

Green Acres School Community Handbook Addendum

Related to COVID-19 Policies and Procedures

Arrival, Departure, and Attendance

Hours

School will begin and end at staggered times determined by division heads.

Health screenings

Parents with students in grades K-8 will complete a temperature check and health screening questions on the Magnus app prior to arriving to school. [We will also use Magnus for all on campus and off campus events for each student. All other visitors will be screened with a paper form by staff upon arrival, be sure you have taken your temperature before you arrive.](#)

Parents will not bring their child to school until this screening is completed. If the app prompts them to stay home, they will follow the instructions and notify the school nurse within 24 hours. Parents will also notify the School of the student's absence in accordance with normal attendance procedures via the parent portal. The School retains the discretion to screen any student upon arrival. Screenings may be done based on staff's observations, perceived symptoms, or randomly.

Morning Drop-off

Students will be dropped off at their determined time at the front entrance under the carpool porch. Students and parents must be wearing face coverings once they drive on campus and prior to opening their car doors to get out. Parents with students in grades K-8 will show screen from Magnus app that they have completed their temperature check and health screening. Pre-K students will have a temperature check and health screening upon arrival in their car.

Late arrival

Parents will place an attendance change in their parent portal for all late arrivals. Parents will call the main office [at 301-881-4100](tel:301-881-4100) to let them know they will be dropping off their child ~~and remain in their car~~ at the front entrance. [Parents need to remain in the car at all times.](#) The front office staff will ~~let them know when their child can go to class~~ [come get them when and escort them to class, if needed.](#)

Early departures

Parents will place an attendance change in their parent portal for all early departures. Students will remain in class until parent arrives to pick them up. Parents will call the front office once they arrive and remain in their car. The student will be sent out to their car.

Afternoon dismissal

Students will be dismissed from their classrooms at staggered times determined by division heads. All transportation changes must be placed in the parent portal at least 2 hours before dismissal.

Attendance

Attendance records will be maintained as usual, including during remote learning. All attendance changes (i.e., early dismissals, late arrivals, absences) need to be placed in the parent portal as early as possible.

Family Vacations

Please do not plan or schedule vacations that result in your student missing school. Parents/staff will also self-report any vacation or travel plans prior to leaving and follow [CDC guidance](#) and state guidance before returning. [Parents/staff will also follow all state guidelines for traveling out of Maryland.](#) Remote learning will be required during any required quarantine.

Bus transportation

There will not be any buses until further notice.

Carpool policy

Will be shared with each phase in of grades.

Emergency Communication

In the event of a required early dismissal due to COVID-19 suspected or confirmed case at the School, parents/guardians will be notified, then staggered dismissal procedures will be implemented.

Extra-Curricular activities and Enrichment

Athletics

There will not be any after-school sports until further notice.

Enrichment

This will only be offered virtually.

Extended Day Program (EDP)

There will not be any EDP. We may offer remote special events at no charge, until all students return on campus.

Health Policies

All Green Acres School students must have current required health and medical records in Magnus. Do not send any forms into the school. All forms must be uploaded or faxed to Magnus, no exceptions. All forms brought or sent to the school will be returned home. All medical records will be kept confidential and the School will comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The following records are those required by the State of Maryland and Montgomery County for enrollment and must be uploaded to Magnus prior to the first day of school:

- Student Emergency Forms: Vital Health Record and School Emergency form
- Up-to-date Immunization Record

Emergency Cards

Your student’s emergency card is created by the school from information provided in your student’s Vital Health Record and Green Acres Emergency form on his/her Magnus Health account. It is essential to provide the school with this information. This information must be on file before a student may start school. No student may participate in any school program without a completed Vital Health Record and Green Acres School emergency form.

Medical Examination

It is important for each child to see a physician regularly. We urge a yearly physical examination for each student and that each student obtain a flu shot by October 1st of the school year. Physical forms are provided by the school and must be uploaded to Magnus before the start of the school year. A physical exam is required for all PreK prior to the first day of school, no exceptions. Be certain to include a dental visit. If you are unable to schedule a physical before school starts, let the school nurse know, except for PreK. Vision and Hearing screenings will not be offered until further notice.

Medications

All policies and procedures are the same except please call to schedule a time to drop-off medications with the nurse.

Illness and School attendance

A student who becomes ill in school is evaluated by the school nurse or their designee. The school nurse evaluates the student’s complaints by observation (skin color, eyes, speech, and orientation) and by checking temperature, pulse, and respiratory status. Any student with COVID-19 symptoms (cough, fever, chills, shortness of breath or difficulty breathing, fatigue, headache, new loss of taste or smell, sore throat, congestion or runny nose, muscle aches, vomiting, or diarrhea,) will be sent home. A fever is defined as a temperature of 100 degrees

Fahrenheit or higher. Parents are asked to keep children home until fever-free for at least 24 hours without the use of any antipyretics (fever-reducing medications, such as Tylenol or Ibuprofen) or until other symptoms are gone for at least 24 hours. If a student is prescribed a new medication, the student must stay home for the first 24 hours after starting the medication. If a student is sent home for COVID-19 symptoms, return may be permitted once student is fever free without fever-reducing medication for 24 hours, symptoms show signs of improvement per their doctor, have been on antibiotics, if prescribed, for 24 hours, and/or have not vomited or experienced diarrhea for 24 hours. The School may require a note from a doctor ~~and/or a negative COVID test~~ before the return of students with persistent mild symptoms. We also require that families keep children home who have been exposed to family members, caregivers or others exhibiting COVID-19 symptoms or who have been diagnosed with COVID-19.

Self-reporting

Parents/staff will self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19. [If a student or staff-person is tested for COVID-19 due to symptoms or directed by health care provider, a copy of their results will be emailed to the School Nurse as soon as they are received. The Dashboard, found on the school COVID resource page, will also have updated information including positive COVID-19 tests in the school.](#)

Quarantine and School Closures and Return

The school will monitor state and ~~C~~ounty rates of community transmission of COVID-19 and follow their guidelines and regulations related to exclusion, quarantine, and return to school. The school will follow the “Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps” (see link below) for a person with a positive test for COVID-19 or who has COVID-19 symptoms, regardless if they have been tested, and those who had close contact with the person with COVID-19 or COVID-19 symptoms. Contact tracing will be led by the local health department. The ~~S~~school will work with the County health department to help identify persons who may have had close contact with anyone who tests positive for COVID-19. The school will also follow the instructions from the local health department for all matters regarding quarantine, exclusion and return to school for a person with a positive test for COVID-19 or who has COVID-19-like illness, and those who had close contact with the person with COVID-19 or COVID-19-like illness. If the number of laboratory-confirmed cases of COVID-19 is 2 or more within a 14-day time period, the school will notify the local health department and any directives or recommendations, including possible school closure, will be made by the local health department.

file:///C:/Users/courtneyc/Desktop/Decision%20Aid%20Chart.pdf

COVID-19 Safety protocols

A Community Agreement must be completed, signed, and turned into Green Acres prior to the first day of returning to on-campus learning.

Testing

Each student and staff member that are planning to return to on-campus learning will be required to present a negative COVID-19 PCR test result prior to their first day of classes on campus. The date of the test should be within 72-96 hours of coming onto campus. Students and staff may use their own healthcare providers; alternatively, the School is arranging for on-campus testing that will meet these guidelines. On campus testing will be available prior to each grade phased into on-campus learning and upon return from a School-wide break. The School Nurse will have access to students and staff PCR Test Results from the on-site testing company.

A student whose parents/guardians would like their student to return to on-campus school may return to campus on the second school day after a negative COVID19 test result has been submitted to the school nurse.

Face coverings

All staff, students, and visitors will be required to always wear a face covering that completely covers their mouth and nose while on campus, except when eating or drinking. Masks with exhalation valves or vents are not acceptable. Send in a spare in case it is lost or soiled. Follow [CDC guidance](#) for use and care of cloth face coverings. All staff and students will be trained on how to properly use a cloth face covering by the school nurse.

Social distancing

All students, staff, and visitors will always maintain at least 6 ft from each other. Note that latest health guidelines stress that close contact comes from being within 6' of another person for 15 minutes or less within a cumulative 24-hour period. Staff and students must take care to minimize their proximity for

Hand washing and prevention measures

All students and staff will be trained on proper hand washing techniques, respiratory etiquette, and prevention of illness measures. Students and staff will also be trained on signs of symptoms of COVID-19. Signs will also be posted around campus about hand washing, disease prevention, symptoms of COVID-19, etc.

Movement and Visitors

Signage will be displayed throughout the school to direct the flow of people and which doors will be used for entrances and exits. There will also be signs on the floor, sidewalks, walls, etc. to remind people to social distance and to stay 6ft apart. Visitors will be limited to essential visitors. All visitors are required to check in at the front office and to call the front office prior to entering. Instructions will be given by front office staff. All visitors will also follow raptor protocols and will be required to complete a health screening.

Safety equipment

Sneeze guards, partitions, or plexiglass will be installed in designated areas as needed.

Personal items and school supplies

Students may not share any items or supplies. Students will bring their supplies from home and labeled with their name. All items should be taken home and cleaned daily.

Eating and Drinking

Sharing food/drink/utensils/water bottles is not permitted. Students may consume only food/drink brought from home. Students must bring a water bottle to school every day. Students will eat outside, weather permitting. Water fountains will not be used for drinking, except for the water fountain in the big room to fill water bottles only. If students need to eat indoors, they will eat at separate tables and at least 6ft apart with the doors to outside open and plexiglass dividers.

Pre-Kindergarten (Pre-K)

Our safety protocol for Pre-K focuses on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults and students wearing face coverings, cohorts, and spending time outdoors.

Higher-priority strategies:

- Frequent handwashing for staff and students.
- Frequent cleaning and disinfection of classrooms, common areas, and frequently touched surfaces throughout building.
- **The expectation that students will always wear face coverings except when eating/drinking.**
- High-contact surfaces will be cleaned and disinfected every 2 hours.
- Cohort classes to minimize crossover among children and adults within the school
- Utilize outdoor spaces when possible.
- Limit unnecessary visitors into the building.

Lower-priority strategies:

- Reducing classmate interactions/play in Pre-K aged children (may be difficult to implement at this grade level).

Lower School and Kindergarten

Higher-priority strategies:

- Frequent handwashing for staff and students.
- Frequent cleaning and disinfection of classrooms, common areas, and frequently touched surfaces throughout building.
- High-contact surfaces will be cleaned and disinfected every 2 hours.
- Face coverings (cloth) for children.
- Desks will be placed 6 feet apart, when feasible.
- Cohort classes to minimize crossover among children and adults within the school.
- Utilize outdoor spaces when possible.

Lower-priority strategies:

- Reducing classmate interactions/play (may be difficult to implement at lower elementary grade levels).

Middle School

We anticipate that Middle School students will be more responsive and effective in physical distancing to reduce the risk of spreading COVID than early childhood. There are also different barriers to successful implementation of many of these measures in older age groups. Green Acres School will implement the following physical distancing risk mitigation strategies when feasible:

- Frequent handwashing for staff and students.
- Frequent cleaning and disinfection of classrooms, common areas, and frequently touched surfaces throughout building.
- High-contact surfaces will be cleaned and disinfected every 2 hours.
- Facial coverings (cloth)
- Avoidance of close physical proximity in cases of increased exhalation (PE, exercise); these activities will be safest outdoors and spread out.
- Desks will be placed 6 feet apart when feasible.
- Cohort classes to limit cross-over of students and teachers to the extent possible.
- Cubbies eliminated or assigned by cohort to reduce need for hallway use
- Teachers will rotate instead of students, when feasible.
- Utilize outdoor spaces when possible.
- Teachers will maintain 6 feet from students when possible and if not disruptive to educational process.

Enhanced cleaning and disinfecting

All cleaning and disinfection products will be used in accordance with manufacturer's instructions and stored safely away from children. Cleaning protocols will be established per CDC and state guidance. Products that meet EPA List N disinfection criteria will be used. Playgrounds, outside equipment, and restrooms will be cleaned after each cohort use.

COVID-19 school website and resources

The school nurse will be the person to contact for reporting anything related to COVID-19. The School will maintain a COVID-19 webpage on its website, linked through social media posts, informing the community of the schedule, dismissal changes, the community handbook provisions related to COVID-19, the behaviors we expect at home; and COVID-19 resources.