

# Bay Farm Montessori Academy COVID-19 Staff Training Guide



 **BAY FARM**  
*safe. smart. sure.*

A PREPARED ENVIRONMENT

# Core Principles of a Healthy School

1. Wear a mask or face covering that properly covers your mouth and nose at all times.
2. When washing your hands, be sure to interlace your fingers with soap / sanitizer and wash / sanitize to mid-wrist.
3. Maintain physical distance of at least three feet (3') even when wearing a mask; when not wearing a mask, avoid groups completely and maintain at least six feet (6') of distance from other people.
4. Sanitize toilet, sink and door handles upon leaving the restroom. Cans of spray disinfectant will be available in every bathroom on campus.
5. Use disinfecting wipes multiple times throughout the day on frequently touched surfaces (tables, countertops, sink handles, paper towel dispensers, etc.).
6. Avoid traveling to areas where COVID-19 is spreading in the community as much as possible and quarantine yourself for 14 days if possible in the event you must travel to one of these areas.
7. STAY HOME when you are sick. Self-screen before coming to work and get tested if you are experiencing any of the indicative symptoms.
8. If anyone in your family is exhibiting COVID-19 symptoms, please use good judgment in determining whether you should come to work.
9. When you're not working, adhere to above principles as much as possible. By all doing this, we ensure the health and safety of ourselves, our families, our neighbors, our students and our co-workers.
10. Stay positive. Work together, ask questions, communicate regularly, and adapt as necessary with a team approach. We will get through this.

# Table of Contents

<b>Core Principles of a Healthy School</b>	<b>1</b>
<b>Daily Operations</b>	<b>6</b>
<b>Staffing</b>	<b>6</b>
<b>Group Sizes</b>	<b>8</b>
<b>Required Ratios and Maximum Group Sizes</b>	<b>9</b>
<b>Daily Screening</b>	<b>10</b>
<b>Regular Monitoring</b>	<b>11</b>
<b>Isolation &amp; Discharge</b>	<b>12</b>
<b>Child / Staff Becomes Symptomatic</b>	<b>13</b>
<b>Child/Staff Contracts COVID-19</b>	<b>16</b>
<b>Notifying Required Parties</b>	<b>16</b>
<b>Self-Isolation Following Exposure or Potential Exposure</b>	<b>17</b>
<b>Asymptomatic Child/Staff Tests Negative</b>	<b>17</b>
<b>Hygiene and Health Practices</b>	<b>17</b>
<b>Covering Coughs / Sneezes</b>	<b>18</b>
<b>Resources &amp; Supplies</b>	<b>19</b>
<b>Face Masks &amp; Coverings</b>	<b>20</b>
<b>Exceptions to Face Masks/Coverings</b>	<b>20</b>
<b>Cleaning Plan</b>	<b>20</b>
<b>Cleaning, Sanitizing &amp; Disinfecting</b>	<b>21</b>
<b>CLEANING CHART W/ RESPONSIBILITIES GOES HERE</b>	<b>21</b>
<b>Resources &amp; Supplies</b>	<b>22</b>
<b>Proper Usage</b>	<b>23</b>
<b>General Guidelines</b>	<b>23</b>
<b>Cleaning, Sanitizing &amp; Disinfecting following Exposure</b>	<b>23</b>

<b>Additional Considerations</b>	<b>23</b>
<b>Physical Distancing Guidelines</b>	<b>25</b>
<b>Air Circulation</b>	<b>25</b>
<b>Lunch / Snack</b>	<b>25</b>
<b>Transportation Plan</b>	<b>25</b>
<b>Toddler Safety</b>	<b>26</b>
<b>Screening Protocols</b>	<b>25</b>

# Communicating Policies with Families

## **I Don't Know - Let Me Get You The Answer**

When in doubt, don't answer. Tell the parent you'll find the answer and get back to them. Submit the issue to [issues@bfarm.org](mailto:issues@bfarm.org).

Never attempt to convey information that you believe to be our policy unless you have the policy in front of you. It is vitally important that we not inadvertently share incorrect information to parents about our policies.

## **Do Not Speak to Families re: Illness without First Consulting School Nurse**

Every person has a different threshold for evaluating illnesses. At no point should any faculty member discuss potential illness with a family without first consulting with the School Nurse.

The School Nurse will communicate with families in the event that a child exhibits any signs of illness - even those not related to COVID-19.

## **Proactive Absence**

It is highly recommended that parents be proactive in preventing students coming to school when they're exhibiting symptoms associated with the health screening.

If you or your student(s) are exhibiting any of the symptoms of COVID-19, please stay home.

As a licensed educational institution, coming to school with unexplained symptoms from our health screening will set in motion a mandatory and potentially long-term absence that may have been avoided had you kept your child home.

## **Do sick children always have to stay out of child care for 14 days?**

No. A child who has COVID-19-like symptoms should see a clinician who may order a test.

A positive COVID-19 test will require coordination with the Local Board of Health to determine the necessary isolation period before the child may return to care.

If the clinician determines that the child does not have an illness compatible with COVID-19 or other infectious disease that would require isolation, the child may

return to care. Protocols for children returning to care should be in line with provider policies, in consultation with families.

### **Do I have to send every child home who has mild symptoms potentially related to COVID-19?**

Many young children have symptoms, such as chronic runny noses, that can be explained by other factors. It is recommended that providers follow isolation protocols, in consultation with parents, for children when symptoms are present and not related to any other known cause, such as allergies.

*Please note: A runny nose alone is not a screening criterion for isolation of sick children or limiting access to child care.*

### **What will my child's classroom look like?**

Our goal for the year is to maintain the classroom experience as much as possible while holding to the recommendations and guidelines issued by the experts.

Programming and curriculum will largely remain the same, although there are limitations on certain athletics and performance activities at the moment.

Our general practice is to wear a mask when distancing is not possible, to adhere to frequent hand-washing and sanitizing, and to be outdoors as much as possible.

### **Toddler House**

There is not a very large meaningful change to the Toddler House classroom experience, however, faculty will be wearing more personal protective equipment, there will be staggered outdoor time and drop-offs, and there will be an increased level of cleaning and sanitizing of materials by faculty.

### **Children's House**

Children's House classrooms will also be similar to a normal year. In Children's House, classrooms are divided into two distinct groups of 10 students and there will be three teachers rather than the usual two to ensure the personal attention and guidance needed at that age.

Additionally, students will have staggered outdoor time and will have specials (music, art, agriculture, etc.) outdoors.

### **Elementary / Middle School**

Elementary and Middle School classrooms will have desks and tables arranged in a more distant manner and we will have outdoor classroom space available to

maximize outdoor time in line with expert guidance and proven methods for school reopening abroad.

## Staffing and Operations

### Daily Operations

#### ***Field Trips***

As school begins, all field trips, inter-group events and extracurricular activities that cannot meet physical distancing requirements will be cancelled.

Nature walks, outdoor exploration and other activities with proper physical distancing expectations may be held.

#### ***Multiple Group Activities***

Activities that involve multiple groups interacting will be limited until further notice. This means that students of each classroom should as much as possible maintain separate activities from other groups.

#### ***Drop-Off and Pick-Up***

Wherever possible different groups should use separate entrances to classrooms and inter-group common areas should be avoided.

#### ***Toddler House***

Drop-off and pick-up locations will not change for Toddler House.

#### ***Children's House***

Children's House will have two drop-off points to minimize the use of common areas by students.

Toddler House and Children's House parents must take their children out of the vehicle until further notice. Staff are not allowed under current guidelines to assist in the removal of a child from the vehicle and must have an opportunity to conduct a visual check of the child prior to entry.

## Staffing

### ***Training & Preparedness***

All staff working at Bay Farm must review these guidelines and sign off that they have read and understand the guidelines as they relate to COVID-19 precaution and prevention.

All other training and professional development requirements remain the same as in years' past.

### ***Reporting Failures to Comply with Regulations***

It is vitally important that staff understand the regulations and requirements for reopening and that we all do our part to put those practices into action. If you have any questions or concerns about co-workers not meeting these requirements, please send a message to [issues@bfarm.org](mailto:issues@bfarm.org) so that the issue can be resolved as quickly as possible to ensure the health and safety of our community.

### ***Health Screening***

Every staff person must self-check for COVID-19 symptoms prior to coming to work. Additionally, all staff must report to the school nurse for a visual screening and health screening checklist prior to visiting the classroom.

Bay Farm employees will receive guidance on health & hygiene best practices, PPE best practices, and what-to-do in the event a suspected case of COVID-19 emerges at school.

### ***Sick Leave***

Staff who are required to quarantine as part of a school-related potential or confirmed case of COVID-19 will receive pay for the duration of the 14-day quarantine period.

### ***Substitutes***

Bay Farm is working to ensure a robust substitute / backup list of qualified staff in the event that teachers out sick or required to quarantine.

### ***At-Risk Staff***

Staff who are considered at-risk (age 65 or older or with serious underlying health conditions) should discuss with their healthcare providers to assess their risk and to determine if they must stay home or follow additional precautions.

Bay Farm is not tracking these individuals and it is up to the individual employee to know and understand whether they are at-risk or not.

### ***COVID-19 Point-of-Contact***

The first point of contact for any questions/concerns related to COVID-19 is [issues@bfarm.org](mailto:issues@bfarm.org).

Upon receipt of questions/concerns, the Director of Finance/Operations will first determine if existing policy answers the question or addresses the concern. In the event a current policy does not answer the question/concern, the Director of Finance/Operations will coordinate with the Head of School, School Nurse, EEC Site Director, and Level Coordinators and faculty in providing answers to any questions.

### ***Personal Protective Equipment***

Bay Farm Montessori Academy will provide staff with proper PPE, including masks, gloves, gowns and cleaning supplies as necessary during the school year. Employees may bring their own face coverings provided they are washed daily and meet the minimum standards in that they fully cover the nose and mouth.

## **Group Sizes and Ratios**

### **Group Sizes**

#### ***What is a Group?***

A “group” is any consistent set of students who engage regularly during the school day. In most cases at Bay Farm, a group is composed of the students within a specific classroom. In preschool, there are large groups and sub-groups.

When considering policies and procedures, we will reference groups frequently. Groups determine how we proceed in ensuring limited intermixing of students, limiting the risk of COVID-19 transmission and in conducting contact tracing in the event that is necessary.

#### ***Toddler House***

A group in Toddler House is the individual classroom of 9 students. All students, regardless of schedule, will be considered a group within each classroom.

#### ***Children’s House***

Each classroom in Children’s House will be divided into two sub-groups of up to 10 students each. Each sub-group will be assigned an assistant teacher and each classroom will be assigned a lead teacher.

#### ***Elementary / Middle School***

Elementary and Middle School groups will be determined by classroom. Each classroom will have a lead teacher and an assistant teacher.

#### ***Intermixing Groups***

In the early phases of reopening school, group intermixing will be strictly limited. This is to ensure limited exposure in the unlikely event that an individual within a group tests positive for COVID-19.

## Required Ratios and Maximum Group Sizes

### **Bay Farm Ratios / Group Sizes**

<b>Age</b>	<b>Staff:Child Ratio</b>	<b>Maximum Group Size</b>
Toddler (15-32 months)*	1:4 / 2:9	9
Preschool / Kindergarten*	1:10 (1:7)	10
Elementary I & II	1:10	20
Middle School	1:10	20

*\*EEC establishes group size requirements. The Department of Early Education and Care has not issued such guidelines, but we expect to maintain the same ratio standards*

### **Traveling Between Groups**

Students traveling between groups is prohibited in the first stage of reopening. For faculty, traveling between groups must be minimized as much as possible and any faculty member traveling between groups must adhere to a more stringent PPE/health protocol than those who do not travel between groups (See the Health & Hygiene Policies for more information).

### **Specialists**

Specialists are a vital component of Bay Farm's curriculum. While the logistics will change this year, we expect to have any specialist activities that can be delivered in a physically distant manner in accordance with regulatory requirements.

At the start of the year, all specials will be outdoors and specialists will take extra sanitation precautions in order to move between groups.

For the sake of meeting regulatory requirements, Lead Teachers in Children's House will be considered specialists, meaning that they're able to spend time with one classroom group for part of the day and then with another classroom group for another part of the day provided they maintain the same cleaning/disinfection protocols as regular specialists.

### **Enrichment**

We expect to offer enrichment programs which meet the physically distanced requirements laid out by regulatory bodies. A full list of programming is currently in development and we will notify parents of the roster of available activities as soon as it is ready.

If you are interested in offering a physically distanced / COVID-19 compliant program, please submit a message to [issues@bfarm.org](mailto:issues@bfarm.org) and let us know. Additional pay is provided.

### ***Extended Care***

Extended Care will be offered for all levels this year, but with several changes to policies and to logistics.

Drop-in service cannot be provided this year due to the nature of our staffing and grouping requirements. Families seeking to use extended care will need to notify the administrative office the week before they plan to use Extended Care.

For example, if a family wanted to make use of Extended Care on a Wednesday, they would need to notify the administrative office by Friday of the previous week in order to get onto the roster.

Registrations for Extended Care must be made to [pamelas@bfarm.org](mailto:pamelas@bfarm.org).

## **Screening and Monitoring of Sick Children and Staff**

### **Daily Screening**

#### ***Health Screening***

Each morning, students and parents will have to complete a health screening. We understand that this will likely create delays in the start of the day, but it is an important - and required by EEC - practice to ensure that we limit the potential spread of COVID-19 in the community.

The health screening consists of a daily paper checklist with a series of questions. Checklists will be conducted by lead teachers for each group. Generally, students who answer yes to the questions cannot be allowed to attend school that day. The checklists must have the name of the student, the date and an acknowledgement that the parent/student confirms its accuracy.

The following symptoms are listed as potential COVID-19 indicators:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (*not due to other known cause, such as chronic cough*)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache (*when combined with other symptoms*)
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue (*when combined with other symptoms*)
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

### **Non-COVID-19 Illnesses**

As of now, current regulations say that any child with any of the listed symptoms cannot be granted access to the program. However, if the student comes with a negative COVID-19 test result or doctor's note indicating that the child is not COVID-19 positive then we will likely allow them to attend, but that would be determined on a case-by-case basis and neither a negative test or a doctor's note guarantees that we can allow the child in. This decision would be made by the School Nurse.

### **If a Staff or Student has Symptoms**

If a student or staff exhibits the symptoms above, without any other known cause or without a negative test or doctor's note, then they should be directed to get a COVID-19 test.

[Here is a list of testing sites.](#)

### **Massachusetts Testing Guidelines**

In the event that you are symptomatic, you should review the [Massachusetts Testing Guidelines](#) to determine if you should be tested. Testing is widely available and generally available at no cost to you.

## **Regular Monitoring**

### **Faculty Expectations**

Faculty are not medical professionals, nor do we expect them to fill that role. While we understand that, we do ask that faculty watch generally for the signs and symptoms listed above and report those symptoms to the School Nurse.

### ***School Nurse***

The School Nurse is available to evaluate students for possible symptoms of COVID-19. Additionally, the School Nurse will regularly visit classrooms with the proper distancing and safety practices to conduct visual monitoring of students.

### ***Attendance Patterns & Monitoring***

The School Nurse will review attendance each day and reach out to the families of absent students to determine the reason for the students' absence.

The School Nurse will also monitor attendance patterns for unexplained absences within specific groups in order to determine possible untracked illness spread.

## **Isolation and Discharge of Sick Children and Staff**

### **Isolation & Discharge**

#### ***General Symptoms***

At all levels, any student who exhibits the symptoms listed in the health screening checklist must wear a face covering at all times. There are no exceptions to this rule. Any student who exhibits the symptoms, but cannot wear a face covering must be isolated from other faculty and staff and directed to the school infirmary for discharge from school.

Faculty who exhibit any of the symptoms - even if explained by other illnesses - should use good judgment in determining whether s/he should come to school and avoid other people as much as possible.

#### ***Suspected COVID-19***

Faculty and staff who are exhibiting the symptoms in the health checklist during the school day should contact the office to arrange a substitute and should leave the workplace as soon as possible and remain away until 24 hours have passed symptom-free. It is recommended that a staff member be tested for COVID-19 and avoid the workplace until negative test results are returned.

If a student begins exhibiting symptoms during the school day, the student must wear a facial covering and be separated from other students. The student should be brought to the infirmary where the School Nurse will evaluate, contact the students' parents and have the student discharged for COVID-19 testing.

### **General Illness**

When evaluating a student for illness, it's important to follow the guidelines as much as possible. If you have any questions/concerns regarding a student's symptoms, inform the School Nurse.

When in doubt, we will inform the family that they may want to reach out to a pediatrician for evaluation, but that they can come back provided they don't meet the threshold of the screening guidelines (active fever, dry cough, etc.).

When students are sick, but are not suspected to have COVID-19, do your best to keep them distanced and a bit apart from other students (as best as you can reasonably do).

### **Siblings**

Per the Massachusetts Department of Public Health, a child home sick with a known illness that is not COVID-19 (ear infection, etc.), and which is not a notifiable infectious disease, we will grant access to the sibling.

If the sibling is sick with an unknown respiratory illness (trouble breathing, chest mucus buildup, stubborn cough, noisy breathing, etc.), we are unable to allow the asymptomatic sibling until COVID-19 is ruled out by a physician or COVID-19 test.

## **Child / Staff Becomes Symptomatic**

**While specific protocols vary, there are some common elements for each possible COVID-19 scenario:**

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
  - Remain at home at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms
  - Monitor symptoms
  - Notify the school and personal close contacts
  - Answer the call from local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help them prevent transmission
  - Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school

Event	Location of Event	Testing Result	Quarantine
<p><b>Symptomatic Individual</b></p>	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school once asymptomatic for 24 hours</p>
		<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <b>is not tested</b></p>	<p>Remain home in self-isolation for 14 days from symptom onset</p>
<p><b>Individual is exposed to COVID-19 positive individual</b></p>	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school, if asymptomatic or once asymptomatic for 24 hours</p>

	<p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Individual <b>is tested positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <b>is not tested</b></p>	<p>Remain home in self-quarantine for 14 days from exposure</p>

## Child/Staff Contracts COVID-19

### *Closure of Group*

Guidelines regarding when to close a group are currently unclear. In the event of a case of COVID-19 on campus, Bay Farm Montessori Academy will defer to the local and state departments of health as to the proper quarantine / isolation protocols we should follow based on the unique situations of each case.

It is likely that at least a partial 14-day closure (of the group to which the person was assigned) would result if a student or faculty member tested positive for COVID-19.

## Notifying Required Parties

### Notifying the Local and State Health Departments

In the event that a staff or student tests positive for COVID-19, Bay Farm Montessori Academy will notify the Duxbury Health Department and the Massachusetts Department of Health, who will advise further on determining qualified exposures and whether a group should be quarantined.

If a student or student-facing staff member tests positive for COVID-19, we will also notify all parents and staff who have been in close contact with the positive-tested individual without revealing any private or confidential information.

### Symptoms and COVID-19 Exposure

Report to Local Board of Health: If the child care provider is told that the child has been exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive, the child care provider must report the case to the Local Board of Health.

### Symptoms but no COVID-19 Exposure

No report required yet: If the child care provider is told that the child has not been exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive, the child care provider does not have to report to the Local Board of Health unless or until the family reports that the information has changed.

## Self-Isolation Following Exposure or Potential Exposure

An exposure is defined as:

- 10-minutes or more of less than 6' of distance from someone who has tested positive for COVID-19.
- OR, any instance where a COVID-positive individual coughs or sneezes on the individual in question.

When exposed or potentially exposed to the illness known as COVID-19, all students and staff are recommended to get tested. Individuals who are tested, with negative results, may return to school provided they remain symptom-free.

Individuals who do not want to be tested must self-isolate for 14 days.

## Asymptomatic Child/Staff Tests Negative

According to the Department of Public Health's Dr. Hsu, a negative test is to be trusted. Any negative tests are considered as an all-clear for attending school, though our own sick policies will take precedence in determining when a child should be sent home.

## Hygiene and Health Practices

### When to Wash Hands

Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers).

Reinforce to children that they must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:

- Upon entry into and exit from program space;
- When coming in to the program space from outside activities;
- Before and after eating;
- After sneezing, coughing or nose blowing;
- After toileting and diapering;
- Before handling food;
- After touching or cleaning surfaces that may be contaminated;
- After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
- After assisting children with handwashing;
- Before and after administration of medication;
- Before entering vehicles used for transportation of children;
- After contact with facemask or cloth face covering; and
- Before and after changes of gloves

## Covering Coughs / Sneezes

Students and staff should wear face coverings as often as possible. When wearing a face covering, coverings should be changed following coughs and sneezes where possible.

In the event a student is not wearing a face covering, all sneezes and coughs must be in accordance with our own best practices - sneezing/coughing into elbow and hand washing afterward.

If you are unable to persuade a student to wear a face covering and s/he is unable to meet the standards for uncovered coughs and sneezes, then the student should be kept distanced from other students or sent to the School Nurse's office.

## Personal Protective Equipment

### Resources & Supplies

Masks, gloves, hand sanitizer and other personal protective equipment is located in the conference room in the Children's House.

### Face Masks & Coverings

***Masks are among the most important single measures to contain the spread of COVID-19. We require students second grade and above and all staff to wear masks that adequately cover both their nose and mouth. Younger children are strongly encouraged to wear masks. Exceptions must be made for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. (Department of Elementary and Secondary Education)***

#### ***Employees***

Face coverings are mandatory for all staff and must completely cover the nose and mouth. Bay Farm Montessori Academy will provide all staff with a new surgical face mask daily.

Employees may bring their own face coverings so long as they comply with the minimum standards. If providing your own face covering, it should be laundered on a daily basis per CDC guidelines.

#### *Clear Face Masks*

We have placed an order for clear face masks (not face shields) for evaluation by teachers working with preschool children and will purchase more if they are well received and provide sufficient containment.

#### **Students**

Students are encouraged to wear masks at all times, however, it is not required under certain circumstances. The more that students wear masks, the less likely that a positive COVID-19 case would result in a shutdown of a group.

#### **Toddler House**

Children under two (2) years of age cannot wear masks.

#### **Children's House**

Children's House students should be encouraged to wear masks/face coverings at all times, however, we recognize that that may not always be possible. In any case, encouragement and training should be provided to the students.

Students will be required to bring two face coverings to school on a daily basis - one on their face and one in a ziplock bag. Both coverings will be sent home on a daily basis for laundering.

#### **Elementary / Middle School**

All elementary and middle school students should be encouraged to wear masks/face coverings at all times.

Students must wear masks whenever they're unable to maintain 6' of distance between themselves and other students.

#### **Mask Breaks**

Mask breaks can be allowed, but students and staff must be outdoors to remove the mask and must remain 6' apart from any other person during that time.

Masks may be removed during eating, but talking should be limited if students are indoors.

## Exceptions to Face Masks/Coverings

Face coverings are not required while eating. Students and staff should be instructed on the proper removal of masks and coverings in order to prevent transmission of germs during the removal process.

Face coverings are also not required for those with developmental or health conditions which would interfere with her/his ability to carry out the usual activities of daily living.

## Cleaning, Sanitizing and Disinfecting

### Cleaning Plan

#### *Cleaning Contractors*

Bay Farm Montessori Academy has contracted with a bonded, licensed cleaning company who will maintain the core cleaning duties of the school, including:

- Trash removal
- Vacuuming
- Bathroom cleaning
- Dusting / Washing
- Floor Mopping

#### *Facilities Staff*

On-site facilities staff, Facilities Director and Facilities Assistant, will maintain a daily schedule of cleaning and disinfecting, which includes:

- Twice-daily disinfecting of common area door handles, railings and high-touch surfaces
- Daily re-supply of toilet paper, paper towels, paper goods
- Daily supply check of disinfecting spray, wipes and hand soap
- Weekly disinfectant spray of all classrooms

#### *Teachers / Faculty*

Teachers and faculty will be expected to maintain the in-classroom sanitizing and disinfection during the day, which will include:

- 3x daily wipes of tables and countertops

The EEC also requires specific routines for preschool/toddler groups, including:

- Per-use disinfection spraying of toilet, sink and paper-towel dispenser handles, and door handles
- Per-use cleaning of materials

## Cleaning, Sanitizing & Disinfecting

### *Cleaning*

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

### *Disinfecting*

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

### *Sanitizing*

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Location	Item	Action	Frequency	Notes
Classroom Space	Doors and Cabinet Handles	Cleaned and disinfected	Daily	Facilities staff
Toileting/Diapering Area	Changing Table	Cleaned and disinfected	After each use	Teachers
Bathrooms	Toilet / Sink Handles	Cleaned and disinfected	Per-use	Teachers
Classroom	Lunch Tables	Cleaned and disinfected	Per-use	Teachers
Classroom	Educational Materials	Cleaned and disinfected	Per-Use	Children place used materials

				<i>on cleaning table (teachers)</i>
<i>Playground / Play Areas</i>	<i>Metal/non-porous railings</i>	<i>Disinfected</i>	<i>Between groups</i>	<i>Facilities staff</i>
<i>Classroom</i>	<i>Tables</i>	<i>Cleaned and Disinfected</i>	<i>Between groups</i>	<i>Teachers / Facilities staff</i>
<i>Common Areas</i>	<i>Railings / Door Handles</i>	<i>Disinfected</i>	<i>Between groups</i>	<i>Facilities staff</i>
<i>All classrooms / common areas</i>	<i>All surfaces</i>	<i>Disinfected with EPA-approved hypochlorous acid fogger</i>	<i>Twice weekly</i>	<i>BFMA has purchased 3 EPA-approved healthcare disinfectant sprayers for this purpose. (facilities staff trained in their use)</i>
<i>Drop-off / Pick-up Sites</i>	<i>Table surfaces, clipboards, pens</i>	<i>Disinfected</i>	<i>After drop-off, before pick-up</i>	<i>Administrative Staff</i>

## Resources & Supplies

Bay Farm Montessori Academy will maintain full supplies of EPA-approved, child-safe cleaning supplies and will store them throughout campus.

Proper Usage

### ***Disinfecting Spray***

### ***Disinfecting Wipes***

### ***Disinfecting Fogger***

## General Guidelines

### ***Bathroom Usage - Employees***

Following the use of the bathroom, all employees will spray the toilet, paper towel, sink and door handles with disinfecting spray to minimize the presence of germs on commonly used surfaces.

### ***Bathroom Usage - Students***

Following the use of the bathroom by students, faculty must spray the toilet, paper towel, sink and door handles with disinfecting spray. For students in upper grades, it may be acceptable to teach the students the proper use of the spray.

## Cleaning, Sanitizing & Disinfecting following Exposure

### Additional Considerations

#### ***Using Materials***

Montessori principles are based on a common set of materials and the entire curriculum is driven by material usage. This year, it's vitally important that we understand the potential risks of using materials in the classroom between children.

#### *Toddler House / Children's House*

All materials that cannot be cleaned and disinfected with a disinfecting wipe or paper towel should be removed temporarily from the classroom. This includes stuffed animals, soft or plush sensory materials, baskets, etc.

Beads and other small objects can be used, so long as they are dedicated specifically to one child or that they're dropped in a bleach bath between uses.

Additionally, all materials must be wiped with a disinfecting wipe or with a rag soaked in disinfecting solution between uses by children.

#### *Elementary / Middle School*

Because elementary students are currently expected and instructed on proper hygiene, we are not limiting materials in the elementary grades. However, it is vitally

important that the students understand the core routine for using materials in the classroom. This routine is as follows:

1. Prior to collecting a material for use, the student must wash their hands thoroughly or use hand sanitizer.
2. The student should not take off his/her mask while using the materials.
3. Upon completion of using the materials, the student must again wash hands thoroughly or use hand sanitizer.

### *Nap Materials*

According to the EEC guidelines, all materials used for nap must be sent home nightly to be washed by parents. We suggest that parents have a few sets of materials ready to bring each day.

## Strategies to Reduce the Risk of Transmission

### Physical Distancing Guidelines

**Physical distance greatly reduces the risk of transmission.** As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom settings, when all parties are wearing masks, a minimum of 3 feet of separation is needed; if one or both parties are not wearing masks, 6 feet is needed. (Department of Elementary and Secondary Education)

### Air Circulation

#### *Windows*

All windows in all classrooms should be open to allow for proper ventilation of the space. In Toddler House and Children's House, upper windows should be opened to their maximum capacity. In Elementary and Middle School, upper windows should be open, but lower windows can be open if there are screens in the window.

#### *Outdoor Classrooms*

We will have several outdoor classroom set up across campus to ensure maximum outdoor time. These will be available to all levels and will provide rotating spaces for students.

## Lunch / Snack

### *Water Fountains*

Water fountains are not to be used until further notice.

### *Microwaves & Meal Preparation*

In the opening phase, students are not allowed to use microwaves.

## Transportation

Transportation of students by Bay Farm employees or parents in private vehicles is not allowed until further notice.

Bay Farm Montessori Academy is investigating the purchase of a transportation vehicle, however, it may not be used for transportation prior to the release of further guidelines and protocols for maintaining a healthy and effective cleaning strategy.

## Food Safety

### **General Guidelines**

1. Whenever possible, snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation. Meals shall not be served family style.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided. If there are no alternatives, programs must adequately physical distance during meals and add extra meal shifts.
3. Multiple children shall not use the same serving or eating utensils. Each child must have an individual cup to use.
4. Sinks used for food preparation must not be used for any other purposes.
5. Staff must ensure children wash hands prior to and immediately after eating.
6. Staff must wash their hands before preparing food and after helping children to eat.
7. Tables, chairs, high chairs, and high chair trays used for meals need to be cleaned and sanitized before and after use.

8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
9. When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label. If the directions for use for viruses/viricidal activity list different contact times or dilutions, use the longest contact time or most concentrated solution. Be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces.

### ***Toddler / Children's House Snack***

The usual snack process for Toddler and Children's House cannot be followed this year. However, parents can bring bulk, unopened packages of food which can be prepared in line with the guidelines above by classroom staff and distributed individually to students.

# COVID Policy Training Sign-Off

Bay Farm Montessori Academy has been diligently preparing for the return to school and has had success in operating under these conditions during our summer program.

Our return to in-person learning will include numerous adjustments to the guidance, recommendations and requirements set forth by the Centers for Disease Control (CDC), Department of Early Care and Education (EEC), and the Department of Elementary and Secondary Education (DESE).

We are making every effort to ensure the health and safety of our staff and our students and are thankful to all staff who have and will work so hard to ensure that we meet the requirements and guidelines designed to keep everyone healthy and safe.

I have reviewed the COVID Policy Guide and understand that I am expected to maintain and adhere to these policies.

I understand that there are inherent risks with returning to work and that Bay Farm Montessori Academy is doing everything possible to ensure health and safety.

I understand that it is my duty to notify Bay Farm Montessori Academy administrators of any staff members' failure to adhere to these policies and guidelines.

I understand that failure to comply with these policies and the material in this training may result in harm to myself, students, and my co-workers.

<b>Signature</b>	
<b>Printed Name</b>	
<b>Date</b>	