



HUDSON | MONTESSORI  
SCHOOL

## 2021-2022 COVID-19 Protocols



As of May 26, 2022

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## **Overview**

This guide will provide guidance to the Hudson Montessori School community on our efforts to address the COVID-19 pandemic. It explains the policies and procedures we are employing to mitigate COVID-19 related risks at school. The information in this document will provide clarity around the practices and procedures HMS has established to minimize exposure to our community but in no way warrants that COVID-19 or other communicable disease infection will not occur through participation in our programs. The information in this document compliments the existing Hudson Montessori School Parent Handbook. It is subject to change at any time.

## **Health/Safety Guidelines and Protocols**

### **COVID-19 Signs & Symptoms**

As of August 16, 2021, the following are symptoms of COVID-19 according to the Centers for Disease Control and Prevention (CDC):

- Fever (temperature of 100.0 degrees Fahrenheit or higher)
- Chills (sometimes repeated shaking with chills)
- Cough - including a persistent dry cough (without the documentation from a physician about an allergic condition)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

### **Student Health Screening Guidelines**

Families are expected to be on the alert for signs of illness in their children and household members. Parents are asked to assess their children for symptoms each day at home. It will be critical for any member of our community to remain home if they are presenting symptoms and consult with the school to determine if additional steps are necessary to determine the potential presence of COVID.

While at school, we will be observing all members of our community for potential symptoms. If these are observed, the school will contact you to determine next steps.

### **Illness Policy**

All students and staff are expected to follow the COVID-19 specific illness policy below in addition to the Communicable Disease Policy in the Parent Handbook. All students and staff are expected to stay home if they or anyone in their household is exhibiting any signs of illness.

Parent Clearance: If any one of these symptoms is present in ISOLATION (only one of them) AND completely resolves, a child may return with a note from the parent only:

- Headache
- Nausea/vomiting
- Fatigue
- Muscle Aches

Please note that if your child is 4 years or older, you can obtain a free Abbot BinaxNOW Rapid Test from Hudson Montessori School which will test for COVID-19. Please contact our Receptionist at [reception@hudsonmontessori.org](mailto:reception@hudsonmontessori.org) or 330-650-0424 to coordinate this process.

Medical Clearance: If ANY of these symptoms is present, medical clearance is required to return to school:

- Fever (temperature of 100.0 degrees Fahrenheit or higher)
- Chills
- New onset or worsening nasal congestion NOT associated with allergy symptoms (including a runny nose)
- Diarrhea
- Loss of Smell or Taste
- Sore throat
- New onset cough
- Chest pain or difficulty breathing

Medical clearance will be established two ways for any individual aged 4 and above. 1) Obtain and share a negative test results using a Abbot BinaxNOW Rapid Test or 2) Consult with your pediatrician and have him/her complete a Medical Clearance Form. Please note that the Abbot BinaxNOW Rapid Test is only available to individuals 4 years and older.

NOTE: [Click here](#) for a copy of the Medical Clearance Form.

If a student does not obtain medical clearance to return to school, the child cannot return to school. HMS will contact you to determine next steps.

For people with other diagnoses (e.g., norovirus, or when a health care provider says symptoms are connected to a preexisting condition), stay home until symptoms are improved. Follow specific return guidance from the health care provider.

*In the case of a positive test result, see COVID-19 Exposure and Post-Illness Return Procedure.*

### COVID-19 Symptoms at School – Children

If COVID-19 symptoms begin while at school, 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.

Classroom staff will follow these isolation procedures:

- The classroom staff will inform the office staff of symptoms exhibited.
- Office personnel will escort the child and their belongings to the office.

- The child will be isolated in one of the following locations:
  - Isolation location #1: Main office, conference room
  - Isolation location #2: Main office, extra office space
- Office staff will contact parents to come to school to pick up the child.
- The office staff will supervise the child until the parent arrives.
- Once a parent has left with the ill child, the isolation room is cleaned and sanitized by office staff.

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.

In the case of a child who has symptoms that could be COVID-19 positive and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to school until the individual has met the criteria under Positive Case of COVID-19 in the Classroom Community – Children or Staff.

A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has completed the [Medical Clearance Form](#).

### COVID-19 Exposure – Children or Staff

If a staff member or child has been identified as a close contact to someone outside the school community who is diagnosed with COVID-19, please contact the Receptionist at [reception@hudsonmontessori.org](mailto:reception@hudsonmontessori.org) during normal school hours or call 314-488-9765 during off hours.

### Isolation Definition:

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 is 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).

### Isolation: Positive Case of COVID-19 in the Classroom Community – Children or Staff

HMS will communicate an isolation approach for any individual who is COVID-19 positive. The isolation will be at least five days from either symptom onset or, if asymptomatic, from positive testing date for children in Children’s House through Middle School. Children in Young Children’s Community will have a 10 day isolation from either symptom onset or, if asymptomatic, from positive testing date.

### Quarantine Approach

Hudson Montessori School will not require quarantine for individuals who have close contact with a person with COVID-19 at HMS. HMS will determine who was a close contact of the positive case and communicate to impacted families. Those who are close contacts will need to wear a mask for 10 days after the last close contact, monitor for symptoms of potential COVID-19 and immediately test if symptoms (regardless of severity) present. Please contact HMS at [reception@hudsonmontessori.org](mailto:reception@hudsonmontessori.org) or

330-650-0424 if you need assistance in securing a test. Afterhours or on weekends, call Matt Virgil on 314-488-9765.

Please note that this approach applies to cases of COVID-19 at HMS. If one has close contact with someone outside of HMS that is COVID-19 positive, please contact HMS at [reception@hudsonmontessori.org](mailto:reception@hudsonmontessori.org) or 330-650-0424 for guidance on quarantining. Afterhours or on weekends, call Matt Virgil on 314-488-9765.

## **Domestic Travel:**

If you are traveling domestically, HMS asks that you use best judgement to plan the specifics of your travel. If you have any reason to believe that you might have come in close contact with someone who is COVID-19 positive and/if you are unvaccinated, we require that you complete the [Medical Clearance Form](#) to return to school.

## **International Travel**

Any individual who travels internationally will follow the [CDC's guidance on quarantine upon re-entry to the United States](#).

## **Personal Safety Guidelines**

### **Face Coverings**

As of 2/21/22, HMS will follow a mask-optional approach. Mask may be worn by any individual in our community if they prefer.

## **Facilities Safety**

### **Cleaning/Disinfecting**

All disinfectants used by the school are approved by the CDC for fighting COVID-19 and meets EPA standards for child safety. Adequate supplies will be provided for proper hand hygiene (soap, paper towels, hand sanitizer, disinfecting wipes and spray). Pump hand sanitizer will be provided as needed for use by staff and students.

Each learning environment's high-touch areas of the space (doorknobs, light switches, sink faucets, etc.) and materials that can be cleaned will be cleaned one time per day. This recommendation is consistent with CDC guidance.

### **Air Purification**

Current research on the spread of COVID-19 emphasizes the need to maximize ventilation/ air filtration in our building. Each of our HVAC units are fitted with MERV 13 filters. They will be replaced every quarter. Our HVAC units are configured our systems to maximize the amount of fresh air circulation. Our systems will run 24 hours/7 days a week rather than being idle at times when the school is not being used. We have also installed bi-polar ionization units. These units use ionized

oxygen molecules to act as magnets to collect microscopic particles, including viruses, bacteria, mold, pollen, and dust into larger (agglomerated) masses that can then be filtered out. As air moves through our air handling systems, it will be cleaned and sterilized of viral load. Studies have shown that the units remove viruses such as SARS, influenzas and measles. Documented evidence on its impact on COVID-19 is emerging. Finally, to the extent possible, teachers will open windows to produce natural airflow.

### **Distance Learning**

Distance learning will occur when a decision is made to suspend in-person classes throughout the school and move to an on-line platform. In this scenario, our campus would be closed. This would occur because of a significant increase in the risk that COVID-19 presents to our community. Distance learning is distinct from quarantining which impacts only one classroom.

### **Young Children's Community (Toddler Classroom)**

In the event that the school moves to distance learning we will not provide distance learning to children in the Toddler program. Our Business Office will generate a per-day rate for this classroom and issue a refund for each day of a campus closure.

### **Children's House: Half- Day and All- Day Program**

#### **3-Year-Old Children**

In the event that the school moves to distance learning we will not provide distance learning to 3-year-old children in the Children's House. Our Business Office will generate a per-day rate for this classroom and issue a refund for each day of a campus closure.

#### **4-Year-Old Children**

If the school moves to distance learning, our teachers will work with each family to decide if distance learning will continue.

If a decision is made not to provide distance learning, our Business Office will generate a per-day rate for this classroom and issue a refund for each day of a campus closure.

If a decision is made to continue with distance learning, our goal at this age is to provide as much teacher-student interaction as possible so as to keep forward momentum in learning and minimize the amount of "teaching" parents need to do. There will be:

- Daily Large Group Morning Meeting
- Small Group Instruction- two times per week
- Individual Instruction- three times per week.

This will continue academic and social growth for the children. Additionally, we will be posting our materials to a common platform where parents can centrally access them rather than sending multiple emails that parents must manage to keep track of learning information.

#### **Kindergarten Children**

If the school moves to distance learning, our goal is to provide as much teacher-student interaction as possible to keep forward momentum in learning and minimize the amount of "teaching" parents need to do. Children at this age will have:

- Large Group Morning Meeting two times per week
- Small Group Instruction two times per week
- Individual Instruction three times per week
- Lunch Bunch one time per week
- Read Aloud opportunities three times per week.

Additionally, we will be posting our materials to a common platform where parents can centrally access them rather than sending multiple emails that parents must manage to keep track of learning information.

## Lower Elementary

We will continue to utilize the platform SeeSaw for teachers and students to assign, complete and submit work. As we begin the year, we will provide parent education opportunities for parents to become familiar with how we utilize SeeSaw. This will ensure a smooth transition should we move to distance learning.

Students will have:

- Daily Large Group Morning Meetings
- Daily Video Lessons with associated follow-up work
- Virtual Small Group Supervised Work Time- four days a week
- Individual Instruction/Check-In time at least one time per week or as needed
- Afternoon Read Aloud four times per week
- Co-Curriculars subjects will occur on Friday

### Sample Schedule:

Monday- Thursday

8:30- 9:00 Morning Meeting

9:15-9:45 1<sup>st</sup> Level Supervised Work Time

10:00-10:30 2<sup>nd</sup> Level Supervised Work Time

10:45-11:15 3<sup>rd</sup> Level Supervised Work Time

12:30- Individual Student Meeting Time

12:50- Individual Student Meeting Time

1:00- Individual Student Meeting Time

1:20- Individual Student Meeting Time

1:40- Individual Student Meeting Time

2:15-2:45 Read Aloud

## Upper Elementary

We will continue to utilize the platform Google Classroom for teachers and students to assign, complete and submit work. As we begin the year, we will provide parent education opportunities for parents and

opportunities for students at school to become familiar with how we utilize Google Classroom. This will ensure a smooth transition should we move to distance learning.

Students will have:

- Daily Large Group Morning Meetings
- Synchronous and Asynchronous Lessons with associated follow-up work
- Virtual Small Group Supervised Work Time- four days a week
- Individual Instruction/Check-In time at least two times per week or as needed
- Open Study Hall three times per week
- Co-Curriculars will occur on Friday

### Middle School

We will continue to utilize the platform Google Classroom for teachers and students to assign, complete and submit work. As we begin the year, we will provide parent education opportunities for parents and opportunities for students at school to become familiar with how we utilize Google Classroom. This will ensure a smooth transition should we move to distance learning.

In a Distance Learning model, students continue:

- Regular Large Group Morning Meetings
- Synchronous and Asynchronous Lessons with associated follow-up work
- Individual Instruction/Check-In time as needed
- Regular opportunities for Advisory
- Weekly opportunities for Expressions classes
- Frequent opportunities for Quiet Study

## **Additional HMS Programs**

### **School's Out**

At this time, we will provide School's Out care on days that we are not in session throughout the year. Please contact Tim McQuait at [tmcquait@hudsonmontessori.org](mailto:tmcquait@hudsonmontessori.org) if you have questions.

### **Before and After Hours Programming**

At this time, we will be offering Before and After Hours care. Please contact Tim McQuait at [tmcquait@hudsonmontessori.org](mailto:tmcquait@hudsonmontessori.org) if you have questions.

### **Extracurricular Clubs**

We will offer extracurricular clubs this year. Please contact Tim McQuait at [tmcquait@hudsonmontessori.org](mailto:tmcquait@hudsonmontessori.org) if you have questions.

### **Conservatory of Music at Hudson Montessori School**

Conservatory of Music at Hudson Montessori School (COM) classes will be in operation this school year. Please contact James Rhodes at [jrhodes@hudsonmontessori.org](mailto:jrhodes@hudsonmontessori.org) if you have questions about the COM.

## Contact

We are all available to you at Hudson Montessori School to answer questions about this document. This list may help with specific inquiries.

### Overall Questions including questions about Approaches to Symptoms, Illness, and Facilities

Matt Virgil  
Head of School  
[mvirgil@hudsonmontessori.org](mailto:mvirgil@hudsonmontessori.org)  
330-342-7236

Kim Gray  
Receptionist  
[reception@hudsonmontessori.org](mailto:reception@hudsonmontessori.org)  
330-650-0424

### Questions about YCC: Toddler Through Elementary Programming

Matt Virgil  
Head of School  
[mvirgil@hudsonmontessori.org](mailto:mvirgil@hudsonmontessori.org)  
330-342-7236

### Questions about Middle School Programming

Amy Fagan, Middle School Coordinator  
[afagan@hudsonmontessori.org](mailto:afagan@hudsonmontessori.org)  
330-650-0424 x131

### Questions about Auxiliary Programming (Before/Afterhours, Extracurricular Clubs, School's Out) Programming

Tim McQuait  
Auxiliary Programs Coordinator  
[tmcquait@hudsonmontessori.org](mailto:tmcquait@hudsonmontessori.org)  
330-650-0424 x108

### Questions about Conservatory of Music (COM) Programming

James Rhodes  
Music Teacher and Conservatory of Music Director  
[jrhodes@hudsonmontessori.org](mailto:jrhodes@hudsonmontessori.org)  
330-650-0424