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E: COVID-19 Scenarios and Protocols

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Preface

- This document is intended to outline the School's health and safety policy and protocols for campus learning in the COVID-19 pandemic for the 2021-2022 school year at Shrewsbury Montessori School. According to Guidelines released by Massachusetts Early Child Education and Care (EEC) and Department of Elementary and Second Education (DESE), Shrewsbury Montessori School aims to bring all students back on campus for full day in-person instruction. The School acknowledges that the policy and protocols outlined in this document intend to help mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.
- The School also acknowledges that this pandemic is unpredictable. The School intends to develop policy and protocols that are flexible and nimble in responding to new information, and will keep the community updated as changes take place in the near future. For this reason, we are posting this Policy and Protocols Handbook on SMS's website, so the School can make timing adjustments when necessary.
- This Health and Safety Policy and Protocols document is considered as a 2021-2022 addition to the Shrewsbury Montessori School's Employment Handbook and Student and Family Handbook.
- The School has drafted this policy and protocols document by following guidelines established by Early Child Education and Care (EEC), Department of Elementary and Second Education (DESE), Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), and National Association of Independent Schools (NAIS).
- The school recognizes that mitigating risk related to COVID requires active participation and compliance by all members of the SMS community including teachers, staff, students, parents and any other household members of students and staff.
- Compliance to School Policies and Protocols: All personnel—students, faculty, staff—shall comply with the School's Health and Safety Policy and Protocols at all times. Multiple violations of the Policy and Protocols by a student (i.e. a child repeatedly showing up at school without PPE, lunch and snacks not prepared as required) will be investigated and may result in the individual being asked to leave school for the remainder of school year/ COVID-19 pandemic without tuition refund. Multiple violations of the Policy and Protocols by a faculty/staff member will be investigated and may result in disciplinary action including the suspension for the remainder of school year/ COVID-19 pandemic without pay or termination.
- Please direct your policy related questions to ashen@shrewsburymontessori.org.

A: Summer Preparation

- **Preparing the school**

- Deep clean: The School employs a professional company to deep clean the campus including the floor, carpets, walls, furniture, bathroom, and the playground this summer to prepare to welcome students in the fall.
- Make infrastructure preparations (include but not limited to):
 - space planning to enable required physical distancing,
 - designate a room/space to isolate personnel or a student who is on campus and is discovered to: 1) have tested COVID-19 positive and has not been cleared to return to work/school by a licensed medical provider, 2) develop or is exhibiting potential COVID-19 symptoms or 3) has come in direct contact with someone who is tested COVID-19 positive,
 - whenever feasible, making high-touch items (i.e. faucets, toilet handles) touchless,
 - tape down arrows to direct school traffic within the building,
 - tape down physical distancing cues in classroom,
 - rearrange classroom furniture to support physical distancing,
 - post signs to remind people to practice health and safety practices,
 - post signs to remind people of hand hygiene and the need to wipe down high-frequency surfaces,
 - install soap and hand sanitizing stations where needed,
 - install Plexiglas to areas of the school building that physical distancing would be difficult to maintain, such as the front desk
- Establish daily cleaning and disinfecting routines while children are in the building: See details in the “Learning in School” section.
- Establish disinfecting routines for when an incident of symptom or COVID-19 positive case was present on campus.
- Establish a deep cleaning protocol of exposed areas if the school comes in contact with a person who is tested COVID-19 positive: See more information in the COVID-19 Scenarios and Protocol section.
- Stock up on appropriate PPE for students (of different age, grade level) and staff (of different roles).

- **Preparing faculty & staff**

- Review and implement flexible sick leave policies and practices that enable staff to stay home when they are sick, or have been exposed or caring for someone who is sick. Consult with the Head of School and the school’s Employee Handbook for details.
- Require faculty to receive flu shots before returning on campus (unless medically contraindicated for the individual). Require faculty to receive a CDC-recommended COVID-19 vaccine once it is introduced and available to teach on campus, unless they have a medical issue precluding safe administration. The School administration will distribute and ask faculty and staff to sign a consent form.
- The School will follow MA State Travel Order concerning COVID-19. When infectious rate rises to a certain point, the School, can ask for faculty to report summer and/or vacation destinations and fulfill quarantine and testing regulations accordingly.
- Provide faculty and staff training on COVID-19 related health and safety policy, protocols and practices prior to the beginning of school.

- **Preparing students and families**

- Require families to get each child up to date with their vaccines before returning to school.
- Require each child to get a flu vaccine in the fall and winter in the 2021-2022 school year.
- When a safe COVID-19 vaccination becomes available for children under 12 years old, upon the examination and approval of the School's Medical Advisory Committee, the School will reserve its discretion to establish a vaccination policy that requires all students to get vaccinations in order to participate in on campus learning. Students with medical and religious reasons can apply for exemptions.
- The School will follow MA State Travel Order concerning COVID-19. When infectious rate rises to a certain point, the School, can ask for faculty to report summer and/or vacation destinations and fulfill quarantine and testing regulations accordingly.
- Provide families and students with training on COVID-19 related health and safety policy, protocols and practices prior to the beginning of school.

B: Daily Preparation Before Coming to School

- **Recognizing COVID-19 symptoms:** This is a full list of symptoms for which caregivers should monitor their children, and staff/faculty should monitor themselves:

COVID-19 symptoms list:

- **Fever (100.4° Fahrenheit or higher), chills, or shaking chills**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Muscle aches or body aches**
- **Cough (not due to other known cause, such as chronic cough)**
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, or diarrhea *when in combination with other symptoms*
- Headache *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptom*

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- **If staff or students have any of these symptoms, they need to be tested.** They must get a test for active COVID-19 infection prior to returning to school. See more information in the COVID-19 Scenarios and Protocol section.
- **Daily self-screening and reporting:** All personnel, students, faculty, and staff must conduct self-screening of COVID-19 Symptoms before arriving on campus every morning. An agreement form will be sent to and signed by families and faculty. The agreement states that families and faculty promise to actively conduct self-screening daily prior to coming to campus, voluntarily report symptoms and positive cases, and then stay home to fulfill quarantine and testing regulations established by MA Department of Public Health.
- All personnel are required symptoms or positive cases to the Head of School (Amy Shen, ashen@shrewsburymontessori.org, 508-842-2116 office, 802-999-3145 cell) or designee if he/she is tested positive for COVID-19, is exhibiting [COVID-19 symptoms](#), or has [been exposed to COVID-19](#). A household member is considered as a direct contact for potential exposure. School employees and families must report such symptoms or potential exposure to the school and stay home to self-quarantine if a household member is tested positive for COVID-19. The Head of School or designee shall keep any COVID-19 positive case's personal information confidential. However, the Head of School needs to update the school community on its Covid-19 case numbers throughout the school year and may need to inform potentially exposed students' families and staff/faculty members of a potential exposure. The Head of School or designee also needs to report any COVID-19 cases to the local Shrewsbury Department of Health and Human Services, Patricia Bruchmann, Bruchmannp@worcesterma.gov, 508-841-8345 office, and for after-hours 774-242-7607 cell. See more details in Section E: COVID-19 Scenarios & Protocols.
- **Pack appropriately for the school day:** All personnel, students, faculty, and staff need to bring appropriate PPE, packed lunch, and additional personal items according to the School's Health and Safety Policies.

- **Guidelines for packing PPE:**
 - For students: Face covering (i.e. masks) that securely covers student nose and mouth. Pack back-up masks to ensure that the student will have enough throughout the day. The school expects students from Children’s House to Elementary (not Toddler program students) and adults to wear masks 100% of the time at school, except for mask breaks, meal time, and outside during which children shall be at least 6 feet apart. The school will provide back-up child size masks if students happen to run out of or misplace their face covering and back-up face coverings in a day. For eating, students should be at least 6 feet apart. When outside, students should maintain a minimum of 3 feet distance.
 - For faculty and staff: Face covering (i.e. masks) that securely covers nose and mouth. Pack back-ups to ensure enough supply throughout the day. The school expects children of ages and adults to wear masks 100% of the time at school, except for mask breaks, meal time, and outside. The school will provide back-ups for just-in-case situations. For eating, adults should be at least 6 feet apart. When outside, adults should maintain a minimum of 3 feet distance.
 - For faculty and staff: When teachers perform tasks that involve cleaning up bodily fluids, eye covering, and gloves are required in addition to face covering. The school will provide face coverings, eye covering, and gloves.
 - For faculty and staff: When performing COVID-19 related health check-ups (i.e. assessing a sick person by taking his/her temperature), the medical staff such as a nurse needs to wear full PPE (Face shield, n-95 mask, gown, and gloves). The school will provide the medical staff with full PPE supplies.

- **Guidelines for packing lunch, snacks:** According to DESE guidelines, schools should avoid food preparations on school premise unless they have a licensed commercial kitchen. Families are responsible for preparing lunch and snacks for students. Please prepare ready-to-eat meals and snack that do not require any preparation in school; for example, prepare sandwiches that do not require any assemblage or fruit that does not require any cutting into pieces. Students and faculty can lunch in reusable containers. Please make sure the containers and water bottles brought to school are cleaned daily.
- **Guidelines for packing water bottles:** Students and faculty can bring reusable water bottles. Please make sure the water bottles brought to school are cleaned daily. Water bottles are not to be shared. School provides disposable cups and water pitchers. Water pitchers will be handled by adults, with masks with hand hygiene being practiced before and after touching the water pitchers.
- **Guidelines for packing personal items:** Students and faculty are allowed to pack personal items such as a change of clothes and school supplies. Regular backpacks are allowed. All personal items should be avoided to be shared. All personal items need to be stored separately in clear plastic zipped storage bags so personal items of different owners do not come in contact with each other.

C: Learning on Campus

These policy and practices are not listed in any particular order in this section. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of these coordinated interventions in total can greatly help to mitigate the risk.

Daily screening on campus: Families and employees are required to conduct daily self-monitor and screening before coming to campus. If anyone exhibits any potential COVID-19 associated symptoms, stay home. Once having arrived on campus, school employees will conduct visual and verbal screening on students. Students who exhibit any potential COVID-19 associated symptoms will be asked to isolate in the school's medical waiting room (former HOS office), to be examined by the nurse and sent to a public health facility or home. See more details in Part E, COVID-19 Response Scenarios and Protocols.

Face coverings: We will be lifting the school's indoor mask requirement and are now making face covering's optional for those who choose to continue to wear them

- The school will require masking in certain scenarios including those who have recently recovered from COVID- 19 and students who are symptomatic
- Please see Section E: Testing and Protocols for details
- When teachers perform tasks that involve cleaning up bodily fluids, eye covering (i.e. a face shield) and gloves are required in addition to face covering. When performing COVID-19 related health check-ups (i.e. assessing a sick personal by taking his/her temperature), the medical staff such as a nurse needs to wear full PPE (Face shield, n-95, gown and gloves).

Physical distancing: The primary mode of transmission of COVID-19 is through respiratory droplets by person in close proximity. The school adheres to stipulated 3-6 feet safe distance established by DESE and EEC. The goal is for a physical distance of 6 feet whenever possible; 3 feet is the minimum distance allowed. During meals, mask breaks, and other times when masks are not worn, 6 feet is the minimum distance allowed indoors and 3 feet outdoors. A maximum number of students and teachers per room will be calculated and adhered to in order to support these distancing goals (may vary depending on size of room). Shrewsbury Montessori's Auburn campus adheres to EEC's regulations of allowing 20 students and 2 adults in one room at a time.

Creating and staying within cohorts: It is important for our classrooms to be self-contained as possible. Keeping children, children's items, such as clothing, shoes, and lunchboxes within the classroom helps prevent cross contamination among other groups on campus. By minimizing cross contamination, we increase the possibility of closing just one classroom versus the entire school if there is a suspected or confirmed case of COVID-19. Student and staff groupings will be kept as static as possible by having the same group of students stay together within one group throughout the school day. SMS students of all divisions are expected to stay within their cohorts throughout the school year for the duration of the DESE and EEC Guidelines released in June. Children will remain in their group without any mixing of groups at the beginning or end of the day. Children should not intermix during transition time, such as arrival and dismissal times. For the playground and gardening class, children follow a staggered schedule, so each classroom cohort can occupy the playground or garden one group at a time. Faculty and specialists will rotate in and out of classrooms to conduct needed lessons.

Seating chart in the classroom: In order to enable physical distance and help the school with contact tracing, children are be assigned with a weekly seating (washable mats, laminated mats, desks or tables) or area where they use as a home base to stay within during the school day.

Movement protocol within the school: Students and adults are expected to follow the school's movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions. See below for the school's protocols for arrival and dismissal times, transitions between recess groups, bathroom breaks, one-day pathways for hallways, exits and entrances.

Hallways, exits, and entrances: All personnel must adhere to the movement protocol established by the school. Follow direction signs posted in hallways and at the entrances and doorways.

Hand hygiene: The primary mode of transmission of COVID-19 is through respiratory droplets caused by cough, talking and sneezing by person in close proximity. COVID-19 by way of droplets can live on surfaces for an extended period of time. For this reason, students and faculty are required to wash hands with soap and water for 20 second at each transition of activities within the classroom (i.e. wash hands before and after picking up a new Montessori Work) and at each transition when moved from one space to another (i.e. wash hands before and after the playground). Signs will be posted in the school buildings to remind faculty and students to comply with frequent hand-washing routines. Hand sanitizers are best reserved for situations when soap and water are not readily available. For student health, SMS will install hand sanitizer, soap dispensers, and water sources at strategic places in the school building, including all entries and exits, in bathrooms, in classrooms, and next to mask break areas. The School promotes hand washing with soap and water when possible. Hand sanitizer can be used when soap and water is not readily available. Visit this [link](#) for more information on CDC Guidelines on hand hygiene. Hand washing or hand sanitizer is required upon entering the school building.

PPE usage: In addition to face covering, when teachers perform tasks that involve cleaning up bodily fluids, eye covering (i.e. a face shield) and gloves are required in addition to face covering. When performing COVID-19 related health check-ups (i.e. assessing a sick personal by taking his/her temperature), the medical staff such as a nurse needs to wear full PPE (Face shield, n-95 mask, gown, and gloves).

High touch area cleaning: The primary mode of transmission of COVID-19 is through respiratory droplets by person released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and through the nose or mouth, and cause infection. In addition, according to the latest research, this virus can live on surfaces for an extended period of time. For this reason, we need to clean and disinfect frequently touched surfaces (i.e. playground equipment, door handles, drink fountains, etc.) within the school and on school buses at least daily or between use as much as possible. Use of shared objectives (i.e. gym or physical education equipment, art supplies, materials, games) should be limited when possible, or cleaned in between use. We also follow CDC's [six steps to cleaning a surface](#). Afterwards, we securely store away cleaning supplies for the safety our children. Surfaces and objects in public places, such a tabletop, toilet seats, countertops, keyboard, handles, desks, phones, Montessori materials, etc. will be cleaned after each use.

Use safe disinfectant solutions: The School uses an EPA approved disinfectant that is effective against COVID-19 on [EPA List N](#). When possible, only products selected as [safe for humans and the environment](#) containing active ingredients such as hydrogen peroxide, ethanol, critic acid, should be selected from this list, because they are less toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic reproductive, or developmental effects. The school will not use products known to contain methanol. When EPA-approved disinfectants are not available, alternative disinfectants such as diluted bleach (1/3 per gallon of water at room temperature) or 70% alcohol solutions can be used. Children should not be present when disinfectants are in use and should not participate in disinfecting activities. Most of these products are not safe or used by children, whose "hand-in-mouth" behaviors and frequent touching of their faces and eyes put them at higher risk for toxic exposures. If disinfection is needed while

children are in the classroom, adequate ventilation will be in place and nonirritant products should be used. Disinfectants such as bleach and those containing quaternary ammonium compounds or “Quats” will not be used when children and adolescents are present, because there are known respiratory irritants. Staff will wear disposable gloves to clean surfaces using soap and water, and then use disinfectant. Cleaning with soap and water reduces number of germs, dirt and impurities on the surfaces. Disinfecting kills germs on surfaces. We will practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. UVC disinfecting product is not recommended for children.

Montessori classroom cleaning routine and procedure during instructional time: Students are required to wash their hands or use hand sanitizer before picking up and working with any new Montessori materials. Adults will wipe down Montessori materials with [children-safe solutions](#) after each use to prepare the material for the next child. For smaller Montessori materials that are difficult to clean (i.e. the alphabet and beads), the School is purchasing these materials for each child to have their own set. Disinfection of materials will take place each evening after children leave the school building.

Work mats: Each child should use their own work mat each week. Work mats must be stored separately (but not in sealed containers) and washed once per week.

Soft and cloth-based materials: Soft and cloth-based materials, such as rugs, pillow, stuffed animals, and dress-up clothing need to be removed from classrooms. Children can bring their own change of clothes and personal items, but they cannot be shared.

Storage for student personal items at school: Student personal items including food, change of clothes, and school supplies cannot leave the students’ classroom. Within the classroom, students will be provided with a space such as a plastic container to put their items, so student items can be kept separate from each other.

Handling shoes in a Montessori classroom: As Montessori practice, students are asked to bring indoor shoes to school. This practice shall remain the same. Student shoes will be stored in a way that they do not contact one another. Adults and students need to practice hand hygiene before and after touching shoes.

Bathroom usage: One child enters the bathroom at a time with a staff member if needed. Wash hands before and after using the bathroom. The School establishes and follows a bathroom cleaning schedule. Each bathroom will be wipe-down every 2-3 hours each day. When waiting for bathrooms, children must wait in line standing 6 feet away from one another. Signs and steps will be taped in and outside of bathroom as reminders. Water faucets and toilet handles in school are all made to be touchless. The school does not use hand driers, which increase the flow of air particles in bathrooms. The school uses disposable towels. When feasible, windows in bathrooms that do not pose a safety or privacy risks will be opened.

Recess & playground: The School’s playground will be used via a staggered schedule to allow one class cohort to occupy the playground at once. When outside, children and adults are not required to wear masks, but need to maintain a minimum of 3 feet distance. Students need to wash hands before entering and after exiting the playground. For playground equipment, when possible and appropriate, staff will wipe down high-touch surfaces made of plastic or metal between cohort uses by using [EPA approved cleaning products](#) that are safe for children. The School will use our Clorox 360 system to disinfect after children leave school grounds.

Naps: Place napping mats/floor beds 6 feet apart for nap time. Nap mat/floor bed should be wiped down

and disinfected after each use. Parent need to supply blankets. Each child's blanket will be sent home to be washed once a week. During the week, blankets will be stored in a space or container to ensure that the blankets do not come in contact with each other.

Physical contact: Faculty and staff will limit touching children by using creative communication (air fives, waving, air kisses) to encourage social distancing. However, they fully understand that it might not be possible to keep children 6 feet apart in a classroom 100% of the time, but with sufficient staffing, the school is committed to utmost to keep our children 6 feet apart. As COVID-19 infectious rate has decreased in the 2021-2022 school year, the School now allows physical contact such as light fist bumps amongst students, as we understand mutual encouragement and comradery is important for students' social-emotional development. However, extensive physical contact such as hug are continued to be discouraged.

Ventilation: When weather permits, windows and doors should be kept opened to maximize air circulation. Air filtration systems are installed in spaces where there is a need to increase air circulation. The school has placed HEPA filters in each classroom and common space. Doors and windows should be kept open whenever possible. When Air Conditioning is used, doors and windows need to be kept open.

Arrival and dismissal: Staggered pick-ups and drop-offs will be instituted at school to help disperse crowds to maximize physical distancing. Face covering is required during the pick-up and drop-off time for all. The School will arrange schedules and inform families before the start of school. Sibling situations in which families need to pick up multiple children will be taken into consideration to ensure that families make minimum stops at school each day.

Meals and snacks: According to DESE guidelines, schools should avoid food preparations on school premise unless they have a licensed commercial kitchen. Parents provide lunch and snacks for their child. Please prepare ready-to-eat meals and snack that do not require any preparation in school; for example, prepare sandwiches that do not require any assemblage or fruit that does not requires any cutting into pieces. Families can bring lunches and snacks in reusable containers, utensils, and lunch bags. Please ensure that containers and utensils brought to school are cleaned and washed. The school will provide disposable cups for water.

Water consumption: Students can bring drinking water to school via reusable water bottles. All water bottles should be clearly labeled to avoid shared use. Water bottles cannot be shared amongst students. The school provides disposable cups for water consumption. Plastic water pitchers can be used on school grounds. Only adults can handle water pitchers wearing masks and practice wash hand hygiene before and after handling water pitchers.

Food consumption: Meals and snacks should be taken within the same student cohort inside of their classroom or on the playground. Students need to be seated a minimum of 6 feet apart when eating indoors, and a minimum of 3 feet outdoors. Hand hygiene should be practiced before and after meals and snacks. Face coverings will be removed for the shortest amount of time possible accounting for children being encouraged to eat/drink at a pace comfortable and natural for them.

Faculty and staff breaks and meals: Faculty and staff are encouraged to take breaks as scheduled, but mingling to other classroom and programs is not encouraged. For the kitchen, faculty and staff are now permitted to use everything the kitchen can offer: the fridge, microwave, dishwasher, etc. However, please cooking or baking is not permitted. Please wipe down high touch areas such as the fridge handle and microwave oven before and after use. When eating indoors, please stay a minimum of 6 feet apart and 3

feet when eating outdoors.

Faculty & staff meetings: They can gather indoors for meetings.

Treating school animals with kindness: As a part of the Montessori curriculum, each classroom, ideally, need to host a live animal, like a fish, hamster or gerbil, etc. Disinfection spray is not healthy to our animals. Faculty need to notify the school administration the placement of school animals. School administration shall provide the cleaning company with instructions to practice care and caution when cleaning and disinfecting school facilities during after school hours.

Handling school animals: Taking care of school animals, such as feeding and cleaning the tank/cage is a part of the Montessori curriculum to teach students compassion, responsibility, and science. Faculty shall establish a schedule to allow student to continue their regular chores, but can practice social distancing while completing their chores. Students and faculty/staff should perform hand hygiene before and after touching animals or their tanks/cages.

Nursing protocols/asthma treatment: The School nurse and health professionals need to continue their normal duties besides attending to COVID-19 related routines and tasks. When examining COVID-19 related patients, the nurse needs to isolate the individual showing symptoms and wear full PPE to perform the examination process. For asthma treatment, the nurse needs to wear full PPE to treat the patient. When performing other duties, such as administering medications, the nurse needs to wear mouth covering and gloves when interacting with the students. The School needs to build a sub list for nurse and health care staff, for just-in-case purposes.

Field Trips: We will conduct a spring field trip with recommendations from our teachers on where to attend.

Food, as a Treat: It is important for school morale for students and faculty to get a treat once in a while. However, due to COVID-19, we will continue to stay careful. The general rule of thumb is that you bring your own food, and eat your own food, and take away your leftovers. But for occasions like birthday treats and Halloween, individually pre-packaged food can be brought to school and served to students while the packages are sealed. Please alert the admin when families are thinking about bringing in a birthday treat/snack. We are bringing back Pizza Friday. However, each pizza must be individually ordered for and served to each classroom in separate pizza boxes. Teachers can serve pizza to students while wearing masks and gloves, by using disposal plates.

Visitor and volunteers:

- Visitors and volunteers may visit the school with notification of the school administration ahead of time.
- All visitors must fill out the school's attestation form, ensuring they do not have any active COVID symptoms or recent household exposures.
- Admissions tours and interviews can be conducted in-person, and each can observe/stay in each classroom/office for no more than 15 minutes.
- Parent volunteers are permitted to come to school for events.

Gatherings: Faculty & staff can gather indoors for school meetings. For families, we are now allowing gatherings both indoors and outdoors. When events are indoors, we encourage families to mask when in large groups.

Track visitor log: A log of all visitors will be kept and maintained for 30 days, with the date, contact phone number, arrive/departure times and areas visited within the building for each visit.

Mental health and emotional support: The School faculty, staff, and families are going to work together to shape messages to students about the response to the pandemic. SMS will approach school health and safety practices with positive messaging but will reinforce the importance of each student doing their part to help. The Schools plans to add forming healthy habits into the School's Montessori practical life curriculum. The School will also incorporate academic accommodations and support for all students who may be having difficulty concentrating or learning new information because of stress associated with the pandemic. Fear-based messaging will be avoided.

D: Specialist Classes

Music: No chorus, singing, musical theater, and using brass or woodwind instruments are permitted indoors. When outdoors, with masks encouraged if possible, these activities can occur with at least 10 feet of distance between individuals. When singing outdoors, students should face in one direction, avoid singing in a circle or semicircle formation. Music learning will focus on other aspects of music instruction, such as history of music, music theory, or vocal anatomy. Or these courses shall be conducted virtually.

Musical instruments: As noted earlier, instruction for musical instruments that require air blowing (e.g., recorder, flute, oboe, clarinet, trumpet, saxophone, and trombone) can only occur outdoors when individuals are at least 10 feet apart. These instruments should never be shared. Instruction for musical instruments that do not involve air blowing (e.g., strings, percussion, and piano) may continue indoors or outdoors as long as health and safety requirements are met. If needed, these instruments can be shared between students in accordance with the guidelines on shared equipment. Students should be encouraged to clean their instruments regularly, especially the mouthpiece and high-touch surfaces, such as finger pads. For cleaning guidelines specific to each instrument, consult details here: [COVID-19 Instrument Cleaning Guidelines](#).

Library: The librarian will continue to conduct read out loud sessions and make the school's library catalogue and books available to students. The school library inventory will be moved to an off-campus location for 2021-2022. The librarian can have access to all the books and bring requested books to students on a schedule. The location of the library will be different, but our librarian and the school's objective remains the same: get our students fired up about reading and to love to read for learning and for life. The librarian shall establish a schedule following which returned books shall be kept in a safe space (i.e. an uncovered plastic bin) for at least three days before they can be returned to the library's shelves or lend to another student.

Physical Education: The School will contract YWCA to bring weekly PE classes on campus in the fall. As COVID-19 infectious rate lowers, we will consider resume the offsite Gym and Swim program.. Students should wash or sanitize hands before and after physical education. Particular attention should be paid to washing and sanitizing hands before and after masks are removed and put on, if applicable. No sharing of water bottles, towels, mouth guards, helmets or other equipment that comes into contact with the nose or mouth is allowed. As part of the school cleaning/disinfecting protocols, we will frequently clean and disinfect high-touch surfaces (e.g., any equipment used) between uses and at least daily.

Art: Art activities may involve the sharing of specialized equipment among students, such as paint brushes, paints, and cameras. Art activities must follow the guidance on equipment sharing.

Additional suggestions for Art activities include:

- Adapt curricula when feasible to avoid expensive equipment (such as printers) that students need to share.
- Prioritize activities that require minimal supplies, such as sculpting clay, or create individual art kits with assigned supplies (e.g., colored pencils, markers) to use for the semester.
- Emphasize any elements that could involve outdoor time such as drawing outdoors.
- Change the focus of activities to avoid shared equipment use.

Gardening: Students or faculty are not required to wear masks when gardening is done outdoor. During to class, try to maintain a 3 feet distance from one another. See guidelines for using and cleaning shared equipment.

STEAM: The School will follow the guidelines for using and cleaning shared equipment. STEAM, like visual art, tends to be material heavy. Consult guidance on visual art to use for STEAM classes.

Learning Specialist: Students schedule 1:1 appointments to visit the school's Learning Specialist, who will maintain 3 feet physical distance and wear masks when indoors.

World Language: Teacher and students need to adhere to the school's physical distancing rules at all times. Songs and body movement are effective tools for teaching world language for a SMS aged students. Unfortunately, for the 2021-2022 school, year before the existence of COVID-19, the world language curriculum needs to refrain from singing. When using gestures and movement, make sure students can stand/sit far away from each other to maintain physical distancing. Now shared equipment, such as dictionaries are permitted.

Using shared equipment:

- Lesson plans that minimize the use of shared equipment will be prioritized.
- If feasible, we will procure additional pieces of equipment in order to limit sharing.
- Faculty will assign specific students to specific pieces of equipment or workstations.
- Shared equipment should be wiped down with approved disinfection methods before and after each use (so there are ideally two wipe-downs between each student's use). Students or faculty could wipe down/clean equipment as appropriate.
 - An [EPA approved disinfectant](#) will be made available in each room for this purpose. Sufficient inventory of disinfectant supplies will be maintained at all times.
 - Teachers play an important role in proper equipment hygiene. In the classes in which students wipe down/clean their own equipment, teachers will demonstrate how to properly wipe down/clean equipment, reinforce the importance of this practice, and supervise cleaning to ensure it is done correctly.
 - Signage will be posted in all areas with shared equipment reminding students to wipe it down/clean it before and after use.
- Additionally, shared equipment should be cleaned and disinfected at least daily as part of building cleaning schedules. Frequently touched surfaces (e.g., handles, buttons) will be cleaned multiple times a day.

- Students will wash or sanitize hands before and after using equipment;² frequent hand washing is likely the best way to protect against transmission from surfaces.

E: COVID-19 Response Scenarios and Protocols

COVID-19 symptoms

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves.

COVID-19 symptoms list:

- **Fever (100.4° Fahrenheit or higher), chills, or shaking chills**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Muscle aches or body aches**
- **Cough (not due to other known cause, such as chronic cough)**
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, or diarrhea *when in combination with other symptoms*
- Headache *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in*

Protocol for students who test positive (whether vaccinated or unvaccinated):

- **Duration:** Self-isolation for COVID-19 positive cases is a minimum of 5 days after symptom onset, or after positive PCR or antigen test.
- **Return to school:** After 5 days, the student may return to school on day 6 once they have:
 - Been without fever for 24 hours (and without taking fever-reducing medications);
 - Experienced improvement in other symptoms.
- Following the 5 day isolation period, students must wear a mask for 5 additional days in school, other than when eating, drinking, or outside
- No need for further testing is needed prior to return to school unless specified by school leadership

The following individuals are exempt from Testing and Quarantine Protocols

Close contacts who have had COVID-19 within the past 90 days: An individual who has been previously diagnosed with COVID-19 and then becomes a close contact of someone with COVID-19 is exempt from testing and quarantine response protocols

Definition of a close contact: Close contacts are defined as individuals who have been within 6 feet of a COVID-19 positive individual while indoors, for at least 15 minutes during a 24-hour period while unmasked. Please note that the at-risk exposure time begins 48 hours prior to symptom onset (or time of positive test if asymptomatic) and continues until the time the COVID-19 positive individual is isolated.

Shrewsbury Montessori School is requiring testing for all close contacts regardless of vaccination status.

Protocol for Household/ Out of School COVID-19 Exposures

Vaccinated and Unvaccinated Students

Duration: 10 days of At Home Antigen Testing

- The student may do at home antigen testing each day for 10 days following the household member's symptom onset or positive test date. The student may return to school each day, as long as tests are negative, and student remains asymptomatic. Families are only required to send school positive test results.
 - If you choose not to participate in the 10 day test and stay protocol: the student may isolate for days 0-5, and test each day for 5 days following the household member's symptom onset/ positive test day. (Ex. Isolate days 0-5, test days 6-10).
 - Students with household contacts should wear a mask while in school during their testing period
- If the student develops symptoms at any time during/ after household contact exposure, please contact the school nurse

Shrewsbury Montessori School will discontinue in school contact tracing for both students and staff, as recommended by updated DESE/ DPH protocols, and will no longer participate in the MA Test and Stay program.

At Home Antigen Testing Program

DESE and DPH are making weekly at home tests available for families who choose to opt in. Tests will be shipped to the school and distributed among students whose families choose to participate

- Students and Staff will receive one test kit biweekly, containing two tests each, to allow for weekly testing
- The school will determine which day of the week students should participate in the at home antigen tests
- Families will submit the results using the link provided with the tests to submit their results
- Please notify the school nurse and keep your child home if the result is positive.

Protocol for Symptomatic individuals:

Vaccinated and non-vaccinated individuals who experience potential the COVID- 19 symptoms based on prior listed criteria.

Duration: Dependent on symptom improvement

- **Return to School:** Individuals may return to school after they:
 - Have received a negative COVID antigen or PCR test
 - Have been without fever for at least 24 hours without the use of fever-reducing medications
 - if a medical professional makes an alternative diagnosis for the COVID-19-like symptoms, the individual may use this recommendation (e.g., for influenza or strep pharyngitis)
 - **Please notify the school nurse of your child's symptoms and test results prior to returning to school**
 - If your child's symptoms persist after a negative test, they should retest if any new symptoms develop or if symptoms are worsening, we also recommend consulting your pediatrician in this case

- We recommend that students who are symptomatic wear a mask while in school until symptoms fully resolve, exceptions being students who have documented seasonal allergies etc., who's symptoms may prolong for months
 - Please contact the school nurse if you have questions about if your child should wear a mask while in school
- If an individual develops mild symptoms while in school, they may be considered for in school testing using BinaxNOW, parents will be notified if symptoms develop and if we request in school testing
 - If the result is negative, they may remain in school
 - If the result is positive, the parent will be notified and the student will be sent home

If the symptomatic student chooses not to receive a COVID test to return to school

Duration: Isolation is 5 days from symptom onset

Return to school: After 5 days, return on day 6, as long as the student shows:

- Improvement of symptoms
- Without a fever for at least 24 hours without the use of fever- reducing medication.

Sources

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[DESE Guidance related to reopening schools, June 2020—up to date](#)