



# OPENING PLAN

2021-2022 COVID-19 Opening Plan for  
Battery Park Montessori



**JAN. 13, 2022:  
UPDATES ARE  
BEING SENT  
DIRECTLY TO  
ENROLLED FAMILIES  
TO MANAGE  
RAPIDLY SHIFTING  
ADJUSTMENTS TO  
PROTOCOLS.**

## INTRODUCTION

What follows is our current COVID-19 Opening Plan for the 2021-22 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 update you 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 and elementary 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.



DR. SAM ASHOO

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

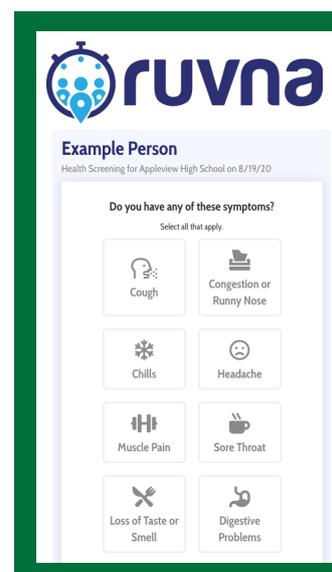
Students and staff are instructed to stay home if they are sick.

Students and staff are required to complete a daily screening prior to arrival at school. We will continue to 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 asked to contact their doctor and request a PCR, FDA approved molecular assay and NAAT COVID-19 test (more information on testing and quarantine below).



## Weekly Testing for People Entering the School

Weekly testing by a mobile testing service will be provided by the School and will take place during school hours. Testing is required for all vaccinated and unvaccinated individuals entering the school when transmission levels are “High”, “Substantial” or “Moderate” (red, orange and, yellow on the CDC chart) in the New York City area. Students will be screened by the mobile testing station staff who will come into our schools. Results will be sent directly to the school and to the parents. Anyone who has missed the School’s testing day is required to provide a negative PCR result taken within the same week. A negative PCR result from the week, will be required to return to school the following week.

More information about the mobile testing service will be shared prior to the start of school.

## What if I Don't Pass the Screening or Have Symptoms?

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



- **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.
- *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 negative results of an PCR, FDA approved molecular assay or NAAT test from a respiratory specimen.

**2) If your child does not pass the morning screening because your child has been exposed** to COVID-19, has no symptoms, and is unvaccinated, the child must quarantine at home for 10 days. There is a test-out option which involves testing on days 3-5 post-exposure and providing a negative test result. The child may then return day 7 days post exposure.

## What if I Have Been in Close Contact with Someone who has COVID-19?

Unvaccinated individuals who have been in close contact with someone with COVID-19 are required to complete a 10-day quarantine. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes over the course of a 24-hour period, 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. See information above for the test-out option.

Vaccinated individuals who have been in close contact with someone with COVID-19 and have no symptoms do not have to quarantine, but based on the CDC recommendation, the school requires that they test 3-5 days after their exposure, even if they don't have symptoms, and must continue to wear a mask indoors while in public for 14 days following exposure or until their test result is negative. There is no need to isolate while waiting for the test date or the results.

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## What Types of Tests Are Acceptable?

The molecular and rapid PCR, FDA approved molecular assay and NAAT tests are acceptable. Other 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 identity 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 an isolation area. 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.

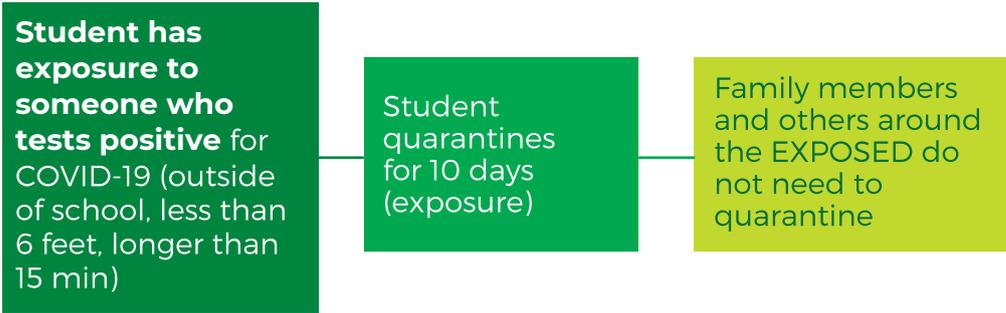
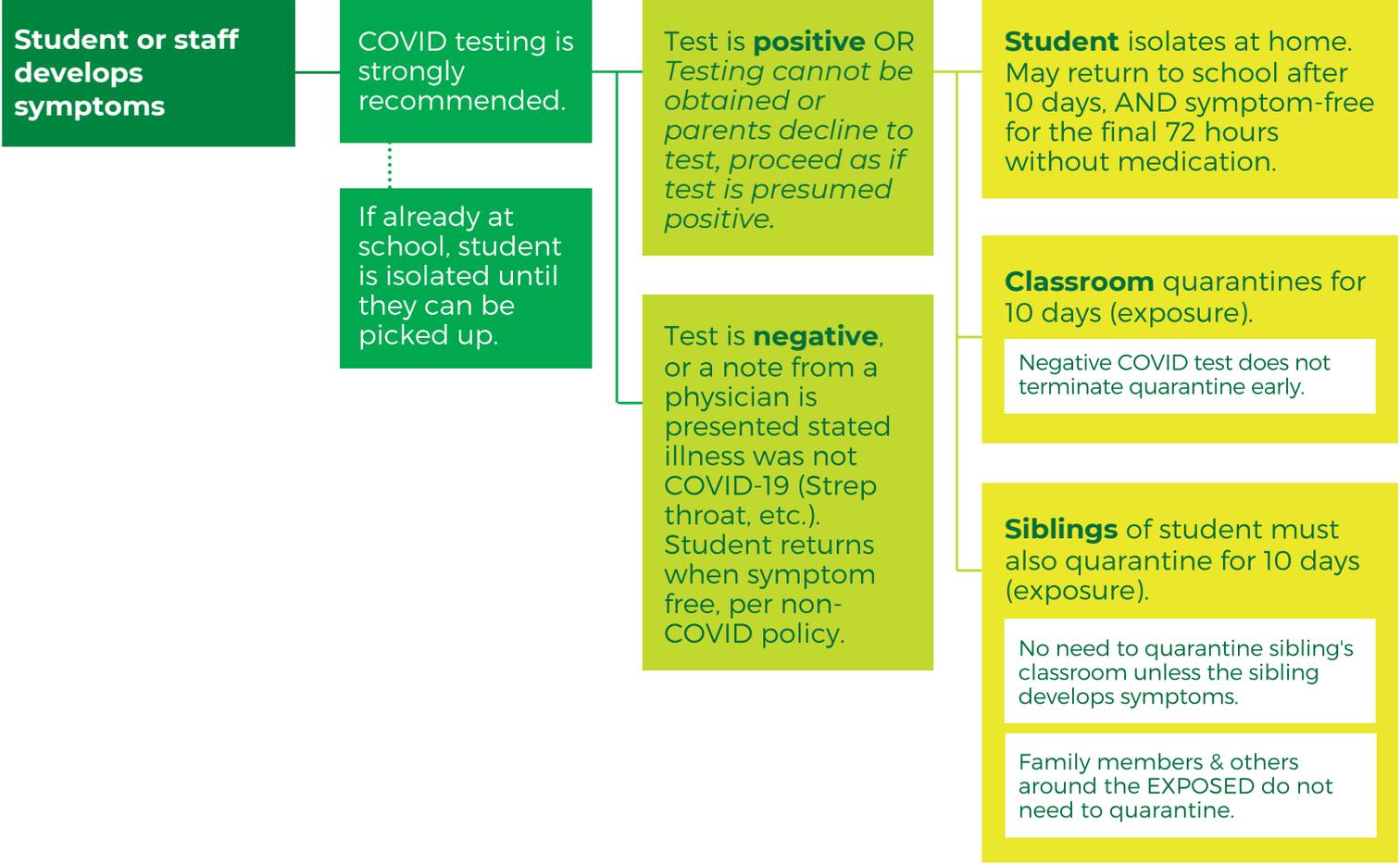
Staff developing or exhibiting COVID-19 symptoms while onsite will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.

Facilities will clean and disinfect all areas accessed by any sick individual or any individual exhibiting symptoms as per CDC guidelines.

**CDC COVID SYMPTOMS**

Fever | Cough | Shortness of breath or difficulty breathing  
 Fatigue | Sore throat | Muscle or body aches | Headache | New loss of taste or smell | Diarrhea  
 Congestion or runny nose

**Algorithm for COVID-19 Response: Unvaccinated Individuals**



**If a Vaccinated Individual Has Symptoms:**

- **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. \*Please note that by electing to use this option, we assume you have COVID and will need to quarantine the class.\*
- **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 negative results of an FPCR, FDA approved molecular assay or NAAT test.

## PREPARING FOR THE START OF SCHOOL

At present, our protocols will be informed by the county level transmission rates as tracked/reported by the CDC.

The CDC recommendation for schools at each transmission rate is indicated here: 

As of mid-August, all of the 5 counties applicable to our community are experiencing a high rate of transmission (red). As a result, we are requiring all unvaccinated and vaccinated individuals who will be onsite to be PCR tested weekly. Testing will begin one week (7 days) BEFORE the first day of school. Proof of a negative test result must be sent to the School before individuals may enter the building. Weekly testing will then continue until transmission rates drop to the “Low” (Blue) level in the counties applicable to our community.

### Quarantining & Travel Protocols

While you are away from your New York City-area home, we ask that you continue to follow safety guidelines, including maintaining physical distancing, proper mask wearing, avoiding large crowds, refraining from indoor experiences (e.g., dining and large group venues), traveling by car versus plane, and avoiding contact with people at higher risk for severe disease for at least 14 days.

For international travel, ALL individuals must comply with Department of State’s guidelines, unless otherwise indicated by the school.

For unvaccinated individuals who have travelled domestically, travel protocols will be informed by county-level transmission rates as tracked/reported by the CDC.

We discourage any non-commuting travel to and through any red or orange zones, and we require unvaccinated students who engage in non-commuting travel to those areas to get tested 3-5 days after their return. Proof of a negative PCR, FDA approved molecular assay or NAAT test result must be provided in order to return onsite.

We are relying on our community to continue acting in the best interest of the community as a whole. If you plan to travel or have travelled and have any questions, please let us know.

Table 1. Screening Testing Recommendations for K-12 Schools by Level of Community Transmission

	Low Transmission <sup>1</sup> Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Students	Do not need to screen students.	Offer screening testing for students who are not fully vaccinated at least once per week.		
Teachers and staff	Offer screening testing for teachers and staff who are not fully vaccinated at least once per week.			
High risk sports and activities	Recommend screening testing for high-risk sports <sup>2</sup> and extracurricular activities <sup>3</sup> at least once per week for participants who are not fully vaccinated.	Recommend screening testing for high-risk sports and extracurricular activities twice per week for participants who are not fully vaccinated.	Cancel or hold high-risk sports and extracurricular activities virtually to protect in-person learning, unless all participants are fully vaccinated.	
Low- and intermediate-risk sports	Do not need to screen students participating in low- and intermediate-risk sports. <sup>2</sup>	Recommend screening testing for low- and intermediate-risk sports at least once per week for participants who are not fully vaccinated.		

<sup>1</sup> Levels of community transmission defined as total new cases per 100,000 persons in the past 7 days (low, 0-9; moderate 10-49; substantial, 50-99; high, ≥100) and percentage of positive tests in the past 7 days (low, <5%; moderate, 5-7.9%; substantial, 8-9.9%; high, ≥10%).

<sup>2</sup> Examples of low-risk sports are diving and golf; intermediate-risk sport examples are baseball and cross country; high-risk sport examples are football and wrestling.

<sup>3</sup> High-risk extracurricular activities are those in which increased exhalation occurs, such as activities that involve singing, shouting, band, or exercise, especially when conducted indoors.

## MOVE TO LIVE, REMOTE LEARNING

We move everyone to live, remote learning/teaching if:

- We are mandated to do so by our governing authorities, which include the NYC Department of Health, the City of New York, and the State of New York
- There is a COVID-related incidence in one of our schools and a move to remote is warranted based on our Facility Action Guide below
- It is determined that going remote is in our school community's best interest for health & safety reasons

### Positive Case Report Facility Action Guide

Conclusion of Investigation	During Investigation	Post-Investigation
<b>A.</b> 1 Confirmed case	Classroom moves to live, remote learning	Classroom remains in live, remote learning for 10 days; students and unvaccinated staff in close contact with positive case self-quarantine for 10 days.
<b>B.</b> At least 2 cases linked together in school, same classroom	Classroom moves to live, remote learning	Classroom remains in live, remote learning for 10 days; students and unvaccinated staff in close contact with positive case self-quarantine for 10 days.
<b>C.</b> At least 2 cases linked together in school, different classrooms	School moves to live, remote learning	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).
<b>D.</b> At least 2 cases linked together by circumstances outside of school	School moves to live, remote learning	School opens post-investigation, classrooms remain in live, remote learning for 10 days.
<b>E.</b> At least 2 cases not linked but exposure confirmed for each outside of school setting	School moves to live, remote learning	School opens post-investigation, classrooms remain in live, remote learning for 10 days.
<b>F.</b> Link unable to be determined	School moves to live, remote learning	Remain in live, remote learning for 10 days.

# Current Reopening Scenario:

## LIVE, ON-SITE BEGINNING SEPTEMBER 9

### PRIOR TO THE REOPENING OF SCHOOL

#### Vaccinated Faculty and Staff

We are requiring all faculty and staff members to be vaccinated before returning to work onsite.

#### Facility Preparations

An intensive cleaning and sanitization of our entire facility will be performed during the summer. We continue to have the necessary cleaning and sanitization staff to keep our facility safe and clean both throughout the day and overnight. We maintain a plentiful inventory 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.

#### HVAC

HVAC systems 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 runs 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 appropriate and approved physical distancing while working.

- Signage will be installed reminding all building occupants about proper face mask use hand hygiene practice
- Respiratory hygiene and cough etiquette
- Adhering to physical distancing guidelines
- Procedures for reporting symptoms of or exposure to COVID-19



## ARRIVAL AND DISMISSAL



Everyone must wear a mask at arrival and dismissal, including parents and caregivers who are dropping-off and picking-up.

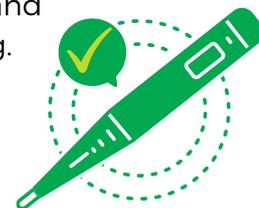
### Arrival

Students will be assigned a start time, staggered by specific groups. Siblings will arrive together. There will be 5 to 10-minute interval between groups. Information pertaining to staggered arrivals will be sent in Back to School announcements.

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.



### Dismissal

Students will begin dismissal in waves. More information pertaining to staggered dismissal will be available in the back to school announcements.

### Who Is Allowed in the Building

Only students, vaccinated faculty and staff, and essential contractors and vendors are allowed in the building. Fully vaccinated parents will be allowed in the building for special events only in small groups and when deemed safe and appropriate.

## FACILITY USE & PROTOCOL DURING SCHOOL HOURS

### Classrooms

Capacity and student/teacher ratios in each classroom will be in accordance with DOH/DOE guidelines and will ensure the safety and well-being of our students.

### 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. 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.

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.

If a symptomatic individual is identified onsite, all affected spaces, furniture and equipment will be cleaned and disinfected prior to being made available again.

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## ROUTINE ADJUSTMENTS TO THE SCHOOL DAY

### Personal Learning Spaces

Children will be spaced at an appropriate physical distance from one another while working. Each child also will have personal tools for learning (pencils, paper, scissors, etc.).

### Groups/Pods

Each classroom will 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 due to COVID related medical quarantine are considered part of the group and will engage as if they are in the room.

### Handwashing

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 access to individual sinks, stocked with soap and disposable towels.

### 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 approved and appropriate physical distance from others. Face shields and gaiters 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 in the Parent Portal for more details on choosing a mask.

### Physical Contact

Physical distancing will be the standard protocol. Teachers will have some physical contact with children but will sanitize between children. 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. All children will eat in their classrooms, served family-style by their teachers. 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 placed a minimum of 3 feet apart, and farther whenever possible. A cot and a sheet will be assigned to each napping student to reduce the possibility of cross contamination. Children will be placed in head-to-toe positions.

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## Outdoor Spaces

Battery Park Montessori has a private outdoor space for students to use throughout the day. Pine Street School has access throughout the day to a dedicated play space in the pedestrian section of Nassau Street, next to Federal Hall.

## Field Trips

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

A limited amount of 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 may have the same regulations and guidelines in place as the school day in terms of physical distancing and masking. Students may 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.

## Events

Events, admissions activities, assemblies, parent-teacher conferences, and other gatherings will be conducted remotely unless in-person gatherings are deemed to be safe.

## Remote Learning

Remote learning will be offered in the event that authorities mandate a school closing, or there is a need to quarantine a part or the entire school.

Remote learning also will be available to children that need to be medically quarantined. For example, if they have been sent home or are home with COVID-like symptoms and are awaiting test results, OR have been exposed to someone with COVID, OR have COVID. In order to provide remote learning, we need 24 hours advance notice.

Should your child need a device during a medical quarantine, we will maintain a lending library of devices, available on a first come, first served basis. **Please note:** Remote learning is not available to children/families travelling or in quarantine post travel. It also is not available if your child's illness is unrelated to COVID or the illness affects your child's learning (and your child would normally have been kept home from onsite learning).

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# 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

We have a social/emotional wellness program in place, consisting of a series of resources and workshops to assist our employees, including:

- 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.

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## COMMUNICATIONS

Reopening details can be found [here](#), and further detail for current families can be found in the secure Parent Portal: [batteryparkmontessori.com/login](https://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, so that we are better able to provide as much on-campus programming as possible for your children. If we are forced to convert to 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.

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## 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 2021-2022 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.