

ELMWOOD DAY SCHOOL

REOPENING PLAN

TO OUR PARENT COMMUNITY

Thank you for allowing us to share the Elmwood Experience with your child. We are looking forward to a happy, healthy, productive year, unlike any other.

Children need school now more than ever. Elmwood friends and their trusted adults need to get back to their greatest work- the work of play. They need to return to favorite activities like art, building, drama, games, dance, writing, and sports. This year we will combine the best parts of Elmwood, while stimulating the children's sense of wonder and connection to the outdoors. We realize how powerful our voices are in encouraging a love of nature and we will use our resources wisely. Our philosophy and mission will be in practice each day with our dedicated team of teachers. Our team has a strong culture of collaboration, with many years of experience in creating and sustaining a loving, engaging school environment. Their love of and dedication to the children will continue and together, we will create something entirely new. The children will enjoy friendships with a small group of children. This small group is a static cohort or pod of children, which they will come to know as their school "family". Together, weather permitting, school families will travel to three periods per session: playgrounds, enrichments, and home base. School families will properly wash hands/sanitize upon arrival, between each period, after using the bathroom, before and after snack, and before and after lunch. Each family will have an outdoor and indoor classroom, known as "home base". While at home base, we will engage in the core experiences of an Elmwood education including art experiences, sensory play, math games, and literacy activities. When weather keeps us in, we will enjoy these same experiences in our redesigned indoor classrooms, again known as home base. We will rotate use of our beautiful outdoor playgrounds, including Soccer, Gaga, Climb, Sky Park, Elmville, SandWorld, Bikes, and Basketball. School families will attend enrichments such as Science, Drama, Dance, and Music. They will play "Street Games" and "Big Games", paint at outdoor easels, and pretend at the mud kitchens. We are so pleased to be on this journey with each of you.

Our handbook, which you received in July, outlines our philosophy and mission, health and safety protocol, fee policies, and general plan for the school year. We invite you to learn more about our reopening plans by reading this document, which we have submitted to the State. We are committed to the safety and well-being of each child, teacher, and family. We are establishing plans to follow all recommended protocol of the CDC, NYS and the local Board of Health. At Elmwood we believe that communication is essential to each child's well-being. In the event that concerns or problems arise, we will talk with you to solve them. One of us will always be available to speak with you. Let us know of any changes in your child's life such as your being away or events which may affect your child at school. Bring us your concerns and

hopes about your child or the program. We will do the same, and together we can help our children grow and flourish.

The Elmwood Philosophy

We are committed to the reality that every child is unique. We are here to provide a warm, loving, supportive atmosphere in which each child may feel free to express him or herself, learn, grow and realize his or her potential.

Mission Statement

We will create an environment which allows each child to feel safe, known, comfortable and accepted for whom he or she is. We believe that children thrive when they are loved, treated with respect, and given opportunities to experience learning in a developmentally appropriate, engaging program. We understand and acknowledge the importance of each child's family. In doing so, we strive to maintain open and supportive communication with parents in order to create an atmosphere of mutual respect and trust.

REOPENING PROCESSES: PROTOCOL IMPLEMENTATION

Our director will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19 related information. The director and operations team will ensure there are sufficient posters with messaging on hand washing and covering coughs and sneezes to be placed throughout the building and campus. The directors will coordinate distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols. Directors, in conjunction with Elmwood Day Camp, will be in charge of the implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to maintenance staff and, as appropriate, students and staff. Directors will be in charge of ensuring the continuation of fire and safety drills as required.

REOPENING PROCESSES: TRAINING

Prior to students returning to campus, all staff will be trained to implement the protocols outlined in this document. Training will include proper use of PPE and supplies, cleaning and disinfecting, and other measures.

Staff has also been trained in trauma response (child abuse) and supporting children during COVID-19. Additional staff members were also trained in a collaborative and problem solving approach, to partner with children to understand their perspectives and concerns in order to problem solve collaboratively.

Elmwood values the social and emotional well-being of each staff member and will incorporate regular times to touch base and come together (with social distancing in place) as a team.

HEALTH PROTOCOLS: WHEN TO STAY HOME AND WHEN TO RETURN

When to Stay Home

If a child does not feel well enough to participate comfortably in routine activities, the child should not be in school and will be sent home. The bar is higher than in years past. All people should feel 100% healthy to attend school.

Anyone with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection will be sent home. If anyone has had close contact with confirmed or suspected COVID-19 cases in the past 14 days, they will not be permitted in school. A close contact is defined as anyone you have been within 6 feet of for 15 minutes or more.

If anyone develops COVID-19 symptoms and/or a fever of 100°F or higher during the school day, they will be supervised in an isolated area while awaiting transport home. We will refer such persons to a healthcare provider and use CDC guidelines to determine when the person can return to school.

Return to School

According to the CDC Interim Guidance released July 17, 2020, the following rules apply:

If a person is **not diagnosed** by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person **is diagnosed** with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. These guidelines may change as understanding of COVID-19 evolves. Decisions about when individuals can return to school will be made in accordance with the most up to date information from the CDC.

Other Contagious Illnesses

If a child has been diagnosed with another contagious illness, the child should remain at home until the child's doctor has approved return to a school setting.

Communication About Illnesses

We request that families immediately advise the School if their child is diagnosed with COVID-19, chicken pox, conjunctivitis, food poisoning, hepatitis, influenza, impetigo, measles, meningitis, mumps, pertussis (whooping cough), rubella (German measles), or any other contagious disease. A certificate of recovery, signed by a physician or other health professional, may be requested before a child with these or other diagnosed contagious diseases, may return to school. Parents of children who have been exposed to a contagious child are advised in writing of the exposure.

HEALTH PROTOCOLS: SUSPECTED COVID-19 CASES AT SCHOOL

The suspected case will immediately be reported to the director. Confidentiality must be maintained to the greatest extent possible. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear proper PPE and will maintain 6 feet distance from the student at all times unless there is an emergency. A parent/emergency contact will be contacted immediately to pick the student up within the timeframe of 45 minutes. If the student appears to be in medical distress, 911 will be called. 2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, and visitors and arrangements will be to send the employee home in a safe manner. If the employee is able to self-transport, the employee should leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called. 3. Any areas that a COVID-19 positive employee or student were in for a prolonged period will be closed off. We will disinfect the areas thoroughly and follow the Health Department guidelines. 4. It will be determined whether other employees or students may have had close contact with the symptomatic individual. If so, those individuals (or, in the case of students, their parents) will be notified of the potential exposure. The name of the individual who has become sick will not be disclosed. The notification will recommend that exposed individuals should monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

HEALTH PROTOCOLS: IF A FAMILY IS INFORMED THAT THEY HAVE BEEN IN CLOSE PROXIMITY WITH A PERSON WHO HAS BEEN TESTED POSITIVE If a child is not sick, but has been in contact with someone with confirmed COVID, the child needs to be quarantined at home according to Health Department protocols, to ensure that he/she will not develop symptoms and infect other children/staff at school. It is important for families to be in full, honest communication with the school, and to respect the well being of the school community.

HEALTH PROTOCOLS: STUDENTS AND TEACHERS ON CAMPUS

DAILY HEALTH CHECKS

Employees and families will use an app through SchoolCues, a communication platform, to fill out a health screening assessment each morning prior to arrival at school. The health screening will include a questionnaire and temperature check. All assessments will be printed, reviewed and checked each morning. If an employee or parent has not submitted the information using the app, a paper health screening assessment will be provided upon arrival and that employee (or guardian) will need to fill it out then. It will be reviewed prior to allowing that person to enter the site. In addition, a second temperature check for all employees and students (using an infrared thermometer) will be done upon arrival. Staff members who take the temperatures will wear a mask, and either a face shield or goggles.

HANDWASHING

Pods will properly wash hands/sanitize upon arrival, between each period, after using the bathroom, before and after snack, before and after lunch, and after using a tissue to blow their nose. Students will be taught proper handwashing. Students will be taught how to cough into their elbow. If they accidentally cough into their hands, they will wash/sanitize. If a material is to be shared by children in a pod, children will wash hands before and after use.

There are sinks throughout the indoor building and some sinks outside as well. Each indoor and outdoor sink inside has a soap pump and a touchless paper towel dispenser. There is a garbage can in or near each bathroom. There will be hand washing signs posted near all bathrooms demonstrating the steps of proper hand washing. Each indoor classroom will have pumps or spray bottles of alcohol-based hand sanitizer. There will be hand washing and/or hand sanitizing stations in all outdoor areas. In addition, teachers will carry a bag with them which will contain a hand sanitizer specifically for the teacher and that pod of students. Hand washing and sanitizing will be a big part of our daily schedule.

ENHANCED SOCIAL DISTANCING: THE ELMWOOD POD

Each child will be grouped in a pod of up to 7 children. This is their family while they are at school. The pod will have one teacher who will spend the entire day with her students. Every two pods will have a Team Leader, who is a head teacher, who will oversee the groups, mentor the other teachers, work to ensure a safe, supportive and inclusive environment for all our students, lead some lessons as appropriate, and communicate with parents. Unlike in previous school years, children will ALWAYS be with their pod. There will be no enrichments where children separate from their school family. Staff will wear masks or face coverings when less than 6 feet from students and other staff. Within each pod, children will not need to be six feet apart from each other, but we will be encouraging personal space. Close physical contact such as holding hands and hugging will be discouraged. Every pod will always maintain a significant distance of over six feet from other pods. We can build a strong school community by developing special ways of greeting other pods, cheering them on, etc.

DROP OFF PROCEDURES

Drop off will be staggered to facilitate physical distancing and the need to complete a daily health screening. Families will receive colored tags to display in the rearview mirror that correspond with their assigned drop off / pick up window. Only cars displaying the proper tag will be permitted to enter.

All cars will enter **through the exit** on Dobbs Ferry Road, drive through the upper shoot, across the parking lot, and then along the playground toward the loop. The operations staff will not allow any cars to enter any part of the driveway before arrival begins.

When first pulling into school, an operations staff member will check student id numbers against the medical clearance report. Medical clearance is based on filling out the morning electronic report; a student can also be denied medical clearance if they were sent home sick and have not submitted the required documentation as proof of health.

Parents will not enter the building for drop off. Instead, cars will stop in designated place around the loop. All cars in the unloading group must turn engines off. We will unload cars 6 at a time. Parents are responsible for unloading their student and bringing them around to driver's side of car.

2-3 staff members will take temperatures. Students who have a temperature of 100.0 or greater will be sent home. We will call the family after arrival is over to discuss next steps.

Pod teachers in the current arrival window wait by path wall until 2 children have arrived, holding up their group sign. After two children have arrived, pod moves into Bikes waiting area.

Other teachers (whose students are scheduled for a later arrival window) are part of our arrival team. The arrival team staggers along brick path, cheering kids along into the bikes area to find their pod, directly escorting a child only if necessary.

If a child needs escorting, they should be helped with a hand on the backpack or shoulder. Teachers will avoid holding a child's hand. If a child's hand needs to be held, sanitizer is used after. Teachers will be in their arrival areas with a large sign with group name on it so students can be directed to correct pod. 5s/K classes will place bagged lunches in the pre-assigned lunch cooler immediately as the group arrives at home base. Before a lunch goes into the cooler, the teacher wipes the lunch down. Siblings will be escorted to their first period activity.

Cars will exit through the main section of the driveway and out through the Dobbs ferry Road Entrance. Once a pod's arrival is complete (or the arrival window has passed), the teacher marks her attendance by the Bikes exit and moves onto first period.

PICK UP PROCEDURES

Groups retrieve backpacks from home base. If the group's last activity is far from home base, they can carry their own backpacks to the area. Groups must use the back walkway if a dismissal is in progress. Any groups in the front play areas before dismissal must plan to transition early.

The front gate staff will give a 2 minute warning, followed by a warning that she is opening the gate. Cars will not be admitted before dismissal time and will instead be instructed to drive past and circle. When cars are ready to be admitted, the corresponding flag goes up. Only cars displaying the correct tag may enter. Parents must be wearing a mask to enter the premises. Student pods sit in their assigned dismissal spaces.

Designated staff will supervise dismissal area so that pod teachers can escort their own students to cars. Before students are sent to cars, the loading group will need to turn engines off. Parents will wait next to their vehicles. Teachers will escort students by walking beside them or placing a hand on the shoulder or backpack. Handholding will be avoided. If handholding is necessary, teachers will sanitize between students. Students whose numbers have been called but are “on deck” will wait at social distancing markers. When all 6 cars are loaded, Anne moves sign to allow cars to leave the driveway. All cars in a loading group leave at once and the next loading group progresses toward the dismissal area.

CLASSROOMS

We proactively reduced the number of students and reduced their schedules in order to dedensify classrooms. We eliminated enrichment activities, which previously involved mixing groups of children. We also eliminated lunchrooms to ensure children eat in their own classroom only. To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the school day. We have redesigned outdoor spaces to accommodate our plan of spending as much time outdoors as possible, as this reduces transmission. We will use our fields, playgrounds, and covered decks as classrooms. Together, weather permitting, pods will travel to three periods per session: playgrounds, enrichments, and home base. Each will have an outdoor and indoor classroom, known as “home base”. While at home base, we will engage in the core experiences of an Elmwood education including art experiences, sensory play, math games, and literacy activities.

Parents will be asked to dress the children for the weather and will be given a clothing guide to assist with this. Every pod has also been assigned an indoor classroom space for inclement weather. We will share with parents how we define “inclement weather” so they have a strong understanding of when they expect their child to be indoors. We'll keep doors and windows open whenever possible to help with air flow and minimize high touch areas.

During classroom time children may engage in sensory play, imaginative play, writing/drawing lessons, playful math activities, story time, phonics activities etc. Classrooms are cleaned and sanitized throughout the day. Children will receive their own sensory bins, art materials, math materials, and other materials such as playdough that only one child touches. When there is a material shared among the children in a pod, children will wash hands before and after use and the material will be cleaned and sanitized according to guidelines.

FACE MASKS

All staff will be required to wear a mask (a cloth mask brought from home or a disposable 3 layer mask). If a staff member does not have a mask, we will provide 3-layer disposable masks for them. Staff members will be provided with a face shield, which they can wear in addition to the mask (the face shield is optional). We wrote to families suggesting their children wear masks to the best of their abilities. We informed them that the CDC says children above age 2 should wear simple cloth face coverings to slow COVID and that they should wear them as much as possible. We continued that just like we remind and teach children to properly wash hands, we can teach children to wear a mask. We assured families that school will support the children's growing ability to wear a mask and build in MO (mask off) time during the day. We acknowledged that according to the American Academy of Pediatrics, we should reconsider the use of a mask when it causes the child to touch their face more frequently than when they are not wearing it. We explained that as a school we will prioritize risk mitigation strategies like adults wearing face masks, adults practicing physical distancing with one another, cohorting students, spending time outdoors, hand hygiene, and limiting visitors. If families send their children to school wearing a mask, we recommended they include additional masks in the backpack and that they label them. We assured we will always have extras when needed. When inclement weather forces us to do arrival or dismissal indoors, we will put a mask on every child as they pass through what would now become common areas.

Teachers will promote a friendly mask wearing culture and will instruct children how to properly wear a mask and build investment in this routine (this begins during procedure lessons first week of school and is reinforced throughout the year). Masks should cover mouth **and** nose. Hands should be sanitized before putting on a mask and after taking off a mask. Teachers will show patience and empathy as they help children to properly wear their masks. Teachers will build in mask off time for students who do wear masks (outdoor activities when children are properly spaced; on an indoor day at home base, when children are seated and spaced). On bad weather days, teachers must put a mask on every child before entering the dismissal area. Teachers must assist children in the proper wearing, removing, and storing of masks. Masks must never be shared. If there is ever any doubt as to whom a mask belongs, the mask must not be worn, and the children should be provided a fresh mask from their backpacks or a new disposable mask from school.

SNACKS AND LUNCH

Families will provide their own snack. Snacks should be kept in the backpack until snack time. Teachers must take children to a sink to wash hands before snack. Students remove their own snack from their backpacks and bring it to their seat. In the beginning of the year, a teacher will check for snack at arrival so a phone call can be made if someone forgets. The whole group sanitizes hands once they get back to the base to eat snack. Teachers check all food labels

before students can eat a packaged snack. Snack may not include anything with traces of nuts, nuts as an ingredient, or anything with a disclaimer on the package. If a child's snack was thrown out due to nuts on the label, for example, the teacher provides school saltines. The director will be notified of anyone who came to school with 1. An inappropriate snack 2. No snack 3. A snack with nuts or a nut disclaimer. The teacher pours water for children. At the end of snack, the teacher either collects garbage or lets children get up, only a couple at a time to throw away snack. The whole group sanitizes hands after snack.

Families will provide their own lunch, which will be wiped down and then stored in a cooler at the child's home base. The whole group washes hands with soap and water before lunch. Children should use the bathroom before lunch and at the end of the lunch period to avoid going to the bathroom during lunch. The teacher pours water and places a napkin for each child. The teacher distributes lunches to seated children. Lunch teachers will help settle students at lunch (i.e. open wrappers, pour water, review ingredient lists). Once all students are eating and settled, if a lunch teacher needs to eat at that time, she may move 6 feet away from the group, remove the mask, and eat lunch, though it is expected lunch teachers will have their own lunch before or after the period, when they are not supervising children.

Elmwood is a peanut and tree-nut free school. All packaged items will be checked to ensure that they are safe. In the event of an un-safe item, the lunch teacher will talk gently with the child about the need to remove the unsafe item and then, after lunch, report the issue to a director. Any time a child needs help during lunch, teachers must put their mask back on before approaching the group. During lunch students remain seated at their lunch table. At the end of the lunch period, students will throw away garbage. The lid to any garbage will be left open at this time to avoid creating a high touch area and then closed once cleanup is complete. The water pitcher stays with the group until afternoon snack, after which point it can be returned to the "used pitcher area" so that it may be properly cleaned.

All full day teachers may store their lunch in the kitchen refrigerators. Staff members must sanitize hands before opening the fridge.

All lunches must be stored in brown paper bags clearly labeled with the child or teacher's name.

Food (including dressings, etc.) cannot be stored in the refrigerator from one day to the next. Individual items cannot be stored such as iced coffee cups etc. All items left in the fridge at the end of the day will be discarded.

If a staff member is supervising lunch and has a different group of children before or after lunch, she will change her smock and mask and wash hands in between.

PLAYGROUNDS

Playground cleaning protocol will follow CDC guidelines including only normal, routine cleaning of playgrounds, focusing on high touch plastic and metal areas such as grab bars and railings.

The CDC is clear that we should not disinfect playgrounds, clean wood surfaces or ground covers (mulch, sand), or clean sidewalks or roads.

High touch playground areas will be cleaned in between sessions.

Children will rotate use of playgrounds, with only one group scheduled to a playground per session. During playground time children engage in free play and participate in our vast repertoire of games that build athletic skills, sportsmanship, and a sense of community. We will encourage contactless sports, skill building games, and activities that require few materials.

VISITORS

The front gate staff will keep an entrance log for all visitors. Any delivery that happens during the school day will be recorded in the log complete with driver name and cell phone number. If it is a contactless delivery, only the time and date of the delivery will be noted. Staff will greet visitors from behind the closed black gate and if the visitor is not wearing a mask, staff must tell visitor to remain in their vehicle with the windows closed.

We are committed to reducing the number of visitors as much as possible. Mandatory health screening for any essential visitors will be implemented before the essential visitor may exit the vehicle. They will complete a paper COVID-19 screening and have their temperature taken with an infrared thermometer. If a visitor has a fever of 100 degrees or above or does not pass the health screening, they will be instructed to leave.

Signage instructs parents to keep car windows up and for visitors to maintain physical distancing requirements.

Parents were informed of requirements in the parent handbook including that parent visits will not be permitted this school year. Parent teacher conferences will instead be held over the phone or virtually.

Prospective parents will tour the outdoors only and only do so when school is not in session. They may also be invited for a virtual tour.

Families using SEITs, OTs, and Speech Providers were notified that:

If your child has been approved by a school district Committee to receive special services, please provide the School with a copy of their child's Individualized Education Program. Given the pandemic and our commitment to limiting the number of close contacts in a group and due to the nature of a SEITs added exposure to other children and schools, we strongly discourage the provision of services at Elmwood. Please arrange for services to be provided virtually or at your home. An Elmwood teacher or director can still attend any meetings at which such services are discussed and will always advocate for your child. Pull out services such as speech and OT cannot be accommodated at Elmwood this year.

The teacher would communicate with the SEIT about their recommendations for the child periodically.

We are committed to the safety and well-being of each child, teacher, and family. We are establishing plans to follow all recommended protocol of the CDC, NYS and the local Board of Health.

STUDENT BELONGINGS/MATERIALS

Children will receive their own sensory bins, art materials, math materials, and other materials such as playdough that only one child touches.

We will limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, we will sanitize or wash hands before and after contact

DIAPER CHANGING

Staff will continue to use gloves when changing diapers and will change gloves after each use. Children will wash their hands with soap and water after their diaper is changed. We will continue storing diapers and wipes at school. If parents do not feel comfortable keeping diapers and wipes at school, they are welcome to bring 3 diapers and a pack of wipes on daily basis to be kept in a labeled Ziploc bag inside the child's backpack.

TEACHER PPE

Proper use of PPE is one of the most important ways that we ensure the health and safety of our entire community and prevent a possible outbreak. We will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings should employees need replacements. Prior to students returning to campus, employees will be trained on how to properly put on, remove, store, clean, and dispose of PPE. Employees will be responsible for cleaning their own cloth masks, smocks, goggles, and face shields. Additional new PPE will be stored in a consistent, marked location for employees to easily access. Currently we have 3000 3 layer disposable adult masks, 2000 3 layer disposable child sized masks, face shields for every employee, 3000 Large disposable latex-free trade-appropriate gloves, 2500 Medium disposable latex-free trade-appropriate gloves, goggles, KN95 masks (FDA approved), Smocks (at least 2 per employee)

We have various suppliers to procure additional supplies including but not limited to JH Paper Company, Amazon and Staples. In addition, we have a partnership with Elmwood Day Camp who has a large supply of PPE as well as many suppliers who we are working with.

Pod Teachers, Operations Staff, Enrichment Specialists

- Staff must wear a face mask or face covering when outside and within six feet of a student or another staff member.

- Staff must wear a face mask or face covering when indoors regardless of the distance between themselves and another person.
- Staff may supply their own masks. Cleaning and washing a mask at the end of each school day is mandatory as it is important to ensure safety.

Maintenance and Cleaning Staff

- Staff must wear a face mask or face covering when outside and within six feet of a student or another staff member.
- Staff must wear a face mask or face covering when indoors regardless of the distance between themselves and another person.
- Staff must wear a face mask or face covering whenever cleaning.
- Staff must wear nitrile gloves when cleaning.
- If cleaning staff is deep disinfecting after a suspected or confirmed case of COVID-19, they must wear a KN95 mask, nitrile gloves and a protective gown.
- School will supply disposable masks for all staff members to use. We encourage staff to change their mask as needed.
- Staff may supply their own masks. Cleaning and washing a mask at the end of each school day is mandatory as it is important to ensure safety.

Sick Room

- Staff must wear a KN95 mask, a face shield, nitrile gloves and a protective gown when waiting with anyone in the sick room.
- School will supply disposable masks for all staff members to use. We encourage staff to change their mask as needed.
- Staff may supply their own masks. Cleaning and washing a mask at the end of each school day is mandatory as it is important to ensure safety.

Front Gate

- Staff must interact with car visitors and deliveries from a distance.
- Staff should ensure contactless delivery of any packages.
- Staff must wear gloves when transporting packages.

CLEANING AND DISINFECTING

Each teacher will have a string backpack to hold necessary supplies including a bottle of hand sanitizer, a bottle of disinfectant spray, cleaning rags, dirty rag bag and gloves. All supplies will be all kept in separate Ziploc bags labeled with the teacher's name.

At the end of a session, teachers will

- Disinfect home base tables and plastic chairs, disinfect playground equipment
- Discard any small garbage bags; cover any garbage can

- Return pitchers to arts and crafts porch (back door shelf) to be collected and cleaned
- Clean, disinfect any materials or equipment that will be shared with another child or pod the next day, including leftover playground equipment
- Check out with a director, prior to leaving, to ensure cleaning procedures were implemented

Throughout the day a full-time maintenance staff will clean and disinfect high touch areas such as doorknobs and railings. Doors will be left open in order to maximize airflow and also avoid the need to touch. Lights will be left on, again to minimize the number of high touch areas. The maintenance staff will follow a schedule to assist with playground, equipment, and bathroom cleaning between sessions. Primarily, EcoLab (CDC approved) cleaner/disinfectant/sanitizing solution will be used. EcoLab will also be stored (out of children's reach) in each bathroom, as well as in the kitchen, with a supply of microfiber towels and paper towels to use. Employees will clean the bathroom after their own use and after their pod has used the bathroom.

We will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. The cleaning logs for indoor areas will be maintained by the Maintenance Director. They will be kept in each area (e.g. each bathroom and classroom will have its own log). Outdoor play areas (gaga, bikes, soccer, basketball) will have logs stored in weatherproof containers and will be filled out by the teacher after she cleans shared materials such as hula hoops, playground balls, and bike handles. There will be a specific area for children to place used materials so that each item is properly cleaned after the activity period.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

Field trips and large gatherings are canceled until further notice.

CONTINUITY OF OPERATIONS PLAN

If a pod of children are absent for an extended period of time, due to being quarantined, 'at home learning' will be provided. It will be provided if a single child needs to be quarantined. The teacher will be in contact with their class within 12 hours of a pod or school quarantine with further details about resuming lessons through Zoom. Depending on the time of quarantine, a work packet may be provided and children will be given access to a Google Classroom with additional resources. This will allow the child to continue working at home and maintain the number of attended school days as usual. The daily Zoom schedule will be comprised of social-emotional sessions, all-school meetings, enrichment experiences, and a continuation of lessons at the class or age level. If there is a severe community spread and a closure needs to extend beyond thirty school days, the directors will, in partnership with our teachers and families, decide what is best for each age group of children and adjust tuition and

schedules accordingly. Directors will consider variables such as where we are in the school calendar, age group and guidelines from state officials.