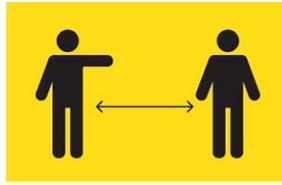


## Appendix 2 2020-2021 Return to Campus Guidelines



Daily Symptom Screening



Physical Distancing



Masks



Cohorting

**Defeating COVID-19.  
Together.**



Limiting  
Visitors



Handwashing



Disinfecting & Sanitizing



Indoor Air Quality

**#MSMSTRONG**



### **Return to Campus Committee (RTCC)**

The Return to Campus Committee (RTCC) cross-functional team was established in spring 2020 and met throughout the spring and summer. The RTCC examined research and guidance from the Centers of Disease Control and Prevention, Virginia Department of Health, Fairfax County Health Department, the MSM Medical Advisor, and Independent School Management. The team conducted parent, faculty, and staff comfort surveys to assess the community return to campus comfort levels and identify potential challenges. The team also conducted parent surveys to assess spring distance learning and used the data to inform curriculum development and delivery for the 2020-2021 school year.

### **Key Principles of Planning Process**

The preservation of the health and safety of students, families, faculty, and staff was absolutely paramount in the RTCC planning process. Key principles that informed planning were:

- Upholding the rich learning environment for students at all program levels
- Fostering a strong sense of community
- Adhering to the Montessori philosophy

## **Appendix 2**

### **2020-2021 Return to Campus Guidelines**

- Creating opportunities for students and faculty to form strong relationships that augment the overall educational experience
- Supporting the MSM hallmark whole-child education

#### **Health and Safety: Facility Operation**

Maintenance and operation planning of the school building and facilities are an important component of the overall mitigation strategy. To help reduce transmission of COVID-19 during the 2020-2021 school year, we have implemented the following mitigation measures.

- **Cleaning and Disinfecting Procedures** - We have increased cleaning and disinfecting procedures throughout the day. Additional cleaning measures include spaces such as bathrooms, hallways, and doorways. Staff will assist in additional surface cleaning throughout the day in the classrooms. Every classroom has been equipped with disinfection and sanitization devices, including:
  - HEPA-Air Filtration with UVC Light Sterilization - the device will run for the entire time that a room is in use.
  - UVC Light Emitter - this device will be set when everyone leaves the room(s) for the day to sterilize all surfaces.
  - UVC Light Wand - this device will be used by trained adults to sterilize materials throughout the day that cannot be in contact with liquid (i.e. wood).
  - Bus Hygiene – The interior of the buses will be cleaned with disinfectants after each run. Only siblings will sit on the same seat together. Students will have assigned seating, and be spread out as far as possible in accordance with the most current governmental guidelines. Windows will be open much as possible.
  - Hand sanitizer/handwashing stations - CDC guidelines recommend increased handwashing of all building occupants throughout the day.
- **Ventilation** - We have increased ventilation in all building spaces, through open windows and HVAC controls.
- **Water Systems** - We have flushed out the water systems prior to campus repopulation of faculty, staff, and students.
- **Hydration Stations and Classroom Water Dispensers with Filters** - Water fountains have been disabled to reduce transmission of germs. In lieu of water fountain, Elementary students will bring water bottles from home to be filled up at hydration stations throughout the building. Primary and Toddler classrooms will have water dispensers (with filters) in their classroom.

#### **Health and Safety: Community Practices**

- **Community Agreement** - All families, faculty, and staff have been asked to complete and sign a Community Agreement (Appendix 1) prior to returning to campus for in-building instruction.

## Appendix 2

### 2020-2021 Return to Campus Guidelines

- **Daily Symptom Screening** - All students, faculty, and staff will be required to complete daily symptom checks and report through the Magnus Health COVID-19 Screening App. In addition, all faculty, staff, and students will have their temperature checked prior to entering the building each day.
- **Face Masks** - All faculty, staff, and students will be required to wear face masks while in the MSM school building.
- **Increased Hand Hygiene** - There will be increased attention to hand hygiene throughout the day. Hand washing stations, classroom sinks, and hand sanitizer stations have been placed throughout the building.
- **Physical distancing** – All faculty, staff, and students will be required to observe current physical distancing guidelines while on campus. There are signs throughout the building to remind occupants to remain at least six (6) feet apart at all times. Student and teacher work spaces are all six (6) feet apart in each classroom.
- **MSM Sick Policy** – In an effort to keep all faculty, staff, and students healthy, MSM will strictly enforce its Sick Policy as written in the Parent and Staff Handbooks. Please become familiar with symptoms that will necessitate a student stay home from school. Students that are not too ill will have the option in participating in distance learning in the event they are home sick.
- **COVID-19 Symptoms to Watch For-** All faculty, staff, and students should be watchful for COVID-19 symptoms, especially: fever 100.0F or above, sore throat, headache, muscle aches and fatigue, vomiting, nausea and diarrhea, new persistent cough (for those with chronic allergies/asthma, a change in your cough from baseline), new onset loss of sense of taste or smell, and shortness of breath or difficulty breathing.
- **Staggered Arrival and Dismissal** – MSM will implement a temporary staggered arrival and dismissal schedule each day to prevent crowding during drop off and pick. Please refer to the charts below for more information.

Arrival	Front Entrance	Back Entrance
8:00-8:10		Upper Elementary
8:10-8:20	Lower Elementary East	
8:20-8:30	Vaz	Lower Elementary West
8:30-8:40	Fremming	Lu and Toddler
8:40-8:50	Kiess	Silverman

Dismissal	Front Entrance	Back Entrance
11:50-12:00		Toddler Half Day
12:00-12:10	All Primary Half Day	
3:10-3:20	Lower Elementary East	Upper Elementary
3:20-3:30	Vaz	Lower Elementary West
3:30-3:40	Fremming	Lu and Toddler
3:40-3:50	Kiess	Silverman

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- **Drop Off/Entrance Procedure** – All students will approach the point of entry and will be greeted by a staff member. An accompanying parent or guardian will need to show the green “Go” result of the symptom screening app. After showing the app result, the child will have his or her temperature taken by a staff member. If the child’s temperature is below 100.0F, he or she will be cleared to enter the campus and he or she can proceed to the classroom.
  - **Front Circle** - If the assigned drop off point is the front circle drive of the building, children should remain in their car until a parent or guardian has shown the “Go” result of the screening app and a staff member has taken their temperature and given them the clearance to exit the car.
  - **Back Gate** – If the assigned drop off point is the back gate, a parent or guardian needs to park the car and walk the child to the gate, maintaining physical distancing from other families. The parent or guardian will need to display the “Go” result of the screening app and a staff member will need to take the child’s temperature before he or she will be given clearance to enter the campus.
- **Pick Up/Exit Procedure** – Unfortunately, we will not be allowing parents or guardians to enter the building to pick up children until further notice.
  - **Front Circle** – Please remain in your car and show your car number and a staff member will walk your child to your car. At this time, staff members will be unable to buckle children into their car seats. This is a great time to encourage independence for Kindergarteners and up. For children younger than Kindergarten, we ask that parents plan to buckle their children securely into their car seats.
  - **Back Gate** – Please park your car (not in the first 8 spaces in front of the Pilates studio) and walk up to the back gate and give the staff member at the gate your child’s name. Your child will then be released to you. Please remember to wear a mask and practice physical distancing while picking up your children.

### Health and Safety: Interim Program Changes

- **Cohorts** – All students will be divided into Cohorts to de-densify classrooms. Most enrichments will be conducted virtually during both periods of distance learning and in-building instruction to maintain the integrity of the cohorts. Cohorts have been designed to adhere to the Montessori philosophy of mixed ages to encourage leadership of oldest students in the classrooms.
- **Lunch and snack** – Lunch and snack will be brought from home by each student every day (in accordance with the “**no-peanut, no-tree nut**” policy). MSM will be unable to offer a hot lunch program or serve snack to students at least through Winter Break. We will reassess the feasibility of altering this policy for the spring semester.
  - The best lunchbox style during this time is a “Bento Box” [example here](#). This is a good style because it can be put in the dishwasher daily for better cleanliness than a soft lunchbox.

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- Please include a snack of fruit or vegetable in the lunchbox for your child to eat during the morning work period.
- **Visitors** - There will be a restriction of outside visitors until health data indicates otherwise.
- **Field Trips** - We will be conducting virtual-only field trips until health metrics and guidance indicate otherwise.
- **All school gatherings and assemblies** - All school gatherings and assemblies will be virtual until health metrics and guidance indicate otherwise.
- **Admissions** – The admissions process will be conducted virtually for the fall semester. All tours, parent visits, and student visits will be conducted virtually.
- **Student Specific Work Kits** - Students will be provided with their own work kit including, boxes with pencils, colored pencils, crayons, scissors, glue, etc. that they will not share with others. They will have their own work mat (a yoga mat) that can be easily disinfected. Commonly shared materials (computer/science equipment and books) will be limited and sanitized appropriately when necessary.

#### Communication

- **Office Weekly Note** - The Weekly Note that is sent on Fridays will contain a section on COVID-19 related reminders and updates.
- **Signage and Wayfinding** - Age appropriate signage will be placed throughout the building with reminders and other information related to hygiene and COVID-19. For our pre-readers, teachers will ensure that the students understand the signs. All students will be taught how to enter and exit the building and their classrooms in accordance with directional signage.
- **Presentations and Videos** - Virtual Head of School Presentations and videos will be used to help communicate new policies and procedures for the 2020-2021 school year. Students and families will be given short videos on important mitigation strategies to be used throughout the school year, such as washing hands, mask wearing, respiratory etiquette, physical distancing and arrival procedures.
- **Potential Cases and Exposures** - Classrooms and cohorts will be informed of positive cases in their immediate constituency, as needed.