



# MSD Summer COVID-19 Handbook



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## Introduction

Every decision and action we take in preparation for the 2021 Montessori School of Durham summer camps and program are guided by the following core principles:

- We will proactively guard the health, well-being, and safety of the children, adolescents, and adults in our community.
- We will remain true to our mission and our Montessori values.
- We will continue to cultivate a culture of belonging, with a deep commitment to each community member feeling embraced, valued, respected, and celebrated.

The following is the Montessori School of Durham COVID-19 Handbook, including information on our sanitation protocols, staff training, health screening, campus procedures, distancing and safety protocols, and communication plans. The policies and procedures we are employing work to mitigate COVID-19 related risks at MSD programs. These plans are built around intensive health monitoring and screening procedures, as well as classroom/camp procedures designed to reduce the number of contacts during the day. Please be aware that this plan is fluid and will be evolving over time at MSD's discretion, while considering national, state, and local government agencies' recommendations and requirements. These agencies include the Center for Disease Control (CDC) and the North Carolina Department of Health and Human Services (NCDHHS). We also work closely with the North Carolina Association of Independent Schools (NCAIS) and their member Heads of Schools around the state to arrive at policies and safety practices specific to our areas of operation. This handbook is not intended as a contract and the school reserves the right to modify, at any time, any of the policies described or privileges granted.



# Communication

**MSD will be communicating with parents as well as staff regarding COVID-19 in the following ways:**

- The administrative office will communicate with you directly should there be any updates on COVID-19 that might have a direct impact on MSD's operations.
- Access to the MSD office will be limited. If you have a question or need to meet with an administrative staff member, please call or email to schedule an appointment.

## Arrival and Dismissal Procedures

Due to COVID-19, our arrival and dismissal procedures will be modified to keep everyone as safe as possible. Please help us to keep the children as safe as possible by following the guidelines in the "Summer Camp Parent Information and Policies" or the materials sent from the Toddler Summer Program or the Early Childhood Summer Program teachers.

## Sanitation Protocols

MSD will practice sanitation protocols that will be updated as needed to reflect current safety and health guidelines from national, state, and local organizations.

### Sanitation Materials

- Hand sanitizer and soap will be provided in the classrooms for hand washing.
- Disposable, one-time use paper based products for drying hands will be used in the classrooms.
- UVC (ultraviolet light with wavelengths between 200-280 nanometers) lamps will be used at the end of each day after children have left the campus. UVC light is a shorter wavelength than visible light, and is able to penetrate and destroy the bodies of viruses and bacteria.

### Classrooms

- All classrooms will be cleaned regularly and as needed. All surfaces that have been used will be disinfected using EPA-approved cleaning products. MSD will follow the CDC recommendations for cleaning and disinfecting.
- HVAC filters are regularly replaced and special air purifiers have been added to the classrooms.
- Tables will be sanitized using EPA-approved cleaning products before and after snack and lunch.
- Mats for napping will be sanitized regularly using EPA-approved cleaning products. Blankets and nap belongings, provided by families, will be sent home weekly for laundering.

# Sanitation Protocols (continued)

## Bathrooms

- All bathrooms will be cleaned regularly and as needed. All surfaces that have been used will be disinfected using EPA-approved cleaning products.

## Shared Spaces

- Gates, handrails, and entry door knobs and handles will be sanitized regularly.

## Glove Use

- Our top priority is always protecting our community. Based on CDC findings, MSD does not require or recommend that our staff and children wear gloves except for:
  - Disinfection of the spaces where sick children have isolated before pick-up
  - Disinfection of common surfaces
- Regular use of gloves will include, but is not limited to: toileting, handling of soiled clothing, administering first aid, etc.

## Janitorial Company

- The janitorial company will use EPA-approved cleaners and sanitizers.
- All janitorial personnel are trained in COVID-19 sanitation procedures.
- The trained janitorial personnel will clean, disinfect, and dispose of hazardous waste.
- The janitorial company will use proper equipment and personal protective equipment (PPE) to perform their tasks.

## Sanitation Procedures if there is a COVID-19 diagnosis in the MSD Community

- COVID-19 “deep cleaning” is triggered when an active staff member or child is identified as being COVID-19 positive by testing.
- Deep cleaning should be performed 24 hours after the school is notified of a positive case.
- The janitorial company will be contacted to deep-clean. They will follow all necessary procedures and local authorizations or permits to perform disinfection services and manage any waste generated.
- The MSD COVID-19 Crisis Management Team will coordinate and supervise the cleaning and disinfection process. They will ensure that:
  - Specific plans and strategies to clean all classrooms, common areas, offices, and any typical areas where staff and children interact will be followed.
  - Only authorized people access the school during the cleaning operation.
  - All third party team members will use any required PPE, which will be properly disposed of at the end of the process.
  - Staff are made aware that the work areas have been disinfected.

## Staff Training

All MSD summer staff will receive training to ensure that all understand the safety requirements, protocols, and expectations to help ensure everyone and their communities stay safe and prevent the spread of COVID-19.

The training includes an overview of the MSD COVID-19 Response Plan and operating protocols including, but not limited to, personal protective equipment, disinfection measures and daily checklists, isolation protocol, distancing protocol, self-quarantining and return to work, and visitor and contractor screening.

As MSD receives updates from local, state, and/or federal agencies, additional training will be provided to the staff.

## Health Screening

Daily staff and child health screenings are important to help reduce the transmission of COVID-19 on campus.

**Health and Temperature Screening Protocol-** All children and staff who meet any of the criteria below will be denied entry. (We understand that this may be inconvenient but is necessary to minimize exposure and spread of COVID-19):

- Temperature of 100.4°F or above. Children and staff are not allowed to come to campus if medications were used to lower their temperature.
- Any of the following symptoms, if the symptom is of greater intensity or frequency than what is normally experienced:
  - Shortness of Breath
  - Loss of smell or taste
  - Chills
  - Muscle pain/body aches
  - Vomiting or abdominal pain
  - More than 3 loose stools in 24 hours
  - Sore throat
  - Onset of severe headache
  - Fatigue
  - New uncontrolled cough
  - Loss of appetite
  - Congestion or runny nose

***\*This list of symptoms is subject to change as more information becomes available\****

- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19 (Vaccinated individuals do not need to quarantine following exposure unless they begin experiencing symptoms of COVID-19);
- or Is under investigation for COVID-19.

# Health Screening (continued)

## Staff Self-Screening Prior to Arrival at MSD

Faculty and staff must attest to being symptom-free each day utilizing an online health screening called Ascend, which will allow us to manage and monitor the health of staff and children. If a staff member self-identifies as having symptoms listed in the screening criteria above, they will contact the designated administrator, not come into work, and follow the procedures in the section: COVID-19 Symptoms at School - Staff.

## Staff Screening at MSD

Each day, all staff members' temperatures will be rechecked upon arrival to campus.

## Parent Screening of Child Prior to Morning Drop-Off

Parents are encouraged to be on the alert for signs of illness in their children and are required to keep them home when they are sick. Parents are required to attest that their child is symptom-free each day utilizing the online health screening called Ascend, which will allow us to manage and monitor the return of staff and children. Summer Camp and Early Childhood Summer Program parents who have not completed the Ascend health screening prior to 8am will be handed a paper health screening and asked to pull down to the lower parking area to complete the form. After completion, please walk your child up to the stop sign at the bottom of car line to drop them off. Toddler Summer Program families will complete Ascend or a paper health screening before dropping their child off at the first gate outside of the Toddler building.

## Staff Screening of Child at MSD

- Staff will make a visual inspection of the child for signs of illness. If the child exhibits COVID-19 symptoms at arrival or at any point during the day, the child will be isolated and parents will be required to pick up their child. Parents will be provided the "At-a-Glance COVID-19 Handout" for guidance on the required to ensure the child is well prior to returning to campus.

**Absences-** All absences must be reported by phone call to the office or by email to [Moriah@msdurham.org](mailto:Moriah@msdurham.org). Any families who have not reported an absence, have not arrived, and have not completed the self-screening protocol for their child will receive a phone call from an administrator to inquire as to the reasons for the child's absence and to determine whether the child is showing COVID-19 symptoms. The child or staff member experiencing symptoms that could be COVID-19 needs to see their health care provider. Please refer to the COVID-19 At-A-Glance Hand-Out for procedures or documentation necessary before a child returns.

# Health Screening (continued)

## COVID-19 Symptoms and COVID-19 Cases at MSD

### COVID-19 Symptoms at MSD - Children

If COVID-19 symptoms begin while at MSD, the child must be sent home as soon as possible. Sick children will be kept separate from well children, and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.

- Staff will follow these isolation procedures:
  - Office staff will come to get the child and will bring them to the office.
  - The summer program/camp staff will inform the office staff of symptoms exhibited.
  - Office staff will contact parents to come to MSD to pick up the child.
  - The office staff will supervise the child until the parent arrives.
  - Parents will be provided the "At-a-Glance COVID-19 Handout."
  - Once a parent has left with the ill child, the office space the child has been in is cleaned and sanitized by office staff.
- Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.
- Families are encouraged to coordinate decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- The child experiencing symptoms that could be COVID-19 needs to see their health care provider. Please refer to the COVID-19 At-A-Glance Hand-Out for procedures or documentation necessary before a child returns. NCDHHS has clarified that in order for someone (child or staff) to return to MSD after having symptoms that could be COVID-19, a negative molecular PCR (polymerase chain reaction) COVID test, rather than a rapid antigen test, is required, or the other documentation noted in the At-A-Glance Hand-Out.
- **Parent Responsibility-** It is the responsibility of our entire community to protect the health and safety of the children, staff, and families. The following are two important areas that our parents must support to promote the health and well-being of the entire community:
  - Please do not send your children to MSD if they are showing any signs of illness. This is more important than ever before and supports the state requirements.
  - If a child is sick, they will need to be picked up promptly (as soon as reasonably possible). Thus, we ask that parents ensure that either a parent or an emergency contact is readily available to come get a child if necessary on any given day. This means if a parent is out of town for any reason, the emergency contact should be notified ahead of time and made aware of their responsibility to be available to pick up an ill child as promptly as possible.



# Health Screening (continued)

## COVID-19 Symptoms at MSD- Staff

Staff are encouraged to monitor their health and are required to perform daily health screenings for symptoms of COVID-19. Staff are required to stay home if they are exhibiting symptoms of COVID-19 and to contact their healthcare provider.

- A staff member exhibiting new or worsening symptoms of possible COVID-19 at MSD should:
  - Leave the classroom
  - Obtain a COVID-19 test (molecular PCR polymerase chain reaction COVID test, rather than a rapid antigen test)
  - Follow the recommendations of their healthcare provider and, if tested positive, follow our procedures under: Positive Case of COVID-19 in the Community - Children or Staff

## COVID-19 Exposure - Staff and Children

If an unvaccinated staff member or child has been identified as in close contact to someone outside the classroom community who is diagnosed with COVID-19, the staff member or child should obtain a COVID-19 PCR test. Follow the At-A-Glance handout for quarantine procedures. Please contact the Office Manager ([moriah@msdurham.org](mailto:moriah@msdurham.org)) and email the results of the COVID-19 PCR test so we can plan for return to campus accordingly. If a positive case is confirmed, the procedures under "Positive Case of COVID-19 in the Community - Children or Staff" will be followed. If you are vaccinated and become exposed to someone who has tested positive for COVID-19, you do not need to get tested or quarantine unless you have symptoms of COVID-19.

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

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

- Contact North Carolina Department of Health and Human Services to report the presence of COVID-19 at MSD.
- Determine the self-quarantine period for staff and children who have been in close contact with the person diagnosed with COVID-19. The individual who tested positive will quarantine and follow the procedures for return listed in the At-A-Glance Handout.
- Notify staff and parents/caregivers that a member of that particular MSD camp/program has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the full summer program/camp community that a child at MSD summer camps/programs has been diagnosed with COVID-19. Confidentiality will be maintained.
- After 24 hours, complete disinfecting procedures of spaces used by the individual that tested positive.



## Health Screening (continued)

### Quarantine and Isolation Definitions (from the CDC)

- **Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
- **Isolation** is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

### COVID-19 Testing

- Testing is done based on CDC recommendation for those with symptoms, those who do not have symptoms, but came in close contact with someone who has tested positive, and those who are in a CDC-defined high-risk group. MSD recommends that staff and families utilize their primary care physician (PCP) to seek medical care. CDC does not recommend widespread, asymptomatic testing, and instead recommends that all individuals take preventative measures including wearing face coverings and maintaining physical distancing to reduce the spread of the COVID-19 virus.
- NCDHHS has clarified that in order for someone (child or staff) to return to MSD after having symptoms that could be COVID-19, a negative molecular PCR (polymerase chain reaction) COVID test, rather than a rapid antigen test, is required or other documentation noted in the At-A-Glance Hand-Out.
- For more information, call the NCDHHS hotline at 2-1-1 or 888-892-1162 (available 24/7), or the Durham County COVID-19 Hotline at 919-635-8150 (available 8:30 a.m.-5 p.m., Monday through Friday).
- MSD will coordinate with the Durham County Department of Public Health to determine when and how to inform families, children, faculty and staff as appropriate and maintain privacy and confidentiality as required by law. MSD may also decide to issue notifications above and beyond what public health notification guidelines call for. Suspected, presumed, and confirmed cases will be reported to the MSD COVID-19 response team, including but not limited to the Administrative Team.

# General Distancing and Safety Protocols

- **Face Coverings:** Staff and children 2-years old and above will wear face coverings as they are able throughout the day. We do not allow masks that have exhalation valves or vents or neck gaiters as face coverings on campus.
  - Young children sometimes find it difficult to wear a face covering, so we recommend that both you and your child/children (children 2 years and older) wear your face coverings(s) on the way to MSD to establish the expectation that when they're on campus they will need to wear a face covering. If your child will not wear their face covering on the way to MSD, please be sure they put it on as soon as you arrive on campus.
- **Distancing:** Staff and children are encouraged to distance from one another throughout the day. The level of distancing between children and staff may vary depending on the age of the child.
  - Group gatherings will be kept to a minimum and activities will be distanced as much as possible.
  - The program/camp spaces will be arranged to allow for as much distancing as possible.
  - The children will be given reminders about distancing on the playground.
  - If a child is actively not following the distancing rules, they will be asked to do a quiet activity by themselves until they can appropriately participate in playground time.
  - For the safety of both the individual child and the rest of the group, if any child is consistently unwilling to follow our distancing procedures, they will be moved to the office and parents/guardians will be called to pick up their child. The child will be able to return when the parents/guardians have had an opportunity to conference with the child's camp instructor/program teacher and an administrator to discuss expectations moving forward.
- **Hand washing:** Children and staff will wash hands when they enter the classroom, before and after snack and lunch, after using the restroom, after sneezing, nose blowing, or coughing, and throughout the day as necessary. Hand sanitizer will be available at the entrance to each classroom and in class as needed.
- **Playground Time:** We are committed to providing opportunities for the children to play outside while maintaining distancing as much as possible.
- Children will not share food brought from home.
- Windows will remain open as much as possible.
- It is at the staff member's discretion to send a child home if they suspect a child could be ill.