What follows is our current COVID-19 Reopening Plan for the 2020-21 school year. Although this plan was developed based on what we know given our current situation, there is still so much that is simply unknown. For that reason, this is intended to be a “living document” that must and will change as new information, regulations, and innovations surface.

Thus, as the COVID-19 pandemic evolves, so will our plan. While we will keep you updated as changes are necessary and with as much advance notice as possible, it is also essential that we, as a community, all adhere to the safety measures and guidelines in place at any given time.
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OUR APPROACH

As always, our priority is the safety and health of all members of our school community. As we design and implement this plan, we are also keeping in mind the impact our decisions have on learning and our faculty’s ability to deliver the best early childhood, elementary, and middle school education possible.

While we have planned around the scenarios we consider most likely, we are braced for an unpredictable future in which circumstances could change with little advance notice. Therefore, our overall approach is to be agile and prepared for the unexpected.

As a team, we have and continue to monitor and learn daily from the wisdom and guidance provided by scientists, government leaders, and members of our multiple regional and international school networks.

In addition, we are working with a physician, Dr. Sam Ashoo, who is board certified in emergency medicine and supports multiple channels of community education around COVID-19, including an FAQ, a list of resources, and a podcast covering COVID-19 through the lens of emergency medicine.

Finally, as we implement this plan, we anticipate that we will learn from practice and will want to make changes that improve efficiency and effectiveness in keeping everyone safe. For this reason, we ask you to stay alert for new messages from us about changes, and we also ask for your patience and understanding as we work to get the administration of our plan working smoothly for all.

COMMUNITY EXPECTATIONS & ACTION PLANS

While this document addresses the measures that Battery Park Montessori plans to have in place to protect the members of our community, we recognize that because we are a community, we are all responsible for taking measures to limit the spread of COVID-19, which is extremely contagious and still not completely understood.

MONITORING

Screening Protocols & Procedures

Students and staff are instructed to stay home if they are sick.

Students and staff are required to complete a daily screening prior to arrival at school. We will use the Ruvna platform for this screening and will ask questions related to symptoms and exposure risk.

Students and staff will receive a QR code upon successful completion of the screen. Students and staff who do not have a QR code upon arrival at the school will not be permitted inside.

As students and staff arrive at their scheduled time, the QR code will be presented, and they will participate in an on-site symptoms check prior to entering the building.

Anyone who does not pass the daily screening, or who is voluntarily absent because they are experiencing symptoms, will be strongly encouraged to contact their doctor and request a COVID-19 test.
What if I Don’t Pass the Screening or Have Symptoms?

1) If you do not pass the morning screening because you have symptoms, you are assumed to have COVID-19. This means you must isolate at home for 10 days and have no symptoms, the final 72 hours of isolation, without medication, in order to return to school. However, if you test negative for COVID, you may return after your symptoms have been gone for 72 hours without medication. You do not need a full 10 day isolation.

- **3 days (72 hours)** fever-free (without use of fever-reducing medicines), an improvement in respiratory symptoms (e.g., cough, shortness of breath), and negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from a respiratory specimens.
- **OR 3 days (72 hours)** fever-free (without use of fever-reducing medicines), an improvement in respiratory symptoms (e.g., cough, shortness of breath) and ten (10) days have elapsed since the symptoms first appeared.

2) If you do not pass the morning screening because you have been exposed and have no symptoms, you must quarantine at home for 14 days.

What if I Have Been in Close Contact with Someone who has COVID-19?
Students or staff who have been in close contact with someone with COVID-19 are required to complete a 14-day quarantine. Close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

What Types of Tests Are Acceptable?
The molecular (PCR) test is acceptable, completed outside of the school. Rapid tests and antibody tests are not acceptable. Documentation will be required for return to school.

What if I Test Positive for COVID-19?
If a student or staff member is diagnosed with COVID-19, the School will email the NYC Test and Trace Corps (CovidEmployerReport@nychhc.org) and inform the Borough Office.

Additionally, the School will notify staff members and families. In accordance with HIPAA law, the identify of any individual who is COVID-19 positive will not be revealed.

CONTAINMENT
Anyone who arrives at school exhibiting COVID-19 symptoms will not be permitted to enter our facilities.

Students developing or exhibiting COVID-19 symptoms while onsite will be moved to the isolation room. They must continue to wear a mask until they are picked up, as soon as possible, by an authorized person. A parent or guardian will be notified and safe pick up must be arranged. The student must be seen by a health care provider.

Staff developing or exhibiting COVID-19 symptoms while onsite will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.

Facilities staff will close off and restrict all areas accessed by any sick individual or any individual exhibiting symptoms. Any room or area occupied by sick or symptomatic students or faculty will be closed until the area has been cleaned and disinfected in a manner following the CDC prescribed guidelines.
Algorithm for COVID-19 Response

Student/staff develops symptoms
- If already at school, student is isolated until they can be picked up.
  - COVID testing is strongly recommended.
    - Test is negative, or a note from a physician is presented stating illness was not COVID-19 (Strep throat, etc.). Student returns when symptom free, per non-COVID policy.
  - Test is positive.
    - Siblings of student must also quarantine for 14 days (exposure).
      - No need to quarantine sibling’s classroom unless sibling develops symptoms.
      - Family members and others around the EXPOSED do not need to quarantine.

Student has exposure to someone who tests positive for COVID-19 (outside of school, less than 6 feet, longer than 15 min)
- Student quarantines for 14 days (exposure)
- Family members and others around the EXPOSED do not need to quarantine

QUARANTINE & TRAVEL REQUIREMENTS
Quarantining is an essential aspect of our safety protocols. Everyone’s understanding, agreement, and cooperation about quarantining is critical to reopening and remaining open safely.

Quarantining Before School Begins
With school reopening on September 8th, families should plan to return to their local homes and begin a 14-day quarantine in New York City on or before Monday, August 24th. This also applies to anyone sharing a household with a student’s family during the 2020-21 school year. Families should go about their normal (COVID-adjusted) routines during this 14-day period.

Travel to single-family houses in low population density areas of states that are not on the NYS Restricted States Executive Order is permissible. We strongly encourage travel by car, with as few stops as possible. If you choose to travel by train or plane, you will be required to quarantine for 14 days prior to your return to school (see Travel Requirements below).

While you are away from your New York City-area home, we ask that you continue to follow all current New York State and City safety guidelines, including maintaining in physical distancing, proper mask wearing, avoiding large crowds, refraining from indoor dining at restaurants, etc.
Travel Requirements

Reduce non-essential travel, outside of your everyday routine, as much as possible. Degree of exposure during various types of travel cannot be quantified, so it is about reducing exposure as much as possible.

Anyone who travels internationally or to a state on New York’s restricted list is required to quarantine upon returning to New York. This means that if parents travel for work, they should keep physical distance from their family for the quarantine period. If students travel, they will need to quarantine upon return before coming back to campus.

MOVE TO LIVE, REMOTE LEARNING

We move everyone to live, remote learning/teaching if the percent of positive tests in New York City is equal to or greater than 3% using a 7-day rolling average, or if instructed to do so by the Department of Health or other governmental entity.

The physical campus will reopen when the percent of positive tests in New York City is less than 3% using a 7-day rolling average or when we are granted permission to do so by the Department of Health or other governmental entity.

Positive Case Report Facility Action Guide

<table>
<thead>
<tr>
<th>Conclusion of Investigation</th>
<th>During Investigation</th>
<th>Post-Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 1 Confirmed case</td>
<td>Classroom moves to live, remote learning</td>
<td>Classroom remains in live, remote learning for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.</td>
</tr>
<tr>
<td>B. At least 2 cases linked together in school, same classroom</td>
<td>Classroom moves to live, remote learning</td>
<td>Classroom remains in live, remote learning for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.</td>
</tr>
<tr>
<td>C. At least 2 cases linked together in school, different classrooms</td>
<td>School moves to live, remote learning</td>
<td>Classrooms of each case remain in live, remote learning and quarantined, additional school members are quarantined based on where the exposure was in the school (e.g., Welcome Center).</td>
</tr>
<tr>
<td>D. At least 2 cases linked together by circumstances outside of school</td>
<td>School moves to live, remote learning</td>
<td>School opens post-investigation, classrooms remain in live, remote learning for 14 days.</td>
</tr>
<tr>
<td>E. At least 2 cases not linked but exposure confirmed for each outside of school setting</td>
<td>School moves to live, remote learning</td>
<td>School opens post-investigation, classrooms remain in live, remote learning for 14 days.</td>
</tr>
<tr>
<td>F. Link unable to be determined</td>
<td>School moves to live, remote learning</td>
<td>Remain in live, remote learning for 14 days.</td>
</tr>
</tbody>
</table>
Current Scenario: REOPENING CAMPUS ON SEPTEMBER 8

PRIOR TO THE REOPENING OF SCHOOL

Facility Preparations

An intensive cleaning and sanitization of our entire facility will be performed during the summer. We are assigning additional cleaning and sanitization staff to keep our facility safe and clean both throughout the day and overnight. We collected a plentiful supply of necessary protective gear as well as cleaning and sanitizing equipment and supplies in order to be able to implement our school safety plan for as long as is necessary.

In order to accommodate all students in a physically distanced setting, common areas and rooms previously used for different instructional needs (movement, art, napping) will be repurposed for use as classrooms. Students will have limited access to physical spaces other than their assigned classroom. Their movements from one space to another will be limited, except to go to the bathroom or outside with their class.

HVAC

Over the course of the shutdown, HVAC systems remained operational. Normal preventative maintenance was performed in July to ensure systems are fully functional at the desired thresholds. Additionally, facilities staff flushed water systems at least three times per week throughout the shutdown.

HVAC systems have been upgraded to comply with CDC and ASHRAE guidelines, including but not limited to:

- Air changes have been increased to a target goal of 20+ per hour, depending on humidity levels, etc. This is above the CDC recommended ventilation guideline of 12 and 15 air changes per hour.
- Natural ventilation usage has been increased. Windows are not operational so outside air fans for our HVAC systems will be adjusted to ensure maximum possible usage, while ensuring a balance of humidity and quality of outside air at ground level.
- Increased filter changes from 4 to 6 times per year.
- HVAC system updated to run during unoccupied times to maximize air dilution.
- Portable HEPA air filters installed in all classrooms and office spaces to provide additional filtering of indoor air.

Sanitization Supplies

Disinfecting supplies such as bleach solution spray, disinfecting wipes, standalone hand sanitizer pumps, gloves, and hand soap will be made available in every classroom so that teachers and students may disinfect within the classroom throughout the school day. Auxiliary spaces and common areas such as hallways will have wall-mounted hand sanitizer pumps available.

Signage

Corridors, passages, and walkways will be marked with arrow indicators for directional traffic. Signage and floor markings will be installed to help students maintain 6-foot physical distancing.
Signage will be installed reminding all building occupants about:

- proper face mask use
- hand hygiene practices
- respiratory hygiene and cough etiquette
- how to store/discard personal protective equipment (PPE)
- adhering to physical distancing guidelines
- procedures for reporting symptoms of or exposure to COVID-19

ARRIVAL AND DISMISSAL

Arrival
Students will be assigned a start time, staggered by specific groups, with the oldest students arriving first. Start times begin at 8:15am and conclude at 8:30am. Siblings will arrive together and be grouped with the oldest sibling. There will be 10-minute intervals between groups.

Student health screenings will take place outside the building upon arrival. Parents and guardians must remain with students until students are cleared to enter the building.

All staff and students must sanitize their hands upon entering the building.

Floor and sidewalk indicators will be installed to help maintain physical distancing directly outside the building.

Students will wipe shoes on a shoe sanitizing mat filled with quaternary solution.

Dismissal
Students will begin dismissal in waves at 2:15pm, with the youngest students leaving first and the oldest leaving last. Older siblings of younger students will depart at the youngest sibling's time.

Who Is Allowed in the Building
Only students, faculty and staff are allowed in the building. Parents, guests, prospective parents and others are not allowed inside the building, except essential contractors and vendors. All admissions activities will be conducted virtually.

Essential contractors and vendors entering the building are required to complete a COVID-19 symptoms screen and wear a mask while in the facility.
FACILITY USE & PROTOCOL DURING SCHOOL HOURS

Classrooms
Capacity in each classroom or group/pod is capped at 7 to 9 students (depending on age). Each classroom or group will have 1-2 teachers. Specialist teachers will rotate among spaces, with always practicing safety precautions.

Sanitization
Disinfection of high touch points within the school and restrooms will occur frequently throughout the day according to a set schedule. Teachers will also be supplied with cleaning supplies for disinfecting surfaces and materials inside the classrooms. Water fountains, where possible, will only have the water bottle filler station operational.

Desks and floors will be cleaned before and after lunch. Large messes will be cleaned as needed by the Facilities team.

After dismissal, mopping of the school will occur, followed by disinfectant misting once the mopped surfaces are dry. Shoe sanitizing mats will be refilled with quaternary solution, ready for the following day. A daily log of all disinfection and cleaning objectives will be recorded and tracked by the Facilities team each day.

Facilities staff will wait 24 hours, or as long as practical, before cleaning and disinfecting the isolation room or any room or area occupied by sick or symptomatic individuals. Staff cleaning such areas must wear appropriate PPE and arrange for optimal ventilation conditions during the cleaning process.

ROUTINE ADJUSTMENTS TO THE SCHOOL DAY

Personal Learning Stations
Each student will have a desk, stationed 6 feet from any other desk, complete with personal tools for learning (pencils, paper, scissors, etc).

Groups/Pods
Each classroom with be treated as a group or pod and stay together in their classroom or outside for the duration of the day. Students who are participating in remote learning are considered part of the group and will engage as if they are in the room. Interaction with other groups will be virtual through AppleTV or Zoom.

Sanitization
Staff and students will be required to wash hands or sanitize frequently throughout the day, particularly between program activities, before and after eating, after using the bathroom, and before departure. All classrooms have individual sinks, stocked with soap and disposable towels.

Classroom materials will continue to be cleaned frequently using a bleach/water solution. We have purchased additional classroom materials to reduce the amount of sharing that will take place.

Surfaces and materials will be wiped down regularly throughout the day by the teachers, as needed, and always before and after lunch.

Laptops, iPads and other electronics will be assigned to students and staff on a one-to-one basis and will be wiped down at the end of each day.
Masks & Mask Breaks
Students and staff will be required to wear masks at all times, with the exception of eating, drinking, napping (for younger students), and supervised mask breaks. Mask breaks will occur outdoors when possible, and always at a physical distance of 6 feet from others. Face shields are not an acceptable substitute. Disposable masks are available as needed.

Students must bring their own masks each day (always carrying a supply of 5 clean masks at the start of the day). Students supply their own masks so they are the optimal fit, the style the student likes, and can be laundered at home with allergies/personal choice in mind. See the Mask tips and guidelines for more details on choosing a mask.

Physical Contact
Physical distancing will be the standard protocol. Teachers will likely have some physical contact with children for soothing and encouragement. Students will be encouraged not to touch one another. This protocol is reinforced by the classroom design and gentle reminders from teachers.

Lunch
Lunch service will be provided by Little Green Gourmets. Children will eat in their classrooms. Individually-packaged meals will be delivered by the Facilities staff, grouped by classroom. Little Green Gourmets adjusts meals for allergies and dietary needs. These distinct meals are clearly marked with student names.

Students will eat at their individual desks and not be allowed to share food.

Napping
During naptime, cots will be places a minimum of 6 feet apart, and farther whenever possible. A cot and set of sheets will be assigned to each napping student to reduce the possibility of cross-contamination. Children will be placed in head-to-toe positions.

Outdoor Spaces
Battery Park Montessori has two private outdoor spaces for students to use throughout the day.

Field Trips
All field trips will be virtual until further notice.

Students will take walking trips in the immediate neighborhood. Mask protocols will be strictly followed at all times and every effort will be made to avoid crowded streets and areas. To ensure student safety while outdoors, physical distancing will be at least an arm’s length with a mask on.

Bathrooms
Bathroom use will be managed by a dedicated monitor to ensure safe distancing is maintained. No more than two students will be allowed in the open-concept bathroom at a time.

Physical Education
Teachers will conduct physical education according to the environment. Whenever possible, physical education will take place outdoors, in a physically distanced manner. Indoor physical education will be low impact activity, such as yoga, pilates, hula hoops, etc.
Before & After Care
The before and after care programs will have the same regulations and guidelines in place as the school day in terms of physical distancing and masking. Students will have limited access to areas outside of the classrooms assigned for these programs. These programs are available for an additional fee to enrolled students only.

After school classes provided by third-party vendors are only available virtually. These classes are available for an additional fee to any student.

Events
All events, admissions activities, assemblies, parent-teacher conferences, and other gatherings will be conducted remotely.

LIVE REMOTE OPTION
A live remote option is also available for families who prefer the remote option or have children that are in a “high-risk” category as deemed by the CDC. This live remote option will enable a student to connect live with their class, participating remotely in class activities.

BrightSpace will hold recordings on the daily lessons
Students can switch seamlessly between on-site and remote attendance as needed, for any reason. Teachers need to be informed of the switch with as much notice as possible.

MENTAL, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES
School leaders have established a curriculum and culture that supports and emphasizes mental health services available for faculty, staff, students and families.

FOR STUDENTS
• Heads of school and teachers to provide counseling to children in need of emotional/social support
• Teachers will be mindful of social/emotional needs and will observe for nascent signs of issues in order to adjust.
• Teachers have access to social/emotional learning books and workshops, as well as tools, such as role play, to demonstrate ways of coping, etc.
• The curriculum supports resiliency (ie, peaceful interaction, self-care and regulation, affective skill-building/self-management, reflection)

FOR FAMILIES
• Parent education workshops are offered regularly, featuring experts in a variety of fields (psychology, occupational therapy, sleep health, etc)

FOR EMPLOYEES
Our Human Resources department is the first-line of support for all employees. We have a social/emotional wellness program in place, consisting of a series of resources and workshops to assist our employees, including:
• Social/Emotional Training: A wellbeing program for educators and staff. These series of trainings support staff wellbeing during challenging times in the world and also in education.
• The EAP (Employee Assistance Program): This service allows our employees to call anonymously and seek support through sessions of therapy. This is provided by a group of experienced bachelor’s and master’s level specialists who are educated and trained in a specific specialty (childcare, senior care, academics, etc.).
• Live Health Online: A virtual visit program that employees can use for both medical/physical visits as well as mental health visits. A licensed therapist is available for Online Psychology.

COMMUNICATIONS
Reopening details can be found here, and further detail for current families can be found in the secure Parent Portal: batteryparkmontessori.com/login

Families receive weekly newsletter communications from the school administration and teachers. Families can expect to receive additional email communications as needed if there are changes to any procedures or protocols.

FLEXIBLE SCHOOL CALENDAR

Our objective is to be able to deliver our education on campus for as many of the school days during the year as possible. However, because there may be times when the schools must close their physical campuses, we want to approach the coming year with flexibility around holidays.

What this means is if we must and/or anticipate needing to close our physical campuses for a certain time, we will adjust the school calendar to maximize on-campus instruction, either before or after the campuses must close. In other words, we may choose to keep our campuses open on days that we have historically closed (eg. Winter or Spring Break), so that we are better able to ensure a full year of on-campus programming for your children.

For example, if we anticipate a potential remote scenario in January, we will keep campus open during part of the Winter Break and then designate some of the required closure days as vacation days.

As another example, if we anticipate a possible remote scenario needed in April, we may postpone the Spring Break in to be timed with the required campus closure.

To “bank” as many on-campus days as possible, we plan to use all typically scheduled breaks as on-campus school days. This means that we may forgo some typical breaks or holidays and have a significant number of campus-based school days before a holiday is offered. Depending on the number and length of government-mandated closures, it could also mean that we continue the school year as late as the end of June.

We recognize that a flexible holiday schedule presents challenges for everyone - faculty, families, and staff. However, as we also focus on ensuring that our students receive the best and safest education possible, we believe this is an important option to have as we ensure the maximum number of on-campus school days for all students. That said, we are prepared to offer all families a full academic calendar year, either on-campus or remote.

If we are forced to convert to live remote learning, we ask for your flexibility with single “pivot days” that may be needed to prepare. These pivot days will not count as school days. “Pivot” days will not be necessary to return to on-campus schooling.

We will communicate regularly with families regarding every closure, anticipated closure, and return-to-campus plan.
ASSUMPTION OF RISK

COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies recommend physical distancing and various other measures to mitigate the risk of contracting the virus.

The School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19 on the School’s campus for the 2020-2021 school year, which may be updated from time to time.

Despite the protocols and procedures in place to mitigate the transmission of COVID-19 on campus, there are inherent risks that students may become infected with COVID-19 due to their attendance at School. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus.

It is possible that the Student is already an asymptomatic carrier of the virus before attending school and that the Student may infect other students, employees, or other individuals at School as a result of his/her attendance. Any person who receives a positive diagnosis of COVID-19, including the Student or another family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By sending their child to School, Parents acknowledge and assume these risks.