

Bloomington Montessori

Pandemic Emergency Operations Plan

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Introduction

As the Pandemic changes, we must evolve with it to ensure the health and safety of our staff and families and also to provide the most balanced learning environment we can. The following document outlines what Emergency Operations Protocols will be in place for the summer of 2021 and the 2021-2022 school year. However, this document will be updated as guidelines from health experts at the federal, state, and local levels change. This document assumes on-campus learning for all classrooms, with possible short-term emergency closures of a classroom or the school as necessary. There will be an interim distance learning option provided during any closures.

General resources:

[Strategies for Protecting K-12 School Staff from COVID-19](#)

[K-12 Schools COVID-19 Mitigation Toolkit](#)

[Ensure Children's Wellbeing During COVID-19: Parental Resources](#)

We encourage all families and staff to get vaccinated if they are able. Vaccination ensures greater safety to the person who is vaccinated, as well as decreasing opportunity to transmit Covid to others. Vaccinated individuals are exempt from quarantine guidelines, ensuring them greater continuity in their work or school experiences. In short, the higher the vaccination rate within our school, the closer we can get to a sense of normalcy for all of us.

For more information on vaccination options, see the following CDC resources:

- [COVID-19 Vaccine Information](#)
- [Key Things to Know About COVID-19 Vaccines](#)
- Facts About COVID-19 Vaccines in [English pdf icon \[494 KB, 2 pages\]](#) and [Spanish](#)

COVID Prevention and Safety Protocols

Vaccination Status Declaration Policy

Effective immediately, all staff are required to declare whether they are unvaccinated, partially vaccinated, or fully vaccinated against COVID-19 with a vaccination currently approved for emergency or general use for that purpose by the Food and Drug Administration. Currently, employed staff are required to make this declaration within 14 business days of the adoption date of this policy (11/3/2021). Newly hired staff are required to make this declaration within their first week of employment.

Staff members should provide this information directly to the Head of School using the provided form. Submitting proof of vaccination is recommended, but not required.

Staff members who do not comply with this policy will receive a formal warning from the Head of School on the next business day after the appropriate deadline as established above. Staff members who do not comply within 30 days of the formal warning may be terminated without additional cause or notice.

Mitigation Testing Policy

BMS will test all staff who are not fully vaccinated against COVID-19. Staff who are fully vaccinated against COVID-19 are invited and encouraged to participate in testing.

Testing registration will be available starting November 3, 2021. All staff will receive an email from the Midwest Coordination Center (testandprotect.org) with directions on completing the registration process. Unvaccinated staff members are required to register within 14 days of the adoption date of this policy. Vaccinated staff members who wish to participate in testing should also register by this date (November 16, 2021 if employed at the date of policy adoption). Staff

members hired after the adoption date of this policy will have 14 days to register for testing if required.

Staff members who do not comply with this policy will receive a formal warning from the Head of School on the next business day after the appropriate deadline as established above. Staff members who do not comply within 30 days of the formal warning may be terminated without additional cause or notice. Should an unvaccinated staff member choose to be vaccinated against COVID-19, that person should inform the Head of School of their intention. Partially vaccinated staff members will be required to participate in testing until 2 weeks after their final vaccination.

Testing will occur via PCR saliva test. Testing days will occur weekly Wednesday mornings in every week within the year in which the school is open, and will continue until either: a) the Pandemic Emergency Operations Plan is discontinued from use by the Board of Directors, or b) the testing procedure currently offered to the school is discontinued by MCC. If the school is open during the week, but not open to faculty and staff on the Wednesday of that week, then the Head of School will notify participating staff of the schedule to follow for that week's testing.

Testing will occur in the front office of the school. Participating staff must submit a sample by 12 pm. Participating staff will submit a saliva sample into the designated equipment under the direction and supervision of the Head of School. Staff should not drink, chew gum, vape, or smoke for 30 minutes prior to their testing time.

Staff who are required to test due to their vaccination status may miss testing under the following conditions:

- They are currently experiencing symptoms of COVID-19 (in which case they should be absent from campus and scheduled for symptomatic testing elsewhere);
- They are quarantining off-campus as a close contact of someone who has been diagnosed with COVID-19;
- They are currently participating in PCR mitigation testing with another organization. In this circumstance, the individual should report this information to the Head of School, including the testing organization, the type of test being conducted, the testing schedule, and weekly testing results. Should off-site mitigation testing end prior to the end of BMS's testing program, that individual will be required to participate in BMS testing;
- They are not present for the entire week due to professional development, vacation, sick leave, or other forms of paid or unpaid leave; or
- They have tested positive for COVID-19 within the last 90 days.

Staff members who know that they will be absent on a scheduled testing day, but not absent for the entire week, should contact the Head of School to discuss their options.

Should any staff member at BMS test positive, that individual will immediately submit a list of close contacts to the Head of School, leave campus, and follow the quarantine and testing procedures outlined elsewhere in the PEOP. The Head of School will immediately follow classroom closure or distance learning procedures as outlined elsewhere in the PEOP.

Isolated groups

- To the greatest extent possible, children will be with the same group of students and staff each day in separate physical spaces.
- Groups cannot be in the same space at the same time for recesses, lunches, etc.
- To the greatest extent possible, staff members will not come in direct contact with more than one group of students.
 - Classroom Crossover
 - Isolation of groups can only be maintained to the level possible/practical. Certain pairs of groups throughout the school will unavoidably share spaces and staff at times. These groups are as follows:
 - Morning and afternoon half-day classes will be sharing teachers and a classroom.
 - Lower Elementary classrooms share a hall, library, and other communal spaces. Therefore, these groups will be considered a combined group.
 - Upper Elementary classrooms share communal spaces and receive lessons from all upper elementary staff. Therefore, these classrooms will be considered a combined group.
 - Because these groups will not be isolated from each other, they may participate in recess together (wearing masks when not socially distanced).
 - Vaccinated special teachers, such as the Spanish teacher or interventionists, will be allowed to visit multiple classrooms. They must wash their hands or use hand sanitizer between classrooms.
 - After Care
 - After Care will be divided into Lower Elementary and Upper Elementary After Care Programs in an effort to limit the classroom crossover (outlined above) to that which already occurs during the school day.
 - A limited number of spaces will be provided to each program. This number will be continually reevaluated based on risk level, but will begin with 24 Lower Elementary spots and 13 Upper Elementary spots.
 - Consistent attendance in After Care will help protect students and staff. Families will have the option to sign up for After Care one month at a time, for all school days during the entire month, for a flat rate of \$175 per month, through FACTS.

Sick Policy

- The following CDC flow chart will be used to determine actions in response to symptomatic individuals;
 - [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- There are two reasons students or staff will be expected to stay home from school, illness or quarantine. Illness guidelines are dependent on symptoms, as described below. Staying home while ill is termed “isolation”. Quarantine is staying home due to possible exposure to Covid-19, before a positive test and without symptoms present. Vaccinated individuals are exempt from quarantines unless they are symptomatic.
 - Screen children before coming to campus
 - See “Screening” section
- When a person may NOT be on campus-**ILLNESS/ISOLATION**
 - Students or staff who exhibit one or more tier-one symptoms or two or more tier 2 symptoms (see screening tool) may not come to campus. If these symptoms start at school, they will be brought to the office for pick-up or sent home. Testing is highly encouraged for anyone experiencing symptoms that cause them to not pass the Covid screening.
 - Students who do not pass a Covid screening may not return until one of the following applies:
 - They provide a copy of the results of a negative Covid PCR test
 - They isolate for 10 days from onset of symptoms
 - If a household member is exhibiting significant Covid symptoms, the child cannot come to school until the household member gets a negative Covid test or isolation/quarantine requirements are met. For anyone experiencing Covid symptoms, testing is highly recommended. Testing sites can be found here: [Novel Coronavirus: COVID-19 Testing Information](#)
 - [What to Do If You Are Sick | CDC](#)
- When Students and Staff may NOT come to campus-**QUARANTINE**
 - Non-vaccinated close contacts must quarantine at home counting from the last contact with the positive person as “day zero”. The Indiana State Department of Health definition of a close contact is as follows:
 - You were within 6 feet of someone who has tested positive for COVID 19 for a total of 15 minutes or more (may add up to 15 minutes in multiple interactions throughout the course of a day)
 - You provided care at home to someone who has COVID-19.
 - You had direct physical contact, even if brief, such as a hug or kiss, with someone positive for COVID
 - You shared an eating or drinking utensil with someone positive for COVID.

- They sneezed or coughed on you.
- Quarantine Options
 - 10-day quarantine (day “zero” being the last contact with the positive individual) with a negative test result from a test that was administered day 5 or later and asymptomatic.
 - OR, 14 days, test-optional, as long as no symptoms are present.
- A symptomatic student or staff member should quarantine while waiting for test results.
 - If a household member of a student has significant or multiple tier-one symptoms, that person should isolate themselves from other household members and seek testing. The student should quarantine until the person tests negative or until they have not been in contact with the person for 14 days.
- Under the new guidelines, anyone who is **fully vaccinated** and can provide documentation of vaccination **will not have to quarantine** after being identified as a close contact or exposed to COVID-19 but must take a COVID PCR test 3-5 days after exposure and screen for symptoms daily. "Fully vaccinated" means the person has received all doses of the vaccine at least two weeks prior. If a fully-vaccinated person tests positive, whether symptomatic or asymptomatic, they need to isolate for 10 days from the date of their positive test.
- The small room adjoining the office will be used as an isolation area that can be used to isolate a sick person.
 - If a sick child has been isolated, staff will clean and disinfect surfaces in the isolation room after the sick child has left. All areas on campus the child has visited will also be disinfected.
 - Sick children’s parents will be called to immediately pick them up.
 - Sick staff will be asked to immediately leave campus and head home.
 - If a person is too sick to wait for a ride or drive themselves, paramedics will be called.

Personal Protective Equipment

- Face Coverings
 - [COVID-19: Considerations for Wearing Masks](#)
 - Cloth or disposable face masks (without vents) are more effective than face shields in preventing the transmission of COVID-19. Therefore, it is highly preferred that those on campus wear a cloth mask (two or three layers of cotton, without vents) or a double-layer disposable face mask. Everyone elementary-age and older on campus must wear a cloth face-covering unless they have a documented medical condition that prevents it, or are temporarily wearing a shield while engaged in a vital activity that requires a view of the

mouth. Early Childhood students must wear a face covering; however, this may be a shield and a doctor's note will not be needed. We highly encourage Early Childhood students to wear a cloth mask if possible, and this better protects them and others.

- Adults (Staff, Parents, and Visitors)
 - Vaccinated staff will be required to wear a face covering at all times on campus except for when eating, drinking, or otherwise impractical.
 - Unvaccinated staff must remain masked at all times around students, even when socially distanced.
 - BMS will provide training on how to put on/take off PPE and will provide all required PPE for staff if needed.
 - Parents must wear face coverings while on campus any time while not in their cars and maintain social distance from non-household members to the greatest extent possible.
 - Face coverings should be put on by all household members BEFORE exiting the vehicle, and face coverings should remain on until back in the vehicle.
- Children
 - Face Coverings are required when entering the school and in all common areas for all students.
 - **All students** are required to wear a face covering at all times and in all spaces on campus unless appropriately socially distanced and directed otherwise by teacher or while socially distanced and eating, drinking, playing outside, or napping etc.

Social Distance

- In the Building
 - To the extent possible, children will have a personal workspace that is not used by anyone else. At BMS, each student will be assigned a small table labeled with their names.
 - These assigned seats will be changed periodically, after a thorough cleaning, to allow for adjustments for classroom management and social needs, as well as a sense of variety and movement for students.
 - Siblings/household members may share a table and be closer together.
 - To the extent possible, workspaces will be physically distanced, children should not touch each other, and the American Academy of Pediatrics recommends a distance of 3 feet of social distance ([All AAP | AAP](#)) whenever possible.
 - Nap cots will be physically distanced to the extent possible in a head-to-toe pattern.

- Tables may be divided with clear partitions to allow children to work closer together for group projects. The tables, partitions, and chairs will be disinfected after use before use by other students.
- Outdoor Exceptions
 - When outdoors, safety focus will be on maintaining “two of the big three” (social distancing, masks, and being outdoors). This may allow children to safely take longer mask breaks while socially distanced outside, or to play a collaborative game that cannot always social distance while wearing masks outside.
 - Transmission risk is very low outdoors in most situations. Masking requirements will be determined in response to activities that group children together in dense clusters or cause them to breathe on each other.
 - Assemblies will be limited, and only permitted outdoors. Assemblies must be masked
 - Singing and other performance arts requiring expulsion of air are considered high-risk activities and must be masked or outdoors. If indoors, these activities must be masked with spacing of at least 6 feet between individuals.

Transportation

- Everyone must wear face coverings when out of the car for drop-off and pick-up. Please put face coverings on before opening your car door and leave them on until you are back in your vehicle. **Even vaccinated individuals must wear a face covering for three reasons.**
 - **BMS will not be confirming the vaccination status of all campus visitors**
 - **For the comfort of others**
 - **Modeling for the children, who are not yet eligible for vaccination**
- Drop-off
 - Staff and parents will maintain social distancing whenever possible. Parents will get students out of cars and walk students to their classrooms’ designated entrances.
 - Designated Entrances:
 - Hickory-Early Childhood playground door (new gate entrance on BMS parking lot walkway)
 - Magnolia-Magnolia courtyard playground door (new doorbell installed)
 - Sweetgum-Main building entrance doors (use existing doorbell)
 - Walnut and Maple-Annex main entrance
 - Sycamore and Willow-walk through Magnolia courtyard to patio door (use new doorbell)

- Children will be required to wash their hands upon entering the classroom.
- Pick-up
 - Lower Elementary will be dismissed from the Annex front entrance.
 - Upper Elementary students will be dismissed to the sidewalk at the front of the building to await parent pick-up. It is essential that students dress appropriately for the weather to spend this time outside as comfortably as possible.
 - All-day Early Childhood parents will ring the doorbell.
 - Magnolia: Classroom entrance through Magnolia playground
 - Sweetgum: Main Building doors (use the main doorbell) for drop-off and for pick-up until 4 pm, playground dismissal from the gate after 4 pm whenever weather permits, and from the main entrance during bad weather.
 - Hickory drop-off and dismissal from playground gate.

Screening

- Screening principles
 - The recommendation from the Indiana and Monroe County Health Departments is to do home screenings due to the risks and time involved for students and staff when screening large numbers of individuals on-site.
 - [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
 - All families and staff will be provided a checklist that reflects the guidance of the CDC and the state and local health departments. Families will be provided thermometers as needed. The expectation of following the guidance is part of being a member of a community.
- All staff should self-screen before coming to campus by taking their temperature and identifying any possible COVID-19 symptoms they are experiencing. If a staff member has any questions about whether they should come to campus or not, they should contact the Head of School before coming. If experiencing COVID-19 symptoms, staff MAY NOT come to campus.
- Parents are required to screen their child(ren) at home before coming to campus. This includes a temperature check for fever and an assessment for any COVID-19 symptoms, as well as assessing any possible exposure due to contact with a sick person or travel by a student or household member. Children who have a possible exposure to COVID-19 or are exhibiting symptoms MAY NOT come to campus. If a household member is exhibiting significant Covid symptoms and is awaiting a Covid test, the child may not come to campus.

- Travel Considerations
 - Please follow evolving CDC guidelines for vaccinated and unvaccinated peoples' travel found here: [International Travel During COVID-19](#)

Food and Drink

- BMS will follow all applicable federal, state, and local regulations and [guidance](#) related to the safe preparation of food.
- Lunches
 - Tables will be sanitized before lunch is served.
 - Students will eat in their classrooms at their assigned seats. Rooms will be cleaned and disinfected after lunch.
 - Paper napkins will be used in lieu of cloth.
 - Used dishes will be placed in bins and taken directly to the kitchen. Any adults touching used dishes must wear gloves, remove and dispose of gloves properly immediately after the task, and wash hands.
 - National Lunch Program guidelines will continue to be followed.
 - Staff will plate each meal so that multiple people do not touch serving utensils.
- Water Fountains
 - Water Fountains will be closed and students are encouraged to bring a personal water bottle labeled with their names. If they do not have a water bottle at school, a cup of water will be provided.
 - Teachers will be responsible for refilling water bottles for students. They will take the water bottle from the student (without the lid), wipe down the outside with an approved sanitizer, refill in the “kitchen use” sink, and hand it to the student, then wash their hands.
- Snack
 - Sinks used for water bottles and food preparation should not be used for any other purposes.
 - BMS will prepare prepackaged snacks with individual servings of healthy food options for Early Childhood students twice a day. These will be assembled by the Kitchen Manager in the certified kitchen.
 - Elementary students will be invited to bring their own snacks from home, which must be eaten at their individual workspace.
 - We encourage families to pack snacks that are less messy and easy for children to eat independently. Snacks must be healthy and may not be shared. Recommended snack options will be covered in classroom welcome letters.
 - If a student forgets their snack, elementary teachers will provide a healthy option.

- Handwashing

- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.

Cleaning

- BMS will provide staff training on cleaning procedures, and also on the proper use of the provided, approved cleaner (QUAT cleaner).
- Rooms will be sanitized and cleaned once mid-day, in addition to the evenings
- BMS will follow daily schedules of required cleaning for each classroom and will monitor compliance. Frequent handwashing will be enforced and materials and high-touch items will be disinfected after use or throughout the day.

- Handwashing

- Frequent handwashing is required for staff, including before and after any food prep, bathroom use, blowing nose, administering medication/ointment, or helping children with these types of activities, using soap, and at least 20 seconds of washing.
- Monitoring and individual help for children to thoroughly wash their hands upon arrival, before eating or after blowing their nose, using the restroom, or coming in and out from the playground will be provided to the greatest extent possible.
- Hand sanitizer will be available to children and staff at all times, although handwashing is always preferred if possible. Children helped to use hand sanitizer when needed (such as after wiping nose) if handwashing is impractical.
 - Children must be supervised when using hand sanitizer to prevent swallowing or getting it in their eyes.
- Children will be given explicit lessons and reminders on the importance of avoiding touching face, hands, nose, mouth, and eyes. Staff will also work to model this.

- Laundry and Hampers

- Avoid unnecessary laundry and child contact with the laundry
 - The use of cloth napkins is suspended
 - Cintas products (delivered, picked up, and washed by Cintas)
 - One apron per person per day put in laundry hamper after use
 - Kitchen towels in the hamper after one lunch/classroom use
 - Waterwork/spill towels must go directly in the hamper after one use (use of drying racks suspended)

- Empty and disinfect hampers regularly
- Student Materials
 - Personal Items Required
 - Each child will need to bring their own high-touch materials such as pencils, scissors, colored pencils, etc. Lists will be provided by classroom teachers.
 - Students must also bring indoor shoes and change shoes upon arrival/entrance and before going outside.
 - If it is difficult for a family to provide these items, we encourage them to contact BMS administration for assistance. Teachers will give parents guidance on what size bags are best based on cubbie size in the classroom in the Fall 2021 welcome letter.
 - Shared classroom materials will be sanitized once each day, or more as a teacher deems necessary
 - Materials that cannot be sanitized should not be used.
 - Cloth needs to be laundered between users.
 - Paper items are NOT considered high-risk for transmission and are not needed to be sanitized at this time.
 - Nap items, coats, etc. need to be laundered each weekend and stored in a way that allows them not to touch each other.
 - Nap cots will be disinfected after use and before storage daily.
 - Disinfecting wipes will be supplied to wipe down keyboards and other shared items before and after each use.
 - Playground Equipment
 - The CDC does not consider large-scale disinfection of playground equipment (monkey bars, slides, etc.) effective use of resources at this time. BMS staff will disinfect handlebars, railings, and other high-touch plastic or metal surfaces once per day
 - Toys on the playground should be treated the same as shelf materials, disinfected each day.
 - Students will wash their hands upon reentering the classroom from the playground.

Ventilation

- Classroom groups will go outside whenever feasible for learning, work, and play while balancing weather-related comfort and safety and other factors that impact effective learning.
- When indoors, windows will be opened as much as possible to increase ventilation while balancing allergies, comfort, and the financial and environmental impact of increased HVAC use.

- BMS has had HVAC efficiency evaluated for the school to assure fulfillment of standards and added MERV 13 filters in the HVAC system.

Pedagogical Considerations

- Environmental Considerations-all areas of the classroom must be set up to support social distancing, and also whole-child development and needs to the greatest extent possible.
- Maintain the greatest amount of choice and independence possible
- Safety Practices:
 - Build social distancing and hygiene practices into beginning of the year agreements, peace circles, grace and courtesy lessons, etc.
 - Games and songs to create a positive association with masks, handwashing, etc.
- Practical life work limitations
 - No child food prep or dishwashing.
 - No water on shelves--works must be filled for use, emptied, and disinfected before returning to shelf.

COVID-19 School-wide Response Levels

BMS On-Campus Response Matrix

Monroe County Community Transmission Considerations

BMS will follow CDC guidelines as well as local health agency’s advice on Implementation of Mitigation Strategies, please see the matrix below for a summary of responses at each level of community risk. This matrix is a resource for times when the BOD may choose to change on-campus operations. Should community transmissions rates rise above 10% the BOD will immediately convene to consider closure and/or changes to daily operations and will consider a variety of factors, including updated research, medical, and public health recommendations, and other factors that may be pertinent.

The color categories listed in the chart refer to the Indiana State Department of Health Pre-K-12 recommendation map ([ISDH - Novel Coronavirus: Indiana COVID-19 Dashboard and Map](#)) and the MCCSC metrics for Learning Status (<https://www.mccsc.edu/cms/lib/IN01906545/Centricity/Domain/4/Metric%20Guide.pdf>).

METRIC	NONE TO MINIMAL COMMUNITY SPREAD	MINIMAL TO MODERATE COMMUNITY SPREAD	SUBSTANTIAL COMMUNITY SPREAD
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Seven Day Average Positivity Rate	<3%	3% to 10%	>10%
MCCSC Learning Status	green	yellow	red
ISDH PreK-12 Recommendation Map	blue	yellow	orange or red
<p>Schools/childcare “What childcare facilities, K-12 schools, and colleges and universities can do to prepare for COVID-19, if the school or facility has cases of COVID-19, or if the community is experiencing the spread of COVID-19)”</p>	<ul style="list-style-type: none"> •Gather local, state and federal resources and form connections with local health officials. • Review and update emergency operations plan. • Evaluate whether there are students or staff who are at increased risk of severe illness and develop plans for them to continue to work or receive educational services if there is moderate levels of COVID-19 transmission or impact. • Encourage staff and students to stay home when sick and notify school administrators of illness. Encourage personal protective measures among staff/students (e.g., stay home when sick, handwashing, respiratory etiquette). • Clean and disinfect frequently touched surfaces daily. • Ensure hand 	<ul style="list-style-type: none"> • Implement social distancing measures: <ul style="list-style-type: none"> » Reduce the frequency of large gatherings (e.g., assemblies), and limit the number of attendees per gathering. » Alter schedules to reduce mixing (e.g., stagger recess, entry/dismissal times) • Consider regular health checks (e.g., temperature and respiratory symptom screening) of students, staff, and visitors (if feasible). • Short-term dismissals for school and extracurricular activities as needed (e.g., if cases in staff/students) for cleaning and contact tracing. • Students at increased risk of severe illness should consider implementing individual plans for distance learning, e-learning. 	<p>Broader and/or longer-term campus closure, either as a preventive measure or because of staff and/or student absenteeism.</p> <ul style="list-style-type: none"> • Implement all-school distance learning if the closure is longer than one week.

	hygiene supplies are readily available in buildings.		
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In the Event of a Confirmed Case of Covid at BMS

- Self-reporting

- Families and staff must partner, for the safety of all, to self-report COVID-positive exposure or tests. In the absence of a positive test, a physician can make a clinical diagnosis based on symptoms and scans; any physician diagnosis would be treated as a positive case.
 - If a student, staff, or family member believes they have or have been exposed to COVID, they **must report** this to the Head of School by email (headofschool@montessori.k12.in.us) or phone (school 812-336-2800 or mobile 708-307-1125). ALL POSITIVE CASES WILL BE REPORTED TO LOCAL HEALTH AGENCIES AND OTHERWISE KEPT CONFIDENTIAL. We will ensure reporters' privacy to the greatest extent possible. Our community will be notified of the risk level, with no names associated. It is vital that family and staff feel comfortable reporting.
 - HOS/AHOS will implement the Indiana State Department of Health Contact Tracing Toolkit
 - [Preparation for a COVID-19 Positive Student/Staff: K-12 Schools](#) (updated 7/22/20)
 - [Close contact checklist for schools](#) (updated 8/5/20)
 - [Close contact tracking sheet](#)
 - HOS/AHOS will report a positive case or possible exposure to the Monroe County Health Department by contacting Amy Meeks, Public Health Nurse Manager.
 - HOS/AHOS will identify close contacts within the school and help give initial contact to these individuals.
 - HOS/AHOS will report the case and close contacts to the ISDH through the online school portal.
 - HOS/AHOS will notify the classroom of the positive case, and that all close contacts have been notified.

to continue academic work while out. A team meeting will be completed virtually to discuss the most appropriate approach for the child and family.

Attendance

- As in our attendance policy, parents should call the main office to inform the school of student absences and the reason for absence.
- Teachers will report attendance in FACTS by 9:30 am (1:00pm for Hickory's afternoon class). Any absences for which a reason has not been reported by parents will be followed up on by an office staff member and reasons will be recorded.
- For any absences due to illness, office staff will ensure compliance with sick policies and procedures.
- Medically Fragile Students
 - If a student has a medically documented condition that makes them high-risk for COVID-19, parents should work with administrators to create a health plan for the child. This may include extra safety measures for the child while on campus.

Events

- School Gatherings
 - School gatherings are suspended unless determined safe. BMS will continually update parents as more guidance from local and state officials are released.
 - For particular special events deemed necessary, BMS will work with the MCHD to create a safety plan. MCHD Approval will be posted at the event.
 - If traditional events are not feasible:
 - New parent meetings, parent forums, and parent-teacher conferences will be completed virtually.
 - Essential Visitors
 - BMS will limit nonessential visitors and postpone or cancel use of classroom volunteers. A record of essential visitors such as repairpersons and inspectors will be kept by the office.
 - Parent observers are suspended unless by scheduled appointment with an administrator. Parent observers, as well as all other visitors, are required to wear masks and use hand sanitizer before entering the building. Observation rooms will be sanitized between observers.
 - Tours will be conducted for prospective families. Only one family can attend each tour, and no children may attend the tour. All participants must wear masks while in the building and use hand sanitizer before entering the building. These visitors may not go into classrooms and must observe classrooms from the

observation rooms. A staff member will be responsible for disinfecting door handles, pens, and bathrooms (if used) after visitors leave.

- **School Meetings**
 - Meetings that would require inter-classroom mixing of staff can be in person as long as everyone attending is vaccinated. Unvaccinated individuals will join virtually, or the meeting can be moved to a virtual format for everyone.
- **Personal Gatherings**
 - In addition to efforts here at school, the Indiana State Department of Health urges that “It is essential that families understand the importance of not hosting events such as birthday parties where the students are not socially distanced, as this may lead to an outbreak in the class or grade”. Taking this guidance into consideration when designing celebrations helps protect the whole community.

Emergency Short-term Closures

- **Staffing/ratios**
 - 1: 15
- **Tuition**
 - Previously published tuition rates and enrollment policy applies.
- **Cleaning**
 - Monthly by contracted service, with disinfecting of high-touch surfaces daily by staff using the building (with expectations that staff in the building will take care of immediate cleaning needs as they arise).
- **Distance Learning Pedagogical Considerations**
 - Resources
 - IN-DOE
 - [Family Engagement Toolkit | IDOE](#)
 - [COVID-19 Remote Learning Resources | IDOE](#)
 - <https://www.doe.in.gov/sites/default/files/news/indiana-continuous-learning-guidance-final.PDF>
 - Montessori Resources
 - [Montessori-Pedagogical-Guidelines-During-COVID](#)
 - [COVID-19 Resources for Montessori Schools & Programs](#)

- Attendance
 - BMS understands that life is very busy for families who are working and schooling from home during distance learning. We are trying to balance these considerations with the necessities of consistent learning for children. The BMS attendance policy APPLIES TO DISTANCE LEARNING.
- Pedagogy
 - Curriculum
 - A prioritized set of “essential” benchmarks used by age level will be created by the Assistant Head of School in collaboration with Lead Teachers, used by Lead Teachers to guide instruction, and shared with parents.
 - Components and Platforms
 - Early Childhood
 - Synchronous opportunities:
 - Daily whole-group meetings and/or lessons and small group and/or individual lessons
 - Asynchronous opportunities:
 - Activities, worksheets, and videos provided (including recordings of lessons and meetings) to complete independently
 - Teachers are available by email for parent questions/concerns as possible
 - Platforms: Email, Zoom
 - Lower Elementary
 - Synchronous opportunities:
 - Daily whole-group meetings and/or lessons and small group and/or individual lessons
 - Asynchronous opportunities:
 - Activities, worksheets, and videos provided (including recordings of lessons and meetings) to complete independently
 - Teachers are available by email for parent questions/concerns as possible
 - Weekly teacher-student individual check-in for feedback, progress discussions, goal setting, etc.
 - Platforms: Seesaw, Google, Zoom, Weebly
 - Upper Elementary
 - Synchronous opportunities:
 - Daily whole-group meetings and/or lessons and small group and/or individual lessons
 - Asynchronous opportunities:

- Activities, worksheets, and videos provided (including recordings of lessons and meetings) to complete independently
- Teachers are available by email for parent questions/concerns as possible
- Weekly teacher-student individual check-in for feedback, progress discussions, goal setting, etc.
- Platforms: Seesaw, Google, Zoom, Weebly