

Green Acres School Community Handbook Addendum

Related to COVID-19 Policies and Procedures

Arrival, Departure, and Attendance

Hours

School will begin and end at staggered times determined by division heads.

Health screenings

Parents with students in grades K–8 will complete a temperature check and health screening questions on the Magnus app prior to arriving at school. We will also use Magnus for all on campus and off campus events for each student. All other visitors will be screened with a paper form by staff upon arrival, so be sure you have taken your temperature before you arrive. Parents will not bring their child to school until this screening is completed. If the app prompts them to stay home, they will follow the instructions and notify the school nurse within 24 hours. Parents will also notify the School of the student's absence in accordance with normal attendance procedures via the parent portal. The School retains the discretion to screen any student upon arrival. Screenings may be done based on staff's observations, perceived symptoms, or randomly.

Morning drop-off

Students will be dropped off at their determined time at the front entrance under the carpool porch. Students and parents must be wearing face coverings once they drive on campus and prior to opening their car doors to get out. Parents with students in grades K–8 will show their screen from the Magnus app that they have completed their temperature check and health screening. Pre-K students will have a temperature check and health screening upon arrival in their car.

Late arrival

Parents will place an attendance change in their parent portal for all late arrivals. Parents will call the main office at 301.881.4100 to let them know they will be dropping off their child at the front entrance. Parents need to remain in the car at all times. The front office staff will come get them and escort them to class, if needed.

Early departures

Parents will place an attendance change in their parent portal for all early departures. Students will remain in class until their parent arrives to pick them up. Parents will call the front office once they arrive and remain in their car. The student will be sent out to the car.

Afternoon dismissal

Students will be dismissed from their classrooms at staggered times determined by division heads. All transportation changes must be placed in the parent portal at least 2 hours before dismissal.

Attendance

Attendance records will be maintained as usual, including during remote learning. All attendance changes (i.e., early dismissals, late arrivals, absences) need to be placed in the parent portal as early as possible.

Family vacations

Please do not plan or schedule vacations that result in your student missing school. Parents/staff also will self-report any vacation or travel plans prior to leaving and follow [CDC guidance](#) and state guidance before returning. Parents/staff also will follow all state guidelines for traveling out of Maryland. Remote learning will be required during any mandatory quarantine.

Bus transportation

There will not be any buses until further notice.

Carpool policy

The carpool policy will be shared with each phase-in of grades.

Emergency Communication

In the event of a required early dismissal due to a suspected or confirmed case of COVID-19 at the School, parents/guardians will be notified, and then staggered dismissal procedures will be implemented.

Extracurricular Activities and Enrichment

Athletics

There will not be any after-school sports until further notice.

Enrichment

Enrichment programs will only be offered virtually.

Extended Day Program (EDP)

There will not be any EDP. We may offer remote special events, at no charge, until all students return to campus.

Health Policies

All Green Acres School students must have current required health and medical records in Magnus. Do not send any forms into the school. All forms must be uploaded or faxed to Magnus, no exception. All forms brought or sent to the school will be returned home. All medical records will be kept confidential, and the School will comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The following records are those required by the State of Maryland and Montgomery County for enrollment and must be uploaded to Magnus prior to the first day of school:

- Student Emergency Forms: Vital Health Record and School Emergency Form
- Up-to-date Immunization Record

Emergency Cards

Your student’s emergency card is created by the school from information provided in your student’s Vital Health Record and Green Acres Emergency Form on Magnus Health. It is essential to provide the school with this information. This information must be on file before a student may start school. No student may participate in any school program without a completed Vital Health Record and Green Acres School Emergency Form.

Medical Examination

It is important for each child to see a physician regularly. We urge a yearly physical examination for each student and that each student obtain a flu shot by October 1 of the school year. Physical forms are provided by the school and must be uploaded to Magnus before the start of the school year. A physical exam is required for all Pre-K students prior to the first day of school, no exception. Be certain to include a dental visit. If you are unable to schedule a physical for your Kindergarten–8th grade student before school starts, let the school nurse know. Vision and hearing screenings will not be offered until further notice.

Medications

All policies and procedures are the same, but please call to schedule a time to drop-off medications with the nurse.

Illness and School Attendance

A student who becomes ill in school is evaluated by the school nurse or their designee. The school nurse evaluates the student’s complaints by observation (skin color, eyes, speech, and

orientation) and by checking temperature, pulse, and respiratory status. Any student with COVID-19 symptoms (cough, fever, chills, shortness of breath or difficulty breathing, fatigue, headache, new loss of taste or smell, sore throat, congestion or runny nose, muscle aches, vomiting, or diarrhea) will be sent home. We also encourage parents to keep children home for minor symptoms (i.e. runny nose, congestion, sneezing, etc.) to monitor them for worsening symptoms. We ask you to contact the school nurse and she will make a clinical judgement to see if remote learning would be appropriate for instances your child is staying home for minor symptoms based on the nurse's assessment. A fever is defined as a temperature of 100 degrees Fahrenheit or higher. Parents are asked to keep children home until fever-free for at least 24 hours without the use of any antipyretics (fever-reducing medications, such as Tylenol or Ibuprofen) or until other symptoms are gone for at least 24 hours. If a student is prescribed a new medication, the student must stay home for the first 24 hours after starting the medication. If a student is sent home for COVID-19 symptoms, return may be permitted once student is fever free without fever-reducing medication for 24 hours, symptoms show signs of improvement per their doctor, have been on antibiotics, if prescribed, for 24 hours, and/or have not vomited or experienced diarrhea for 24 hours. The School may require a note from a doctor before the return of students with persistent mild symptoms. We also require that families keep children home who have been exposed to family members, caregivers, or others exhibiting COVID-19 symptoms or who have been diagnosed with COVID-19.

Self-Reporting

Parents/staff will self-report to the school if they or their students have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19. If a student or staff member is tested for COVID-19 due to symptoms or direction from a health care provider, a copy of their results will be emailed to the school nurse as soon as they are received. The dashboard found on the school's COVID-19 resource page will also have updated information, including positive COVID-19 tests in the school.

Quarantine and School Closures and Return

The School will monitor state and County rates of community transmission of COVID-19 and follow their guidelines and regulations related to exclusion, quarantine, and return to school. The School will follow the "Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps" (see link below) for a person with a positive test for COVID-19 or who has COVID-19 symptoms, regardless of if they have been tested, and those who had close contact with the person with COVID-19 or COVID-19 symptoms. Contact tracing will be led by the local health department. The School will work with the County health department to help identify persons who may have had close contact with anyone who tests positive for COVID-19. The School will

also follow the instructions from the local health department for all matters regarding quarantine, exclusion, and return to school for a person with a positive test for COVID-19 or who has COVID-19-like illness, and those who had close contact with the person with COVID-19 or COVID-19-like illness. If the number of laboratory-confirmed cases of COVID-19 is 2 or more within a 14-day time period, the School will notify the local health department, and any directives or recommendations, including possible school closure, will be made by the local health department.

COVID-19 Safety protocols

A Community Agreement must be completed, signed, and turned in to Green Acres prior to the first day of returning to on-campus learning.

Testing

Each student and staff member that is planning to return to on-campus learning will be required to present a negative COVID-19 PCR test result prior to that individual's first day of classes on campus and on a weekly basis thereafter. The date of the test should be within 72–96 hours of coming onto campus. Students and staff may use their own healthcare providers; alternatively, the School is arranging for on-campus testing that will meet these guidelines. On-campus testing will be available on a weekly basis, prior to each grade being phased into on-campus learning, and upon return from a school-wide break. The school nurse will have access to students' and staff members' PCR test results from the on-site testing company.

A student whose parents/guardians would like their student to return to on-campus learning may return to campus at least 24 hours after submitting a negative COVID-19 test result to the school nurse.

Face coverings

All staff, students, and visitors will be required to always wear a face covering that completely covers their mouth and nose while on campus, except when eating or drinking. Masks with exhalation valves or vents are not acceptable. Please send in a spare with your child in case one is lost or soiled. Follow [CDC guidance](#) for use and care of cloth face coverings. All staff and students will be trained on how to properly use a cloth face covering by the school nurse.

Social distancing

All students, staff, and visitors will always maintain, to the best of their ability, at least 6 feet of distance from each other. Note that latest health guidelines stress that close contact comes from being within 6 feet of another person for 15 minutes or less within a cumulative 24-hour period. Staff and students must take care to minimize their proximity for

Hand washing and prevention measures

All students and staff will be trained on proper hand washing techniques, respiratory etiquette, and prevention-of-illness measures. Students and staff will also be trained to recognize signs of symptoms of COVID-19. Signs also will be posted around campus about hand washing, disease prevention, symptoms of COVID-19, etc.

Movement and visitors

Signage will be displayed throughout the school to direct the flow of people and to inform which doors will be used for entrances and exits. There also will be signs on the floor, sidewalks, walls, etc. to remind people to social distance and to stay 6 feet apart. Visitors will be limited to essential visitors. All visitors are required to check in at the front office and to call the front office prior to entering. Instructions will be given by front office staff. All visitors also will follow Raptor protocols and will be required to complete a health screening.

Safety equipment

Sneeze guards, partitions, or plexiglass will be installed in designated areas as needed.

Personal items and school supplies

Students may not share any items or supplies. Students will bring their supplies from home, labeled with their name. All items should be taken home and cleaned daily.

Eating and drinking

Sharing food/drink/utensils/water bottles is not permitted. Students may consume only food/drink brought from home. Students must bring a water bottle to school every day. Students will eat outside, weather permitting. Water fountains will not be used for drinking, except for the water fountain in the Big Room, which will be used to fill water bottles only. If students need to eat indoors, they will eat at separate tables at least 6 feet apart with plexiglass dividers and have the doors to the outside open.

Pre-Kindergarten (Pre-K)

Our safety protocol for Pre-K focuses on more effective risk mitigation strategies for this population. These include hand hygiene, infection-prevention education for staff and families, adult physical distancing from one another, adults and students wearing face coverings, cohorts, and spending time outdoors.

Higher-priority strategies:

- Frequent handwashing for staff and students.
- Frequent cleaning and disinfection of classrooms, common areas, and frequently touched surfaces throughout building.

- **The expectation that students will always wear face coverings except when eating/drinking.**
- High-contact surfaces will be cleaned and disinfected every 2 hours.
- Cohort classes to minimize crossover among children and adults within the school.
- Utilize outdoor spaces when possible.
- Limit unnecessary visitors into the building.

Lower-priority strategies:

- Reducing classmate interactions/play in Pre-K-aged children (may be difficult to implement at this grade level).

Lower School and Kindergarten

Higher-priority strategies:

- Frequent handwashing for staff and students.
- Frequent cleaning and disinfection of classrooms, common areas, and frequently touched surfaces throughout building.
- High-contact surfaces will be cleaned and disinfected every 2 hours.
- Face coverings (cloth) for children.
- Desks will be placed 6 feet apart, when feasible.
- Cohort classes to minimize crossover among children and adults within the school.
- Utilize outdoor spaces when possible.

Lower-priority strategies:

- Reducing classmate interactions/play (may be difficult to implement at lower elementary grade levels).

Middle School

We anticipate that Middle School students will be more effective in physical distancing to reduce the risk of spreading COVID-19 than the Early Childhood Unit. There also are different barriers to the successful implementation of many of these measures in older age groups. Green Acres School will implement the following physical distancing risk-mitigation strategies when feasible:

- Frequent handwashing for staff and students.
- Frequent cleaning and disinfection of classrooms, common areas, and frequently touched surfaces throughout building.
- High-contact surfaces will be cleaned and disinfected every 2 hours.
- Facial coverings (cloth) will be worn.
- Avoidance of close physical proximity in cases of increased exhalation (PE, exercise); these activities will be safest outdoors and with students spread out.

- Desks will be placed 6 feet apart, when feasible.
- Cohort classes to limit cross-over of students and teachers to the highest extent possible.
- Cubbies eliminated or assigned by cohort to reduce need for hallway use.
- Teachers will rotate instead of students, when feasible.
- Utilize outdoor spaces when possible.
- Teachers will maintain 6 feet from students when possible and if not disruptive to educational process.

Enhanced cleaning and disinfecting

All cleaning and disinfection products will be used in accordance with the manufacturer's instructions and stored safely away from children. Cleaning protocols will be established per CDC and State guidance. Products that meet EPA List N disinfection criteria will be used. Playgrounds, outside equipment, and restrooms will be cleaned after each cohort use.

Considerations for Virtual Return

To set a clear decision-making process for situations that may require a return to fully virtual instruction, the following considerations will be weighed, yet are not mutually exclusive of each other. We track not only County numbers, changing state of Maryland requirements, and more importantly our own Green Acres rate of COVID-19 symptoms and students/staff awaiting testing, positive COVID test results of students/staff who were on campus. These are not mutually exclusive of each other, and include:

- The number of COVID-19 cases in Montgomery County,
- Requirements for the state of Maryland, and
- The health of the Green Acres School community (including the number of community member quarantining, waiting for test results, or exhibiting symptoms).

The next steps:

1. COVID Core Task Force is convened, evaluates data, and recommends to the HOS whether to move to at home instruction or remain open.
2. The Head of School meets with Admin Team about communicating the decision.
3. The Head of School communicates the decision to all staff, the Board and families (in that order)
4. A town hall parent meeting may be offered to address and clarify the next steps and timing, and reminder of metrics that will bring students back on campus.
5. The COVID Dashboard is updated daily (weekdays) with this pertinent information.

COVID-19 School Website and Resources

The school nurse will be the person to contact for reporting anything related to COVID-19. The School will maintain a COVID-19 webpage on its website informing the community of the schedule, dismissal changes, the community handbook provisions related to COVID-19, the behaviors we expect at home, and other important COVID-19 resources. 4822-9648-9161 v2 [80695-1] 11.2.20