

# COVID-19 PHASE 3 RE- OPENING PLAN

For Virginia Public Health private school  
division consideration and approval



WMS School Board Approved  
7/13/2020

WILLIAMSBURG  
MONTESSORI  
SCHOOL



This document contains a set of documents which together outline the procedures the school will utilize beginning with the September, 2020 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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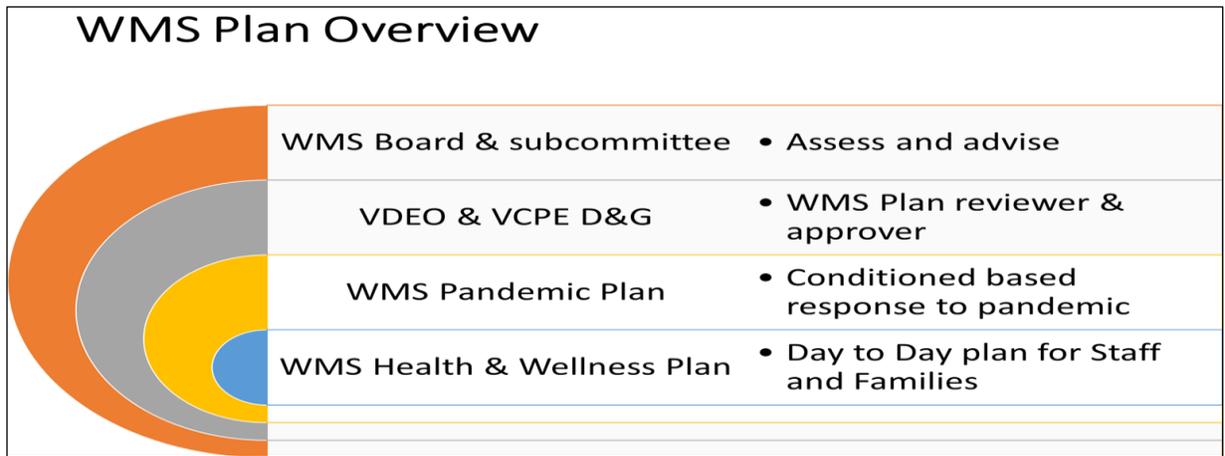
## **SCOPE & OVERVIEW**

This document contains a set of documents which together outline the procedures the school will utilize beginning with the September, 2020 school year to provide educational services to our students while protecting those students, their families, our staff, and the community at large. Many of the procedures listed have been directed by various government entities. Nothing in this document is meant to contradict those directives. We are instead attempting to provide an explanation of how WMS plans to implement those directives and its own procedures in order 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 safety procedures. 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, independent, self-directed learning, and social responsibility as it's foundation. Having spent almost three months providing distance learning for our students during the spring of 2020, 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 enablers that ensure we provide a quality educational experience in the scenarios we've planned.

This plan is based on the guidance outlined by the Virginia Department of Education<sup>1</sup> (VDOE), Department of Health<sup>2</sup> (VDH) and Virginia Department of Social Services<sup>3</sup> (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: (Figure 1 – WMS RE-Opening Framework):

- The WMS Board a comprehensive framework and process to assess and adapt our teaching environment to the risk of COVID exposure;
- 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;
- The HOS with a set of planning milestones for various groups and activities.



**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 on the various options for the WMS 2020-21 School year. It is developed in accordance with the *VDOE Health Plan Guidance*<sup>1</sup> for Schools. The aim is to provide the Board timely guidance in order to prepare the Administration, Teachers, and families for the potential options with buy-in for the plan from all these stakeholders.

The initial WMS Emergency Pandemic Operations Plan remains extant as the Pandemic Transition Plan. It provides a comprehensive directive for how the Board wanted the school to execute its transition to distance learning, and how the school would deal with issues as the 2019-2020 school year came to a close. It will be reviewed by the Board in order to transition to the 2020-2021 school year to determine when it has been superseded by events. The focus of the Pandemic Plan in this document has two parts:

- For the Board and subcommittee, to assess and determine if the current CDC guidance forecast and Virginia guidance could impact the school year in order to provide the community with time to prepare for changes from the current posture;
- 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. It is an attempt to write down the steps that need to be taken so that fewer items are missed when the time of execution arrives. These planning milestones will be updated periodically as new information is obtained or as best practices are learned

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.

The Pandemic Plan will support operations under any of the three scenarios listed below.

- 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.

For each of these scenarios the Pandemic Plan attempts to answer each of 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 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 not only isolation of the positive 'case', by excluding him/her from attending school, but also ensure appropriate quarantine periods are enforced among potential case contacts as identified by local Health Department staff in cooperation with the school (IAW VDOH Contact Tracing as a Partnership involving VDOH, the Child and Parents/Guardians and Schools/Child Care Programs)?
- How might an outbreak of COVID-19 (2 or more cases, associated by person, place, and time) among students or staff change our three possible scenarios outlined above?

## Websites

These references were used to develop the two plans and Board framework. They are cited throughout the plans to provide the community with timely information related to recommended responses as the virus changes.

1.	<b>VDOE Reopening Guidance</b>	<a href="http://www.doe.virginia.gov/support/health_medical/covid-19/recover-redesign-restart.shtml">http://www.doe.virginia.gov/support/health_medical/covid-19/recover-redesign-restart.shtml</a> VDOE Guidance for Virginia Public and Private pre-K-12 Schools submitting COVID-19 Mitigations Health Plans
2.	<b>VDH COVID Guidance</b>	<a href="https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/">https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/</a> VDH Guidance for Virginia Public and Private pre-K-12 Schools <a href="https://www.vdh.virginia.gov/peninsula/schools-workplaces-and-community-locations/">https://www.vdh.virginia.gov/peninsula/schools-workplaces-and-community-locations/</a> VDH Peninsula Guidance for Schools, Workplaces, and Community locations
3.	<b>VDSS COVID Guidance</b>	<a href="https://www.dss.virginia.gov/cc/covid-19.html#guidance">https://www.dss.virginia.gov/cc/covid-19.html#guidance</a> VDSS COVID-19 Childcare updates and resources
4.	<b>VA COVID19 Health Services Recovery Plan</b>	<a href="https://vasn.us/vasn-covid-19-health-services-recovery-plan/">https://vasn.us/vasn-covid-19-health-services-recovery-plan/</a> <a href="https://vasn.us/dev/wp-content/uploads/2020/06/VA-COVID-19-Health-Services-Recovery-Plan-FINAL-JUNE-12-2020-1-1-4-1.docx">https://vasn.us/dev/wp-content/uploads/2020/06/VA-COVID-19-Health-Services-Recovery-Plan-FINAL-JUNE-12-2020-1-1-4-1.docx</a>
5.	<b>CDC COVID-19</b>	<a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> CDC COVID Portal for Public <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a> CDC Prevention recommendations
6.	<b>Montessori -Action Guide</b>	<a href="https://montessori-action.org/montessori-for-a-new-world">https://montessori-action.org/montessori-for-a-new-world</a> Public Montessori in Action is an L3C: a low-profit business on its way to becoming a non-profit organization who's vision is to bring to fruition Montessori schools' ability to serve all children and families. We seek to leverage the revolutionary pedagogy that is Montessori education to ensure equity, inclusion, rigor, and transformation.
7.	<b>Opportunity Labs Return to School General plan</b>	<a href="https://returntoschoolroadmap.org/">https://returntoschoolroadmap.org/</a> Opportunity Labs response plan road map, a non-for profit social business.
8.	<b>Wellness Plan</b>	<a href="https://storage.trailstowellness.org/trails-2/covid-19-resources/self-care-during-covid-19-for-student-support-professionals.pdf">https://storage.trailstowellness.org/trails-2/covid-19-resources/self-care-during-covid-19-for-student-support-professionals.pdf</a> Trails (Transforming Research into Action to Improve the Lives of Students) to Wellness, a University of Michigan student wellness program
9.	<b>METLIFE COVID Support</b>	<a href="https://us.morneaushepell.com/toolkit-individuals">https://us.morneaushepell.com/toolkit-individuals</a> Individual Wellness toolkit Toll Free through 20 Sep 20: <b>1-800-366-1192</b>
10.	<b>CDC Guidance for Child Care Programs</b>	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html</a> CDC Guidance for Childcare programs
11.	<b>CDC Guidance for Cleaning and Disinfecting</b>	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html">https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html</a> CDC Guidance for Cleaning and Disinfecting Public spaces <ul style="list-style-type: none"> <li>• Link on right hand side, nine page .pdf</li> </ul>
12.	<b>EPA list of Disinfectants</b>	<a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-</a>

		<a href="#">sars-cov-2</a> EPA recommended products meet criteria for use against SARS-CoV-2, the virus that causes COVID-19
13.	<b>CDC Guidance for School</b>	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</a> CDC considerations for schools
14.	<b>CDC Guidance for Parks and Recreational facilities</b>	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html</a> CDC Guidance for Parks and Recreational facilities <ul style="list-style-type: none"> <li>• Link on bottom back to reference 8-nine page .pdf and two page .pdf flow chart</li> </ul>
15.	<b>VA Guidance for Virginia Public Schools</b>	<a href="http://www.doe.virginia.gov/support/health_medical/office/covid-19.shtml">http://www.doe.virginia.gov/support/health_medical/office/covid-19.shtml</a> VDOE StateCOVID-19 Portal
16.	<b>National Association of Independent Schools Guidance for Schools</b>	<a href="https://www.nais.org/articles/pages/additional-covid-19-guidance-for-schools/">https://www.nais.org/articles/pages/additional-covid-19-guidance-for-schools/</a> National Association of Independent Schools COVID-19 Guidance
17.	<b>WHO and UNISEF Guidance for Schools</b>	<a href="https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&amp;qclid=CjwKCAjw8df2BRA3EiwAvfZWaPrg6zJkAuNvgQjMKuHtosOY6Q2ChlBkuak9YZV1iwsV3phHin3YzhoCcOcQAvD_BwE">https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&amp;qclid=CjwKCAjw8df2BRA3EiwAvfZWaPrg6zJkAuNvgQjMKuHtosOY6Q2ChlBkuak9YZV1iwsV3phHin3YzhoCcOcQAvD_BwE</a> WHO and UNICEF COVID-19 Guidance for Schools
18.	<b>American Federation of Teachers Plan to reopen Schools</b>	<a href="https://www.aft.org/sites/default/files/covid19_reopen-america-schools.pdf">https://www.aft.org/sites/default/files/covid19_reopen-america-schools.pdf</a> American Federation of Teachers COVID-19 Guidance for Schools
19.	<b>NPR Article on post COVID Environment</b>	<a href="https://www.npr.org/2020/04/24/842528906/what-it-might-look-like-to-safely-reopen-schools?origin=NOTIFY">https://www.npr.org/2020/04/24/842528906/what-it-might-look-like-to-safely-reopen-schools?origin=NOTIFY</a> NPR Article Related to School Re-opening
20.	<b>Signage Examples</b>	<a href="https://www.google.com/search?q=k-12+covid-19+cleaning+image&amp;hl=en&amp;sxsrf=ALeKk01Pkw2zezdXspvJnljVRJch3ebxqA:1591133843477&amp;source=inms&amp;tbm=isch&amp;sa=X&amp;ved=2ahUKEwjI2568i-TpAhVQUt8KHahICYoQ_AUoAXoECAsQAw&amp;biw=1600&amp;bih=832#imgrc=ll4uzV6cHKFPrM">https://www.google.com/search?q=k-12+covid-19+cleaning+image&amp;hl=en&amp;sxsrf=ALeKk01Pkw2zezdXspvJnljVRJch3ebxqA:1591133843477&amp;source=inms&amp;tbm=isch&amp;sa=X&amp;ved=2ahUKEwjI2568i-TpAhVQUt8KHahICYoQ_AUoAXoECAsQAw&amp;biw=1600&amp;bih=832#imgrc=ll4uzV6cHKFPrM</a>
21.	<b>VDOE Daily Log</b>	<a href="https://www.vdh.virginia.gov/content/uploads/sites/182/2020/03/Daily_Monitoring_Log.pdf">https://www.vdh.virginia.gov/content/uploads/sites/182/2020/03/Daily_Monitoring_Log.pdf</a>
22.	<b>CDC School Decision Tree</b>	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html</a>
23.	<b>School Supplies</b>	<a href="https://www.schooloutfitters.com/catalog/index">https://www.schooloutfitters.com/catalog/index</a>
24.	<b>AV Systems</b>	<a href="https://www.blackmagicdesign.com/products/atemmini">https://www.blackmagicdesign.com/products/atemmini</a>

### **Points of Contact** {iaw ref 8, para 1.b}

1.	METLIFE Support	1-800-366-1192	<a href="https://us.morneaushepell.com/toolkit-individuals">https://us.morneaushepell.com/toolkit-individuals</a>
2.	VDH Peninsula Department of Health call center duty receptionist	(757) 594-7069 (COVID-19) (757) 594-7305	<a href="https://www.vdh.virginia.gov/peninsula/">https://www.vdh.virginia.gov/peninsula/</a> Anticipate leaving message for call back

3.	Williamsburg Department of Health	(757) 253-4813	<a href="https://www.publichealthdepartments.us/city/va-williamsburg.html">https://www.publichealthdepartments.us/city/va-williamsburg.html</a>
4.	WMS COVID-19 Subcommittee	Brad Crain	fly98rpi@gmail.com



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## **WMS PANDEMIC PLAN**

### **Purpose**

Protecting 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 for the school to prepare for, respond to, and recover from a pandemic outbreak and any resulting factors that may impact the school's ability to remain fully operational.

This plan was developed with input from the Peninsula Department of Health (PDH) and is 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).

### **Authorities**

In Virginia, and locally in Williamsburg and James City County, various agencies and public officials have overlapping authority when it comes to protecting 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 (as possible) 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 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 communicable disease becomes a public health threat.

### **Introduction<sup>5</sup>**

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 pneumonia, acute respiratory distress, and other more severe complications. COVID-19 can cause illness in all ages and in some cases can cause severe illness and life-threatening 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. School staff and students are often in close contact, sharing the same space, supplies and equipment for long periods of time. Therefore, they are at risk of spreading flu and other illnesses to each other.

In the event of a health crisis such as the COVID-19 pandemic, it will likely become necessary to modify school operations from in 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.

The School is carefully considering 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 risk<sup>1</sup> as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of 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 (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **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 to the overall level of risk 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, which are codified 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 execute the breadth of actions necessary to operate safely in a pandemic environment.

A pandemic such as the COVID-19 novel flu event will have widespread effects on the citizens of the Commonwealth. Because each event will be unique, this plan provides a framework for WMS staff to work from, while still allowing 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.



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## **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). {iaw ref 8, para 1.a}
- Review current school, state, and national guidance to be incorporated into standing school policies and plans. {iaw ref 8, para 1.e}
- Review CDC, VDOH, VDOE and VDSS information specific to current virus and update:
  - Review and be familiar with the *WMS Pandemic Plan* in order to be prepared for WMS's response to VDOE guidance for operations. {iaw ref 8, para 1.d, 7.a, 7.b}
  - Review and be familiar with *WMS Health and Wellness Measures* in order to care for faculty, staff and students when they are sick, have been exposed or are at risk of exposure. {iaw ref 8, para 1.d, 1.f, 2.a, 3.a, 3.b, 4.a, 5.a, 5.c, 6.d}
- Assess where additional capacity and 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. {iaw ref 8, para 2.b, 3.c}
- Communicate appropriate information:
  - To staff, students, and families regarding general communicable disease prevention, healthy habits and build awareness. {iaw ref 8, para 1.d}
  - 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. {iaw ref 8, para 1.d}
- Establish baseline absentee rates and develop a method for tracking disease-related student and staff absences. {iaw ref 8, para 1.c}
- Ensure best practices for cleaning and disinfecting schools and buses are being followed. {iaw ref 8, para 2.a}

## 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. {iaw ref 8, para 1.d, 1.e, 6.d}
- Monitor CDC, VDOH, VDOE, VDSS, and World Health Organization (WHO) websites and announcements for guidance and information. {iaw ref 8, para 1.e}
- 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 in school year 2020-2021, should it materialize. {iaw ref 8, para 1.e, 2.d, 3.b-d, 4.a, 4.b}
  - This should include observations, discussions, and recommendations from all stakeholders in order to incorporate changes within a timely manner. {iaw ref 8, para 3.a}
- Approve the operational scenario from Pandemic Plan. {iaw ref 8, para 4.a, 5.a-c}

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,

These questions should be answered for each scenario:

- 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 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 not only isolation of the positive 'case', by excluding him/her from attending school, but also ensure appropriate quarantine periods are enforced among potential case contacts as identified by local Health Department staff in cooperation with the school (IAW VDOH Contact Tracing as a Partnership involving VDOH, the Child and Parents/Guardians and Schools/Child Care Programs)?
  - How might an outbreak of COVID-19 (2 or more cases, associated by person, place, and time) among students or staff change our 3 possible scenarios outlined above?
- Review input from key stakeholders to understand their expectations for school operations across issue areas (e.g., teacher, administration, parents). {iaw ref 8, para 1.d}
  - Establish procedures for the first day of school based on alert level<sup>12</sup>: {iaw ref 8, para 3.a}
    - Guidance for school operations must be based on recommendations by the CDC and local health officials.
    - Limit access to a small number of fixed entrances to ensure that persons entering are required to be present.
  - Consider establishing support focused on:
    - Student and staff mental health and wellness. {iaw ref 8, para 1.i}
    - Provide resources for staff self-care, including resiliency strategies. {iaw ref 8, para 4.c}
  - Consider for each classroom: .{iaw ref 8, para 2.d}
    - Layout (see ENCLOSURE 4): {iaw ref 8, para 2.d.i}
      - 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). {iaw ref 8, para 2.d.ii}
    - AV considerations (camera location, subject, lighting, access within classroom, recording frequency, recording time management within classroom schedule). {iaw ref 8, para 2.d.iii}
    - Promotion of healthy hygiene with signage.{iaw ref 8, para 2.c}
  - Ensure appropriate supplies and resources are available for student and staff protection. {iaw ref 8, para 2.a, 2.b, 2.d}
  - Assess and update student enrollment and attendance policies and plan for health and absenteeism monitoring/approaches<sup>17</sup>. {iaw ref 8, para 1, 3, 4, 5.}
  - Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and socialize with school leaders. {iaw ref 8, para 1.e.}

- ❑ Complete budget review to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars. {iaw ref 8, para 2.b}
- ❑ 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. {iaw ref 8, para 3, 4, 5.}
- ❑ Develop a plan for assessing returning students' learning progress that includes multiple forms of assessment. {iaw ref 8, para 1.c}
- ❑ Assess the community needs by holding community meeting for plan consideration. {iaw ref 8, para 1.d}
  - Ensure Staff and Teachers are familiar with CDC and state guidelines and where to find them<sup>3, 14</sup>. These include but are not limited to:
    - Plan for daily health screening questions<sup>1,21</sup> and log for staff and students. {iaw ref 8, para 2.a.i-iv)}
    - Emphasize healthy hygiene practices: {iaw ref 8, para 3.b, 4.b}
      - Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; {iaw ref 8, para 3.b.i}
      - Ensure adequate cleaning supplies and correct use/storage. {iaw ref 8, para 3.b.ii-iii}
  - Review plan for providing instruction to students including the learning needs based on: {iaw ref 8, para 1.c}
    - Progress from 2019-20 year COVID response,
    - 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. {iaw ref 8, para 3.a, 4.a, 4.c, 5.a-c}
- ❑ Identify and prepare an area away from others for individuals who may display symptoms until picked up by a parent/guardian. {iaw ref 8, para 6.a-c}
- ❑ Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease. {iaw ref 8, para 2.b}
- ❑ 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. {iaw ref 8, para 5.c, 7.a}.
- ❑ Assess school needs and essential functions that will need to continue in the event of an extended classroom closure. {iaw ref 8, para 7.b}
- ❑ Cross-train program staff as necessary on essential functions to ensure continuity in case of staff illness. {iaw ref 8, para 4.d}
- ❑ Evaluate contingency plans in the event of future food shortages which would require younger students to provide their own lunch, or the need to adjust the manner in which food is served and students eat as a group in the classroom. {iaw ref 8, para 1.a}
- ❑ 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. {iaw ref 8, para 1.d}

## 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 VDOH, VDOE and VDSS potential updates and need to modify school operations (field trips, activities, etc.) and restrict use of school buildings/campuses by the community, examine the potential for classroom closure. {iaw ref 8, para 1.b, 1.e}
  - Promoting Behaviors That Reduce Spread of COVID-19, {iaw ref 8, para 1.d.}
  - Maintaining Healthy Environments, {iaw ref 8, para 3}
    - Provide guidance for cleaning and disinfecting all core assets, including school buildings and playgrounds commensurate with the alert level. {iaw ref 8, para 3.b}
  - Maintaining Healthy Operations; {iaw ref 8, para 4}
- 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<sup>8</sup>. {iaw ref 8, para 3.b.i.}
- Verify that student and staff handbooks and planners are printed and ready for distribution. Create a master list of any changes to distribute at the first staff meeting. {iaw ref 8, para 1.d.}
  - Communicate with parents via a variety of channels school operations and transition information including<sup>6</sup>: {iaw ref 8, para 1.d.ii}
    - De-stigmatization of COVID-19,
    - 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. {iaw ref 8, para 1.d.i.}
- 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. {iaw ref 8, para 1.d.}
  - 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. {iaw ref 8, para 1.d.}

- Ensure teachers are provided input to and are aware of communication plan with parents the school operations and transition information including<sup>5</sup>: {iaw ref 8, para 1.d.ii}
  - De-stigmatization of COVID-19,
  - 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. {iaw ref 8, para 7.a, 7.b}



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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. {iaw ref 8, para 1.d}
- Implement a Health and Wellness Measure screening for all students. {iaw ref 8, para 1.d.i, 5.a}
- 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. {iaw ref 8, para 1.i}
- 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. {iaw ref 8, para 1.d}
- Share a comprehensive account of academic interventions and social-emotional and mental health support services available through the state and region. {iaw ref 8, para 1.e-h}
- Align expectations around onboarding school communities, including students, teachers, school leaders, and parents are aware of the following considerations: {iaw ref 8, para 2.a}
  - Hand hygiene and respiratory etiquette,
  - Use of cloth face coverings,
  - 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. {iaw ref 8, para 1.c., 4.c}
- 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. {iaw ref 8, para 1.e}
- 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. {iaw ref 8, para 1.e}
- Where possible, parents of young children should remain in vehicles or outside of the building where their students will be brought to them. {iaw ref 8, para 4.c}
  - 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 <sup>2,4</sup>: (law ref 8, para 6.a-d, 7.a-b)
  - 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 CDC criteria to discontinue home isolation, which means<sup>3</sup>:
        - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
        - At least 10 days have passed *since symptoms first appeared*. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
      - WMS will:
        - Inform those exposed to a person with COVID-19, with less than 6 feet of space for more than 10-15 minutes<sup>2,4</sup>, to stay home per CDC guidelines and self-monitor for symptoms and follow CDC guidance if symptoms develop. Per CDC guidelines, data is insufficient to precisely define the duration of time that constitutes a prolonged exposure.
          - ❖ 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. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
        - **Based on local health department recommendations, dismiss students and most staff in affected classroom for 2-5 days<sup>4</sup> and switch to a virtual based classroom while determination made 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 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.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

- 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<sup>4</sup>:

	<b>Individual with non-COVID issue (i.e. injury, headache, etc)</b>	<b>Individual with COVID-19 Symptoms</b>
Initial response	<ul style="list-style-type: none"> <li>• 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 parent/send home.</li> <li>• Physical distancing marked off,</li> </ul>	<ul style="list-style-type: none"> <li>• Move to an areas away from other staff and students</li> <li>• Physical distancing marked off or in separate rooms</li> </ul>
Staff considerations	<ul style="list-style-type: none"> <li>• Staff responding to incident may consider wearing gloves depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional non-health compromised staff may be necessary to monitor students while individual is being attended to. 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</li> <li>• HoS will notify the WMS community and local Public Health department as applicable,</li> </ul>

Classroom actions	<ul style="list-style-type: none"> <li>• Students sanitize/wash hands,</li> <li>• Arrange to clean area after students leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Students sanitize/wash hands,</li> <li>• Students put on masks,</li> <li>• Locate non-contact thermometer(s),</li> <li>• Use separate restrooms,</li> <li>• Establish procedures for safely transporting 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,</li> <li>• Ventilate the room to outside air after student leaves,</li> <li>• Clean area 24 hours after space is cleared.</li> </ul>
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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.

- Provide routine updates:
  - To staff and families of affected classroom based on CDC, local health department or environmental changes related to WMS classroom closure/adjusted schedule plans and provide related resources to families and staff. {iaw ref 8, para 1.d.ii.}
  - To WMS community if positive case detected in school. {iaw ref 8, para 1.d.iii.}
- Review (Head of School and School Board) updated VDOH, VDSS, and VDOE guidance to determine if the potential need to close classrooms and restrict use of school buildings/campuses by the community is required and prudent. {iaw ref 8, para 7.a}
- 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. {iaw ref 8, para 7.b}

## 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. {iaw ref 8, para 1.d}
  - Guidance to staff on infection control relative to alert level. {iaw ref 8, para 5.b}
- Coordinate with landlord to ensure facilities are properly disinfected and safe after prolonged shutdown:
  - Ensure ventilation system is working properly and adequate for space. {iaw ref 8, para 3.c}
  - Ensure water systems are safe and adequate. (iaw ref 8, para 7.b)
- Maintain infection control procedures based on pandemic alert level and public health guidance. {iaw ref 8, para 5.a}
- Resume regular school schedule and classroom operations as soon as safety permits based on review of VDOH, VDOE and VDSS guidance. Consider the following factors: {iaw ref 8, para 5.c}
  - Timeline for re-opening in phases or in entirety based on pockets of continued illness.
  - Adjust school calendar further, if needed, to provide teachers adequate time to review and grade student work completed during classroom closure
- Restock cleaning and health supplies. {iaw ref 8, para 2.b}
- Monitor student and staff absences and report to health department officials. {iaw ref 8, para 3.a, 4.a, 5.b}
- Prepare for a potential second wave of illness. {iaw ref 8, para 7.a, 7.b}
- Provide information about: {iaw ref 8, para 3.a}
  - Signs and symptoms of post-traumatic stress to teachers and staff.
  - Where to obtain emotional or psychological 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. {iaw ref 8, para 5.a}

## **WMS HEALTH AND WELLNESS MEASURES**

### **Prologue**

Since COVID-19 is a novel virus with no current vaccination and/or known immunity, social distancing measures, infection control practices (personal protection equipment) and sanitation are our best defenses. WMS will re-open classrooms when permitted by the Governor of Virginia. The purpose of this guidance is to ensure that, when WMS returns to campus, the adults and children are taking every reasonable precaution to prevent the spread of COVID-19 among our community. The measures outlined below will remain in effect until formally lifted at the direction of the Head of School and announced publicly.

### **Keys for using guidance**

In keeping with a fundamental Montessori principle and to ensure everyone's safety is assured, the community will have specific actions they are responsible to accomplish. Additionally, it is important to highlight per the WMS Parents Handbook, we need to know when your child contracts a contagious disease so that parents of 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.

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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 - Symptoms are an Indicator.**

- [P] Parents must measure their child(ren)'s temperature every morning and look for symptoms<sup>4,20,21</sup> 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 72 hours<sup>4</sup>, in the absence of fever-reducing medications (per VDSS Guidelines).
- [P] Parents will check in with a staff member during car line to ensure a daily health checklist<sup>18</sup> 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 teacher.

- [P, T] If an elevated temperature is detected upon arrival the parent must 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. As described above, and at a minimum, the child must be kept at home until fever free for 24 hours, in the absence of fever-reducing medications (per VDSS Guidelines).
- [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 such as Buoy Health’s COVID-19 Check: <https://www.vdh.virginia.gov/coronavirus/covidcheck/> or
  - Riverside Health System’s: <https://www.riversideonline.com/symptom-checker.cfm> to self-triage their child’s symptoms prior to seeking in-person healthcare.
- [P, A] IAW the WMS Parent Handbook (latest revision, 2017-2018), 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, VDOH 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, VDOH 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. (VDOH 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 <sup>2,4</sup>: (law ref 8, para 6.a-d, 7.a-b)
  - **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 CDC criteria to discontinue home isolation, which means<sup>3</sup>:
      - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
      - At least 10 days have passed *since symptoms first appeared*.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
    - WMS will:
      - Inform those exposed to a person with COVID-19, with less than 6 feet of space for more than 10-15 minutes<sup>2,4</sup>, to stay home per CDC guidelines and self-monitor for symptoms and follow CDC guidance if symptoms develop. Per CDC guidelines, data is insufficient to precisely define the duration of time that constitutes a prolonged exposure.
        - 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.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

- **Based on local health department recommendations, dismiss students and most staff in affected classroom for 2-5 days<sup>4</sup> and switch to a virtual based classroom while determination made 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 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.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

- 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<sup>4</sup>:

	<b>Individual with non-COVID issue (i.e. injury, headache, etc)</b>	<b>Individual with COVID-19 Symptoms</b>
Initial response	<ul style="list-style-type: none"> <li>• 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 parent/send home.</li> <li>• Physical distancing marked off,</li> </ul>	<ul style="list-style-type: none"> <li>• Move to an areas away from other staff and students</li> <li>• Physical distancing marked off or in separate rooms</li> </ul>
Staff considerations	<ul style="list-style-type: none"> <li>• Staff responding to incident may consider wearing gloves depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional non-health compromised staff may be necessary to monitor students while individual is being attended to. 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.</li> <li>• HoS will notify the WMS community and local Public Health department as applicable,</li> </ul>

Classroom actions	<ul style="list-style-type: none"> <li>• Students sanitize/wash hands,</li> <li>• Arrange to clean area after students leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Students sanitize/wash hands,</li> <li>• Students put on masks,</li> <li>• Locate non-contact thermometer(s),</li> <li>• Use separate restrooms,</li> <li>• Establish procedures for safely transporting 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,</li> <li>• Ventilate the room to outside air after student leaves,</li> <li>• Clean area 24 hours after space is cleared.</li> </ul>
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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  CHILDREN'S HOUSE Half Day: 8:30 to 11:45 Extended Day: 8:30-3:00  LOWER ELEMENTARY 8:30 to 3:00	TODDLER Half Day: 8:15-8:30 Full Day: 7:30-7:45  CHILDREN'S HOUSE Half Day & Extended Day: CH1: 8:20-8:30 CH2: 8:30-8:40 CH3: 8:40-8:50  LOWER ELEMENTARY 8:30-8:45	TODDLER Half Day: 12:00-12:15 Full Day: 5:30-5:45  CHILDREN'S HOUSE Half Day: 11:45-12:00 Extended Day: 3:00-3:15  LOWER ELEMENTARY 3:00-3:15
Richmond Road	UPPER ELEMENTARY 8:30 to 3:15  MIDDLE SCHOOL 8:15 TO 3:30	UPPER ELEMENTARY 8:15-8:30  MIDDLE SCHOOL 8:00-8:15	UPPER ELEMENTARY 3:15-3:30  MIDDLE SCHOOL 3:30-3:45

[P, T, A] Following CDC Guidance<sup>5</sup>,

- 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.
- [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 by 6 feet to maintain social distancing which would allow children to remove masks. We encourage parents to practice wearing, removing and handling masks with their children.
  - [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, no more than twenty children will be together in groups and no more than ten toddlers will be together during sessions while VA is in Phase II and III of Governor's Re-opening plan.
  - [T, A] Children will work on separate, assigned mats and will be engaged in more independent activities. The mats will be washed daily.
  - [T, A] Siblings will be kept together to the extent possible.
  - [T, A] The same WMS staff member will be kept with the same group of children to the extent possible.
  - [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 has conducted a special disinfection and will increase frequency of 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, including but not limited to:
  - Frequently disinfecting items that are touched often (doorknobs, faucets, etc.) and cleaning the classrooms daily with a 1 percent bleach solution.
  - Shared materials will be cleaned after each use by an additional staff member dedicated to this function.
  - 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).

## 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 the country moves through phases of reopening and as impacts of initial reopening regulations become understood. WMS will continue to monitor state and federal changes and notify parents of any changes to this document.

## Point of Reference

- <https://www.scdhec.gov/sites/default/files/Library/CR-010752.pdf> Click here for an excellent guide for when to keep your child home from school (though it is not COVID-19 specific)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/guidance-for-schools.html>  
<https://montessoriadvocacy.org/wp-content/uploads/2020/05/Reopening-One-Page.pdf> (Montessori Public Policy Institute, “School and Child Care Reopening: Policy and Funding Considerations.”)
- <https://www.jhsph.edu/covid-19/articles/the-right-mask-for-the-task.html>

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: \_\_\_\_\_

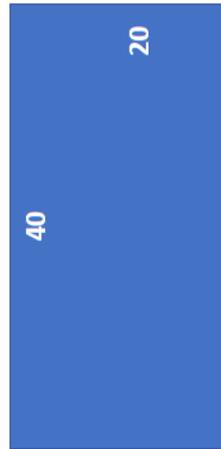
## BOARD ACTION PLAN

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)	9-23Jun	Teachers and staff	Complete
2	Investigate AV options for recording, managing and distributing classroom recordings	9-23Jun	Finance Committee	Complete
3	Assess and review classroom PPE, cleaning supplies requirements	15-23Jun	B2S Committee	In-progress
4	Review and update Pandemic and Health and Wellness Measures	15-23Jun	Executive Committee and Health Subject Matter Expert	In-progress
5	Prepare and assess budget impacts to COVID changes	22-26Jun	Finance Committee	In-progress
6	Hold meeting with each classroom team for inputs	22-26Jun, 23Jun 3PM via Zoom	B2S Committee, HoS, Executive Committee	Complete
7	Hold Community meeting to review current plans and proposals for next school year	29Jun-02Jul, 29Jun (Teachers) 30Jun 730PM (small group), 1/2Jul(Board), TBD (PTO)	B2S Committee, HoS, Executive Committee, PTO/PA	Board and PTO in-progress
8	Prepare <u>final</u> proposal for Board	7-10Jul, <b>15Jul20,</b> <b>Deadline to VDOE</b>	B2S Committee, HoS	In progress, 13-14Jul Board Mtg
9	Communicate plan to Families ahead of annual signup	Prior to 01Aug20	HoS, Executive Committee	In progress
10	Periodic Assessment and review of plan efficacy	Dec20	B2S Committee, HoS, Executive Committee, PTO/PA	
11	Annual plan and policy review	May21	B2S Committee, HoS, Executive Committee, PTO/PA	

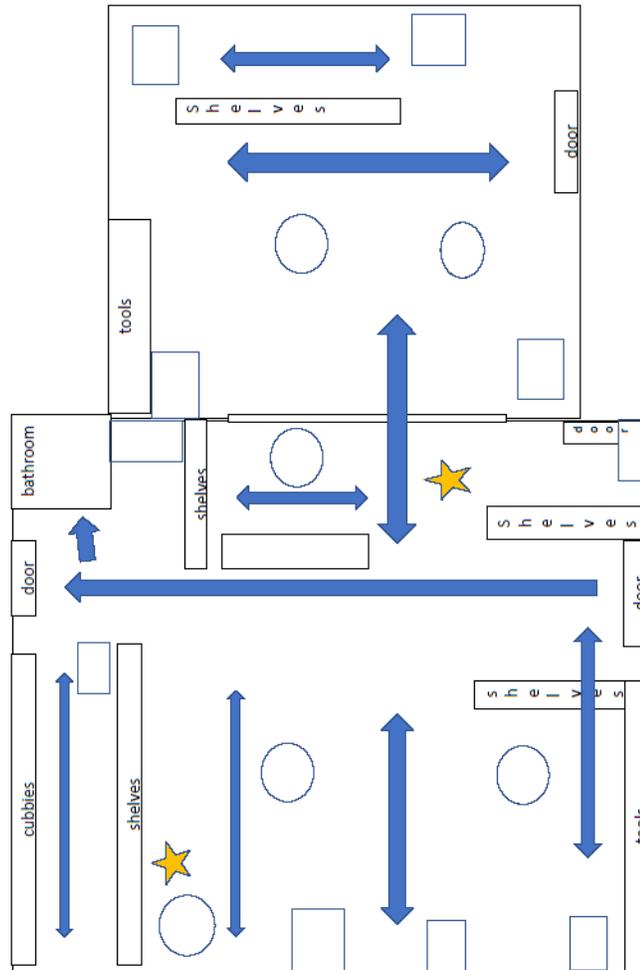


# CHILDREN'S HOUSE

- CH1 notional flow and layout



## CHILDREN'S HOUSE

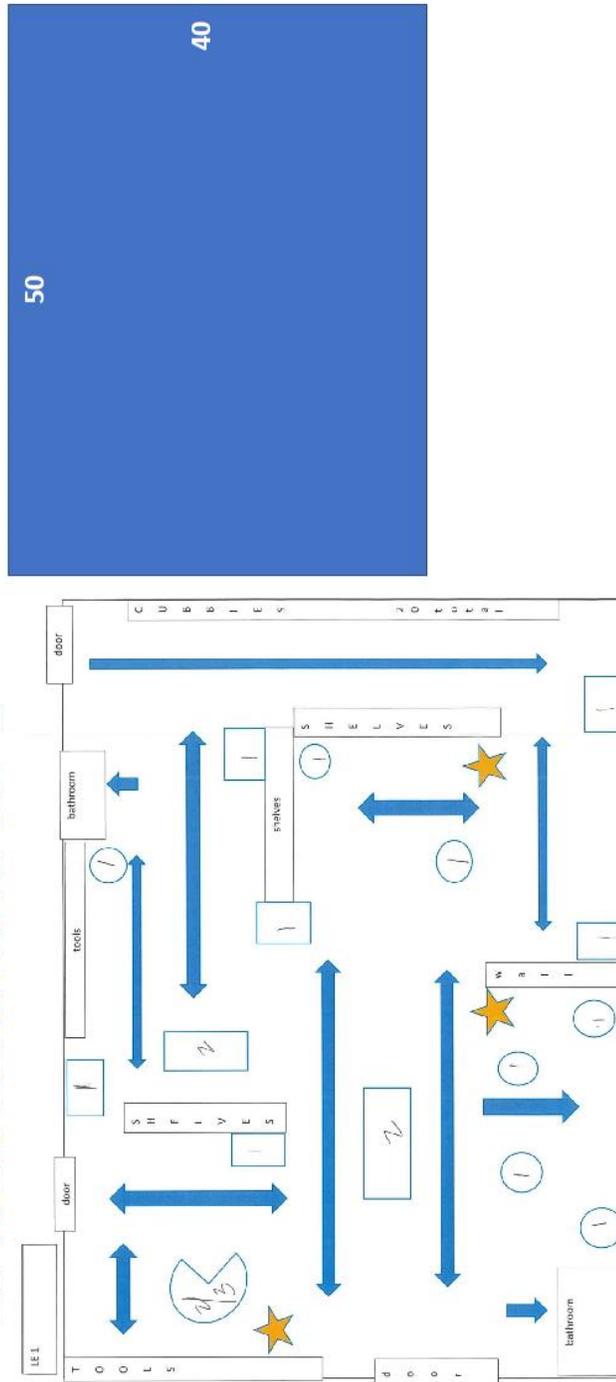


# LOWER ELEMENTARY

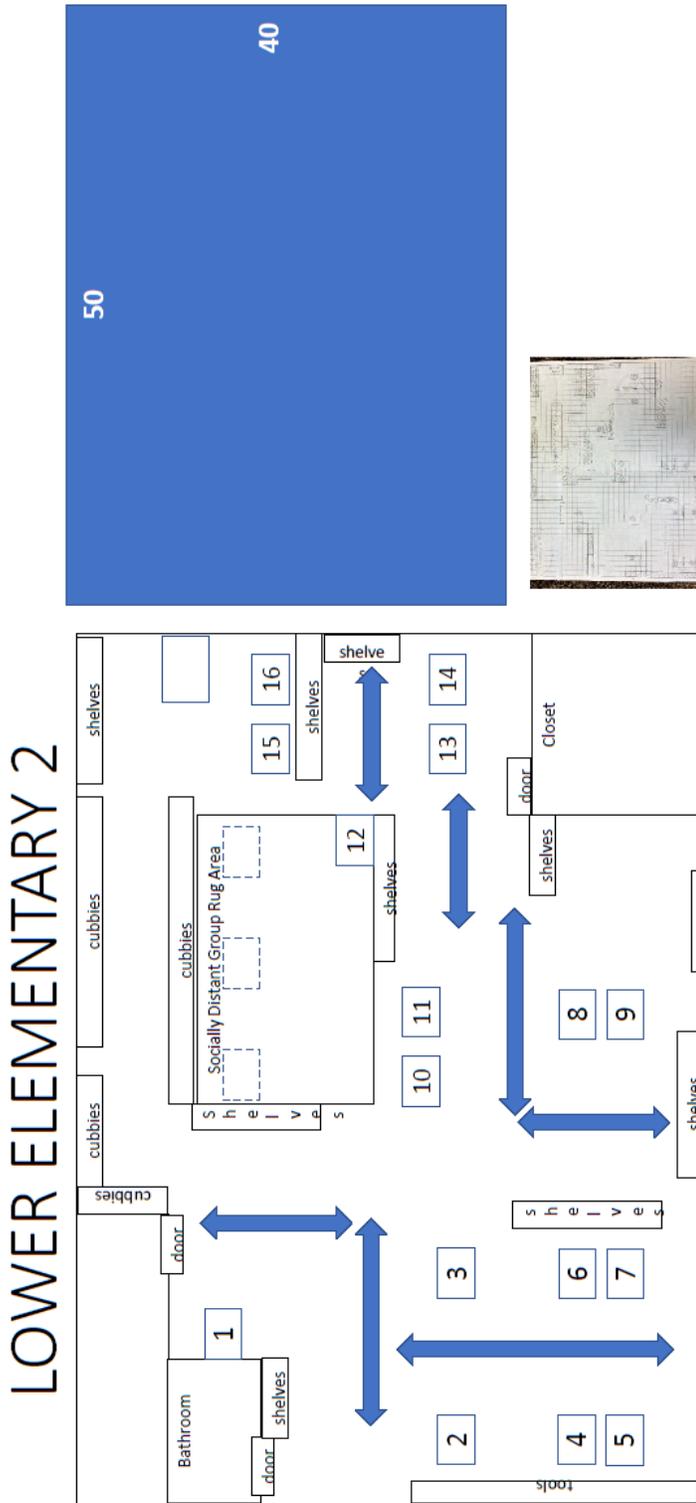
- LE1 notional flow and layout



## LOWER ELEMENTARY 1

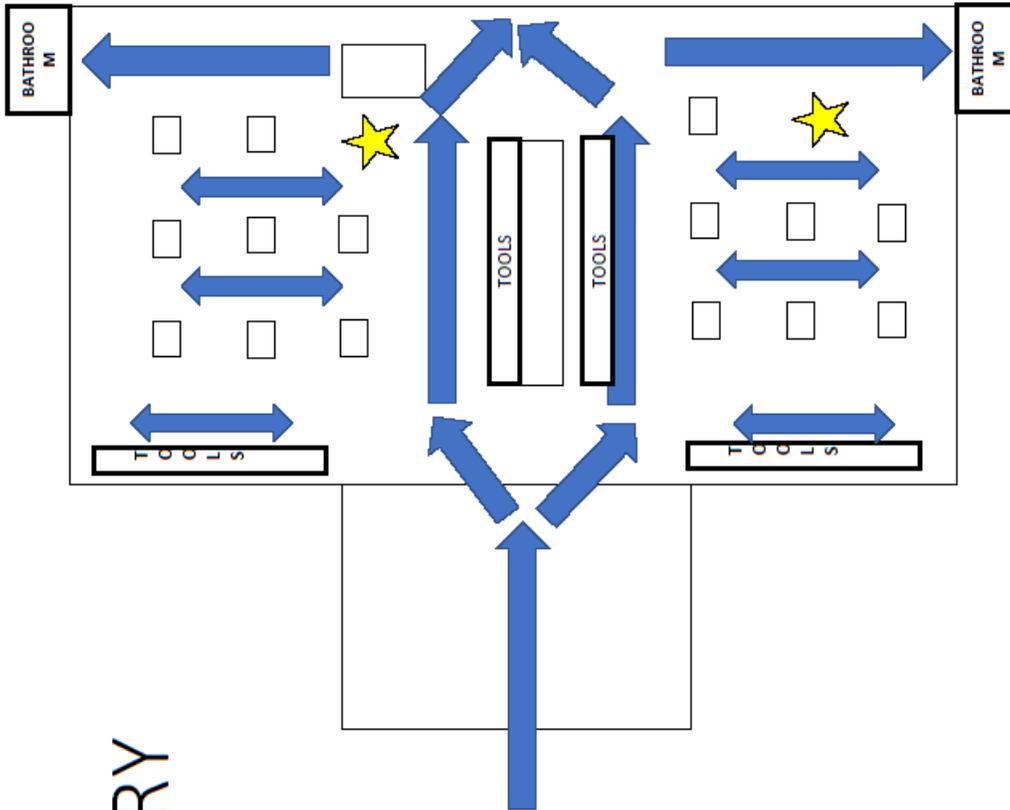


□ LE2 notional flow and layout

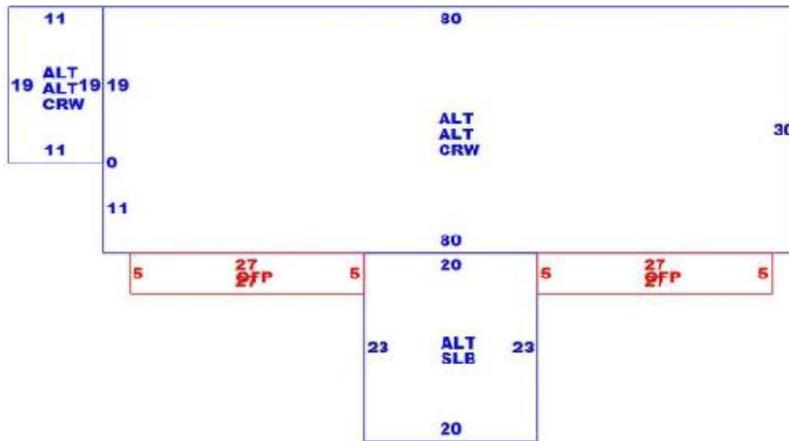


# UPPER ELEMENTARY

- UE notional flow and layout



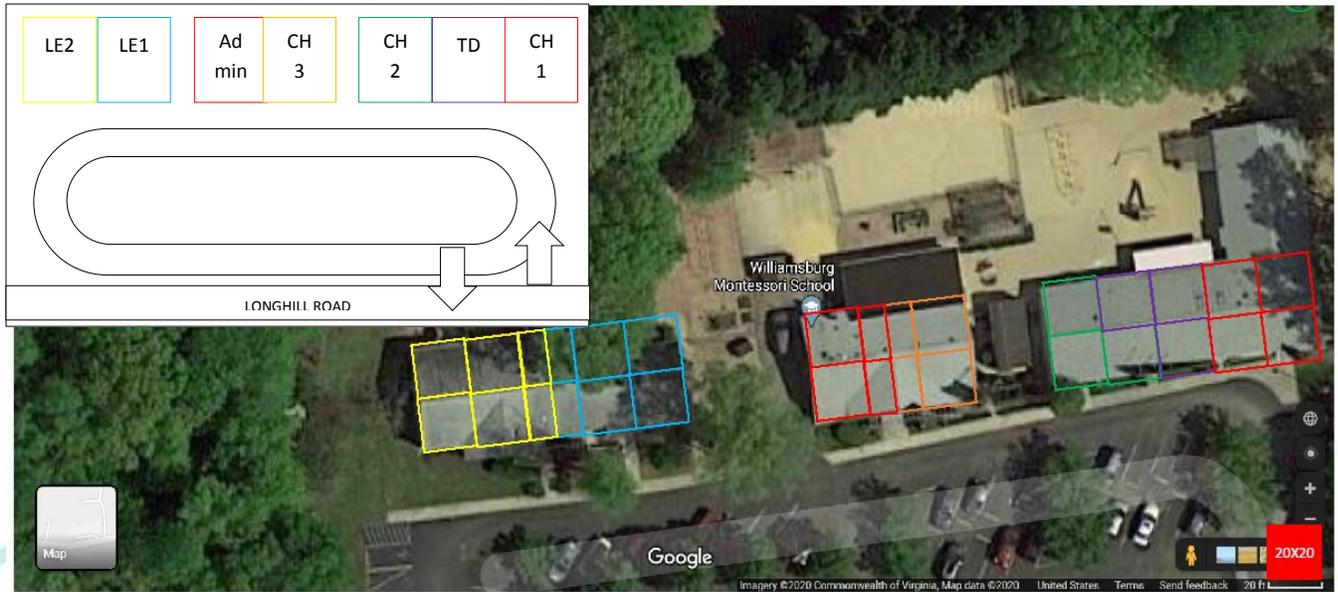
# UPPER ELEMENTARY



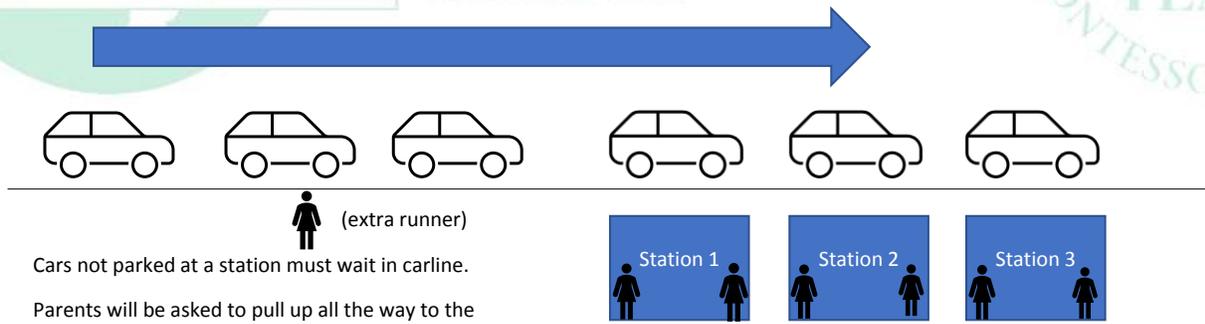


# CAR LINE

## LONGHILL ROAD CAMPUS OVERVIEW



Possible carline operation for Fall 2020 Option #1



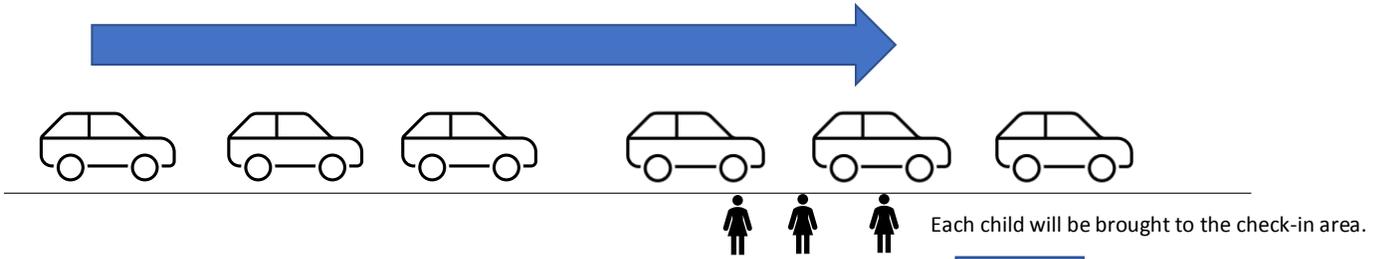
Cars not parked at a station must wait in carline.  
 Parents will be asked to pull up all the way to the stations and put their car in park in order to get their children out of the car.

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

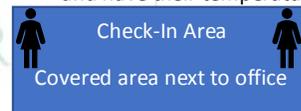
CH2 8:30-8:40

CH3 8:40-8:50

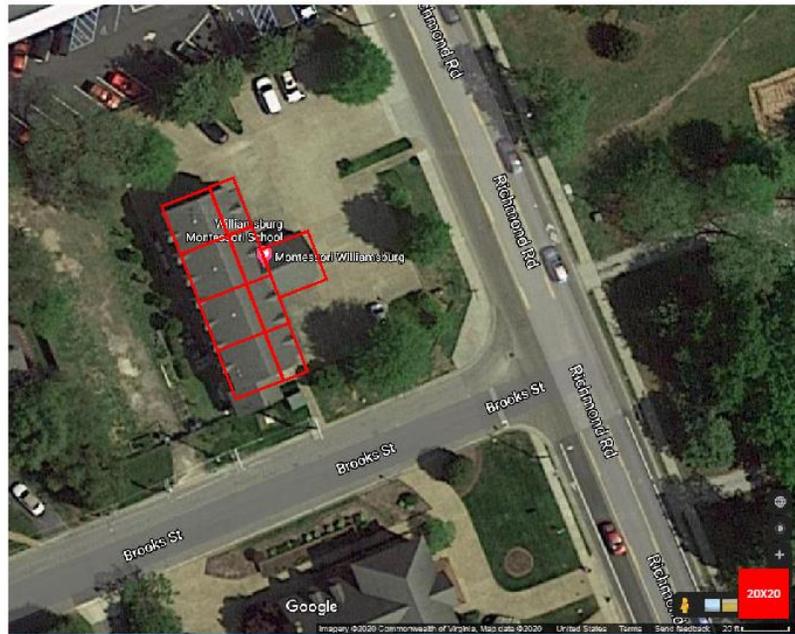
Lower elementary 8:30-8:45



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



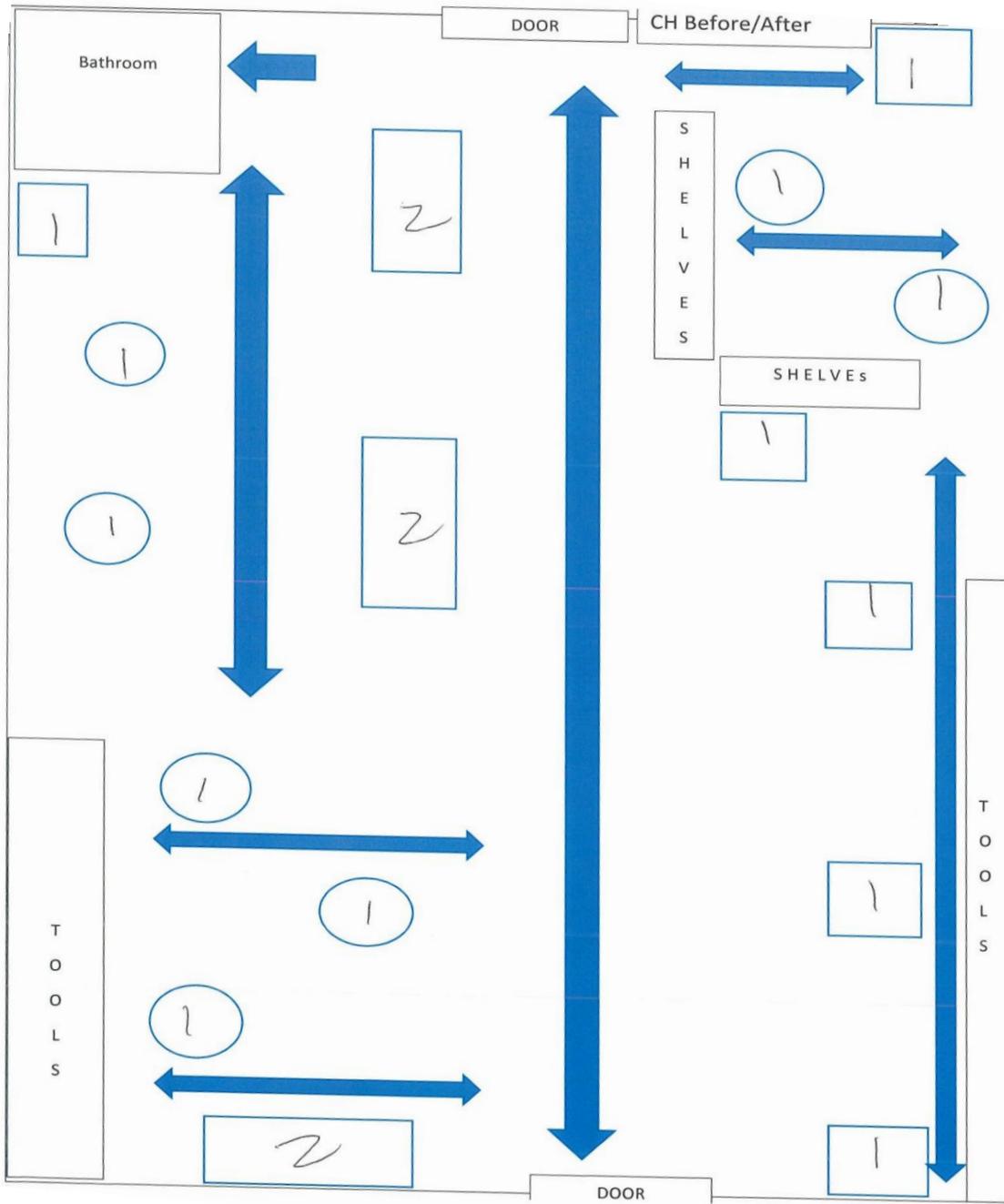
Parents will be asked to pull up and park in parking sopt  
in order to get their children out of the car  
Each child will be brought to this area to asses health, review  
Health questionnaire, and have their temperature taken.  
Parents will be called if there is an issue.

Possible Staggered Schedule:  
(carline is usually 8:30-8:45)  
MS 8:00-8:15  
UEL 8:15-8:30

 Check-In Area   
Under covered area in front  
of building



# BEFORE & AFTER SCHOOL



## QUICK REFERENCE CHECKLIST

### **WMS Family** <sup>17,21</sup>

- Monitor your child's health and keep them home from school if they are ill. Per the CDC, Symptoms may appear **2-14 days 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 with at least 60% alcohol.
  - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
  - Clean surfaces and school items with appropriate disinfectant.
  - 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 <sup>17</sup>

- In a situation like this it is normal to feel sad, worried, confused, scared or angry. 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 to not 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



WILLIAMSBURG  
MONTESSORI  
SCHOOL

