



# **CVMS Health & Safety Plan 2021-2022**

September 2021

Updated October 2021

## **Chemung Valley Montessori School Mission Statement:**

Embracing the Montessori philosophy, we nurture each child's individual potential, passion for lifelong learning, and sense of the world community.

Chemung Valley Montessori School is intentionally small and individually focused. An understanding of the developmental needs of children from birth through young adulthood informs our school's philosophy and curriculum. Using proven Montessori methods, we nurture independent, curious lifetime learners as we inspire academic excellence and build community. We also provide meaningful before- and after-school and summer programs for our students. Learn more about CVMS and the distinctions that set us apart.

## **Health & Safety Plan Overview**

This Chemung Valley Montessori School Health & Safety Plan was created to meet or exceed the guidance offered by the New York State Education Department's requirements for religious and independent schools. It explains the policies and procedures that Chemung Valley Montessori School (CVMS) will employ to reopen our school for the 2021-22 school year. [Click here to see the NYSED's guideline for the 2021-22 school year.](#)

CVMS has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. These school plans are designed to complement other community mitigation strategies to protect our community and minimize disruption to teaching and learning. The operating procedures at CVMS will meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

In-person instruction at CVMS entails some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes.

CVMS believes that offering in-person instruction is in the best interest of both the students, staff and the whole community. The information in this document will provide clarity around the practices and procedures CVMS 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.

This Health & Safety Plan has been created and updated from the Reopening Plan 2020-21 school year.

## CVMS School Year 2021-22

September 8, 2021 – June 16, 2022

### School Hours

<b>Toddler:</b>	8:45-11:15 am daily
<b>EC:</b>	8:35-11:45 am, half day students 8:35-2:15 pm full day
<b>LE:</b>	8:25-2:30 pm full day
<b>UE:</b>	8:25-3 pm, Monday-Thursday 8:25-2:30 pm, Friday

### Morning Care:

**Daily hours:** 7:30-8:30 am

**Drop-off window:** 7:30-8:10 am

### Afternoon Care:

**Daily hours:** 2:15-5:30 pm

### Morning Carline:

**Elementary drop-off:** 8:15-8:25 am

**Early Childhood:** 8:25-8:35 am  
on Friday

**Toddler:** 8:35-8:45 am

### Afternoon Carline:

**Lower Elementary pick-up:** 2:30-2:40 pm

**Upper Elementary:** 3-3:10 pm (Monday-Thursday) 2:30-2:40 pm

**Early Childhood:** 2:15-2:25 pm

## Parent Contact/Communication

CVMS will communicate with families on a regular basis. In addition to the weekly *ThisWeek@CVMS*, families can expect to receive communications from their child/ren's classroom teacher weekly as well. Should there be a change in the health of school community, CVMS will communicate:

- With families, if their child has been in close contact with someone at school who has then tested positive for COVID-19 or any other highly communicable virus/disease.
- With staff, if they have been in close contact with someone at school who has tested positive for COVID-19 or any other highly communicable virus/disease.

### Grievance Policy

On occasion, a disagreement or conflict with a parent, teacher, staff member, or another parent may be difficult to resolve. CVMS has devised a **Communications Checklist** which describes the steps to be taken to address such conflicts. The **Communications Checklist** can be found on the CVMS website in the Families Section.

**All policies and procedures in place for the CVMS day program will remain in effect for the CVMS+ before/after school programs and Camp Mustang.**

## COVID-19 Vaccination

The CDC states that “vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.” Furthermore, many schools serve children under age 12 who are not eligible for vaccination at the time this guide was published. Therefore, reflecting CDC guidance, this document emphasizes implementing layered prevention strategies (i.e., using multiple prevention strategies together consistently) to protect students, teachers, staff, visitors, and other members of their households.

### CVMS COVID-19 Vaccination Policy

#### Verifying Vaccinations

CDC guidance states:

- Administrators who maintain documentation of students’ and workers’ COVID-19 vaccination status can use this information, consistent with applicable laws and regulations, including those related to privacy, to inform prevention strategies, school-based testing, contact tracing efforts, and quarantine and isolation practices.
- Policies or practices related to providing or receiving proof of COVID-19 vaccination should comply with all relevant state, tribal, local, or territorial laws and regulations.

All CVMS staff has been asked to provide proof of vaccination during our in-service week (August 30, 2021). Any staff that does not provide the vaccination documentation by September 2, will be tested for COVID at school on a weekly basis until or unless their vaccination status changes.

### Monitoring Community Transmission

The CDC recommends schools should consider many factors as they prepare for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in their school community, as well as vaccination coverage rates in both the community at large and their school community. Schools should consult with local health officials and monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies. The CDC guidance identifies multiple prevention strategies in a layered approach to promote safer in-person learning and care. This is particularly significant since students under age 12 cannot receive the vaccine at this time. These strategies include but are not limited to:

- Promoting vaccination;
- Consistent and correct use of masks;
- Physical distancing;
- Screening testing to quickly identify cases;
- Improved ventilation;
- Proper handwashing and respiratory etiquette;
- Staying home when sick and getting tested;
- Contact tracing in combination with isolation and quarantine; and
- Routine cleaning with disinfection.

- Schools can monitor levels of community transmission by contacting their local health departments (LHD) or by using the CDC COVID Data Tracker

## Health Checks and Screenings: Temperature Screening Protocol (October 2021)

All children and staff who meet any of the criteria below will be denied entry:

- Temperature over 100.0°F. Ask if medications were used to lower an individual's temperature.
- Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
- In the previous 10 days has had contact with someone with a confirmed diagnosis of COVID-19 or
- Is under investigation for COVID-19.

## Staff Screening of Child at School (October 2021)

- Upon arrival, a staff member will take your child's temperature using a contactless thermometer.
  - Temperature Check Procedure
    - If the child has a temperature of at/over 100.0°F, the staff member will verify the temperature with another contactless thermometer and oral thermometer as needed.
    - A child with a temperature at/over 100.0°F will not be admitted.
- Staff will conduct and log the temperature checks of each child and adult in the community at least once each day. (At arrival and/or when symptoms arise).
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symptoms at arrival or at any point during the day, the child will be isolated, her/his temperature taken, and parents will be required to pick up their child.

## Wearing Masks

The CDC has recently updated its guidance on masks due to emerging evidence that demonstrates that the Delta variant of COVID-19, currently the predominant strain in the United States, is more infectious and has led to increased transmissibility when compared to other variants, even in vaccinated individuals.

The CDC states that unvaccinated people remain the greatest concern. Although breakthrough infections in vaccinated people happen much less often than infections in unvaccinated people, individuals infected with the Delta variant, including fully vaccinated people with symptomatic breakthrough infections, can transmit it

to others. Thus, the CDC and the American Academy of Pediatrics recommend universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status and community transmission levels.

CVMS has adopted the following policy:

- All students (age 3 and older) and adults will be required to wear masking while indoors. Toddler children (age 2-3) will be encouraged to wear masks regularly.
- Masks must be made of at least two layers of fabric for cloth masks. 3-ply disposable masks are also acceptable.
- Masks will be worn for indoor school events until and unless the CDC's guidance changes.
- People who are not fully vaccinated must wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised.

## Physical Distancing and Cohorting

The CDC recommends that schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing, to reduce the transmission of COVID-19. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is important to layer multiple other prevention strategies, such as cohorting.

**Update to Cohorting:** “Responsible Parties should “cohort” students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts, particularly for younger students, are self-contained, preassigned groups of students with reasonable group size limits set forth by the Responsible Parties in their plans. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained. (from INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING **THE COVID-19 PUBLIC HEALTH EMERGENCY**, from the NYSDOH on August 26, 2020).

Considering this additional guidance and the practicality of teaching schedules, all EC3 students will combine for Music, Spanish, and PE. The teacher will maintain the appropriate social distancing during each 20-minute lesson. The students will be masked and required to wash their hands when returning to their classroom after every lesson **(updated 10/15/2020)**.

**CVMS+:** Students will be grouped according to level during both morning and afternoon care program. Each student will have her/his temperature taken at the beginning of aftercare every day. **(updated 10/15/2020)**

## Good Hand and Respiratory Hygiene

Hand washing can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after each work choice
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom

- After encountering bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

#### Follow Seven Steps to Wash Your Hands the Right Way

A pictorial guide is posted at every sink throughout the school. Students and staff will follow these steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails following the pictures.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel.
6. Turn off the water using a paper towel.
7. Turn off the light switch and turn the door handle with a paper towel.

After assisting children with handwashing, staff should also wash their own hands.

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

#### **Use Hand Sanitizer for Adults When One Cannot Use Soap and Water**

Hand washing with soap and water is the best way to get rid of dirt and germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

##### How to Use Hand Sanitizer:

1. Apply the product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel/liquid over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

### **Management of Ill Persons (October 2021)**

#### **COVID-19 Symptoms at School: Children (October 2021)**

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:

- Classroom staff will offer the child a disposable face mask to wear in addition to the face shield.
- Classroom staff will take the child to the Isolation location in the main office:
  - Isolation location #1: Main office, front office
  - Isolation location #2: Small conference room, Room 123
- The classroom staff will inform the office staff of symptoms exhibited.
- Office staff will contact parents to come to school to pick up the child.

- The office staff/classroom assistant will supervise the child until the parent arrives.
- Parents will be provided the [Parent Procedure for Symptoms at School](#) handout.
- Once a parent has left with the ill child, the isolation room is cleaned and sanitized by office staff.
- Materials 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.
- In the case of a child who has symptoms that could be COVID-19 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 the community until the individual has met the criteria for return under [Children or Staff with Positive Case of COVID-19](#)
- A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID-19 test and an alternative diagnosis.

### **COVID-19 Symptoms at School: Staff (October 2021)**

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

- Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:
  - Put on a disposable face covering
  - Leave the classroom
  - Complete the [NY State Contact Tracing](#)
  - Obtain a COVID-19 test
  - Follow the recommendations of their healthcare provider
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the return criteria for [Children or Staff with Positive Case of COVID-19](#)
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for the return based on a negative nucleic acid COVID19 test and an alternative diagnosis.

### **COVID-19 Exposure: Staff and Children (October 2021)**

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 10 days per the CDC guidelines. Close contact means being closer than 6 feet apart for more than 15 minutes the person was infectious.

## **Positive Case of COVID-19 in the Classroom Community: Children or Staff (October 2021)**

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community will be required to self-quarantine for 10 days per the CDC guidelines. The following actions will be taken by school administration:

- Contact Chemung County Health Department to report the presence of COVID-19 at school
- Notify staff and parents/caregivers that a member of the classroom has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child or staff member in the school has been diagnosed with COVID-19. Confidentiality will be maintained.
- Close the specific classroom community for 14 days to allow self-quarantine for all children and staff in the classroom community who have been in close contact with the person diagnosed with COVID-19 (per CDC guidelines) \*
- Complete disinfecting procedures

\*Decisions about extending closure will be made in consultation with the Chemung County Health Department.

## **Ventilation**

CVMS upgraded its heating systems and increased the ventilation throughout our building in the fall of 2020. The upgrade included the installation Ultraviolet Germicidal lights to all the furnaces and the addition of more ductwork to improve the exchange of fresh air. Along with the high grade HEPA filters in each furnace, CVMS' ventilation systems have now met the higher standard that NYSED set for all public schools in 2020. Additionally, our large classrooms provide ample space for students so that students can be safely distanced from each other.

## **Cleaning and Disinfection**

CVMS follows the national standards for cleaning, sanitizing and disinfection of educational facilities for children provided by NYSED. CVMS follows a weekly cleaning schedule and has a detailed plan for each community, including staff responsibilities, in the Cleaning and Sanitization binder.

These efforts include the following:

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially materials.
- All bathrooms will be cleaned and disinfected daily or as needed if an ill person is identified.
- Electrostatic Spraying Technology will be used to disinfect and sanitize our environments at the end of each day. The electrostatic charge ensures that even the hard-to-reach places are coated evenly and effectively.

## Workspaces and Montessori Materials

Each day when children arrive for class, they will find their personal workspace. In some classes, students will locate the work mat with their name on it, while in other classes, student will be working at a desk or table. This workspace will be physically distanced from peers and children are not required to wear a mask or shield when working in their defined workspace. The workspaces will rotate around the room so that every child can experience the entire classroom environment.

All works found on the classroom shelves are clean and ready for use. To select a work, the child will follow this routine:

- Wash hands following the proper hand hygiene practices.
- Select a work from the shelves and return to her/his workspace.
- Completed work goes on the USED WORKS table for cleaning by an adult.
- Wash hands following the proper hand hygiene practices to prepare for the next work.

## Clean and Sanitize Materials

The Montessori method of education is based on self-directed activity, hands-on learning, and collaborative play. In Montessori classrooms children make creative choices in their learning, while the classroom and the highly trained teacher offer age-appropriate activities to guide the process. Children can use Montessori-specific materials in class. These materials are sensory based learning tools that are designed to provide children with opportunities to discover learning through independent learning, repetition, and practice.

- Montessori materials that cannot be cleaned and sanitized will not be used.
- Materials will be cleaned and sanitized between each use by the assistant or an adult.
- Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves or run through the dishwasher. These materials will be sanitized prior to use by the next person.
- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

## Clean and Disinfect Bedding

Each child's bedding is kept separate and stored in individually labeled bins. Cots and mats are labeled for each child. Bedding is cleaned at least weekly.

## Cleaning and Disinfecting Procedures if an infected person has been in the school building:

Close off areas used by the individuals with COVID-19 and wait 24 hours before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. Staff will clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces. Staff follows NY State's guidelines for cleaning and disinfecting.

## Cleaning and Disinfecting Products

CVMS uses disinfecting products that are EPA-approved for use against the virus that causes COVID-19. The following is a list of the cleaning and disinfecting products used at CVMS. The Safety Data Sheet information for each product is on file in the Nurse's Office.

Daily cleaning:

- Vital Oxide (Fogger)
- Buckeye Eco Glass Cleaner HD
- Buckeye Eco Muscle Cleaner
- Buckeye Eco Hydrogen Peroxide Cleaner
- Buckeye Eco Neutral Disinfectant
- Seventh Generation All Purpose Cleaner
- Clorox Disinfecting Toilet Wand Refills
- Biotransport 1/Consume Eco-lyzer

Periodic or As Needed Use:

- Expo Towelettes Whiteboard Cleaner
- Goo Gone Spray Gel
- Lime-A-Way
- Clorox Commercial Solutions Clorox Disinfecting Wipes Fresh Scent
- Liquid Bleach
- Professional Lysol Brand III Disinfectant Spray, All Scents
- Rimshot Bowl Cleaning
- Cliniclean Disinfectant
- Hospex Disinfectant
- Windmere Glass Cleaner
- Spectacle Glass Cleaner
- Sterling Poish
- Antimicrobial Soap
- Pink-n Kln Soah
- Protec 2001 Floor Clean
- Magna Dust Floor Cleaner
- Protect 2000 Stripper
- Protect 2000 Finish
- Diamond shine Finish
- Equinox Finish
- Protect 2000Spraybuff Finish
- Imperial Extraction Carpet care

### Final words from the Head of School:

Navigating the past two years has been quite the journey; COVID-19 required that we change and adapt many of our daily/weekly/yearly routines to keep our community safe and well. While it has been unlike any other time, we did have huge payoffs from our changes and adaptations. Here are the highlights:

- We were able to offer in-person instruction for the whole academic year. Our students had a continuity of instruction and personal contact with their teachers that was not experienced by any other local school or school district in our area.
- We maintained a “normal” classroom environment and weekly routine. The handwashing and masking were a standard part of our day. Everyone practiced distancing and families were vigilant in maintaining their child/ren’s health.
- We found ways to share joy and celebrate with each other. Halloween, the Holly Days, Wacky Wednesday, and the Walk-a-thon/Field Day, just to name a few. Our Celebration of Learning ceremonies in June were even more meaningful because we celebrated both the 2020 and 2021 transitioning students.

I promise that we will do the following:

- CVMS will continue to collaborate with the Chemung County Health Department to confidentially provide information about people diagnosed with or exposed to COVID-19 in their school communities (as allowed by privacy laws).
- CVMS will keep you informed and up to date on any new rules or requirements to the health and safety protocols and procedures.
- CVMS will continue to prioritize the health and safety of our children, staff and community in every decision we make.

While we do not know what the fall will bring, we know that whatever comes our way, we will not only manage it, but we will continue to thrive and grow. We can do this because we are all committed to helping our children be their best selves. And when we work together, there isn’t anything that we cannot accomplish. Onward to another successful year!

With gratitude and appreciation—



Marcy Cathey  
Head of School