

Geneva Day School's Guidelines for School Year 2021-2022 – August 2, 2021

The School Year Begins on August 30 for Kindergarten

The Pre-school Begins on September 8

INTRODUCTION:

Geneva believes there are significant health, welfare, socialization and educational advantages for children attending school in person. We are committed to achieving this goal in the safest ways possible.

This Plan includes guidelines and procedures to protect the health and safety of all Geneva students and staff and their families during the continuing COVID-19 period. The Plan has been developed based on guidelines from the Maryland State Department of Education (MSDE), Office of Child Care (OCC), state and county Health Departments, Centers for Disease Control (CDC), and the American Pediatric Association. Valuable input has also been provided by the Geneva Pediatric Consultant, among other local physicians and health department consultants. This Plan may be revised at any time as directives from health departments or education officials are issued, or as Geneva feels is necessary.

For any Geneva Plan to be successful, however, it is important that all staff and families fully understand protocols for school year operation. It is also important for all staff and families to be cautious and minimize potential exposure to COVID-19 at home and elsewhere. The health of the entire Geneva community of children and their families, plus staff and their families, is paramount. Protecting us all is a collective responsibility. Thank you for supporting your children's school, while also caring for others in your home and household.

Staff and families will receive these guidelines to read in advance of the 2021-2022 school year, and are asked to sign a Geneva Wellness Pledge, which is attached. Questions are answered any time by the Office, so that school staff and families fully understand, accept, and will follow the guidelines.

SCHOOL PRACTICES

Classes:

Each Geneva school class functions in its own self-contained environment, or "pod", using an assigned door for entry and departure, as well as its own assigned bathroom. So as to reduce exposure or spread of COVID-19, classes do not co-mingle with other classes. Students and their Teachers intentionally stay together throughout their program session, including during lunch periods.

Though some of the program takes place inside the building facilities, learning is also conducted outside on the playground, on the field or lawn, or in the garden. As classes must remain apart, outside time will be coordinated so as to facilitate safe sharing of a general geography.

Snacks:

The school's Kitchen Aide prepares snacks as requested, and keeps the kitchen clean. Geneva purchases fresh fruits and vegetables throughout the year, and also provides such items as dry cereals, crackers, and cheese. In addition, Geneva makes available to classes on a rotating basis fresh produce from the on-site farmers' market from May to November. Milk and water are always available, and snacks are served by the class Teacher or Teaching Assistant using gloves or utensils on disposable napkins, plates, or in cups.

Playground:

Geneva realizes how important it is for young children to be outside every day and have opportunities to run, practice important gross motor skills, and socialize. It is fortunate to have two playgrounds and various outdoors spaces; however, use is coordinated so as to comply with guidelines to not co-mingle.

All children and staff wash their hands both prior to using the playground or being outdoors, and after returning back to their classroom.

The playground is divided into 4 sections to which classes are assigned on a rotating basis.

The 4 playground sections are the:

- upper playground of single swings and sandbox;
- upper playground ship, cabin, tire swings and bouncy disc;
- lower playground jungle gyms; and
- lower playground rubberized surface for sport and ball activities, riding trikes, and jumping ropes, plus fire truck and climbing tunnel.

Green Geneva cones demarcate the four playground sections. Teachers explain to their classes that they will have weekly turns in all sections, but should remain in their assigned section for a specific playground period each day. Classes have their own sand box toys to use only with their own children, which are stored separately to be used when assigned to a sand box area.

Visitors:

Visitors are not permitted during school hours, so as to reduce the chance of introducing or spreading viruses. Various program or equipment inspectors, repair people, or new family visits are scheduled only before or after the program day.

If a child is late, unwell or requires an early pick-up, parents are requested to come to the school Lobby to drop off or pick-up their children. The child is escorted to and from class pods to the Office by staff as appropriate.

Essential personnel, such as from MCPS, sometimes requires a student with an IFSP or IEP to be visited by a Specialist for monitoring purposes. The Office informs the Teacher of when such a visit will take place. The Specialist is required to wear a mask, use the sanitizer, sign-in, take a temperature reading, and answer 3 questions to be recorded and initialed on a form in the Office. A staff member escorts the MCPS Specialist to the appropriate class door for entry. The MCPS visitor will respect social distancing and school mask guidelines while inside the school, and check out with the Office before departing the premises.

Ventilation:

There are many benefits of fresh air and ventilation in a classroom. As much as possible, staff open windows and doors to allow for air to circulate. Each classroom with an open outside door uses a gate to keep youngsters in and small animals out. Staff closely monitor activities outside the classroom doors and windows.

Enrichment Classes:

At this time, Geneva is not offering on-site enrichment classes. As it is able to safely provide such opportunities, which is hoped can be sometime during the year, this information will be communicated with families.

Extended Care:

It may be possible to provide Extended Care services for a limited number of children in their own pods if a class staff member is willing to stay an extra hour. Prior arrangements are coordinated with the school Office.

Travel:

Travel is permitted for families within the six state region of Delaware, the District of Columbia, Maryland, the Commonwealths of Virginia and Pennsylvania, and West Virginia without any travel restrictions. People who are fully vaccinated may travel safely within the entire United States.

When unvaccinated children travel with family members, they and unvaccinated family members must be PCR tested 3 days before travel, be PCR tested 3-5 days after returning home from travel and self-quarantine for 7 days, or not be PCR tested after returning home from travel and self-quarantine for 10 days. Please refer to the attached CDC chart below.

Travel outside of the six-state region or out-of-the country for work or other purposes, should be communicated with the school Office to coordinate any testing or quarantine activities.

Mask wearing is required for all travel on airplanes, buses, trains, or other forms of public transportation traveling into, within, or out of the United States or in transportation hubs such as airports and stations.

If any COVID-19 symptoms develop after travel, isolate and get PCR tested.

STAFF MEMBER AND STUDENT PRACTICES:

Daily Check-In Procedures:

All staff members and students are asked to take a first temperature reading at home prior to departing for Geneva. If it is normal, they may proceed to school.

Staff members and students are also asked to verify a second temperature reading at arrival and indicate answers to the three following Daily Check-in Questions prior to entering the facility.

Second Temperature Verification:

Both the staff member's temperature and the student's temperature are rechecked a second time at Geneva to be certain readings remain normal and before they are permitted to enter the facility for the day. A colleague will verify the staff member's temperature, and a staff member will verify the child's temperature in the carpool line at arrival.

Check-in Questions:

Question #1:

Since last here, have you or any member of the family or household had any of the following symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 or higher
- Chills or shaking chills

- Muscle aches or pain
- Headache
- Sore throat
- New loss of sense of taste or smell
- Fatigue
- Congestion or runny nose
- Gastrointestinal symptoms as nausea, vomiting, or diarrhea

If **YES**, the staff member or child is not permitted to enter the facility. They or their family are to contact their personal physician, health care provider, or the Health Department for specific instructions related to their situation. Geneva contacts the local Health Department and Licensing Specialist for additional guidance on a case-by-case basis. If **NO**, the staff member or child is permitted to enter the facility.

Question #2:

Since last here, are you waiting for a COVID-19 PCR test result, been diagnosed with COVID-19, or been instructed by any physician, health care provider or Health Department to isolate or quarantine?

If **YES**, the staff member or child is not permitted to enter the facility. The staff member or child may return with a negative test result or when the physician, health care provider or Health Department advises release from isolation or quarantine by providing a written statement. If **NO**, the staff member or child is permitted to enter the facility.

Question #3:

In the last 14 days, have you had close contact (less than 6 feet for more than 15 minutes during a 24-hour period) with anyone diagnosed with COVID-19, having or suspected of having COVID-19 or COVID-19-like symptoms, or tested due to symptoms?

If **YES**, the staff member or child is not permitted to enter the facility. The staff member or child may return after they have completed a quarantine period from the date of last exposure to the person diagnosed or suspected of COVID-19, unless instructed by a physician, health care provider, or Health Department to quarantine longer. A written statement must accompany the staff member or child to indicate that they are not contagious and healthy, and may resume work or attendance at school. If **NO**, the staff member or child is permitted to enter the facility.

If the answer is **NO** to ALL of the above questions, the staff member may enter school for work and the child may enter school to attend class that day.

Staff and Student Hand Washing Procedures:

After entering school and putting away coats, totes, and lunches, all staff members and children immediately and thoroughly wash their hands. The required hand washing procedure is for 20+ seconds with warm/hot water and soap to lather and rub both sides of the hands, rubbing wrists, each finger, and in between fingers before rinsing and drying thoroughly with a paper towel. A class timer helps children learn to wash for the full 20+ second period.

Staff and students also wash hands throughout the day, and may use a sanitizer with 60%+ alcohol on a limited basis when a bathroom sink is not available in the classroom.

Hand washing is essential before and after snack or lunch, before and after bathroom and diapering activities, before and after playground or outside activities, after messy work such as art, after sneezing into hands or blowing noses, and at other appropriate times. Staff monitor this important procedure throughout the program to determine which students may require further practice, as well as who demonstrates reliable hand washing skills.

Staff and Student Masks:

All staff and students over the age of 2 years wear face masks or cloth coverings during carpool and inside school buildings every day, but may take them off for outdoor activities. This is an important continuing safety practice. Adult and child-sized non-woven protective masks are also available at school as necessary.

Before staff or students eat snack or lunch, they wash or sanitize hands before removing their masks by the ear cord and storing them in a safe location. Before putting masks on again, hands are again washed or sanitized.

It is recommended that long hair be tied back or up to minimize frequent touching.

Staff and Student Social Distancing:

It is important for staff and students to wear masks while inside the building in their own class pods, and continue to not mingle with other class pods both indoors and outdoors. Social distancing may sometimes be closer than 3' during work or play time, especially when students of the same pod are socializing together.

WHEN DIAGNOSED WITH or EXPOSED to COVID-19 or COVID-19-LIKE SYMPTOMS:

If staff members or students, or family or household members, have been diagnosed with COVID-19, have COVID-19-like symptoms as stated in Question #1 above, are waiting for results of a COVID-19 PCR test, or have had close contact (less than 6' for more than 15 minutes over a 24 hour period without wearing a mask) or exposure to someone else with these conditions, then Geneva requires that the staff members or students, or family or household members, remain at home to contact their own physician, and carefully follow directions for their specific situation from their physician, healthcare provider, or the Health Department. They may return to school when cleared and no longer contagious as evidenced by a physician's written medical statement.

If staff members or students experience symptoms of COVID-19 during school, as stated above, they will immediately be sent home to contact their physician or go to the closest hospital. Emergency family contacts will be notified and arrangements will be made to later retrieve or return the staff member's vehicle and possessions or student possessions.

Class Ventilating, Cleaning, and Disinfecting a Class in the Case of COVID-19:

Should a positive case of COVID-19 be identified in the staff or student population, it will be necessary to vacate the involved classroom(s) for a period of time. The involved classroom(s) is(are) undisturbed for 24+ hours to allow virus droplets to settle. After 24+ hours, the classroom(s) is(are) ventilated, cleaned first, disinfected and then sprayed with a disinfectant mist to kill viruses. The class(es) may be closed for a prescribed number of days, depending on the direction of the Health Department and Licensing Specialist.

Notification:

Communication of all COVID-19 circumstances must be provided the Office so that the school can begin implementing specific measures.

When any staff member or student, or their family or household members, have symptoms of, been exposed to, or are diagnosed with COVID-19, the Geneva Office immediately notifies:

The Montgomery County Health Department: 240-777-1755

AND

Ms. Davina Ragin-Hopkins, the school's Licensing Specialist: 240-314-1424

Email: Davina.RaginHopkins@montgomery.gov.

These numbers are posted at all Office telephones. The Health Department and the Licensing Specialist consult with Geneva regarding what next steps are appropriate to take so as to protect the health of all students and staff, and their families, and to coordinate responses with the family.

If families alert the school Office in advance of being away and/or quarantining, the school can arrange learning packets and other resources for students.

Throughout the day, children are monitored for any visible signs of being unwell. If any symptoms are observed, parents are contacted and the child is to be picked up within 30 minutes. The child's parent consults with their personal physician, health care provider, or Health Department for direction. A student may return to school with a written statement from the physician, health care provider, or Health Department indicating that s/he is not contagious and cleared to return.

Communication Regarding Any COVID-19 Situation:

Staff and parents are immediately notified of any positive COVID-19 situation in Geneva and what procedures it is required to follow by the Health Department and the Licensing Specialist. Classes in which COVID-19 occurs will be closed, undisturbed for 24 hours, ventilated, cleaned and disinfected, and sprayed with a disinfectant mist to kill viruses. Confidentiality of the person(s) involved is always carefully respected.

OTHER STAFF PRACTICES:

Staff Attire and Gowns:

In addition to wearing a required mask, staff attire is casual clothing which allows working comfortably with youngsters. It is recommended that long hair be tied up or back so as to minimize touching of hair.

Cloth gowns are available to wear during periods of messy art work, when changing messy diapers, or comforting a distressed child. Each staff member determines when they feel a gown is necessary.

Staff Gloves and Shields:

It is necessary for staff members to wear gloves for specific activities, such as serving foods or assisting in opening lunch containers, during bathroom and diapering activities, among others. Hands are washed or sanitized before and after using gloves.

Though a shield is not required, the school has some available for staff as desired in addition to wearing a mask, especially when working closely with some children.

Staff members maintain their own shields in a labeled Ziploc bag in their classroom. A disinfectant wipe is used to clean the shield and prepare it for safe use on another occasion but only by the same staff member.

Staff Class Cleaning and Disinfecting Practices:

As always, staff perform routine cleaning duties, which include using disinfecting wipes on tables, chairs, and frequently touched surfaces at the beginning and conclusion of the school day, and often in between. Such times include after work or play at tables or centers, and before and after serving snack or lunch, among other times.

At the end of the week, when the classes or pods are sprayed with a disinfectant mist, used toys can be set out on the tables to also be disinfected and ready for classes on Mondays. Teachers may sometimes spray disinfectant on toys and bins outdoors and air dried before using them again. The kitchen sanitizer is also available for use after items have been washed or rinsed off.

CARPOOL SYSTEM FOR ARRIVALS AND DEPARTURES:

Arrivals:

Parents of students arrive during a window of time for drop-off or pick-up using the “carpool system” by entering the property at the Seven Locks Road entrance. Pre-school parents join the carpool line which begins in the right lane and continues to the back of the main building to the green carpool awning. Parents of Kindergarten students bear to the left in line to arrive outside the Learning Cottage door. All parents display their carpool number for both arrival and dismissal, clipped to the visor for easy visibility, so that staff members can identify to which pod the child is going or coming from, and which entrance door to use. All parents waiting for carpool lines to begin, either for arrival or departure, are asked to turn off the engine and not idle in line, per Maryland State law.

Before helping a masked child out of the car, a staff member will take a 2nd temperature reading, and, if normal, ask the driver what were their responses to the three COVID-19 questions. If the responses are all “no,” then the staff member helps the child out of the car, escorts the child to their designated class or pod door, and notifies the Teacher to check off the child on a clipboard for the day as having a normal 2nd temperature and having the 3 questions answered as “no.” Other staff are available to assist as may be necessary outside or inside the building.

If the temperature reading of a child is not normal, then the child may not enter the facility. The parent drives the child back home and contacts their physician or health care provider for consultation and instructions.

Teachers report to the Office when a student is absent, which in turn contacts the family to learn the reason for the absence. Geneva wants to be able to track absences.

When a family arrives after the arrival carpool is concluded, the parent parks the car, and walks the child to the school lobby entrance for check-in, and for a staff member to escort the student to their own pod.

Departures:

After entering from the Seven Locks Road entrance, carpool for pick-up is again during a window of time, and begins in the right lane for the pre-school and the left lane for Kindergarten. Staff escort children from their own classes to cars for entry and into seats. Children will buckle in their own seatbelts, or parents may park in a parking space, turn off the motor, and assist their child with the seatbelt.

OTHER PROTOCOLS

Geneva has adopted other practices to minimize the spread of COVID-19 or other illness in the facility. Included are the following:

- Catered lunches are delivered to classrooms by Office staff wearing gloves. Staff will eat lunch in their classrooms with their students. Support Staff may eat outside where they can observe social distancing of 3’.
- Staff collect items from the kitchen or supply closets before or after school.
- Anyone using the copier will first use the sanitizer located at the copier.
- Staff and teachers’ meetings will be conducted virtually or in locations that can respect social distancing requirements and masks.
- Weekly disinfectant mist applications are scheduled throughout the school.
- HVAC units all have filters/purifiers to kill viruses.

Depending on other health circumstances, Geneva may undertake other practices as advised by OCC, Maryland or Montgomery County Health Departments, or the CCD. These practices may not yet have been identified, but the school is responsible for being aware of and implementing whatever is directed during this particular emergency health period, including increased surges of COVID-19 or other variants. The school is committed to following recommended procedures so as to protect the health and safety of all students and their families, the staff and their families, and the entire Geneva school community.

Geneva will follow the directives of the Maryland State Governor with cooperation and direction from OCC and Health Departments. If it becomes necessary to close

Geneva for extended periods, the school may plan and provide virtual instruction, such as through ZOOM, during these circumstances.

APPRECIATION:

These protocols have been revised for the operation of Geneva during the 2021-2022 school year. These practices may continue to be modified as guidelines are also modified.

Geneva appreciates the consultation from the following staff members who participated on the Reopening Task Force:

Theresa Cali	Debra Lieberman
Eunji Choi	Daisy Lizama
Maria Franzetti	Carrie Mazur
Ann Hepburn	Lauren Miller
Barbara Korb	Sherry Pyle
Wendy Landres	Amanda White

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Christina A. Polyak, MD, MPH
Davina Ragin-Hopkins, MSDE OCC, Licensing Specialist
Starr Stevenson, MS, RN, Child Care Health Consultant
Eugene Sussman, MD, Geneva Pediatric Consultant
Jon B. Woods, MD

Thank you for signing the attached ***Geneva Day School Community Wellness Pledge*** which indicates that you understand, accept, and will follow and implement these guidelines and procedures for the benefit of your child, your family and household members, OR for the benefit of me, the staff member, AND for the benefit of the entire Geneva community.

Please contact the Office if you have any questions. Thank you!