinated people?
- How do we conduct morning work cycles?
- How do we prepare for, serve, and clean up after lunch or snacks?
- How do we prepare for pick up at the end of school or during afterschool?
- How do we handle after school inside and outside?
- How do we handle a sick child during the day?

Websites

The following list of references are the framework for the WMS family of plans. They are cited throughout the plans to provide the community with timely information related to recommended responses as the virus changes.

1.	VDOE Reopening Guidance	http://doe.virginia.gov/support/health_medical/covid-19/recover-redesign-restart.shtml VDOE Guidance for Virginia Public and Private pre-K-12 Schools submitting COVID-19 Mitigations Health Plans
2.	VDH COVID Guidance	https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/ VDH Guidance for Virginia Public and Private pre-K-12 Schools https://www.vdh.virginia.gov/peninsula/schools-workplaces-and-community-locations/ VDH Peninsula Guidance for Schools, Workplaces, and Community locations
3.	VDSS COVID Guidance	https://www.dss.virginia.gov/cc/covid-19.html#guidance VDSS COVID-19 Childcare updates and resources
4.	VA Nurses Association	https://virginiannurses.com/page/COVID-19Resources A collection of COVID-19 Websites, handouts, and useful resources.
5.	CDC COVID-19 CDC COVID Portal for Public	https://www.cdc.gov/coronavirus/2019-ncov/index.html
6.	CDC COVID-19 Prevention recommendations	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
7.	CDC Guidance for Child Care Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html CDC Guidance for Childcare programs
8.	CDC Guidance for School	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html CDC considerations for schools
9.	CDC Guidance for Parks and Recreational facilities	https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html CDC Guidance for Parks and Recreational facilities Link on bottom back to reference 8-nine page .pdf and two page .pdf flow chart
10.	CDC Guidance for Cleaning and Disinfecting	https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html CDC Guidance for Cleaning and Disinfecting Public spaces Link on right hand side, nine page .pdf
11.	Opportunity Labs Return to School General plan	https://returntoschoolroadmap.org/ Opportunity Labs response plan road map, a non-for profit social business.
12.	Wellness Plan	https://www.trailstowellness.org/ Trails (Transforming Research into Action to Improve the Lives of Students) to Wellness, a University of Michigan student wellness program
13.	LifeWorks	https://us.lifeworks.com/toolkit-individuals Individual Wellness toolkit

14.	EPA list of Disinfectants	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2 EPA recommended products meet criteria for use against SARS-CoV-2, the virus that causes COVID-19
15.	National Association of Independent Schools Guidance for Schools	https://www.nais.org/articles/pages/additional-covid-19-guidance-for-schools/ National Association of Independent Schools COVID-19 Guidance
16.	WHO and UNICEF Guidance	https://www.who.int/health-topics/coronavirus#tab=tab_1 WHO and UNICEF COVID-19 Guidance website
17.	American Federation of Teachers	https://www.aft.org/our-community/reopen-schools American Federation of Teachers COVID-19 Guidance for Schools
18.	American Academy of Pediatrics (AAP)	https://www.aappublications.org/news/2020/06/26/schoolreopening062620 AAP interim guidance on school re-entry focuses on mitigating COVID-19 risks https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/ The purpose of this guidance revision is to continue to support communities, local leadership in education and public health, and pediatricians collaborating with schools in creating policies for safe schools during the COVID-19 Pandemic that foster the overall health of children, adolescents, educators, staff, and communities and are based on available evidence.
19.	VDOE Daily Log	https://www.vdh.virginia.gov/content/uploads/sites/182/2020/03/Daily_Monitoring_Log.pdf
20.	VDH Infographic	https://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic_FINAL.pdf When is it safe to be around others

Points of Contact

1.	METLIFE Support	1-800-366-1192	https://us.morneaushepell.com/toolkit-individuals
2.	VDH Peninsula Department of Health call center duty receptionist	(757) 594-7069 (COVID-19) (757) 594-7305	https://www.vdh.virginia.gov/peninsula/ Anticipate leaving a message for a callback
3.	Williamsburg Department of Health	(757) 253-4813	https://www.publichealthdepartments.us/city/va-williamsburg.html
4.	WMS COVID-19 Subcommittee	C/O COVID Subcommittee	wmsbod@gmail.com

WMS PANDEMIC PLAN

Purpose

Focus the WMS Board and administration to protect the health of students, staff, and the community from highly contagious, infectious diseases during a pandemic is a high priority for Williamsburg Montessori School (WMS). The WMS Pandemic Plan provides a framework based on guidance from the Virginia Department of Education (VDOE), the Virginia Department of Health (VDH), and the Centers for Disease Control and Prevention (CDC). This framework outlines preparation, response, and recovery consideration and factors that may impact the school's ability to remain fully operational.

Authorities

In Virginia, various agencies and public officials have overlapping authority to protect public health and safety. Should a pandemic event take place, WMS will work collaboratively with state and local health experts, emergency management staff from Williamsburg and James City County, and state and federal officials to:

- **Limit the spread of illness;**
- **Provide continuity of school functions; and**
- **Minimize the loss of instruction.**
- According to the Code of Virginia § 44-146.17(7), the Governor of Virginia has the authority to declare a state of emergency when the safety and welfare of the people of Virginia require emergency measures due to a threat of or actual disaster. He also has the authority to close public and private schools.
- According to the Code of Virginia § 32.1-43, the State Health Commissioner has the authority to require quarantine and/or isolation under exceptional circumstances when any infectious disease becomes a public health threat.

Introduction

The "COVID novel flu or COVID-19," is a contagious respiratory illness caused by flu viruses that infect the respiratory system (nose, throat, lungs). Symptoms range from fever, dry cough, runny nose and muscle aches that could potentially lead to more severe complications. COVID-19 can spread quickly, especially when large groups of individuals gather, like in the educational setting. Droplets from the nose or mouth spread the virus from person to person, typically through coughing and sneezing. In addition, school staff and students are often in close contact, sharing the same space, supplies, and equipment for long periods. Therefore, they are at risk of spreading flu and other illnesses to each other.

In a health crisis such as the COVID-19 Pandemic, it may be necessary to modify school operations from the classroom to virtual/remote learning. However, that can only be determined based on the characteristics of the specific COVID-19 progress and the extent of spread through individual communities. Therefore, the Board and School carefully consider the community's risk of exposure as a key guiding principle. VDOE emphasizes in their planning guidance the more people a student or staff member interacts with and the longer that interaction, the higher the risk of COVID-19 spread. VDOE categorizes COVID-19 risks as follows:

- Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.
- More Risk: Small, in-person classes, activities, and events. Students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects.
- Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

It is important to remember that these risk levels are relative to each other and the overall risk level in the environment. WMS's philosophy of education combined with the plan outlined in the following sections will assist in promoting behaviors that reduce the risk of spreading COVID-19, maintaining healthy environments and operations and preparing for and acting when someone gets sick and/or presents with symptoms. During pandemic planning the school will prepare to operate under one or more of the following scenarios:

- Classrooms are open and all students attend school each day
- Classrooms are closed and all students work from home via remote learning. This scenario may include some level of daycare for pre-K children of first responders.
- Some classrooms are open and some students are allowed to attend each day. The restrictions imposed by local and state officials will drive the rotation schedule.

To organize its plan WMS has grouped its action steps related to a Pandemic into the following sections and each response to the Pandemic Action Steps build in progression from level to level.

- **Preparing for Pandemic: new virus, no human to human transmission**
- **Responding to Pandemic, Level 1: human to human transmission, not local**
- **Responding to Pandemic, Level 2: human to human transmission in VA**
- **Responding to Pandemic, Level 3: human to human transmission local**
- **Recovering from a Pandemic**

The pandemic plan incorporates the WMS Health and Wellness Measures in a separate section of this document (Enclosure 2). Together, the higher-level planning actions listed in the Pandemic Plan and the more day-to-day classroom level procedures listed in the Health and Wellness Measures enable the school to consider and execute the breadth of steps necessary to operate safely in a pandemic environment. The Pandemic has had widespread effects on the citizens of the Commonwealth since 2020. Because each event will continue to be unique, this plan provides a framework for WMS staff to work while affording flexibility to react to ever-changing conditions. WMS is committed to ensuring continuity of student learning and providing a safe and secure environment for students and staff. As such, this plan will be reviewed annually to reflect current practices, technology and available resources to support coordinated planning and response to a pandemic.

PREPARING FOR PANDEMIC

Pandemic Description

- New communicable disease subtype detected in humans.
- No human-to-human spread, or at most rare instances of spread to a close contact.
- Small clusters of human infection occurring with limited human-to-human transmission.
- State and/or local officials recommend schools take steps to prepare.

WMS Action Steps

- Establish WMS COVID sub-committee with appropriate stakeholders. The stakeholders should include staff with oversight of the essential workflows detailed in the roadmap (this may include the Head of School, Curriculum, a medical/epidemiologist subject matter expert, and Finance as a minimum).
- Review current school, state, and national guidance to be incorporated into standing school policies and plans.
- Review federal and state information specific to the current virus update:
 - Review and be familiar with the *WMS Pandemic Plan* to be prepared for WMS's response to VDOE guidance for operations.
 - Review and be familiar with *WMS Health and Wellness Measures* to care for faculty, staff and students when they are sick, have been exposed or are at risk of exposure.
- Assess where additional support may be needed from external partners to support revising or updating plans and policy and garner support for execution. Subsequently, develop strategies, including procurement considerations, for securing assistance.
- Communicate appropriate information:
 - To staff, students, and families regarding general communicable disease prevention, healthy habits and build awareness.
 - To refine and update communication protocols and tools for information sharing between state public health agencies, policy leaders and district stakeholders relative to school operational status.
- Establish baseline absentee rates and develop a method for tracking disease-related student and staff absences.
- Ensure best practices for cleaning and disinfecting schools and buses are being followed.

Responding to Pandemic – Level 1

Pandemic Description

- Larger clusters of human infection by human-to-human spread.
- No cases of virus reported in Virginia.
- State and/or local officials recommend schools take steps additional steps.

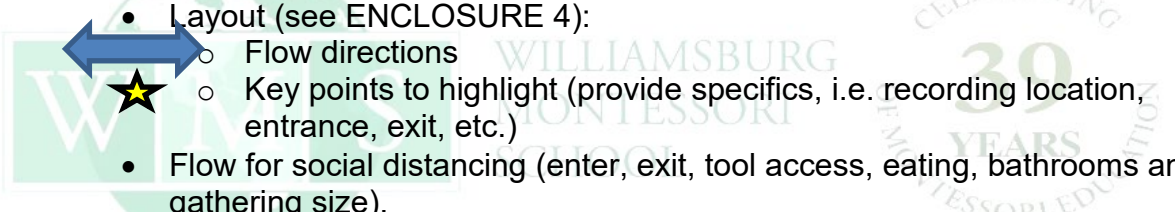
WMS Action Steps

- Maintain ongoing communication with Peninsula Health Department.
- Monitor federal and state websites and announcements for guidance and information updates.
- Approve any new or amended Pandemic Response Plans and Health and Welfare Measures Plans:
 - Based on lessons learned from the COVID-19 outbreak that will help inform planning and execution for social distancing, hygiene practices, cleaning and disinfecting, facilities adjustments, bussing, supplies, or operations for current school year.
 - This should include observations, discussions, and recommendations from all stakeholders in order to incorporate changes within a timely manner.
- Approve the operational scenario from Pandemic Plan.

The following three scenarios will be discussed in detail below:

- School opens in September with all students attending in classroom.
- School opens in September with virtual format.
- School opens in September with some portion of students attending in classroom each day:
 - K-8 classrooms closed and below-K classrooms open,
 - K-8 classrooms open on rotation for in classroom session and K classrooms open,
 - Limited "first responder" care on campus.
- Consider the following questions :
 - What do we ask of parents before they drive their child to school each day?
 - What do we ask of staff before they come to school each day?
 - What do we do at drop-off?
 - How do we consider families with parents that travel for work?
 - How do we handle late arrivals?
 - How do we conduct morning work cycles?
 - How do we prepare for, serve, and clean up after lunch or snacks?
 - How do we allow for outside activities?
 - How do we set up for nap time?
 - How do we prepare for pick up at the end of school or during afterschool?
 - Do we provide morning & afternoon bus service? If so, what rules apply?
 - How do we handle after school inside and outside?
 - How do we clean classrooms in preparation for the next school day?
 - How do we handle a sick child during the day?

- How do we respond to a report of a COVID-19 positive test result among our student body or staff?
 - How do we ensure isolation of the positive 'case' by excluding him/her from attending school and ensuring appropriate quarantine periods are enforced?
 - How might an outbreak of COVID-19 (2 or more cases, associated by person, place, and time) impact our day-to-day operations?
- Review input from key stakeholders to understand their expectations for school operations across issue areas (e.g., teacher, administration, parents).
 - Establish procedures for the first day of school considering federal and state guidance:
 - Guidance for school operations must be based on recommendations by the CDC, state, and local health officials.
 - Limit access to a small number of fixed entrances to ensure that only required persons enter.
 - Consider establishing support focused on:
 - Student and staff mental health and wellness
 - Provide resources for staff self-care, including resiliency strategies.
 - Consider for each classroom:
 - Layout (see ENCLOSURE 4):
 - Flow directions
 - Key points to highlight (provide specifics, i.e. recording location, entrance, exit, etc.)
 - Flow for social distancing (enter, exit, tool access, eating, bathrooms and gathering size).
 - AV considerations (camera location, subject, lighting, access within classroom, recording frequency, recording time management within classroom schedule).
 - Promotion of healthy hygiene with signage.
 - Maximum use of outside space.
 - Ensure appropriate supplies and resources are available for student and staff protection.
 - Assess and update student enrollment and attendance policies and plan for health and absenteeism monitoring/approaches
 - Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and socialize with school leaders.
 - Complete budget review for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars before new school year.
 - Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students with social distancing guidelines and facility access control in mind.
 - Develop a plan for assessing returning students' learning progress that includes multiple forms of assessment.



- Assess the community needs by holding community meeting for plan consideration.
 - Ensure Staff and Teachers are familiar with CDC and state guidelines and where to find them. These include but are not limited to:
 - Plan for daily health screening questions and log for staff and students.
 - Emphasize healthy hygiene practices:
 - Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection;
 - Ensure adequate cleaning supplies and correct use/storage.
 - Review plan for providing instruction to students including the learning needs based on:
 - Progress from the previous year and teachers assessment of COVID response,
 - A contingency plan for ensuring continuity instruction should further closures be necessary.
- Continue heightened surveillance of student and staff absences and share information with VDOH as required.
- Identify and prepare an area away from others for individuals who may display symptoms until picked up by a parent/guardian.
- Inventory necessary materials and supply chain for:
 - Cleaning and disinfecting,
 - Personal Protective Equipment (PPE) (masks),
 - Maximize outside space utilization,
 - Maximize social distancing inside,
 - Maximize classroom airflow and temperature control.
- Direct teachers to review and/or develop learning activities and materials that may be delivered electronically or by paper packet to students in the event that school operations are adjusted.
- Assess school needs and essential functions that will need to continue in the event of an extended classroom closure.
- Cross-train program staff as necessary on essential functions to ensure continuity in case of staff illness.
- Evaluate contingency plans in the event of future food shortages that would require younger students to provide their own lunch or adjust the manner in which food is served and students eat as a group in the classroom.
- Increase communication with staff and families about VDOH and CDC guidance for preventing the spread of communicable diseases. This includes use of School Messenger and the WMS website to rapidly share information.

Responding to Pandemic – Level 2 (plus all Level 1 actions)

Pandemic Description

- Larger clusters of human infection by human-to-human spread.
- Cases of illness reported in Virginia, but none or few in Williamsburg, James City County, or immediately surrounding municipalities.
- Potential for illness at school increases.

WMS Action Steps

- Increase collaboration with state and regional health partners and local emergency managers and provide guidance and best practices to school community related to:
 - Review of state updates and need to modify school operations (field trips, activities, etc.) and restrict the use of school buildings/campuses by the community and examine the potential for classroom closure.
 - Promoting Behaviors That Reduce Spread of COVID-19,
 - Maintaining Healthy Environments,
 - Provide guidance for cleaning and disinfecting all core assets, including school buildings and playgrounds commensurate with the alert level.
 - Maintaining Healthy Operations;
- Be prepared to implement a bussing plan that meets social distancing requirements, if necessary (including pick-up, in-transit, and drop off) and cleaning and disinfection protocols.
- Verify that the parent handbook are ready for distribution. Create a master list of any changes to distribute at the first staff meeting.
 - Communicate with parents via a variety of channels school operations and transition information including⁶: {iaw ref 8, para 1.d.ii}
 - De-stigmatization of COVID-19 and vaccinations,
 - Understanding normal behavioral response to crises,
 - General best practices of talking through trauma with children,
 - Resilience strategies for children.
 - Provide *WMS Health and Wellness Measures* Guidance to parents at contract signing.
- Head of School will be prepared
 - To coordinate informational meetings with classroom leads to review best practices, expectations, and steps to deep clean and secure buildings, if necessary.
 - To communicate school plans which may include suspension of activities and/or adjustment of school schedules. Information should also be shared about plans to deliver instruction remotely in the event that classrooms are closed.
- Ensure teachers are provided input to and are aware of communication plan with parents the school operations and transition information including:
 - De-stigmatization of COVID-19 and vaccinations,

- Understanding normal behavioral response to crises,
 - General best practices of talking through trauma with children,
 - Resilience strategies for children.
 - Information related specifically to vacation/sick leave requirements and preparation/expectations for potential closure
- If applicable, send sick children and staff members home in accordance with health department guidance.



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Responding to Pandemic – Level 3 (plus all Level 2 actions)

Pandemic Description

- Larger or localized clusters of human infection by human-to-human spread.
- Cases of WMS student or staff illness reported.

WMS Action Steps

- Provide consistent updates on schoolwork and pandemic response planning with stakeholders.
- Implement a Health and Wellness Measure screening for all students.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status. At this time, there is no guidance indicating that students should submit to a physical examination before entering the school building.
- Implement training plan and communicate plan for assessment with parents for how students will integrate into school operations that include timelines for giving assessments and making adjustments to curriculum and academic goals.
- Share a comprehensive account of academic interventions and social-emotional and mental health support services available through the state and region.
- Align expectations around onboarding school communities, including students, teachers, school leaders, and parents are aware of the following considerations
 - Hand hygiene and respiratory etiquette,
 - Use of masks,
 - Staying home when sick,
 - Encouraging physical distancing.
- Review assessment to identify overall trends and specific gaps in student learning to design targeted remediation that leads to appropriate progress.
- Evaluate the effectiveness of any remote learning experiences by surveying school leaders, teachers, and parents to gather their feedback and input, to make improvements in case of any additional disruptions to school time.
- Alert cleaning staff, teachers and landlord of any changes in recommended cleaning guidelines issued by Virginia, OSHA, or the CDC. It is expected that this guidance will be updated in real-time based on circulating levels of the virus in local geographies. Ensure best practices for cleaning and disinfecting school buildings and school bus are being followed multiple times a day. Increase frequency of custodial staff cleaning, if necessary.
- Where possible, parents of young children should remain in vehicles or outside of the building where their students will be brought to them.
 - If parents must enter the building, require hand washing and face masks.
 - Any person with cough or respiratory symptoms should remain outside of WMS facilities.
- Preparations for case of sick individuals:
 - Educate staff/parents/guardians on:
 - **COVID-19 POSITIVE CASE:**
 - In accordance with the WMS Parents Handbook, call and inform the HoS. Staff or students that are positive will remain home and not to return until they have met the criteria per their

healthcare provider and discontinue home isolation or quarantine per VDH safe to be around others:

- VDH When to End Isolation or Quarantine
- <https://www.vdh.virginia.gov/coronavirus/resources-and-support>

- WMS will

- Inform those exposed to a person with COVID-19, with less than 3-6 feet of space for more than 15 minutes, to stay home per CDC guidelines, and self-monitor for symptoms and follow CDC guidance if symptoms develop.
 - ❖ Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.
 - ❖ <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- Inform the local health dept if a person has been diagnosed with COVID-19 within the educational setting.

- **Based on local health department recommendations, dismiss students and most staff in the affected classroom for a minimum of 2-5 days and switch to a virtual-based classroom while determining when to reconvene.**

- ❖ 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.
- ❖ This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

- Head of School will send a notice to return to work/school in accordance with county office of education and department of health policy allowing employees or students return to work or school, respectively



☐ In classroom sick individual procedures:

	Individual with non-COVID issue (i.e. injury, headache, etc)	Individual with COVID-19 Symptoms
Initial response	<ul style="list-style-type: none"> • Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call the parent/send home. • Physical distancing marked off, 	<ul style="list-style-type: none"> • Move to an area away from other staff and students • Physical distancing marked off or in separate rooms
Staff considerations	<ul style="list-style-type: none"> • Staff responding to an incident may consider wearing gloves depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place. 	<ul style="list-style-type: none"> • Additional non-health compromised staff may be necessary to monitor students while attending to the individual. Staff should already be wearing masks and put on gloves. Restroom facilities need to be nearby for sick students (separate space) as younger students may have GI symptoms • HoS will notify the WMS community and local Public Health department as applicable,

Classroom actions	<ul style="list-style-type: none"> • Students sanitize/wash hands, • Arrange to clean area after students leave. 	<ul style="list-style-type: none"> • Students sanitize/wash hands, • Students keep utilizing masks, • Locate non-contact thermometer(s), • Use separate restrooms, • Safely transport anyone sick home or to a healthcare facility. If you call 9-1-1, please share with the dispatcher if the individual has signs or symptoms of COVID- 19, • Continue to ventilate the room to outside air after student leaves, • Allow for a minimum of 24 hours to pass before deep cleaning space.
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Campus	Isolation area
Longhill Road	Outside area adjacent to Main Office or main entrance isolation area.
Richmond Road	Outside area adjacent to Main entrance or in main entrance isolation area.

Ending quarantine for potentially exposed people and return to community timeline:

- VDH When to End Isolation or Quarantine
 - The most risk-averse posture for the school is to assume everyone is contagious, regardless if they are asymptomatic. This is the most conservative posture we can take for the school to eliminate the risk vector for COVID into the classroom cohorts.
 - All timing starts after the last contact - viral loading and antibody responses generally peak between 4-9 days after last exposure. Members of the community in question will be notified for pick-up per the WMS Parent Handbook and should seek medical advice.
 - All cases, either household contact or non-household contact, are recommended to test no earlier than 5 days since last contact and follow the VDH guidance:
 - VDH When to End Isolation or Quarantine

- <https://www.vdh.virginia.gov/coronavirus/resources-and-support/>

VDH VIRGINIA DEPARTMENT OF HEALTH

**WHEN IT IS SAFE TO BE AROUND OTHERS:
ENDING QUARANTINE FOR EXPOSED PERSONS**

If you had close contact with a person who has COVID-19 while they were contagious*, get tested, watch for symptoms, and follow all recommendations (e.g., wear a mask, watch your distance, and wash your hands often) for 14 days after last exposure.

Close contact includes:

- Being within 6 feet of a person who has COVID-19 for a total of 15 minutes or more over a 24-hour period, or
- Having exposure to respiratory secretions (e.g., being coughed or sneezed on; sharing a drinking glass or utensils; kissing) from a person who has COVID-19, or
- Living with or providing care for a person who has COVID-19

Exception: In indoor K-12 classroom settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as both the infected student and the exposed student correctly and consistently wore well-fitting masks the entire time.

** A person with COVID-19 is considered to be contagious starting from 2 days before they became sick (or 2 days before test specimen collection if they never had symptoms) until they meet the criteria to discontinue isolation.*

HOUSEHOLD CONTACTS

VDH recommends that you **quarantine (stay home)** while the infected person is home and for **14 days** after the person has been released from isolation (because exposure is considered ongoing within the house).**

If you are not able to stay home for 14 additional days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.

Household contact is released from quarantine if not sick

NON-HOUSEHOLD CONTACTS

VDH recommends that you **quarantine (stay home)** for **14 days** after the date of last close contact with the person infected with COVID-19.

If you are not able to stay home for 14 days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.

Non-household contact is released from quarantine if not sick

**** If you are able to have complete separation from the person in your house with COVID-19 (this means no contact, no time together in the same room, no sharing of any spaces, such as same bathroom or bedroom), then follow timeframe for non-household contact**

August 10, 2021



- Provide routine updates:
 - To staff and families of affected classroom based on federal, state, or local changes related to WMS classroom closure/adjusted schedule plans and provide related resources to families and staff.
 - To WMS community if positive case detected in school.
- Review (Head of School and School Board) updated state guidance to determine if the potential need to close classrooms and restrict use of school buildings/campuses by the community is required and prudent.
- Adjust school schedule and/or close classrooms if needed and distribute learning activities/materials and instructions for completion to students in the days just prior to classroom closure.

Recovering from a Pandemic

Pandemic Description

- Outbreak of illness has slowed.
- Public Health risk is reduced.
- Due to unpredictability of a pandemic, recovery activities/strategies may be used at any point of the Pandemic or be used in phases.

WMS Action Steps

- Provide consistent updates on:
 - Return to school 'normal' operations, pandemic response planning, and updated guidance to staff on infection control measures relative to alert level with stakeholders.
 - Guidance to staff on infection control based on state key measures.
- Coordinate with landlord to ensure facilities are properly disinfected and safe after prolonged shutdown:
 - Ensure the ventilation system is working correctly and is adequate.
 - Ensure water systems are safe and adequate.
- Maintain infection control procedures based on pandemic alert level and public health guidance.
- Resume regular school schedule and classroom operations as soon as safety permits based on review of state and local guidance. Consider the following:
 - Phased re-opening or in entirety based on state key measures.
 - Adjust school calendar to provide teachers adequate time to review and grade student work completed during classroom closure
- Restock cleaning and health supplies.
- Monitor student and staff absences.
- Prepare for a potential second wave of illness.
- Provide information about:
 - Signs and symptoms of post-traumatic stress to teachers and staff.
 - Provide emotional or psychological resources and support as necessary based on students and staff experiencing loss of loved ones or other trauma. Request assistance of community health officials as needed. Where to obtain resources to cope with stress, grief, or anxiety.
- Conduct post-pandemic evaluation of planning and response with school, health and emergency management officials.

WMS HEALTH AND WELLNESS MEASURES

Intent

Although COVID-19 has vaccinations readily available, they are not mandatory. Therefore, WMS will implement a layered COVID-19 prevention strategy comprised of cohorting, administrative checks, social distancing, masks (PPE), personal and facility sanitation, and case response to provide protection for our community. WMS will open classrooms as permitted by the Governor of Virginia for the academic year 2021-22. The purpose of this guidance is to ensure that, when WMS returns to campus, the community takes every reasonable precaution to protect the classroom cohorts to prevent the spread of COVID-19 among our community. The measures outlined will remain in effect until formally lifted at the direction of the Head of School.

Keys for using guidance

To ensure everyone's safety and in keeping with the Montessori principle, the community will have specific actions they are responsible for accomplishing. Additionally, it is essential to highlight per the WMS Parents Handbook that the Head of School needs to be informed when your child contracts a contagious disease so that the other children may be advised of possible exposure.

In the margins, responsible stakeholders will be indicated as:

[C] Children,

[P] Parent,

[T] Teacher,

[A] Administrative.

A consolidated Quick Reference Checklist (Enclosure 5) is provided for each stakeholder that consolidates the actions throughout the action plan for children and Parents.

Health & Wellness Guidelines

Drop-off – symptom screening check

- [P] Parents must measure their child(ren)'s temperature every morning and look for symptoms prior to bringing them to school (Quick Reference Checklist, enclosure 5). If the child's temperature is 100.4 degrees or greater, he or she must be kept at home until fever free for 24 hours without using fever-reducing medications following VDH Guidance at the following website:
 - <https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/> ->
 - Resources for Parents and Children ->
 - VDH Guidelines ->
 - When Should a Child Stay Home from School and/or Child Care? Infographics Only
- [P] Parents will check in with a staff member during car line to ensure a daily health checklist¹⁸ with questions for parents such as if anyone at home is ill or has a family member traveled out of the area in the last two weeks is accurate and complete.

- [T, A] A WMS staff member will take the temperatures of all students using a temporal artery contactless thermometer, perform and record a daily health observation upon arrival at school while the parent waits for "all clear" from the teacher.
 - [P, T] If an elevated temperature is detected upon arrival, the parent shall take the child home.
 - [T, A] During the day, if the child's temperature is 100.4 degrees or greater, a WMS staff member will ensure the student is correctly wearing a mask (or assist those under three years old of age with donning a mask), isolate him or her from others in the designated areas for each campus and notify the office.

Campus	Isolation area
Longhill Road	Outside area adjacent to Main Office, or main entrance isolation area.
Richmond Road	Outside area adjacent to Main entrance, or in main entrance isolation area.

- [A] The office will use emergency contact numbers to call a parent or caregiver to return to school and pick up the child as soon as possible
- [P] It is recommended that the parents, of a child who falls ill while at school, consult with their family physician or pediatrician's office via phone to determine whether or not the child should be tested for COVID-19. This can be achieved either at a physician's office or many commercial pharmacies, such as Walgreens and Walmart, also offer rapid COVID-19 testing now.
 - Parents may also utilize symptom checker websites at the CDC:
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>
- [P, A] IAW the WMS Parent Handbook (latest revision, 2019-20), parents should notify the Head of School if their child(ren) is/are diagnosed with ANY contagious disease so that parents of other children may be advised of potential exposure.
 - Confidentiality is important to maintaining the integrity of our community, and as such only the Head of School will communicate directly with the local health department to initiate a public health investigation.
 - "According to §32.1-41 of the Code of Virginia, VDH is required to maintain the anonymity of any persons reported to have a reportable disease, including COVID-19."
- The State Health Commissioner can release identifying information about such an individual if pertinent to an investigation. Therefore, VDH staff conducting case investigations and contact tracing will make every effort to preserve the confidentiality of the information gained through these processes and will follow strict procedures that allow for sharing the minimal amount of information that is deemed necessary to ensure protection of the health of others. (VDH Contact Tracing Ref)

- [T] Faculty and staff members will measure their temperature at home and remain there if they have a temperature of 100.4 degrees or greater.
- [T, A] All staff members will have their temperatures taken upon arrival at school each day and recorded. The same procedures as described above apply to staff members.
- [P, T, A] Preparations for case of sick individuals
 - **COVID-19 POSITIVE CASE:**
 - In accordance with the WMS Parents Handbook, call and inform the HoS. Staff or students that are positive will remain home and not to return until they have met the criteria per their healthcare provider and discontinue home isolation or quarantine per VDH safe to be around others:
 - VDH When to End Isolation or Quarantine
 - <https://www.vdh.virginia.gov/coronavirus/resources-and-support>
 - WMS will
 - Inform those exposed to a person with COVID-19, with less than 3-6 feet of space for more than 15 minutes, to stay home per CDC guidelines, and self-monitor for symptoms and follow CDC guidance if symptoms develop.
 - Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.
 - <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
 - Inform the local health dept if a person has been diagnosed with COVID-19 within the educational setting.
 - **Based on local health department recommendations, dismiss students and most staff in the affected classroom for a minimum or 2-5 days and switch to a virtual-based classroom while determining when to reconvene.**
 - 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.
 - This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.
- Head of School will send a notice to return to work/school in accordance with county office of education and department of health policy allowing employees or students return to work or school, respectively
- In classroom sick individual procedures:



	Individual with non-COVID issue (i.e. injury, headache, etc)	Individual with COVID-19 Symptoms
Initial response	<ul style="list-style-type: none"> • Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call the parent/send home. • Physical distancing marked off, 	<ul style="list-style-type: none"> • Move to an area away from other staff and students • Physical distancing marked off or in separate rooms
Staff considerations	<ul style="list-style-type: none"> • Staff responding to an incident may consider wearing gloves depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place. 	<ul style="list-style-type: none"> • Additional non-health compromised staff may be necessary to monitor students while attending to the individual. Staff should already be wearing masks and put on gloves. Restroom facilities need to be nearby for sick students (separate space) as younger students may have GI symptoms • HoS will notify the WMS community and local Public Health department as applicable,

Classroom actions	<ul style="list-style-type: none"> • Students sanitize/wash hands, • Arrange to clean area after students leave. 	<ul style="list-style-type: none"> • Students sanitize/wash hands, • Students keep utilizing masks, • Locate non-contact thermometer(s), • Use separate restrooms, • Safely transport anyone sick home or to a healthcare facility. If you call 9-1-1, please share with the dispatcher if the individual has signs or symptoms of COVID- 19, • Continue to ventilate the room to outside air after student leaves, • Allow for a minimum of 24 hours to pass before deep cleaning space.
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Social Distancing.

[T, A] School schedule will be set by HoS after consultation from teachers (drop off stagger).

- To reduce the spread of infection, parents must drop their children off at the door of the classroom and will not be permitted to enter the school building(s).
- Parents are required to practice social distancing and wear a mask for drop off/pick up.

	Tentative Schedule	Drop-off	Pick-up
Longhill Road	TODDLER Half Day: 8:30 to 12:00 Full Day: 7:30 to 5:30	TODDLER Half Day: 8:15-8:30 Full Day: 7:30-7:45	TODDLER Half Day: 12:00-12:15 Full Day: 5:30-5:45
	CHILDREN'S HOUSE Half Day: 8:30 to 11:45 Extended Day: 8:30-3:00	CHILDREN'S HOUSE Half Day & Extended Day: CH1: 8:20-8:30 CH2: 8:30-8:40 CH3: 8:40-8:50	CHILDREN'S HOUSE Half Day: 11:45-12:00 Extended Day: 3:00-3:15
	LOWER ELEMENTARY 8:30 to 3:00	LOWER ELEMENTARY 8:30-8:45	LOWER ELEMENTARY 3:00-3:15
Richmond Road	UPPER ELEMENTARY 8:30 to 3:15	UPPER ELEMENTARY 8:15-8:30	UPPER ELEMENTARY 3:15-3:30

	MIDDLE SCHOOL 8:15 TO 3:30	MIDDLE SCHOOL 8:00-8:15	MIDDLE SCHOOL 3:30-3:45
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□ [P, T, A] Ending quarantine for potentially exposed people and return to community timeline:

□ <https://www.vdh.virginia.gov/coronavirus/resources-and-support/>

VDH VIRGINIA DEPARTMENT OF HEALTH

WHEN IT IS SAFE TO BE AROUND OTHERS: ENDING QUARANTINE FOR EXPOSED PERSONS

If you had close contact with a person who has COVID-19 while they were contagious*, get tested, watch for symptoms, and follow all recommendations (e.g., wear a mask, watch your distance, and wash your hands often) for 14 days after last exposure.

Close contact includes:

- Being within 6 feet of a person who has COVID-19 for a total of 15 minutes or more over a 24-hour period, or
- Having exposure to respiratory secretions (e.g., being coughed or sneezed on; sharing a drinking glass or utensils; kissing) from a person who has COVID-19, or
- Living with or providing care for a person who has COVID-19

Exception: In indoor K-12 classroom settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as both the infected student and the exposed student correctly and consistently wore well-fitting masks the entire time.

* A person with COVID-19 is considered to be contagious starting from 2 days before they became sick (or 2 days before test specimen collection if they never had symptoms) until they meet the criteria to discontinue isolation.

HOUSEHOLD CONTACTS

VDH recommends that you **quarantine (stay home)** while the infected person is home and for **14 days** after the person has been released from isolation (because exposure is considered ongoing within the house).**

If you are not able to stay home for 14 additional days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.

Household contact is released from quarantine if not sick

Person released from isolation

7 days with negative test

10 days

14 days (preferred)

NON-HOUSEHOLD CONTACTS

VDH recommends that you **quarantine (stay home)** for **14 days** after the date of last close contact with the person infected with COVID-19.

If you are not able to stay home for 14 days and do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR or antigen test performed on or after Day 5.

Non-household contact is released from quarantine if not sick

Date of last close contact

7 days with negative test

10 days

14 days (preferred)

** If you are able to have **complete separation** from the person in your house with COVID-19 (this means no contact, no time together in the same room, no sharing of any spaces, such as same bathroom or bedroom), then follow timeframe for non-household contact

• Based on CDC guidance for [Community-Related Exposures](#) and [When to Quarantine](#)

August 10, 2021

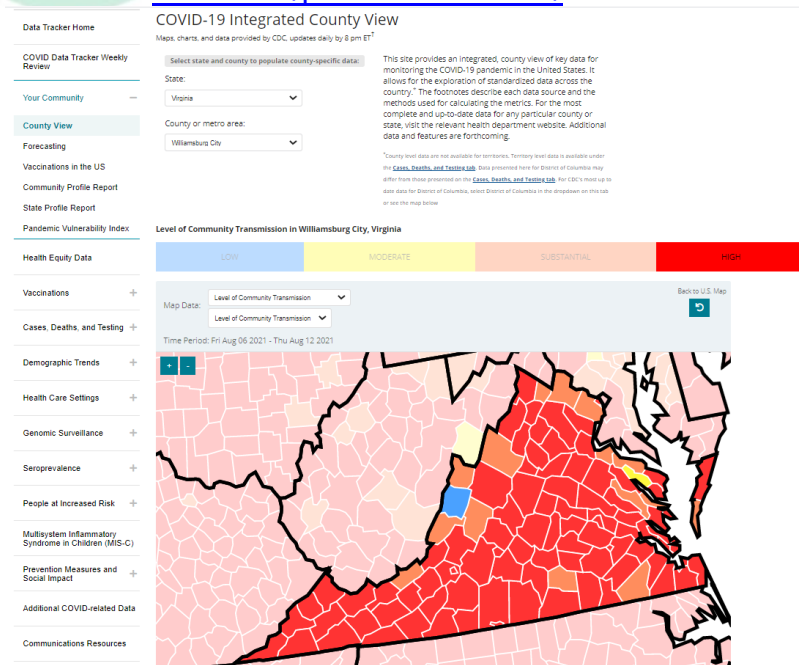


- The most risk-averse posture for the school is to assume everyone is contagious, regardless if they are asymptomatic. This is the most conservative posture we can take for the school to eliminate the risk vector for COVID into the classroom cohorts.
- All timing starts after the last contact - viral loading and antibody responses generally peak between 4-9 days after last exposure. Members of the community in question will be notified for pick-up per the WMS Parent Handbook and should seek medical advice.
- All cases, either household contact or non-household contact, are recommended to test no earlier than 5 days since last contact and follow the VDH guidance:

- In all cases, if someone does not stay home for the recommended 14 days, they should continue monitoring for symptoms, wear a mask at all times, maintain social distancing, avoid crowds, and wash hands often for the full 14-day period.
- [P, T, A] Following CDC Guidance,
 - Cover your mouth and nose with a cloth face cover when around others.
 - You could spread COVID-19 to others, even if you do not feel sick.
 - Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - The cloth face cover is meant to protect other people in case you are infected.
 - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
 - Parents will provide at least two masks for each child in case of lost or malfunctioning masks occurs during the day. These masks should be washed at the end of each day.

□ Visitors

- [P, T, A] WMS will use a combination of:
 - The CDC's Integrated County View for community transmission levels
 - <https://covid.cdc.gov/covid-data-tracker/#county-view>
 - The VDH Pandemic Metrics site:
 - <https://www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/>



LOW
MODERATE
SUBSTANTIAL
HIGH

- If the CDC assessment of the regional transmission is **LOW** visitors will be considered On a case by case basis based vaccination status, 100% compliance with WMS covid strategies, and the HoS approval.
 - If the CDC assement of the regional transmission is **MODERATE**, **SUBSTANTIAL**, or **HIGH**, no visitors will be allowed in the WMS cohorts except in exceptional circumstances as determined by the HoS.
- [P, T] WMS recognizes the challenges of asking younger children to wear masks and will engage the children in role modeling, positive redirection and considerate choices if a child removes or refuses to wear a mask. Tables and workstations are being spaced apart following CDC and VDH guidance to maintain social distancing. We encourage parents to practice wearing, removing and handling masks with their children.
 - [T, A] Faculty and staff will implement appropriate mask usage inside and outside. In recognition of the stress constant mask wearing indices, 'sanctuary areas' will be implemented on a case by case basis of individual mask removal outside to provide momentary relief while monitoring social distancing and other precautions.
 - [T, A] Faculty and Staff members will avoid congregating in common areas and will remain six feet apart from their nearest neighbor. To make social distancing possible, WMS will follow federal and state guidelines.
 - [T, A] Specialty Teachers (art, music, language, reading, physical education) are considered employees and comply with all WMS COVID mitigations.
 - [T, A] Children will work on separate, assigned mats and will be engaged in more independent activities.
 - [T, A] Siblings will be kept together to as much possible.
 - [T, A] The same WMS staff member will be kept with the same group of children to the extent possible, known as cohorting.
 - [T, A] Nap mats will be placed further apart, and more space will be provided between cubby areas/storage spaces to help prevent the mixing of children's belongings.

Food preparation and service changes.

- [P] Individual bag lunches are still permitted, but sharing is not allowed.
- [P, T] No self-serve snacks are permitted.
- [T] Adults will serve individual snacks to students.
- [T, A] WMS will provide hot lunches that adults will plate and serve to children (Toddler and CH) sitting apart at tables (no family style)
- [T] Children can neither assist with food prep nor wash dishes.
- [T, A] WMS implements "Hand Hygiene" during all school day to day operations. This exercise includes washing or sanitizing hands every hour by everyone present at school. In addition, everyone will practice "Hand Hygiene" upon entering any school building, before eating, after eating and as needed (i.e. especially after blowing one's nose, coughing or sneezing, going to the bathroom, etc.).

Prevention and Cleaning.

- [T, A] The school's cleaning service will routinely conduct deep cleaning and disinfection.
- [T] During recess, teachers will ensure students play in small groups while practicing distancing.
- [P, T] Waving, elbow bumps at a distance and smiles will replace hugging, handshaking, high fives and other forms of contact until further notice.
- [T, A] Classroom and office staff will intensify cleaning and disinfecting efforts will follow federal and state guidelines.
 - If the school operates a split schedule, all materials handled will be disinfected between morning and afternoon sessions (as well as at the end of each day).
 - Playground equipment will be cleaned between use by each class.

Other Protective Measures

- [A] WMS is not screening students or staff specifically to identify cases of COVID-19. If the school has a sick child (including typical symptoms of COVID-19), a staff member will notify local health officials for further guidance.
- [T, A] Prior to the re-opening, staff members are required to attend an in-service on COVID-19 information and new protocols (how it spreads, requirement for face masks, hand washing requirements, material sanitizing, proper cleaning techniques, food prep and service, what to do if a child displays symptoms).



WILLIAMSBURG
MONTESSORI
SCHOOL



Agreement

Parents will initial and sign the agreement found at the end of this document that they will support faithfully the measures outlined above before their children may attend school.

Epilogue

The policies outlined above will continue to evolve as state and federal authorities change guidance during the 2021-22 academic year. WMS will continue to monitor these changes and notify parents of any changes to this document.

Point of Reference

Click here for an excellent guide for when to keep your child home from school (though it is not COVID-19 specific)

- <https://scdhec.gov/sites/default/files/Library/CR-010752.pdf>
- <https://www.vdh.virginia.gov/coronavirus>
- <https://www.vdh.virginia.gov/coronavirus/resources-and-support>

I acknowledge receipt and review of the Health and Wellness Measures adopted by Williamsburg Montessori School ("WMS") and I agree that I will follow and abide by them. I acknowledge that my failure to comply with the Health and Wellness Measures will constitute a breach of a material term of our contract with WMS. I have read this agreement, and fully understand its terms.

Name of Child or Children: _____

Name of Parents or Guardians: _____

Address: _____

Home or Cell Phone: _____

Email address: _____

Signature: _____ Date: _____

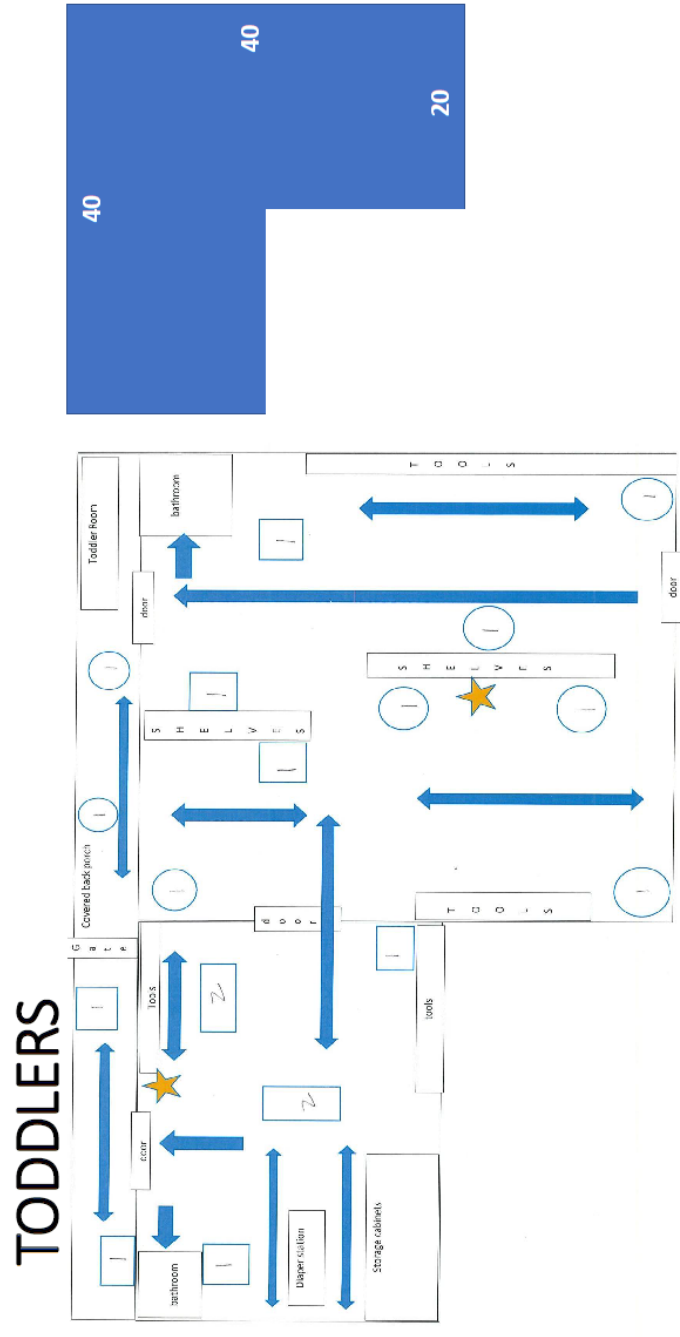
BOARD ACTION PLAN

Item	Action	Due	Who	Status
1	Review Classroom traffic flow, desk configuration, and management considering social distancing best practices (page 19-25 examples of layout)	Jul21	Teachers and staff	Complete
2	Investigate AV options for recording, managing and distributing classroom recordings	Jul21	Finance Committee	Complete
3	Assess and review classroom PPE, cleaning supplies requirements	Jul21	B2S Committee	Complete
4	Review and update Pandemic and Health and Wellness Measures	Jul21	Executive Committee and Health Subject Matter Expert	Complete
5	Prepare and assess budget impacts to COVID changes	Jul21	Finance Committee	Complete
6	Hold meeting with each classroom team for inputs	Jul-Aug21	B2S Committee, HoS, Executive Committee	In-progress
7	Hold Community meeting to review current plans and proposals for next school year	Aug 21, TBD	B2S Committee, HoS, Executive Committee, PTO/PA	In-progress
8	Communicate plan to Families ahead of annual signup	Prior to 01Aug20	HoS, Executive Committee	In-progress
9	Periodic assessment and review of plan efficacy	Dec20	B2S Committee, HoS, Executive Committee, PTO/PA	In-progress
11	Annual plan and policy review	May-Jul22	B2S Committee, HoS, Executive Committee, PTO/PA	In-progress

FACILITIES

TODDLER PROGRAM

- Notional flow and layout

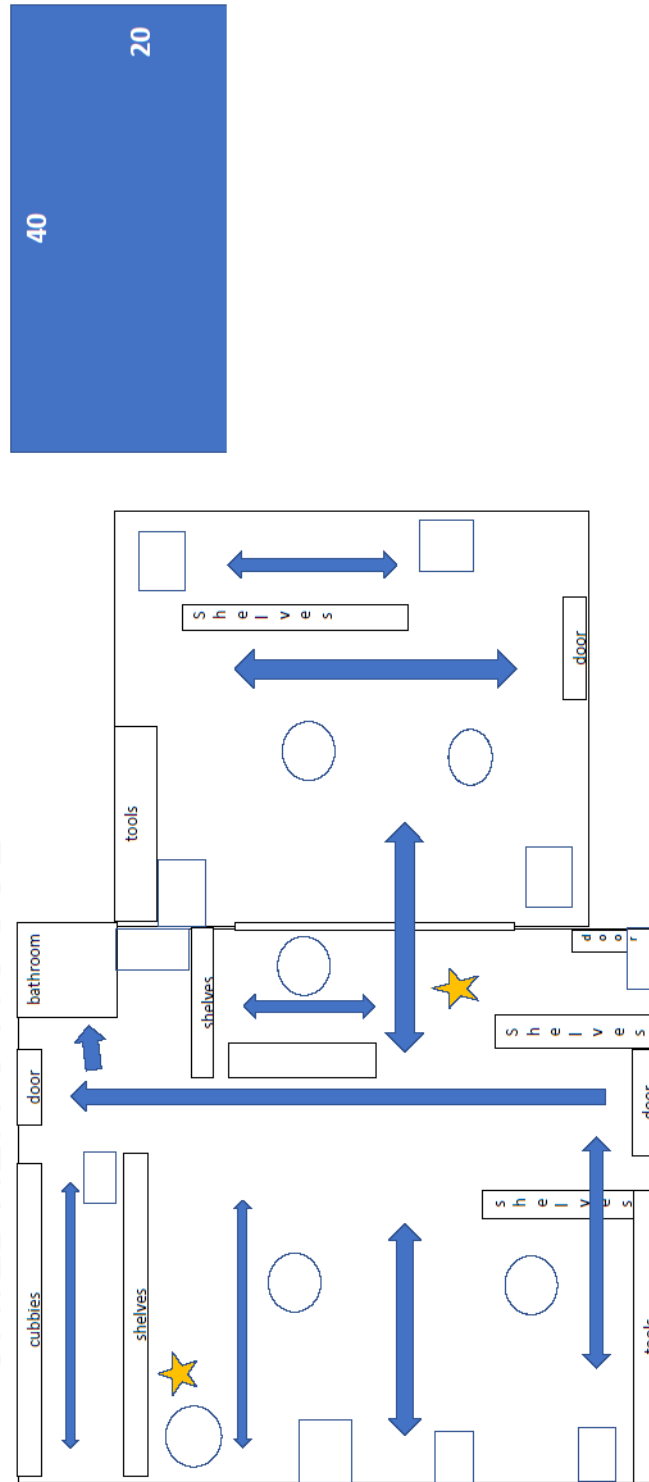


CHILDREN'S HOUSE

- CH1 notional flow and layout



CHILDREN'S HOUSE

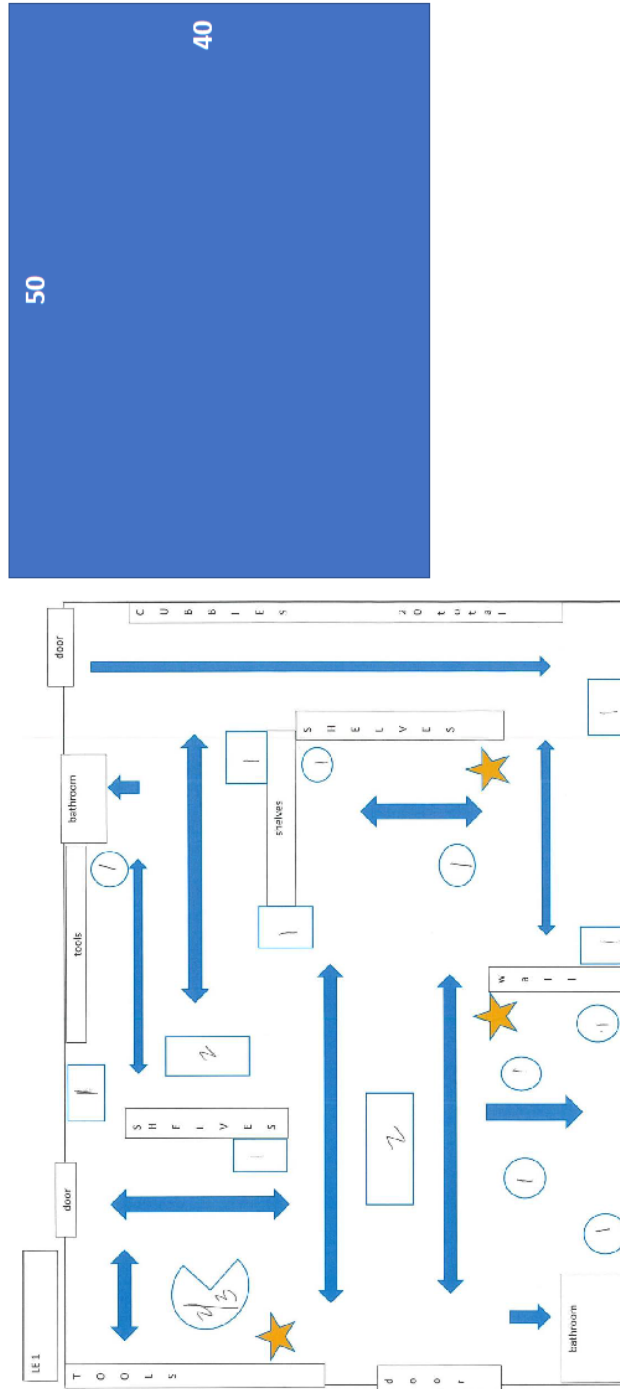


LOWER ELEMENTARY

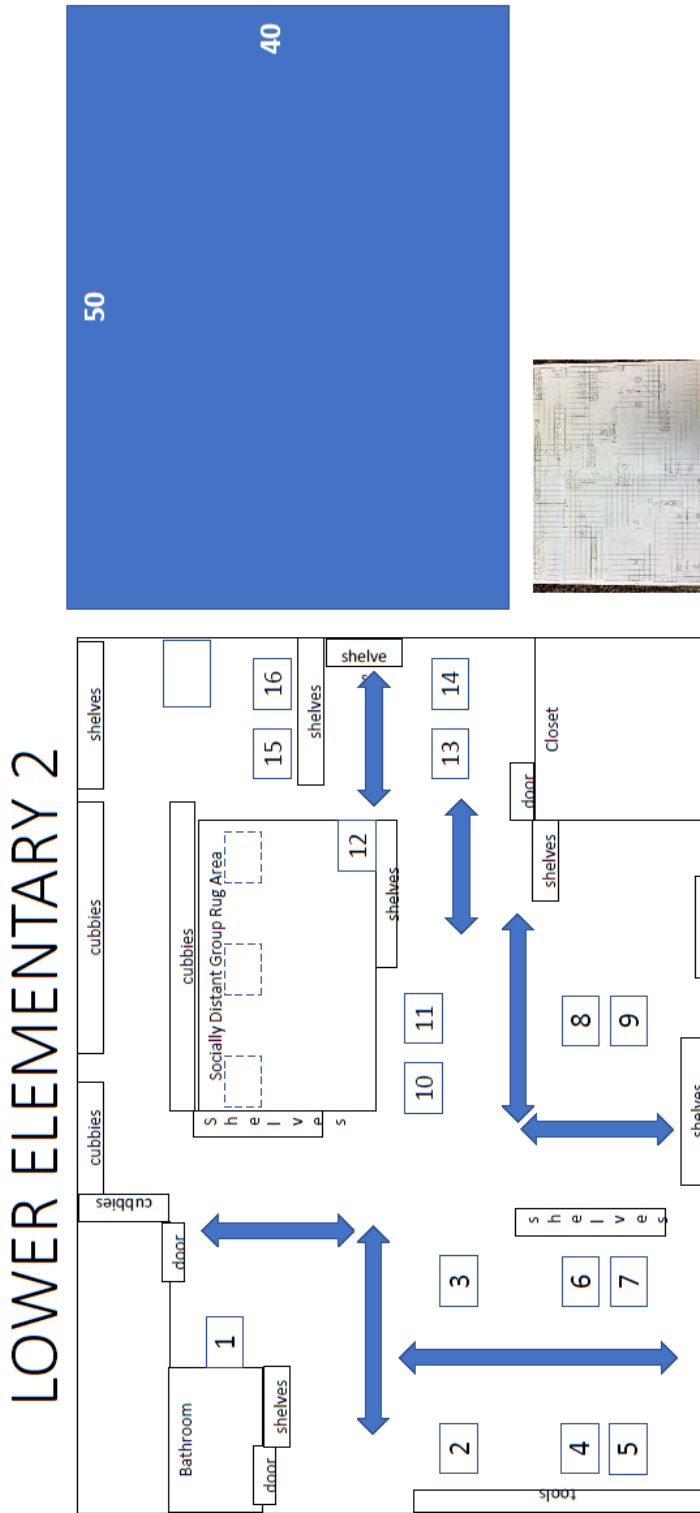
- LE1 notional flow and layout



LOWER ELEMENTARY 1

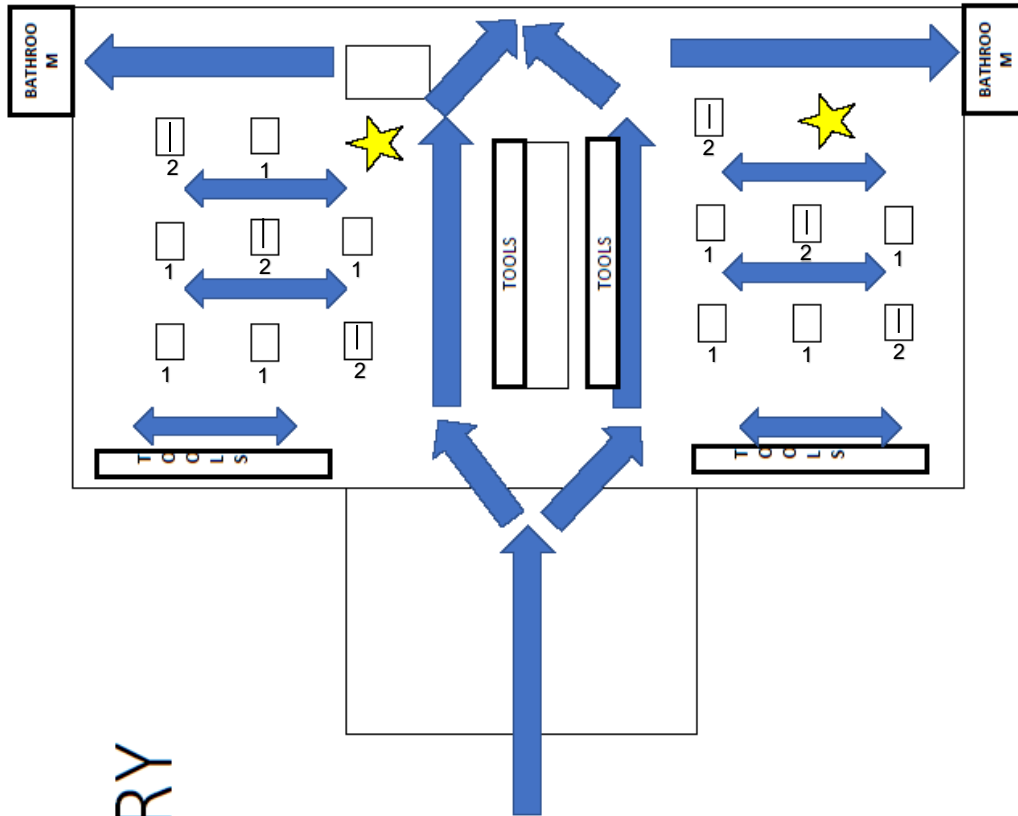


□ LE2 notional flow and layout

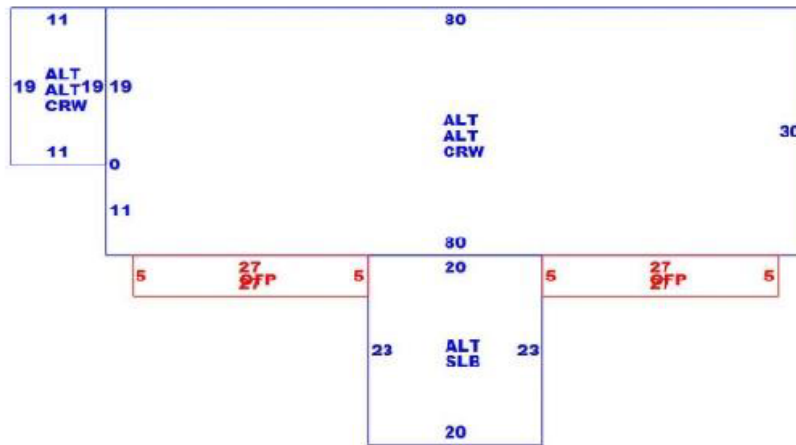


UPPER ELEMENTARY

- UE notional flow and layout

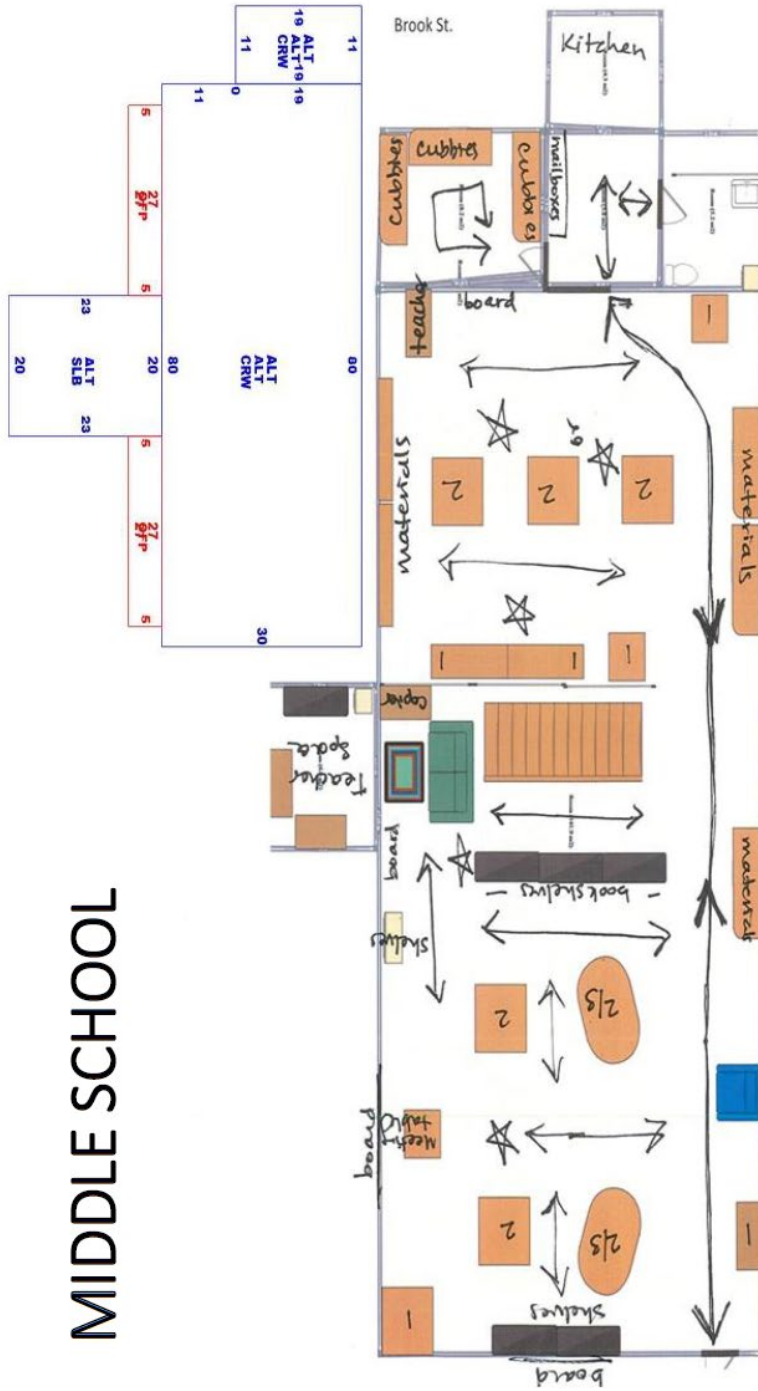


UPPER ELEMENTARY



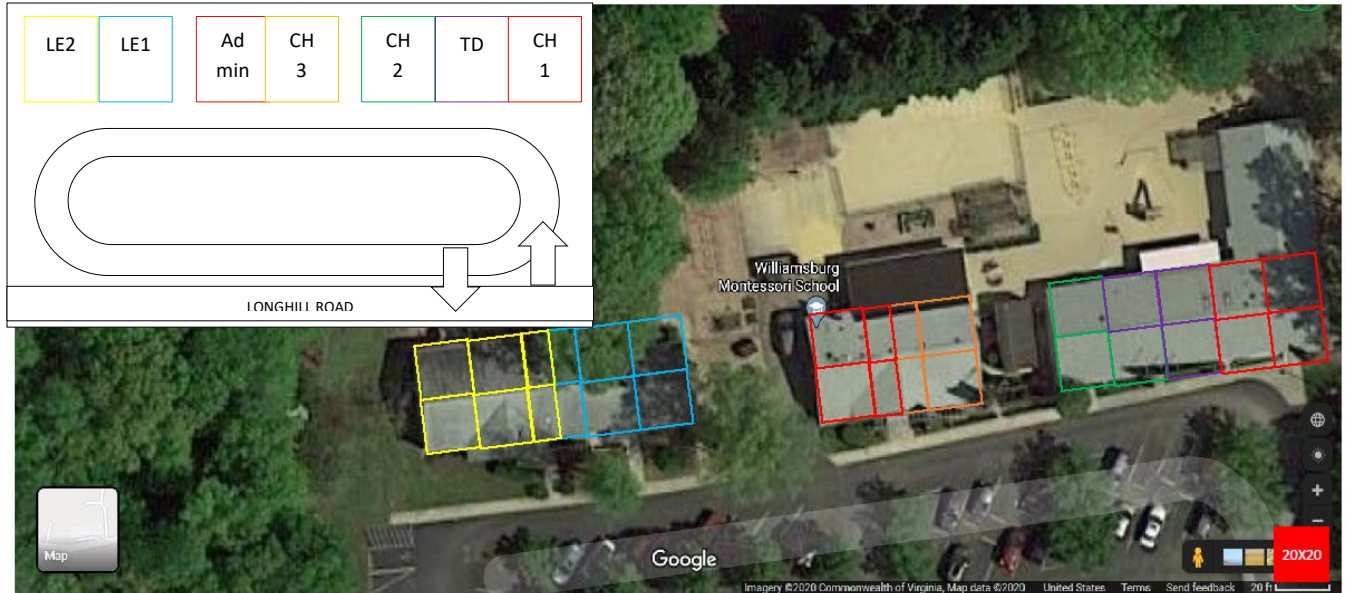
MIDDLE SCHOOL

☐ MS notional flow and layout




CAR LINE

LONGHILL ROAD CAMPUS OVERVIEW



WILLIAMSBURG
MONTESSORI
SCHOOL



 (extra runner)

Cars not parked at a station must wait in carline.
Parents will be asked to pull up all the way to the stations and put their car in park in order to get their children out of the car.



Each station has 2 staff members to work together:

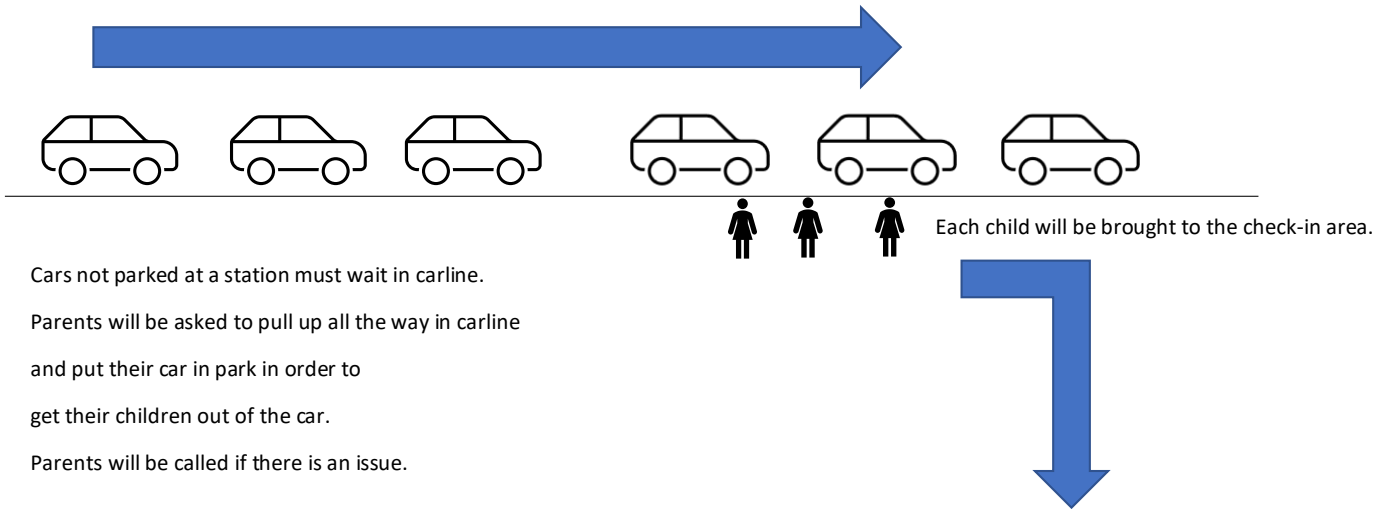
- 1 person takes temperature and asks health questions.
- 1 person takes the child to his/her classroom.

The stations consist of a table, thermometer, and questionnaire.

Possible Staggered Schedule: (carline is usually 8:30-8:45)

- CH1 8:20-8:30
- CH2 8:30-8:40
- CH3 8:40-8:50
- Lower elementary 8:30-8:45

Possible carline operation for Fall 2020 Option #2



Cars not parked at a station must wait in carline.

Parents will be asked to pull up all the way in carline and put their car in park in order to get their children out of the car.

Parents will be called if there is an issue.

Possible Staggered Schedule:

(carline is usually 8:30-8:45)

CH1 8:20-8:30

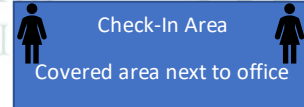
CH2 8:30-8:40

CH3 8:40-8:50

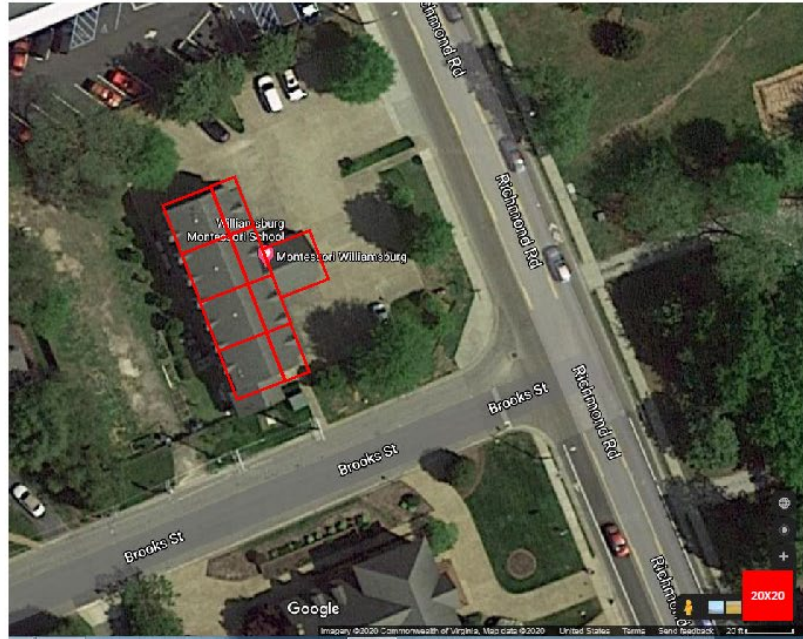
Lower elementary 8:30-8:45



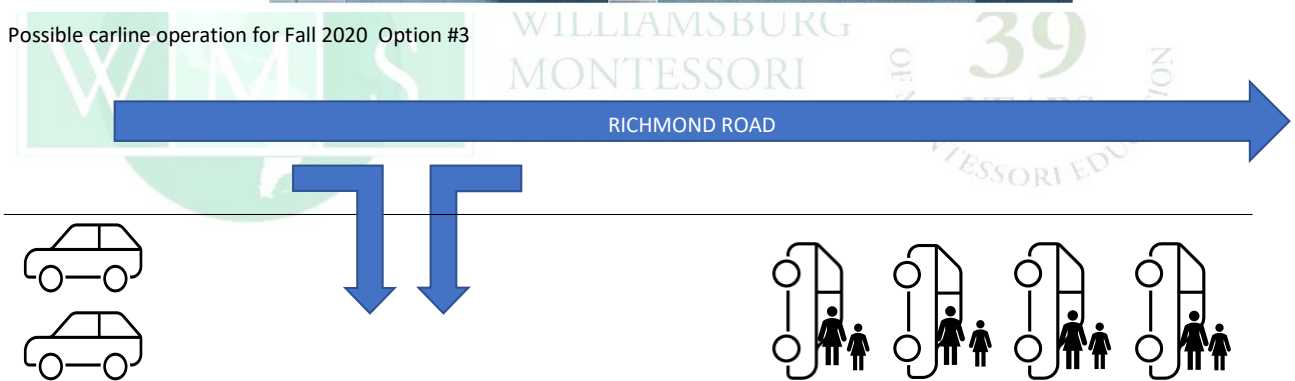
Each child will be brought to this area to assess health and have their temperature taken.



RICHMOND ROAD CAMPUS OVERVIEW



Possible carline operation for Fall 2020 Option #3



Parents will be asked to pull up and park in parking spot

in order to get their children out of the car

Each child will be brought to this area to assess health, review

Health questionnaire, and have their temperature taken.

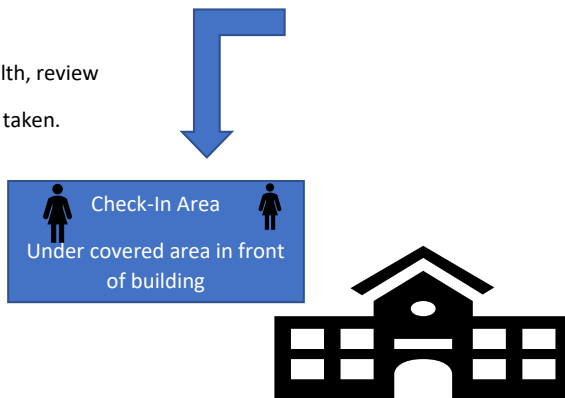
Parents will be called if there is an issue.

Possible Staggered Schedule:

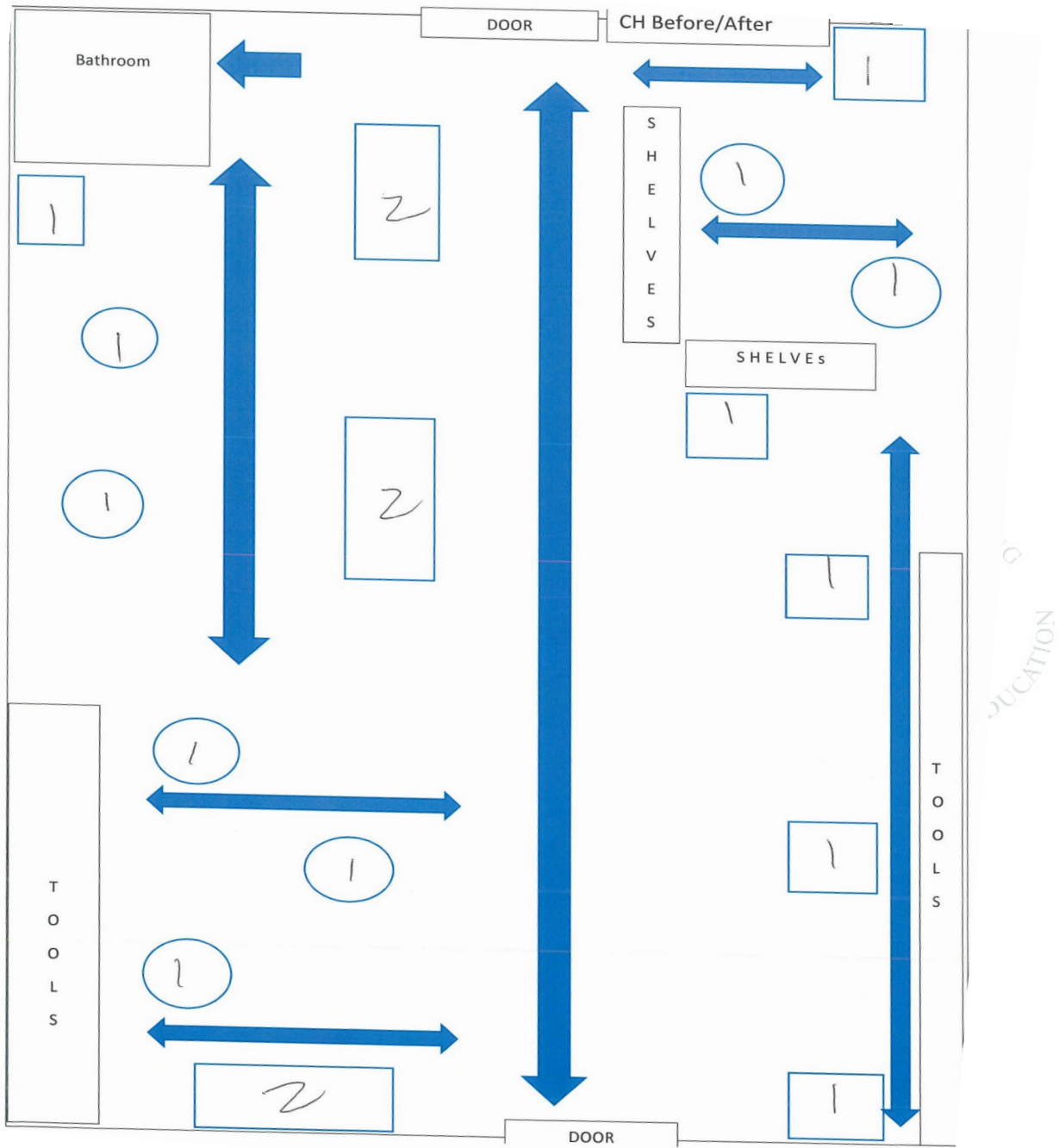
(carline is usually 8:30-8:45)

MS 8:00-8:15

UEL 8:15-8:30



BEFORE & AFTER SCHOOL



QUICK REFERENCE CHECKLIST

WMS Family

Monitor your child's health and keep them home from school if they are ill. Per the CDC, Symptoms may appear **after exposure to the virus**. People with the following symptoms may have COVID-19:

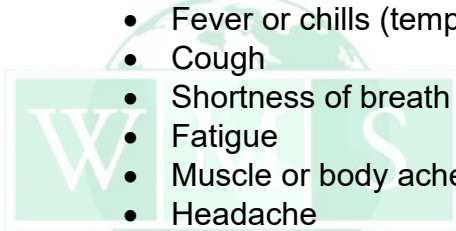
- Fever or chills (temperature greater than 100.4°F)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

* This list does not include all possible symptoms, but will be reviewed in the car line at drop-off daily and recorded for each individual. Please support Teachers and Staff who will be conducting this questionnaire upon arrival at school to manage the classroom risk of exposure and bring your own pen, if required.

- Individual bag lunches are still permitted, but sharing is not allowed.
- No self-serve snacks are permitted.
- Teach and model good hygiene practices for your children:
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer.
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
 - Clean surfaces and school items with appropriate cleaning and disinfectant materials.
 - Children age 3 and above are required to wear a face mask inside the classroom while on campus, especially in times when physical distancing is difficult.
 - Parents will provide at least two masks for each child.
- Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another.
- Coordinate with the school to receive information and ask how you can support school safety efforts (through parent-teacher committees, etc.).

WMS Student

- It is normal to feel sad, worried, confused, scared or angry in a situation like this. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy. Ask questions, educate yourself and get information from reliable sources.
- Protect yourself and others
 - Wash your hands frequently, always with soap and water for at least 20 seconds
 - Remember not to touch your face
 - Do not share cups, eating utensils, food or drinks with others
- Be a leader in keeping yourself, your school, family and community healthy.
 - Share what you learn about preventing disease with your family and friends, especially with younger children.
 - Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.
- Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.
- Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home if you have any of the following symptoms:
 - Fever or chills (temperature greater than 100.4°F)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea



WILLIAM MASSBURG
MONTESSORI
SCHOOL



Is It Flu or COVID-19?

Coronavirus Disease

FLU (INFLUENZA)

The **flu** is a common, contagious respiratory illness caused by flu viruses. The flu is different from a cold.

Flu can cause mild to severe illness, and complications can lead to death. Millions of citizens get influenza within the United States each year.



CORONAVIRUS

Coronavirus is a new infection that can cause mild to severe respiratory illness. While COVID-19, also known as the coronavirus, is going viral across news outlets and social media, it's important to ensure that you are getting the facts.



SIGNS AND SYMPTOMS OF FLU

The signs and symptoms of flu usually develop within two days after exposure. Symptoms come on quickly and all at once.



- Fever or feeling feverish
- Headache
- Muscle or body aches
- Cough
- Feeling very tired (fatigue)
- Sore throat
- Runny or stuffy nose



SIGNS AND SYMPTOMS OF CORONAVIRUS

Signs and symptoms can appear 2–14 days after exposure. Some people can carry the virus with no significant symptoms.



- Fever
- Cough
- Difficulty breathing
- Shortness of breath



HOW FLU GERMS ARE SPREAD

The flu is spread mainly by droplets made when people who have flu cough, sneeze, or talk. Viruses can also spread on surfaces, but this is less common.



People with flu can spread the virus before, during, and after they are sick.

WHO GETS THE FLU?

Anyone can get the flu.

Some people—like very young children, older adults, and people with some health conditions—are at high risk of serious complications.



HOW CORONAVIRUS GERMS ARE SPREAD

It is thought to be spread by:

- Coughing/sneezing or other close contact with a person infected with coronavirus.
 - Close contact means being within 6 feet of an infected person for a period of time.
- A person may be able to contract COVID-19 by touching a surface or object that has the virus on it and then touching their face; however, this is not thought to be a main way the virus spreads.
 - We are closely monitoring the latest information from WHO and the CDC to keep our community aware of other ways the virus may be spread.

WHO GETS CORONAVIRUS?

In the United States, people at risk are:

- An individual who had close contact with a person infected with coronavirus.
- Older people and people of all ages with severe chronic medical conditions, like heart disease, lung disease and diabetes.
- Healthier individuals may also contract this virus. Some may not experience any symptoms, but can carry the virus to those at greater risk.



For more information about the flu and COVID-19, visit:

cdc.gov/flu
cdc.gov/covid19
dshs.texas.gov/coronavirus

March 17, 2020

