



PARENT HANDBOOK ADDENDUM 2020-21

COVID- 19 RELATED PROCEDURES

August 2020



Dear parents,

After considerable planning, collaboration and deliberation, we are ready to begin the new school year earlier than usual - in August - this year. As we come back together we are all accepting some increased risk of contracting the COVID-19 virus. We recently completed 5 weeks of summer session with the toddlers and primary children and are pleased to report that the procedures that we have put in place were well accepted and the children all rose to the occasion marvelously. We are convinced that our new practices and procedures will minimize exposure and transmission in our community, *however, in no way do they guarantee that COVID-19 or other communicable disease infection will not occur through participation in the program.*

This document explains the policies and procedures we are using to mitigate COVID related risks at school. Our approach is built around comprehensive new health and screening procedures, as well as new hygiene and cleaning procedures. These procedures will include all but our toddlers wearing masks and 6 feet physical distancing as much as possible. These plans are designed to complement other community mitigation procedures to protect high-risk populations, the healthcare system, and to minimize disruption to teaching and learning. We will continue to collaborate and review plans with the local health department and the Department of Social Services to help protect the whole school community. Additionally, our plans meet or exceed the standards provided by the CDC and State of Virginia.

Bringing the children back to school with all the new protocols in place represents an important step in living responsibly with the virus. However, each Fiore family and staff member will need to make their own decision about the balance of risk and what is best for themselves and their children. It is here that we ask each of you to recognize your own responsibility in keeping all of us safe and well. Please be aware of your own movements and exposures. Please read the details of the new guidelines carefully and follow them. Please alert us if you feel that you or a family member have been exposed in any way. We are looking at new protocols in two dimensions - prevention and response. In the following pages you will find detailed descriptions of each of these. We have also provided a checklist at the end of things to remember as you plan for your child to return to school.

Thankyou to each of you who has stood by the school community to keep things going. Your words and your actions display a tremendous commitment to our community and for this we will always be grateful. This year promises to be one of anticipation and uncertainty. I am counting on open communication, honest feedback and most of all trust as the foundation of how we all move forward. We look forward to seeing each one of you soon.

Wishing you good health.  
With best regards  
Sailini





## PARENT HANDBOOK ADDENDUM - POST COVID REOPENING

### 2020-21 SCHOOL CALENDAR

#### PREVENTION OF COVID EXPOSURE

1. Limit Exposure and Screen For Symptoms
2. Use Face Coverings / Masks
3. Staggered & Dispersed Arrivals/Dismissals
4. Stable Groups and Physical Distancing
5. Hygiene & Cleaning

#### RESPONSE TO COVID EXPOSURE

6. Responding to COVID symptoms in children and staff
7. What happens if COVID disrupts in-person schooling?

### 2020-21 SCHOOL CALENDAR

This year we are starting the calendar forward by a few weeks to be able to take advantage of the outdoors more during the warmer months. We will return to school starting August 12, 2020.

First Day (Returning Students) - Wednesday, August 12, 2020 - Early Dismissal for Toddlers - 11:45 and Primary -12:00

New Primary Children Start - Thursday, August 20th (Toddler and Elementary new children schedule will be sent out)

Labor Day School Closed Monday, September 7

Staff Workday School Closed Friday, October 9

Columbus Day School Closed Monday, October 12

Parent Teacher Conferences School Closed Monday, November 2nd and Tuesday, November 3rd.

Thanksgiving Holiday School Closed November 25-27

Winter Celebration Friday, December 18. Early Dismissal 11:45 - Toddlers, 12:00 - Primary, 12:15 - Elementary

Winter Holidays School Closed December 21-January 1, 2021 *All programs resume Monday, January 4*

Martin Luther King, Jr. Day School Closed Monday January 18

Professional Development Day School Closed Friday, February 12

President's Day School Closed Monday, February 15

Staff Workday School Closed Friday, March 12

Parent Teacher Conferences School Closed Thursday, March 25- Friday, March 26

Spring Break School Closed Monday, March 29 - Friday, April 2

Last Day of School Early Dismissal 11:45 - Toddlers, 12:00 - Primary, 12:15 - Elementary, Friday, May 21

#### PREVENTION OF COVID EXPOSURE

##### 1. LIMIT EXPOSURE & SCREEN FOR SYMPTOMS

*Only children and staff will be allowed into the building at this time. This will limit exposure. For now, new parent tours will all be held using video conferencing. When and if parents are allowed to enter, they will be asked to wear a mask, sanitize their hands and fill out a screening questionnaire. This also means School lunch, Piano lessons, Afterschool chess and*

*other after school activities which require individuals to come into the building will temporarily be online or on hold until further notice.*

*Vulnerable / High-Risk Groups* - Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone makes an individual decision based on their situation.

*Daily Screening* - Additionally, all children and staff will be screened everyday for the following criteria and will only be allowed to attend school if no COVID related symptoms are present. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are showing any signs that could become COVID related. Each family will give us a screening questionnaire at arrival each morning. (See last page for your to print out, we will send home questionnaires with your child on their first day back)

No child or adult may enter the school with any of the following symptoms:

1. Temperature over 100.0°F or chills
1. Cough or sore throat
2. Shortness of breath or difficulty breathing
3. Fatigue / Muscle or body aches or Headache
4. New loss of taste or smell
5. Congestion or runny nose
6. Nausea or vomiting or Diarrhea

*Exceptions* - If a staff member or child suffers from seasonal allergies then we will evaluate symptoms based on greater intensity or frequency than what is normally experienced. Please inform us in advance so that we may add these symptoms to our health indicators for your child.

*Screening During School Hours* - Staff will measure temperature for children once more in the afternoon. 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 separated and parents will be required to pick up their child.

## **2. USE FACE COVERINGS/MASKS**

Face coverings are meant to protect other people in case the wearer of the mask is unknowingly infected but does not have symptoms. Face coverings are not surgical masks, respirators, or other medical protective equipment.

*All primary and elementary children* (ages 3 +) will be required to wear a mask while at school except when eating, drinking and napping. In certain situations like when they are outside and exercising vigorously, children will be allowed to take a 'mask break' for a short time by pulling it down their chin. They will maintain 6 feet distancing when they do this.

Here are some examples of masks to consider buying for your child [Option 1](#), [Option 2](#) & [Option 3](#)

*All staff will wear masks* while in the school premises with some leeway while outside.

*Parents are required to wear masks at all times in the school premises* - This includes when they come to the school for arrivals, dismissals and to the front door.

### 3. STAGGERED & DISPERSED ARRIVALS/DISMISSALS

*Staggered Arrivals* - In order to avoid crowding at arrivals, we will welcome children over an extended period of time as follows:

*Elementary* - Children will arrive between 7:40 and 7:45. A staff member will wait for children at the ramp to check temperature and collect the screening questionnaire (see below). After 7:45 parents will need to park and walk their child down to the outdoor classroom. On inclement weather days or when it is too cold to be in the outdoor classroom, parents will walk their child to the front door. If you arrive after 8am, please join the car line and follow the directions below.

*Primary & Toddler* - Children will be welcomed over a 60 minute period from 8am to 9am each morning. Parents will sign up for a fifteen minute window during which time they will drop off their child (links sent to you separately). **Please arrive during your scheduled time only.** If you arrive early you are welcome to stop at Meadowlark before entering the school at your assigned time. If you arrive late, please park in an available spot and stay in your car until a staff member is able to get to you.

Please use the following links to sign up for your child's drop off slot in the morning.

[My Home - Ms Becky](#)

[Lotus- Ms Sandra](#)

[Daisy - Ms Sarah](#)

[Iris - Ms Diana](#)

*Classroom Entry and Exit separated* - Children will enter (and exit from) their classrooms from different doors. These two measures will prevent crowding in hallways and near entrances during transitions.

*Carline procedure* - We will continue to run the car line with a few changes. Parents are requested to turn off their car and get down to unbuckle their child. Please wait on the sidewalk by your vehicle for someone to assist you. Remember to have your own mask on and your child's if they are in primary. Staff will approach you and will collect the pre-screening sheet and check your child's temperature. If there are no issues, the child will then be assisted by a staff member if needed. We will sanitize your child's hands prior to entering the building and they will wash with soap and water when they enter the classroom. If you arrive after car line, please park and walk your child to the front door. ***Don't forget your mask.***

*Screening questionnaire is required every day* - Parents are encouraged to be on the alert for signs of illness in their children and keep them home if any of the listed symptoms show up. If your child is well and able to come to school, please screen

your child in the morning and bring a completed questionnaire to carline. Parents who have not completed pre-screening prior to arrival must complete it prior to the child entering the program. (see last page for a copy to print)

*Multiple siblings attending school* - Please arrange your child's seating to have the oldest on the passenger side and the youngest on the drivers side. Unbuckle the youngest child first and wait on the sidewalk next to your car. Hand the pre-screening sheet to the staff member assisting your child. We will then check the child's temperature. If there are no issues, the child will be assisted into the building as needed. Then unbuckle the eldest child and repeat the process.

*Planned late arrivals* - Late arrival must be scheduled in advance with the main office. Please follow this procedure:

- Contact the Main Office and indicate the exact time of your child's late arrival.
- Office Staff will make arrangements for receiving the child at the pre-arranged late arrival time.
- You can walk up to the front door where office staff will collect your pre screening slip, screen your child and welcome them into the building.

*Dismissals* - Weather permitting we will have the children gather on the cement toddler slab for noon and possibly 3:00 pm dismissal. We will separate space for the groups and place markers on the floor to practice social distancing. Elementary children will be dismissed from the outdoor classroom at 3:30. When the weather is not ideal, we will have the children gather in different areas closest to the classroom entry point.

*Early Departure* - Early departure must be scheduled in advance with the guide and the main office. Please email [office@fioremontessori.com](mailto:office@fioremontessori.com) in advance and call 703.319.2069 once you arrive. Please stay in your car, a staff member will bring your child to your car.

#### **4. STABLE GROUPS & PHYSICAL DISTANCING**

*Stable Groups* - In line with CDC guidelines and DSS requirements, classroom communities will consist of stable groups of children and adults. This means that within the classroom and in the garden the same group of children will interact with each other. This enables the same group to engage with each other and is considered a best practice while our community is still addressing the risk of transmission. The size of each group will be governed by VA DSS guidelines. Under phase 1 each group will be under 10, under phase 2 Primary and Toddler will have each group under 12 and Elementary will have groups under 22.

*Physical Distancing during work cycle, transitions, snack, lunch, nap and garden visits* - A key guideline to reduce the risk of transmission is believed to be physical distancing of 6 feet. In line with VA DSS requirements, we will enable this to the best of our capabilities with the children at all times. Grace and courtesy lessons will be presented to the children until all the children are able to become aware of the distance that keeps them safe. This will not preclude socialization as children will be encouraged to speak to their friends, only with more distance between them.

*In the classroom*, tables are placed 6 feet apart so that children have physical distance between them. Snacks and Lunch will also be eaten at each child's respective table. When teachers are giving individual lessons they will keep their face mask on, stay two - three feet apart and take care to avoid physical contact unless absolutely required (like a young child who needs a hug or is having an emotional time).

*During nap time*, children will be separated 6 feet apart in well ventilated rooms and will be set up in a head to toe arrangement.

*Garden* - When outdoors children will be encouraged to play with 6 feet distance between them. If they are unable to keep distance, staff will consider alternative games which have more structure to enable some new habits. The primary garden will be subdivided into five parts so that the stable groups from the classrooms will continue to stay within their community. Elementary children will explore the wooded space in our backyard in addition to the garden area which they will have to themselves in the afternoons.

*New ways of greeting* - The normally expected handshake will be replaced by a variety of different options. Each guide is exploring different ways to maintain social connection but maintain physical distancing. A wave and a verbal good morning with a nod are two options. Teachers will also use this unusual time to teach cultural lessons of bowing like the Japanese tradition and Namaste like the Indian tradition.

## **5. PERSONAL HYGIENE & CLEANING**

Hygiene at Fiore has always been incredibly important and we will build on our previous experience to increase the intensity of personal and classroom hygiene. The following are changes that we have made to reduce the risk of transmission:

*Hand hygiene* - Hand washing has always been an important part of our routine in every classroom given that washing hands can keep you healthy and prevent the spread of infections from one person to the next. In light of the current situation we have intensified this practice as follows:

Already existing practices :

- Before and after eating or handling food
- After using the toilet or helping a young child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- After touching your eyes, nose, or mouth

New practices :

- Arrival to the classroom and after breaks
- Before and after each work choice
- Before touching your eyes, nose, or mouth

*Personal water bottles instead of designated cups and water pitchers* - Communal water pitchers and glass cups will not be available, and for the time being, milk will not be provided. Children are required to bring their own water bottle.

Primary / Toddler - We ask that you please send a bottle which is small (8-12oz) and with an attached wide mouth screw top. Please avoid a bottle with a sippy, straw, or squirt type top. The wide top will ensure that the bottle can easily and thoroughly get washed. Here are two examples to consider. [Option 1](#) and [Option 2](#)



Elementary - Children should bring **two** bottles of water 24-32oz each.

*Lunch from home instead of catered lunch* - There will be no catered lunch offered during until further notice. Children who will be eating lunch at school will be required to bring their own lunch. Lunch needs to be packed in containers your child can easily open and close on their own to maintain the hygiene of food consumption. *Elementary children* who would like a mid morning snack are encouraged to pack this from home and will have it at their table.

*Toilet Hygiene* - Children will be either supervised (in toddler) or required to wash their hands twice after using the restroom. In primary and elementary, children will use the restroom sink, and a second time use the classroom sink. This will make sure that they have not only washed their hands but also in the presence of an adult without losing their privacy in the bathroom. The children will only use their classroom restroom throughout their time at school. The restroom will be disinfected as much as possible after each use and on a routine basis every 30 minutes.

*No food preparation activities will be available to children.* These lessons will be replaced with non-food related activities that will offer children the opportunity to practice the fine-motor movement or skill previously offered with food preparation activities.

*Cleaning guidelines* - In order to maintain hygiene we have reviewed our cleaning processes and come up with a detailed list of additional cleaning that we will do to reduce transmission. All materials will be cleaned and disinfected after every use. All furniture will be disinfected as needed throughout the school day and routinely at the end of the work cycle. All high exposure areas will be disinfected routinely throughout the school day (door knobs, faucets, etc.). Food serving and preparation equipment, including those items used in individual practical life lessons for children, will be disinfected after every use. After school cleaning will continue with an emphasis on shared spaces.

*Clean air circulation.* The school is equipped with five heating/cooling zones each separate from the other. This means that air from one zone will not be circulated in other zones. This adds a further layer of protection for each classroom community. We have additionally added UV-C light filters to the air handlers to disinfect the air that is being circulated through the system.

Our building is an E class building (Education class per Fairfax county) and meets all the standards of air circulation required for this class of building. In all classes we will have roughly 50% lower student occupancy than we are licensed for and this will add another layer of protection. The lower occupancy is as a result of tighter group size controls that are required currently and in some of the classrooms more usable space that has been added to the work cycle.

*Cleaning and Disinfecting Products* - Fiore continues to maintain its commitment to use disinfecting products that are EPA-approved for use against the virus that causes COVID-19 but also to be thoughtful about the implications of harsh chemicals near children.

#### *Additional protocol in Toddler and Primary*

*Personal work rug and apron.* In order to prevent spread through fabrics, we have sewn personal aprons for each child which will be washed regularly and stored in their cubby. Children will also be assigned a personal work rug with their name sewn onto it which will be washed weekly.

*Snack at their own preassigned table, prepared and served by the adult* - Children will have group snack versus independent snacks. The snack will only be prepared and served by the adult. Children will not serve themselves to reduce risk of transmission. Each child will be seated at their assigned table 6 feet apart.

## 6. RESPONSE TO COVID EXPOSURE

*Covid-19 Symptoms at School* - If a child or staff member presents COVID-19 symptoms while at school, they will be sent home as soon as possible. A separate space has been designated for a child with symptoms while they are waiting to be picked up. The following protocol will be followed:

- Call parents to request pick up ASAP
- Disinfect material and furniture that the child has used.
- Move children to the garden if feasible ASAP
- Disinfect both the designated space and classroom with deep cleaning guidelines
- A child who has exhibited symptoms that could be COVID-19 can return to school if the child is symptom free for over 24 hours without any medications and the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID19 test and an alternative diagnosis.

*A confirmed or presumptive case of COVID 19 is reported in the staff or child* - If someone at our school is reported to have COVID then the following protocol will apply.

- Call health department to ask for updated protocol - this ensures that the local and updated information is taken into account
- The child or staff member will not be allowed to return to school until either a quarantine period of 14 days has passed and the person is now symptom free, a doctor has cleared the individual to return or based on a negative COVID test.
- The classroom most recently exposed to the individual will be deep cleaned and children and staff will not be allowed to enter until then

## 7. WHAT HAPPENS IF COVID DISRUPTS IN-PERSON SCHOOLING?

We have spent a considerable amount of time thinking through the likely scenarios that we may face next year. And the only thing that we know for sure right now is that if at all possible, we plan to stay open with the hygiene and safety procedures in place. However, if we are forced to close, we will adopt the following plan:

Toddler / Primary - In the event that we have to close school due to COVID related reasons, then

- We will shift to online distance learning during days that the school building is closed;
- We will make up 50% of days lost to COVID closures with a maximum of 19 days (almost 4 weeks) at the end of the school year between May 24th 2021 and June 18th 2021
- For children signed up for early bird or all day (till 4:45/5:45), tuition will be credited for the incremental amount over the regular full school day for any days not made up.

Elementary - In the event that we have to close school due to COVID related reasons, then

- We will shift to online distance learning during days that the school building is closed.
- No additional days will be made up.
- For children signed up for Aftercare, tuition will be credited for days lost.

## CHECKLIST - QUICK TIPS

We hope that this gives you a comprehensive feel for how we plan to protect our community against COVID-19. As you plan for your child to return here is a checklist of things to remember:

### Supplies

1. ~4 reusable masks for your primary/elementary child. 1-2 masks for yourself, a pouch for storage
2. Water bottle - Primary & Toddler - 8-12oz / open top and Elementary - two bottles 24-32oz
3. Lunch box for full day children
4. Nap mat for full day children who nap
5. Change of clothes - 2 full sets for Primary / 5 full sets for Toddler
6. Indoor shoes
7. Print Screening Questionnaire for week 1 (we will provide more during week 1)

### Don't forget / Tips

- You will need a mask whenever you come to school. Have extra masks in the car
- Keep extra screening questionnaires in the car if you forget one from home
- Sign up for an arrival slot and stay within the designated time slot
- If you are late, park and walk your child to the door as usual.
- School lunch will NOT be available

Child \_\_\_\_\_ Date \_\_\_\_\_

- My child has not shown any of the following symptoms in the last 24 hours.
  - Fever / chills
  - Cough / Sore throat
  - Shortness of breath/difficulty breathing
  - Fatigue / Muscle ache
  - Headache
  - Nausea, vomiting, diarrhea
  - Congestion / Runny nose
  - New loss of taste or smell
- My child's temperature was \_\_\_\_\_ this morning.
- My child has not had fever-reducing medicine in 24 hours.
- My child has not been exposed to someone who is COVID + or is presumptive COVID +
- My child has seasonal allergies.

Parent Signature: \_\_\_\_\_

For Office Use Only: Child's Temperature: _____ Staff Initials: _____
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For Office Use Only: Child's Temperature: _____ Staff Initials: _____
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