



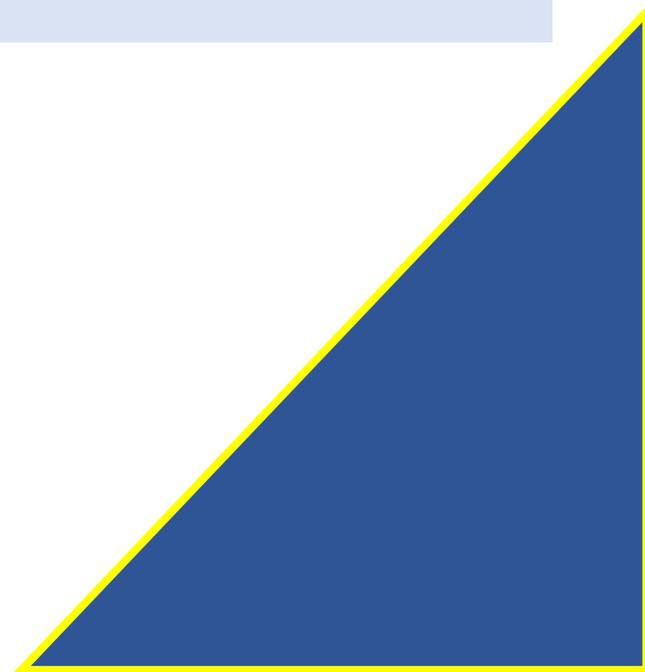
# The Manor Montessori School

Maryland's First Montessori School  
Celebrating Over 50 Years

Potomac - Bethesda - Rockville  
301.299.7400

## THE MANOR MONTESSORI SCHOOL SUMMER CAMP COVID-19 HANDBOOK

*COVID-19 HEALTH & SAFETY GUIDELINES FOR  
SUMMER CAMP 2021*



# The Manor Montessori School

## COVID-19 Parent Handbook

### **COVID-19 Health & Safety Guidelines for Summer Camp 2021**



<b>Overview</b>	<b>2</b>
<b>Program Summary</b>	<b>3</b>
Academic Programs Dates and Times	3
Arrival and Dismissal	3
Extended Day	4
Children's Meals	4
Classroom Policies	5
Items to Bring to School	5
Recess	5
Bathroom Use	5
Napping	6
Diapering	6
Community Events and Gatherings	6
<b>Face Coverings and Protective Equipment</b>	<b>7</b>
Staff	7
Children	7
Parents and Guests	7
<b>Access to the Building</b>	<b>8</b>
<b>Health Screening</b>	<b>8</b>
<b>COVID-19 Symptoms and COVID-19 Cases in School</b>	<b>9</b>
COVID-19 Symptoms at School - Children	9
COVID-19 Symptoms at School - Staff	10
COVID-19 Exposure - Staff and Children	11
Positive Case of COVID-19 in the Classroom - Children or Staff	11
Definitions of Quarantine and Isolation	11
<b>Physical Distancing Strategies</b>	<b>12</b>
Children	12
Staff	13
<b>Healthy Hand Hygiene</b>	<b>13</b>
<b>Cleaning and Disinfecting</b>	<b>14</b>
<b>Travel Guidelines</b>	<b>15</b>
<b>Transparency and Communication</b>	<b>16</b>

## Overview

The COVID-19 pandemic is one of the most serious health crises the world has experienced. Looking forward to Summer 2021, The Manor Montessori School is committed to do everything it can to safely remain open with enhanced health protocols and policies in place because we believe our campers deserve the benefits of face-to-face Montessori education, Summer adventures, and opportunities for social development that best occur in our classrooms.

### Montessori Pedagogy

Manor School is fully committed to providing an enriching Montessori program. These principles include multi-age groupings, uninterrupted Montessori learning blocks of time every day, hands-on activities and child-centered, individualized curriculum. Manor will prioritize its Montessori principles to the greatest extent possible while ensuring that we first act in accordance with the CDC's recommendations to prevent virus transmission and meet the health and safety requirements of the Maryland authorities.

### Personal Responsibility and Education

We are in this together. To ensure the health and welfare of all members of our school community, it is necessary that everyone take active steps to minimize the potential transmission of the COVID-19 virus. We ask all members of our community to carefully adhere to the CDC's best practices to stop its spread including mask wearing, handwashing and hygiene protocols and physical distancing to the greatest extent possible at all times. As much as feasible, we encourage adults to avoid environments where social distancing is not possible and strictly self-quarantine if they have had any risk of exposure to the virus including travel to high infection regions, along with all other CDC recommendations.

And finally, we ask all members of the community to read this document carefully and make an effort to educate themselves and their children about best practices to reduce the chance of transmission of the COVID-19 virus.

### Acknowledgement of Risk

All schools are challenged to adapt to the realities of the COVID-19 pandemic. Through Manor's planning and preparation for re-opening, we hope to shape positive school and learning experiences in a manner that is true to our core values and beliefs.

Parents sending children to Manor and employees working acknowledge that despite our best efforts, there is still a risk of infection. Attendance implies acceptance of the risk. We encourage you to continue to assess the best course of action for you and your family.

Each family and staff member will be required to review the Manor Montessori Covid Summer Camp Handbook and acknowledge and agree to abide by all policies and protocols included in the Handbook.

## Program Summary

**Academic Programs Dates and Times:** June 14 to August 13, 2021

**Half Day Option:** 8:45 AM - 12:00 PM

**Full Day Program:** 8:45 AM - 3:00 PM

**Extended Day Program:** 7:30-8:45 AM and 3:00-4:00 PM. This program is only being offered at our Potomac location at this time and only one class within the center is designated and offering the extended daycare. At Potomac, the class is the Primary II Class. Drop-in daycare will NOT be permitted at this time unless your child is already within the designated extended daycare class.

### Arrival and Dismissal

#### Assisted Arrival

- All children arriving by car must be walked from their car to their child's designated classroom door or meeting area.
- Parents must wear a face mask during assisted arrival.
- Each child and parent must complete an online or paper Health Screening questionnaire at the arrival spot to be permitted into the school.
- The parent/guardian will take and record the child's temperature using a thermometer brought from home and show the temperature to the teacher.
  - If your child has a temperature of 100.4°F or over, the staff member will verify the temperature with a second thermometer.
  - A child with a temperature of 100.4°F or over will not be permitted to enter the school.

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

- Parents will park at the main lot and come to the main school door to ring the doorbell. Parents must wear a mask during drop off.
- Classroom assistant/office staff will meet the child at the door and assist the child with arrival following the regular arrival procedures.

#### Assisted Noon & Afternoon Dismissal

- Noon & Afternoon Departure will be a varied schedule depending on your center.

- Noon & Afternoon Departure Schedules will be supplied to parents at each center.
- Parent should park their car and arrive at the designated pick-up location and time to receive your child, wearing a face covering.

## **Early Dismissal**

Early dismissal 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 early departure.
- Office Staff will notify the teacher to make arrangements for assisting the child with departure at the pre-arranged early departure time.
- At the pre-arranged early departure time, parents will park at the main lot and come to the designated door to ring the doorbell. Parents must wear a mask during pickup.
- Classroom assistant/office staff will bring the child to the door for pickup.
- If the child is coming back to the school after an appointment, the classroom assistant/office staff will assist the child with drop-off following the regular arrival procedures.

## **Extended Day Arrival and Dismissal (7:30-4:00 @ Oaklyn Center)**

- Parents/caregivers should arrive and pick up their child at the designated arrival/d dismissal location and follow the usual arrival/d dismissal routines.

## **Children's Meals**

- Children will bring non-perishable snacks and lunch from home in a plastic or metal lunchbox.
- All children will eat snacks and lunch in their classrooms or outside. Children will eat their lunch at their assigned table in the classroom or if outside, they will be placed 6 feet apart at outside tables.
- Food preparation (an important part of the Montessori curriculum of Practical Life) will be temporarily suspended.
- Children will need to provide a clean water bottle each day from home that they can easily open independently. If your child needs to refill water will be provided in a disposable cup.

## Classroom Policies

- During camp, children's belongings including outerwear and lunch boxes and water bottles will be kept at each child's individual table.
- Children should only bring required items to school including snacks, lunch, water bottle, and outerwear.
- All students should arrive to school in appropriate "outdoor" boots or shoes and change into designated school sneakers that will stay at school.
- Children will be assigned to work areas that are at least six feet apart from each other.
- Children will work on their own, provided, half-yoga mat which will be cleaned and sanitized daily.
- Students may not work in common areas or hallways.
- Class activities will be encouraged to take place outdoors when appropriate, weather permitting.

## Items Permitted and Should be Brought to Camp

- **On the first day of camp:** plastic Ziploc bag with two pairs of full change of clothes (pants, shirt, underwear, and socks) in case of bathroom accident or other mishap.
- Lunch and snack in plastic or metal lunch boxes or bags (only snack if staying 9-12).
- Plastic or metal water bottle that your child can independently open and close to refill.
- Plastic bag with 5 extra face coverings marked clean and an extra plastic bag marked dirty for sending home soiled/used face coverings to clean.
- If staying for nap: nap sack/blanket/sheet in a plastic bag.
- If weather permits, jacket, hat, rain boots.

## Recess

- Each cohort will have their own designated playground time scheduled throughout the day.
- High touch metal and plastic playground surfaces will be sanitized, including each morning and after each cohort's use of the playground. Cleaning of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) will be handled according to CDC guidelines.

## Bathroom Use

- Each class will take regular group bathroom breaks throughout the day. The bathrooms will be sanitized before and after each use.

## **Napping**

- Children will nap with their class groups, partitioned from others, and not commingled with children from other groups.
- Cots and mats will be labeled for each child.
- Children's naptime cots/mats will be spaced out at least 6 feet apart, with alternating head to toe arrangements to reduce the distance between children.
- Each child's bedding is required to be brought to school each Monday, cleaned and in a large plastic bag. The bedding will go home each Friday and brought back the next week of camp.
- Cots or mats will be disinfected after use.
- Parents are requested to use the warmest appropriate water setting and to dry items completely.

## **Diapering**

- Diapering procedures will be posted in all diaper changing areas. Staff will follow safe diaper changing procedures.
- After diapering, as always, staff will wash their hands and disinfect the diapering area.
- Parents should provide all diapers and wipes. Please provide a week's worth of diapers and wipes in a plastic bag on the first day of each school week.

## **Community Events and Gatherings**

- The following events will be suspended until further notice:
  - All school community events
  - Onsite parent-teacher conferences and meetings (will be held remotely)
  - Parent observations of the classrooms
  - Field trips, including swimming and tennis at the Potomac Swim and Tennis Club

## **Birthday Celebrations at Camp**

We recognize that birthdays should be celebrated, however due to Covid-19 food sharing restrictions we ask that families do not send in birthday treats/gifts to be shared with their class. Instead, the teacher will conduct a traditional Montessori birthday ceremony with the class and the child who is celebrating a birthday is welcome to bring in their own personal celebratory snack to enjoy during snack time.

## Face Coverings and Protective Equipment

All Manor Montessori community members must wear a face covering while at school. Each student will provide their own face covering. There will be a stock of masks in case a student or staff member forgets their face covering. Face coverings should be at least three-ply; if you can blow out a candle while wearing the face covering, it is not thick enough. The face covering should fit snugly around the face and cover the nose, mouth, and under the chin.

We recommend that our youngest students begin practicing wearing their face coverings before the beginning of the academic year. Make sure the face covering is comfortable and begin with short intervals (15 minutes or fewer) and work up to longer times. Tell your student that this is an important thing they can do to protect their friends, family, and teachers.

### Staff

Staff will be required to always wear face coverings, including:

- Arrival and departure
- When performing health screening of staff and children
- When working in the classroom
- When assisting an ill child or staff member
- While working indoors, in the hallways, public space, common areas, as well as office spaces where multiple people are present if social distancing of six feet is not possible.
- Staff are requested to provide their own masks, and masks are available in the office in case of necessity.
- Gloves will be used while disinfecting surfaces, materials and objects.
- A full PPE kit with full face shields and gowns will be available in the health room at each center, if needed.

### Children

- All children ages 2 and up are required to wear face masks in the school building, but are not required outside, when a child is eating or drinking and at nap time.
- Parents should provide and put on the face mask for their child and include a Ziploc bag with additional extra masks in case the mask the child wears to school become soiled or lost.

### Parents and Guests

Parents and guests are required to wear a face covering on all school grounds at all times including while in vehicles during arrival and dismissal.

## Access to the Building

- Access to the interior of the school will be limited to children and staff.
- All initial school tours will be held virtually. After this initial step, vetted prospective parents will be invited to meet with the Director outside of the school to conduct a follow-up interview.
- Emergency service vendors such as plumbers, electricians, etc. will be scheduled at a non-operational time when possible. If immediate service is required:
  - Children will be removed from the area accessed by the provider.
  - A staff member will accompany the service provider at all times.
  - Areas and surfaces will be disinfected after completion of service.
  - Parents will be notified via email of the emergency service with details of repair required, the name of the service provider/company, time of service call (start and end) and areas accessed.

## Health Screening

### Health and Temperature Screening Protocol

All children and staff who meet any of the criteria below will be denied entry:

- Temperature of 100.4°F or over (for children) and 100.4°F or over (for staff). Ask if medications were used to lower an individual's temperature.
- Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills or repeated shaking with chills
  - Congestion or runny nose
  - Muscle or body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Diarrhea, nausea, vomiting
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; or
- Is under investigation for COVID-19

## Staff Health Screening

Staff members will answer the Health Screening Questionnaire prior to arrival at school. If a staff member self-identifies as having symptoms listed in the screening criteria above, she/he will contact the designated administrator, not come into work, and follow the procedures in the section, [Staff Symptoms at Camp](#).

An administrative staff will conduct and record staff's temperature upon arrival at school and at the end of shift.

## Screening of Child at Camp

- Upon arrival, the parent or caregiver will take your child's temperature using a thermometer brought from home. If a parent/caregiver does not come with a thermometer, the school will provide a contactless thermometer to the parent and then this thermometer will be disinfected.
  - If the child has a temperature of 100.4°F or over, the parent/guardian will verify the temperature with another contactless thermometer.
  - A child with a temperature of 100.4°F or over will not be admitted.
- Parent will answer the Health Screening Questionnaire within SchoolCues Portal.
- Staff will conduct and log the temperature checks of each child three times each day. (At arrival, before lunch, prior to departure)
- 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 isolated, and parents will be required to pick up their child **within 30 minutes** of the call.

## COVID-19 Symptoms and COVID-19 Cases in Camp

If the Manor Montessori School has been alerted by either a family or staff member of a symptom of Covid-19 or case of Covid-19, they will first alert and seek the guidance of the Maryland Department of Health and Human Services. The attached [Decision Aid Flow Chart](#) given to Manor by the MD Dept. of Health will aid Manor in its decision-making process.

## COVID-19 Symptoms at Camp - Children

If any COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Children displaying any symptoms of illness will be quarantined from other children. Staff contact with symptomatic children will be limited as much as reasonably possible while ensuring safety and supervision.

- The classroom teacher, assistant or administrator will follow these isolation procedures:
  - The adult will provide face covering if not already on (subject to age of child).
  - The adult will inform the office staff of the symptoms exhibited. Office staff will contact parents to come to school to pick up the child **within 30 minutes** of the call. If a parent is unavailable, we will call others on the emergency contact list.
  - The adult will assist the child with gathering belongings and immediately walk the child to the isolation location.
  - The adult will supervise the child until the parent arrives.
  - Parents will park at the main lot and come to the door to ring the doorbell.
  - The assistant will bring the child to the door for the parent.
  - Once a parent has left with the ill child, the isolation area and cot will be cleaned and sanitized by the assistant.
- Materials and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.
- Families are encouraged to coordinate decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return.
- A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID-19 test and an alternative diagnosis.

## COVID-19 Symptoms at Camp - Staff

Staff is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff is encouraged to stay home if they are exhibiting any symptoms of COVID-19 and to contact their healthcare provider.

- Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:
  - Leave the classroom
  - Complete the COVID-19 Self-Assessment
  - Obtain a COVID-19 test - [Test Collection Sites](#)
  - Follow the recommendations of their healthcare provider
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the return criteria for [Children or Staff with Positive Case of COVID-19](#)
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical

professional's note clearing the individual for the return based on a negative nucleic acid COVID19 test and an alternative diagnosis.

## **COVID-19 Exposure - Staff and Children**

If a staff member or child has been identified as close contact to someone outside the classroom who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days. Close contact means being closer than 6 feet apart for more than 15 minutes.

## **Positive Case of COVID-19 in the Classroom - Children or Staff**

If COVID-19 is confirmed in a child or staff member, the following actions will be taken by school administration:

- Notify the Maryland Department of Health
- Contact Child Care Licensing to report the presence of COVID-19
- Notify staff and parents/caregivers that a member of the classroom has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow up actions (quarantine, classroom closure, etc.) will be dictated by the public health department
- The school facility will be cleaned and disinfected as recommended by the CDC

## **Children or Staff with Positive Case of COVID-19 - Returning to Camp**

Children and staff who have a positive diagnosis and who have stayed home (home isolation) can return to school/work when following criteria are met:

- At least 14 days have passed since symptoms first appeared, and negative results of an COVID-19 PCR molecular test is shared with the Head of School.

## **Definitions of Quarantine and Isolation**

### **Quarantine**

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine

should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

## Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

## Physical Distancing Strategies

The Manor Montessori School does not expect that young children will distance themselves from other children or adults while at school. Young children learn by engaging with their environment, which includes the other people in it. However, Manor will employ the following strategies for limiting the spread of COVID-19 in our classrooms when feasible.

## Children

- According to Maryland State Department of Education guidelines, classrooms will consist of cohort groups of no more than 15 children and two teachers in a classroom for Primary and Elementary classes and 6 children to one teacher in the Toddler classes. Cohort means that the same children and their consistent caregiver(s) are in the same group each day.
- Children shall not change from one group to another during the day.
- Groups shall not mix with each other.
- The lead classroom teacher will remain with a single group each day. In the case of illness, a designated substitute for the group will assist with caregiving.
- Contact with Specialist teachers will either be done via Zoom or the specialist teacher will stay designated to one group or cohort.
- Each child will have a designated worktable and/or floor space so that children can be spaced 6 feet apart while engaged in activities at school.
- The physical distance between children will be increased in daily work locations, group gatherings, meals, and snacks.
- Stagger playground times to keep the groups separate.
- Children will be reminded to socially distance with positive redirection and role play about social distancing will occur daily at group/circle times.

## Staff

Staff is expected to maintain social distancing with each other while at work.

- Stay six feet apart.
- Refraining from hugging, handshakes, high-fives, etc.
- Staff will take breaks apart from other staff either within their classroom or directly outside the classroom.
- Staff is encouraged to eat outside/onsite or in their vehicle for lunch/break rather than going to the store, restaurant. etc.

## Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- Before and After playing outdoors
- After handling trash
- Before touching your eyes, nose, or mouth
- Before dismissal

## Follow Five Steps to Wash Your Hands the Right Way

Staff are expected to follow and instruct children to follow these steps.

1. Wet your hands with clean, running water (warm or cold), and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Hum the “Happy Birthday” song from beginning to end twice as a timer.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel. Using the same paper towel, turn off the tap.

Notes:

- After assisting children with handwashing, staff should also wash their own hands.
- Upon arrival, children will be required to wash their hands.

- Children will wash their hands as a group at a minimum of 3 times a day.
- Hand sanitizer will be provided for staff (at level out of reach of children) to use as needed.
- Handwashing will be supervised by the teacher.
- Handwashing procedures will be posted in all bathroom and classroom sinks.

## Hand Sanitizer (For Adults Use Only)

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, the staff can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

### How to use hand sanitizer:

1. Apply the gel product to the palm of one hand.
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## Cleaning and Disinfecting

Manor School has a detailed plan for each classroom, including staff responsibilities and the responsibilities of our custodial contractor, United Janitorial Services, in the Cleaning and Sanitization binder.

- There is evidence that the virus may be transmitted through the air. Each classroom at the Bethesda Center is equipped with a HEPA-filter air cleaner. The Potomac and Rockville Centers have individual air systems for each class. Windows will be opened at the teacher's discretion to increase circulation of fresh air.
- Common areas (will be disinfected with diluted bleach solution) three times a day:
  - Bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers (Disinfected after each use)
  - Staff room
  - Front Door Keypad
  - All door handles (inside and out)
  - Computer and monitor including mouse and keyboard
  - Tablets
  - Phones

- Front desk (horizontal surfaces), copier, postage machine
- Classroom and Student areas (outdoors included) will be disinfected with diluted bleach solution at opening, after lunch and at the end of day:
  - Tables and chairs
  - Commonly used materials and objects
  - Cubbies
  - Door Handles
  - Sink surfaces, faucets and Paper Towel dispensers
  - Phones
  - Classroom computer, monitor, keyboard and mouse, or laptops
  - Tablets
  - Grab bars on playground equipment

Notes:

- Materials and toys that cannot be cleaned and sanitized will not be used.
- Towels, cloths and other porous materials will be single use only and laundered after use.
- Materials that children have placed in their mouths or that are otherwise contaminated will be set aside until they are cleaned and disinfected.
- Books and other paper materials are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

## Travel Guidelines

Manor is encouraging all staff and families to restrict travel during the Summer.

However, if a unvaccinated staff member or child does travel outside of the DMV area and:

1. Uses public transportation (airplane, train, bus)
2. Mixes with other groups of people not in their quarantine group
3. Travels to other states with high rates of Covid-19 cases

Then we assume the staff member or family put themselves at greater risk of being exposed to Covid-19, thus Manor is requiring the staff member or child to either quarantine for 14 days upon arrival back at home -or- quarantine at home for 3 days, after 3 days get tested for Covid-19 and then return to school with documentation of a negative test result.

## Transparency and Communication

- Manor will be 100% transparent of any information on Covid-19 cases within the school and with any changes being made to establish best practices for our community.
- Parents and staff will be informed via email of updated versions with at least 24 hours' notice.
- Please direct any questions regarding the school's COVID-19 Health and Safety Guidelines to the Director of the School.