



# **Trinity Montessori School**

## **COVID -19**

Health & Safety Guidelines

Toddler, Primary,  
Elementary Programs

*Release date: July 31, 2020*

# OVERVIEW

After considerable planning and deliberation Trinity Montessori School has decided to reopen for in person instruction tentatively beginning September 2020. Reopening Trinity Montessori School does entail the possibility of increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes.

Our decision to reopen recognizes that 1) that risk is balanced against the educational, social, economic and other costs of remaining closed, 2) our school must reopen with many new health and safety protocols to do everything we can to responsibly mitigate that risk to the extent possible, and 3) each family and staff member must decide how to balance those risks, and whether to return to Trinity Montessori School this fall. By reading and understanding the following directives you are accepting responsibility for following the practices and protocols set forth by New York State Law and Trinity Montessori School's policies, in an honest and deliberate manner. Reminder All students attending TMS must have all vaccinations required by New York State Department of Health.

Our classroom environments are designed to harness the developmental forces of each plane of a child's development for the child's own optimal personal growth through experiential interactions with the environment and each other. By reopening our campus, we are aiming to fulfill the mission of Trinity Montessori School which is to guide the intellectual and character development of each child in ways that honor the complementary needs of the individual and the group.

This document explains the policies and procedures we are employing to mitigate COVID related risks at school. This approach is built around intensive new health monitoring and screening procedures, as well as new classroom/school day procedures to reduce the number of contacts during the school day and limit the group size and interactions. We believe reopening with these new protocols represents an important first step in responsibly living with this virus.

## Parent Contact/Communication

### Anticipated In-Person Classroom Hours may fall within this timeframe:

#### Primary/Elementary

Monday - Thursday	8:30am – 11:30 am Half Day 8:30am – 3:00pm Extended Day/Elementary
Friday	8:30am – 11:30 am ALL STUDENTS

#### Toddlers

Monday - Friday	9:00am – 12:00pm
-----------------	------------------

ASC to be determined

(The above hours are subject to modification)

## Email and Phone

All faculty, staff and Administration have school email addresses for parent communication. Emails will be responded to within 24 hours during the school week. Please do not expect a

response after 9 P.M. weeknights or during the weekend, unless it is an emergency. Teachers will not respond to phone messages during the day but will return calls after dismissal or as soon as possible. Time sensitive contact or emergencies can be addressed by calling the main office at 585- 586-1044 and or emailing [ageorgia@trinitymontessori.org](mailto:ageorgia@trinitymontessori.org)

All newsletters, communications, pertinent information or closures will be communicated using the **Constant Contact** platform.

### **Emergency Closings**

Should our school be required to close due to a New York State, Monroe County or Pittsford School District directive, Trinity Montessori is prepared to once again offer On-line learning utilizing WEBex and Google class room This is an already established and familiar platform that we have used successfully in the past and can be easily transitioned to if necessary.

If a Hybrid program is necessary, we will offer a combination of in person teaching and our WebEx platform for online learning.

In summary, TMS has concluded that reopening our school under these conditions is in the best interest of the community and that each family will make its own decision about the balance of risk and what is best for their children. This information provides clarity around the practices and procedures we have established to minimize exposure to our community but in no way warrants that COVID-19 or any other communicable disease will not occur through participation in our program.

---

This section intentionally left blank.

# COVID-19 Health and Safety Guidelines for ECE/Elementary Programs

## Drop Off

- Parents will drop off children at the designated door to limit access to the interior of the building.
  - A staff member may institute a car line drop off or a staff member may come to your parked car to retrieve your child.
- The designated area of the building will be marked with tape or other placeholders to clarify six feet of distancing while waiting at drop off.
- Staff members will meet the parent and child at the designated area. More than one staff member will be available at busy times.
- Contactless sign in: Staff member will sign in child for the day through our Grade Link platform. This information will then be entered into the school database.
- When at all possible, the same adult should pick up and drop off the child each day.

## Pick Up

- Parents will be provided a projected schedule for pick up times to help us prepare each child for pickup.
- Parents will call the school at **1- 585- 586-1044** if they are unable to meet the pickup time. The child will be prepared for pickup in the designated exit area.
- Staff members will meet the parent at the designated exit area with the child. More than one staff member will be available at busy times.
- Contactless sign out: Staff members will sign out children for the day by visual identification of the parent. Information will be kept on file for designated substitutes who are picking up a student.
- When at all possible, the same adult should pick up and drop off the child each day.

## Access to the Building

- Due to health regulations, parents will not be permitted into the building.
- Access to the interior of the school will be limited to children and staff.
- Due to restrictions in place to mitigate the spread of COVID-19, regular parent observations and school tours are suspended.
  - All specialists will be screened at the front desk for temperature and complete the same self-certification for symptoms required daily for staff members.
  - All visitors will wear a mask when onsite
  - Classroom observations and parent conferences may be experienced through WebEx as needed or as requested by the teacher or parent
- Emergency service vendors (i.e. HVAC repair when the unit is not working) will be scheduled at nonoperational times if possible. If immediate service is required:
  - Children will be removed from the area accessed by the provider.

- A staff member will accompany the service provider at all times.
- Areas and surfaces will be disinfected after completion service

### **Parent Health Screening Before Arrival**

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are **required** to conduct the pre-screening each day at home and report into our health app. The app results will be sent daily to our school nurse or office for review.

Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 100.0 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat not caused by allergy
- Loss of taste or smell
- Diarrhea
- Nausea/vomiting
- Abdominal pain
- Fatigue
- Runny nose/congestion not caused by an allergy

*Note: For the safety of our community, please do not bring your child to school if you have provided them with a fever reducer within the last 24 hours.*

### **Health Screening at Arrival - Children**

Nurse/Staff members will perform the following screening of all children at arrival:

Visual:

- Flushed cheeks
- Rapid breathing/difficulty breathing
- Fatigue
- Extreme fussiness

But not limited to the above

Temperature:

- Upon arrival, a staff member will take each child's temperature using a contactless thermometer.
- If the child has a temperature of over 100.0° Fahrenheit, the staff member will verify the temperature with another thermometer.
- A child with a double verified temperature of over 100.0° Fahrenheit will not be admitted.
- Contactless thermometers will be used in all cases if possible.
- Temperature of all children will be taken at arrival and bus riders upon dismissal.

### **Thermal Temperature Scanning**

To speed up the process of monitoring the temperatures of children and staff, the school may purchase a thermal scanning kiosk. When installed and delivered, this machine will:

- Scan the temperature of the subject with a thermal camera
- Provide a reading within 2 seconds, with a notification if over 100.0 degrees Fahrenheit

All readings over 100.0 degrees Fahrenheit will be duplicated with a second thermometer.

### **Health Screening at Arrival - Staff**

- Before arrival, all staff members will be required to perform a temperature check and submit information through our health app. The results will be forwarded to the nurse prior their entrance to the building.
- Staff members with a temperature of 100.0 Fahrenheit or more will be relieved of duty for the day.

### **Child Illness Policy & Procedure**

Our sick child policy will be amended as followed:

- Children will be sent home when the following symptoms are observed:
  - Temperature is 100.0 degrees Fahrenheit or higher
    - Temperature will be taken at least two times, with two separate devices to confirm fever.
  - Cough - including a persistent dry cough without the documentation from a physician about an allergic condition
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat not caused by allergy
  - Loss of taste or smell
  - Diarrhea
  - Nausea/vomiting
  - Runny nose/congestion not caused by allergy

- Fatigue
  - Abdominal Pain
- Children may be less likely to present with fever as an initial symptom. Students may not attend school if they had a fever of 100.0 F at any time in the past 14 days, even if a fever reducing medication was administered and the student no longer has a fever.

*Note: The school reserves the right to send a child home for illness even in the absence of fever and regardless of a note from a physician.*

- If any other these symptoms are observed, the school will:
  - Provide a face covering if not already on (subject to age of child)
  - Remove the child to the dedicated isolation area with all belongings to go home
  - Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
  - If the child was in a classroom, we will open windows to increase air circulation, close off classroom areas used by the child to disinfect items of use (table, chair, etc.).
  - A nurse/staff member will observe the child while in the isolation room.
  - When a parent arrives, a nurse/staff member will bring the child and belongings to the door.
  - The isolation room will be disinfected after use.
- Returning to School:
  - If sent home, the child must be symptom free for 24 hours before returning to school. If a student presents with a temperature more than 100.0 F that student may not to school for 14 days unless they have complete symptom resolution, a doctors evaluation, and a negative COVID-19 test.

### **Admittance Policy for Children and Staff**

Children and staff will not be admitted to the school if:

- In the previous 14 days, they have had contact with someone with a confirmed diagnosis of COVID-19.
- In the previous 14 days, they have traveled to another state or another country.
- In accordance of NYS directive as of July 29 2020, if an immediate member of household travels to and from designated states/country which require a 14-day quarantine, a student must participate in the quarantine unless the traveling individual is self-isolating.
- They are under investigation for COVID-19.

### **COVID-19 Off Site Exposure - Staff and Children**

If a staff member or child has been identified as having been in close contact with someone outside the classroom community who is diagnosed with COVID-19, that staff member or child

will be required to self-quarantine for 14 days. Close contact means being closer than 6 feet apart for more than 15 minutes.

## **Definitions of Quarantine & Isolation**

### Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

### Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

## **Positive Case of COVID-19 in the Classroom Community - Children or Staff**

If COVID-19 is confirmed in a child or staff member in a classroom community, the following actions will be taken by the school:

- Notify the Monroe County Health Department
- Contact Pittsford School District
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow up actions (quarantine, classroom closure, etc.) will be dictated by the Monroe County Health Department

## **Children or Staff with Positive Case of COVID-19 - Returning to School**

Children and staff who have a positive diagnosis and who have stayed home (home isolated) can return to school/work when the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**

- At least 10 days have passed since symptoms first appeared, or negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).

## **Social Distancing**

### Children

We will bring previously enrolled children back into the classroom in phases to adjust to new procedures. As we return the school to pre closure enrollment levels, we will follow the following social distancing procedures when feasible:

- Toddlers, Primary, Lower Elementary and Upper Elementary students will remain in separate environments to contain any possible infection to that program
- Keep children in each classroom and in the smallest grouping possible separated by physical barriers or visual cues (on floor)
- Keep the same adults with the group (excluding floaters and substitutes to ensure the safety and supervision of children)
- Stagger playground times to keep the groups separate
- Children will be reminded to socially distance with positive redirection and role play about social distancing will occur daily at group/circle times

### Staff

Staff is expected to maintain social distancing with each other while at work:

- Stay six feet apart
- Refraining from hugging, handshakes, high-fives, etc.
- Limited numbers of occupants in the staff room at a given time
- Staff is encouraged to eat outside/onsite or in their vehicle for lunches/breaks rather than going to public establishments

## **PHYSICAL DISTANCING STRATEGIES**

Young children learn by engaging with their environment which includes the other people in it. However, Trinity Montessori School will employ the following strategies for limiting the spread of COVID-19 in our school community.

- Our classrooms (cohorts) will consist of stable groups of no more than 15 – 20 children. Stable means that the same 20 or fewer children and their teacher are in the same room each day.
- Children will not change from one group to another during the day.
- Cohorts will not mix with each other.
- Teachers will remain with a single group each day. In the case of illness, a designated substitute for the cohort will assist.
- Each child will have a designated area so that children can be spaced as far

- from each other as possible while engaged in work and activities at school.
- Playground time and outdoor usage will be made available to each cohort on a daily basis using separate scheduled times. Shared equipment will be sanitized after each cohort's use.
- Whenever possible windows will be open to let air circulate
- Whenever possible students will spend time outdoors, including class studies.
- We have purchased (2) 20 x 40-foot tents to help facilitate outdoor activities, including classes, lunch, snack, and recess
- Students will be required to bring school supplies for individual use. (supply list to follow) If you are unable to provide, please contact the school.

## **Face Coverings and Protective Equipment**

- Children in the Toddler classrooms under the age of 2 will not be required to wear face coverings at school.
- Students in all classrooms aged 3 and up are requested to bring a face covering to be worn at all times unless:
  - A medical exemption exists for the person
  - 6 feet of social distance between persons is able to be maintain unless a student is medically unable to tolerate a face covering
  - Students are consuming lunch or snack
  - During outside play if they are able to maintain social distance
- If a student arrives at school without an acceptable face covering, the school will provide one to the student at no cost
- All staff will wear a face covering while working, unless consuming lunch or snack
- Gloves will be used while disinfecting materials and objects.

## **Operating Hours**

- Operating hours will be temporarily changed from 8:00 AM to 5:30 PM. (subject to change)
- Opening staff will prepare the environment to ensure protocols are met
- Closing staff will prepare the environment to insure that protocols are met
- Janitorial services are conducted after the building is empty for the day.

## **Meals and Snack**

- Children will bring all snacks and lunches from home.
- Communal/lunch snacks from the school will not be served.
- Food preparation will be temporarily suspended.
- Purchased lunch program will be temporarily suspended

## **Healthy Hand Hygiene**

Washing hands can keep you healthy and prevent the spread of infections from one person to

the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth.

### Five Steps to Wash Your Hands the Right Way

Staff are expected to follow and instruct children to follow these steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using paper towel

Notes:

- After assisting children with handwashing, staff should also wash their own hands
- Upon arrival, children will be required to wash their hands. The back of the child's hand will be stamped afterwards to serve as a visual cue for handwashing throughout the day; stamps should be faded or gone by pickup.
- Children will wash hands multiple times a day.
- Hand sanitizer will be provided throughout the building

### **Disinfecting**

- Common areas (will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) periodically throughout the day
- Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, after lunch, recess, and at the end of the day
- Materials and toys that cannot be disinfected will not be used.
- Towels, cloths and other porous materials will be single use only and laundered after use.
- Books and other paper materials are not considered a high risk for transmission and do not require disinfection unless mouthed.

Additionally, we are upgrading our whole school air system to MERV-11 filters and we

have purchased and are installing a Needlepoint Bipolar Ionization system for our HVAC (2 Aeon RTU's) and Reznor heater.

We have also purchased a SaniSpray HP system to deliver a spray application to sanitize, disinfect, and deodorize large areas in a short period allowing for multiple applications and daily applications.

### **Fire Safety and Shelter in Place**

We will conduct standard operations and procedures to the best of our ability as required by local fire code and state law.

### **Vulnerable Populations**

We will make accommodations to allow for safe participation in educational activities and where appropriate, accommodate their specific circumstances to the best of our abilities.

### **Community Events & Gatherings**

The following events will be suspended until further notice:

- All school community events
- Onsite parent teacher conferences and meetings (will be held remotely)
- Parent observations of the classroom
- Field trips

### **Transparency & Communication**

Trinity Montessori School will communicate with:

- Families if their child has been in close contact with someone at school who has tested positive for COVID-19.
- With staff if they have been in close contact with someone at school who has tested positive for COVID-19.
- With the entire school community if a classroom has been closed temporarily due to a COVID-19 exposure.

Trinity Montessori School will monitor absenteeism among children and staff using our Grade Link platform.

Any unusual patterns will be considered when evaluating the need for temporary or long term closure. Decisions about closure will be made in consultation with NYS and Monroe County Health Departments.

## Notes and Addendums